



## 以電子紀錄形式提交文件須符合的規定

根據《公司條例》(香港法例第32章)(該條例)第346A及346B條，以電子紀錄形式交付公司註冊處處長(處長)登記的文件須遵守以下規定：

### 系統的規定

以電子紀錄形式交付處長登記的文件必須藉公司註冊處註冊易網站 ([www.eregistry.gov.hk](http://www.eregistry.gov.hk)) (註冊易)提交。註冊易是公司註冊處透過互聯網向市民提供特定的在線公共服務或資訊和接收由市民發送的電子資料所指定和使用的資訊系統。

### 電子紀錄的格式

凡以該條例第2A條的指明格式提交的文件，必須以註冊易提供的範本格式提交，至於其他並非以指明格式提交的文件則必須採用 Adobe Portable Document Format (PDF) 格式製備，而且檔案容量不得超過系統訂明的大小。

### 簽署方面的規定

如提交本處登記的文件須按該條例的規定予以認證、批准或核證，則予以認證、批准或核證的人士必須已在註冊易登記，並將其數碼簽署或密碼附貼於或包括在該等文件內，以作認證、批准或核證文件。

在「註冊易」提供的電子表格只可透過「註冊易」系統提交，本處恕不接納將電子表格作其他用途。

## *Requirements for Documents Delivered in the Form of Electronic Records*

Pursuant to sections 346A and 346B of the Companies Ordinance (Chapter 32 of the Laws of Hong Kong) (the Ordinance), a document to be delivered in the form of an electronic record to the Registrar of Companies (the Registrar) for registration under the Ordinance shall comply with the following requirements:-

### System Requirement

A document to be delivered in the form of an electronic record to the Registrar for registration shall be delivered to the Companies Registry using the e-Registry at [www.eregistry.gov.hk](http://www.eregistry.gov.hk) (e-Registry) which is the information system designated and used by the Companies Registry for providing specified public services or information online to, and receive electronic information from, members of the community through the internet.

### Format of Electronic Record

A document to be submitted in a form specified under section 2A of the Ordinance shall be furnished in a format using the template made available at the e-Registry. Other documents not submitted in specified forms shall be in Adobe Portable Document Format (PDF) and shall not exceed the file size specified by the system.

### Signature Requirement

For the purpose of authenticating, approving or certifying a document submitted for registration, the digital signature or password of a person who has registered with the e-Registry shall be affixed to or included with the document if such authentication, approval or certification is required by the Ordinance.

An electronic form provided at the e-Registry is for submission through the e-Registry system and will **not** be accepted for other purposes.