Annex

Limited Counter Services

The limited opening hours of the Registry are as follows:

<u>Queensway Government Offices - 14/F Public Service Hall and</u> <u>One Kowloon, Kowloon Bay</u>

Monday, Wednesday and Friday 9:30 a.m. – 12:30 p.m. 2:00 p.m. – 4:00 p.m.

The following limited public services will continue to be provided:

<u>Limited public services at Queensway Government Offices (QGO) - Public Service Hall on 14th Floor</u>

A limited number of shroff counters will be open to receive applications for incorporation of local companies delivered in hard copy form. Information counters will also be open for answering general enquiries.

For other documents in hard copy form, customers can continue to deliver the documents and cheques (for documents requiring fees) for registration:

- by post to "Companies Registry, 14/F, Queensway Government Offices, 66 Queensway, Hong Kong"; or
- 2. by depositing in the Drop-in box located on the 14/F of QGO or the Drop-in box near the Information Counter on the Deck Floor of QGO.

Limited public services at One Kowloon, Kowloon Bay

The Registry for Trust and Company Service Providers at One Kowloon, Kowloon Bay, will be open for counter enquiry service and receiving applications for licences in hard copy form.

Electronic Services of the Companies Registry

Delivery of documents for registration under the Companies Ordinance

- Deliver incorporation applications at "e-Registry" (www.eregistry.gov.hk) or via "CR eFiling" mobile application.
- Deliver specified forms (including annual returns) and related documents at "e-Registry".
- Deliver the commonly used specified forms (e.g. annual returns) via "CR eFiling" mobile application.

Search on company information

 Conduct online company searches at Cyber Search Centre (<u>www.icris.cr.gov.hk</u>) or via the Company Search Mobile Service (<u>www.mobile-cr.gov.hk</u>) using your smartphones or mobile devices.

<u>Electronic Services of the Registry for Trust and Company Service Providers</u> (TCSPs)

 Use the online services provided at the website of the Registry for TCSPs (<u>www.tcsp.cr.gov.hk</u>) to submit applications and conduct searches on the Register of TCSP Licensees.