



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

System Requirement

A document to be delivered in electronic form (other than a shareholders' list on CD-ROM or DVD-ROM that accompanies the relevant Annual Return or Return of Allotment in hard copy form) to the Registrar of Companies ("Registrar") for registration shall be delivered through:

- (i) the e-Registry at www.eregistry.gov.hk ("e-Registry") or
- (ii) the CR eFiling ("CR eFiling") (available for downloading from App Store or Google Play)

The e-Registry and the CR eFiling are respectively the information system and the mobile application designated and used by the Companies Registry for providing specified public services or information to, and receiving electronic information from, the public through the internet. The e-Registry and the CR eFiling specify the documents that may be delivered in electronic form to the Registrar for registration.

Format of Electronic Document

A document to be delivered in a form specified by the Registrar ("specified form") shall be provided in a format using the electronic template or in Adobe Portable Document Format ("PDF") as specified at the e-Registry or the CR eFiling. Other documents not to be delivered in specified forms shall be delivered in PDF. PDF documents shall not exceed the file size specified by the system.

Signature Requirement

A document to be delivered in electronic form to the Registrar for registration shall be authenticated, approved or certified by such person(s) as specified at the e-Registry or the CR eFiling, and in the relevant electronic template (or specified form). For the purpose of authenticating, approving or certifying the document, a person must register with the e-Registry and his/her digital signature or password shall be affixed to or included in the document.

An electronic form provided at the e-Registry or CR eFiling is for submission through the e-Registry system or CR eFiling respectively and will **NOT** be accepted for other purposes

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

