



公司註冊處  
COMPANIES REGISTRY

# How to Obtain Company Information

## Where can I conduct company searches?

You can conduct company searches electronically through the **e-Search Services** under the **e-Services Portal** of the Companies Registry ("the Registry") at [www.e-services.cr.gov.hk](http://www.e-services.cr.gov.hk)

Using your desktop computer, smartphone and other mobile devices

At the Registry's **e-Services Centre** on 13/F, Queensway Government Offices, 66 Queensway, Hong Kong

Service hours: 8:45 a.m. - 5:30 p.m. on Monday to Friday (except Public Holidays)

## How to access the e-Search Services?

Go to the **e-Services Portal**

If you have a User Account which has subscribed to the e-Search Services

Log in to the **User Account**

If you do not have a User Account

Select "**Unregistered User Services**" to log in as unregistered user

If you have a User Account but have not subscribed to the e-Search Services

Log in to the User Account and access the e-Search Services as unregistered user

Select the type of search services under "**Search**" from the menu bar

Address : 13th floor, Queensway Government Offices, 66 Queensway, Hong Kong  
Website : [www.cr.gov.hk](http://www.cr.gov.hk)  
Email : [crenq@cr.gov.hk](mailto:crenq@cr.gov.hk)  
24-hour Enquiry Hotline : (852) 2234 9933 (Interactive Voice Response System) / (852) 2867 2600

e-Services Portal : [www.e-services.cr.gov.hk](http://www.e-services.cr.gov.hk)  
24-hour Help Desk Support Service Team  
Telephone: (852) 8201 8273 Fax : (852) 8300 1004  
Email : [helpdesk@e-services.cr.gov.hk](mailto:helpdesk@e-services.cr.gov.hk)

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## ***What are the benefits for subscribing to the e-Search Services?***

Account user who subscribes to the e-Search Services can enjoy the following benefits:

conduct company name search by using keyword search mode at a cost

obtain image records of registered documents at lower fees

Subscription of the e-Search Services requires payment of an **annual fee** of HK\$500 for a principal account and HK\$100 for a subsequent account.

For details about the subscription to the e-Search Services, please refer to the frequently asked questions under “Electronic Services > e-Services Portal > User Registration” at [www.cr.gov.hk](http://www.cr.gov.hk).

## ***What are the search services provided?***

### **(A) Free Search Services**

#### **Company Name Search**

- Basic company information such as the date of incorporation / registration, the re-domiciliation date for re-domiciled companies, the date of dissolution, history of company name changes, company type, mode of winding-up and place of incorporation for registered non-Hong Kong companies etc.
- Information on the current and previous names of all companies on the Companies Register (including dissolved companies)

#### **Document Index Search**

- List of documents filed by a company, whether registered or pending registration including the names, filing dates, file size of the image records of documents and their processing status

#### **Charges Index Search**

- 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

#### **Disqualification Orders Index Search**

- 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

## ***What are the search services provided? (Cont'd)***

### **(B) Payable Search Services**

#### **Company Particulars Search**

Company Particulars Report which gives a summary of the key particulars of a selected company including the company's:

- registered office address (for companies incorporated in Hong Kong or re-domiciled companies);
- address of principal place of business in Hong Kong and particulars of authorized representatives (for registered non-Hong Kong companies);
- share capital structure;
- information of shareholder(s) (for companies incorporated in Hong Kong having a share capital or re-domiciled companies);
- name(s) of current director(s) and reserve director(s) (if any);
- particulars of company secretary; and
- particulars of receiver(s) and manager(s)

#### **Image Record Search**

- Digitised images of registered documents.

You can select and place orders for the image records of registered documents from the Document Index or the Index of Register of Charges.

#### **Directors Index Search**

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

#### **Disqualification Order Particulars Search**

- 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**

- Certificate of Continuing Registration (Note 1), list of companies of a specific company type, list of newly incorporated / registered / re-domiciled companies, list of registered non-Hong Kong companies of a selected place of incorporation, list of companies of which a person is reported as their current company secretary, letter of confirmation etc.

Note 1: For information on Certificate of Continuing Registration, please refer to the information pamphlet "Certificate of Continuing Registration".

## ***How to obtain certified copies of image records and reports?***

After you have placed an order for a certified copy of image record and report, the Registry will produce the certified copy in hard copy form for collection at the Collection Counters of the e-Services 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.

## ***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 e-Services 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 made at the search stations. Image records of registered documents will be available for collection at the Collection Counters of the e-Services Centre on and after the specified date and time.

## ***What are the search fees?***

Please select "**Service Fees**" under "**Useful Information**" on the menu at the Companies Registry's e-Services Portal for details of the search fees payable. You can also refer to the information pamphlet "**Price Guide to Main Services**" which can be downloaded from the Registry's website ([www.cr.gov.hk](http://www.cr.gov.hk)).

## ***How to pay for the search services?***

### **For Online Users**

- by deduction from the prepayment in the account (for user accounts only);
- by credit cards (VISA / Mastercard / JCB / UnionPay);
- by digital wallet (Apple Pay / Google Pay);
- by PPS Shop&Buy Service; or
- by FPS.

### **For Onsite users at the e-Services Centre**

- by Octopus, FPS, credit cards (VISA / Mastercard / JCB / UnionPay) or PPS Shop&Buy Service at the search stations; or
- by cash, cheque, Octopus, EPS or FPS at the Shroff Office. For payment by cheques, search results will be delivered after bank clearance.

## ***Why are usual residential address and full identification number not provided in search reports and image records of registered documents?***

The usual residential addresses ("URAs") and full identification numbers ("IDNs") contained in documents filed for registration on and after 24 October 2022 (i.e. the **Protected Information**) are NOT provided for public inspection.

Starting from 27 December 2023, data subjects may apply to the Registrar of Companies to withhold from public inspection their URAs (if applicable) and full IDNs contained in documents registered with the Companies Registry (i.e. the **Withheld Information**).

Withheld Information and Protected Information will only be accessible by the persons specified under s. 8(1) and 12(1) of the Companies (Residential Addresses and Identification Numbers) Regulation (Cap. 622N) upon application. Please refer to the information pamphlet "**How to Obtain Withheld Information / Protected Information**" for more information.