



***Requirements for Documents Delivered in Electronic Form
to the Registrar of Companies for Registration***

Delivery of Documents in Electronic Form

Electronic submission services for documents delivered under various Ordinances administered by the Registrar of Companies (“the Registrar”) as listed below are provided through the e-Filing Services under the e-Services Portal of the Companies Registry at www.e-services.cr.gov.hk:-

- (i) Companies Ordinance (Cap.622)
- (ii) Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32)
- (iii) Trustee Ordinance (Cap. 29)
- (iv) Limited Partnerships Ordinance (Cap. 37)
- (v) Registered Trustees Incorporation Ordinance (Cap. 306)
- (vi) Securities and Futures (Open-ended Fund Companies) Rules (Cap. 571AQ)
- (vii) Limited Partnership Fund Ordinance (Cap. 637)

The e-Services Portal is the information system designated and used by the Companies Registry for providing specified public services or information to, and receiving electronic information from, users. The e-Services Portal specifies the documents that may be delivered in electronic form to the Registrar for registration.

Specification of Requirements for Documents in Electronic Form

Documents to be delivered in electronic form to the Registrar for registration (other than the particulars of members / details of allottees in the form of CD-ROM or DVD-ROM as part of an Annual Return or a Return of Allotment in hard copy form) through the e-Filing Services under the e-Services Portal of the Companies Registry at www.e-services.cr.gov.hk must comply with the following requirements:-

Format of Electronic Document

Documents in electronic form must be delivered in a format using the electronic template, the template in Microsoft Excel format or the template in Adobe Portable Document Format (“PDF”) as provided at the e-Services Portal, or PDF files. PDF and Microsoft Excel documents must not exceed the file size specified by the e-Services Portal.

Signature Requirement

Documents delivered in electronic form must be authenticated, approved or certified electronically by such person(s) as specified in the relevant electronic template or the template in PDF provided at the e-Services Portal. For the purpose of authenticating, approving or certifying the document, the digital signature, or the password of user account registered with the e-Services Portal, of such person must be affixed to or included in the document.

All electronic templates provided at the e-Services Portal is for submission through the e-Filing Services under the e-Services Portal only and will **NOT be accepted for submission by other means.**