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> One Kowloon, Kowloon Bay

Monday to Friday 9:30 a.m. – 4:00 p.m.

The following limited public services will be provided:

<u>Limited public services at Queensway Government Offices (QGO) – 14/F</u> Public Service Hall

- Shroff counters will be open for receiving documents delivered in hard copy form.
- Information counters will be open for answering general enquiries.

## Collection of Certificates for Company Incorporation on 14/F QGO

 Counters of the New Companies Section will be open for collection of certificates of incorporation.

# 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 documents delivered 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" (<u>www.eregistry.gov.hk</u>) 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.