



How to Obtain Company Information



Address : 14th floor, Queensway Government Offices, 66 Queensway, Hong Kong.
Website : www.cr.gov.hk
e-Registry : www.eregistry.gov.hk
Cyber Search Centre : www.icris.cr.gov.hk
Company Search Mobile Service : www.mobile-cr.gov.hk
Email : crenq@cr.gov.hk
Enquiry Hotline (IVRS) : (852) 2234 9933

June 2018

PAM 10E

1. How to obtain company information ?

You can access Companies Registry's **Cyber Search Centre** (CSC) at www.icris.cr.gov.hk to conduct company searches (24x7) on the current data of registered companies and image records of documents registered and kept by the Registrar of Companies (the Registrar).

You can also use your smartphone and mobile devices to conduct searches via our **Company Search Mobile Service** (CSMS) at www.mobile-cr.gov.hk. Please refer to the information pamphlet "**Company Search Mobile Service**" for further information (Note 1).

You may also conduct searches onsite at Companies Registry's Public Search Centre on the 13th floor of the Queensway Government Offices.

2. How to access the Cyber Search Centre or the Company Search Mobile Service?

You may log in the CSC or the CSMS as an **Unregistered Online User**. If you conduct company searches frequently, you may register as a **Registered Online User** (Note 2). Registered Online Users of the Companies Registry's Electronic Search Services can use their login IDs to conduct searches at the CSC or the CSMS.

3. What are the service hours of the Public Search Centre ?

Search Stations, Collection Counters and Shroff Office of the Public Search Centre are open from 8:45 a.m. to 5:30 p.m. on Monday to Friday.

4. What services are provided ?

Free Search Services

- **Company Name Search (Note 3)**
This search provides information on the current and previous names of all companies on the Companies Register (including dissolved companies).
- **Document Index Search (Note 3)**
You can obtain a list of documents filed by a company, whether registered or pending registration. Information on the names, filing dates, file size of the image records of documents and their processing status will be shown.
- **Charges Index Search**
You can obtain a list of registered charges of a company. Basic information on each charge such as a brief description of the charge, the charge registration number and the dates of creation and registration will be provided.
- **Disqualification Orders Index Search**
You can obtain a list of the names of all individuals and corporate bodies who/which are currently disqualified by the court from acting as directors or taking up other specified offices.

Payable Search Services (Note 4)

- **Image Record Search**
Documents registered by the Registrar are made available for search in the form of digitised images. You can select and place orders for the image records of registered documents from the Document Index or the Charges Index.

▪ Directors Index Search

You can obtain :

- a list of all current director(s) and reserve director(s) (if any) of a company (Company-based Search);
- a list of companies of which a person is currently a director or reserve director (Director-based Search); or
- the particulars of a specified current director or reserve director of a company (Director Particulars Search).

▪ Company Particulars Search

You can obtain a Company Particulars Report which gives a summary of the key particulars of a selected company. In addition to basic company information (**Note 3**), the Report provides information on the company's registered office address (for local companies), address of principal place of business in Hong Kong and particulars of authorized representatives (for registered non-Hong Kong companies), share capital structure, name(s) of current director(s) and reserve director(s) (if any), particulars of company secretary, particulars of receiver(s) and manager(s) (if any) and particulars of liquidator(s) (if any).

▪ Disqualification Order Particulars Search

You can obtain the particulars of the disqualification order made against an individual or a body corporate that you have selected from the Disqualification Orders Index.

▪ Ordering Certificates and Other Products

You can place orders for designated products such as a Certificate of Continuing Registration (**Note 5**), a list of companies of a specific company type, a list of newly incorporated/registered companies, a list of registered non-Hong Kong companies of a selected place of incorporation, etc.

5. *How will the search result be delivered ?*

- If you conduct searches online, most of the search results can either be viewed online or downloaded from the system. You can print or save the search results.
- If you conduct searches onsite at the Public Search Centre, results of payable searches will usually be issued in hard copy form. Reports such as Company Particulars Report and Directors Index Search Report may be instantly printed upon payment by Octopus at the search stations. Other reports will be available for collection at the Collection Counters of the Public Search Centre on and after the specified date and time.

6. *How to apply for certified copies of image records and reports ?*

You can place orders for certified copies of image records and reports. Certified copies will be available for collection at the Collection Counters of the Public Search Centre on and after the specified date and time. If you order online, you may also choose to receive the certified copies by post or by courier subject to payment of handling charges.

7. *How to pay for the search services ?*

Registered Online Users

- by deduction from their prepayment accounts.

Unregistered Online Users

- by VISA or Master Card, or by direct debit through PPS Shop&Buy Service (**Note 6**).

Onsite users at the Public Search Centre

- by Octopus at the search stations.
- by cash, cheque, Octopus or EPS at the Shroff Office. For payment by cheque, search results will be delivered after bank clearance.

8. *Where to go for further information ?*

You can contact the 24-hour Help Desk Support Service Team:

E-mail: cr.helpdesk@icris.cr.gov.hk
Telephone: (852) 8201 8273
Fax: (852) 8300 1004

Notes :

1. You can download information pamphlets at www.cr.gov.hk; obtain hard copies at the Companies Registry or by fax through the 24-hour enquiry hotline (IVRS) (852) 2234 9933.
2. For information on registration as a Registered Online User and the equipment requirements, please refer to the **“Electronic Services > Electronic Search Services at the Cyber Search Centre”** Section at www.cr.gov.hk.
3. Basic company information such as the date of incorporation / registration / dissolution, history of company name changes, company type, mode of winding-up and places of incorporation for registered non-Hong Kong companies etc. are also provided upon a Company Name Search or a Document Index Search.
4. Please refer to the information pamphlet **“Price Guide to Main Services”** for the fees on search services. You can also obtain details of the search fees by selecting **“Service Fees”** under **“About e-Search”** on the menu after you have logged in to the CSC or the CSMS.
5. For information on Certificate of Continuing Registration, please refer to the information pamphlet **“Certificate of Continuing Registration”**.
6. Direct debit through PPS Shop&Buy Service is only available for Unregistered Online Users conducting searches via the CSC.