



*Requirements for Documents Delivered in Hard Copy Form and Shareholders' Lists Delivered in the Form of CD-ROM or DVD-ROM to the Registrar of Companies for Registration*

**Documents Delivered in Hard Copy Form**

- The paper must be plain white with a matt surface and of medium weight (grammage not less than 76 gsm) and A4 size (210 mm x 297 mm).
- The text must be printed or typed clearly and legibly on paper in portrait format (i.e. with the shorter edge across the top) in permanent black ink, of uniform density, and the font must be of at least size 10. Carbon copies and documents printed by dot matrix printers are not acceptable.
- There must be a blank margin of at least 5 mm on all sides of each page of a document except that the top and bottom portion of the first page of a document that is not presented in a specified form must have a margin of at least 35 mm and 50 mm respectively.
- A document which comprises 2 or more sheets must be fastened together securely at the top left corner.
- Duplex printing is acceptable. Information on the second page of a document may be printed on the reverse side of the first page of the document. Paper with irrelevant information printed on the back side is not acceptable.
- For separately bound shareholders' lists, computer printout on listing (lined) paper larger than A4 size and printed by a near-letter quality 24-pin type dot matrix printer using the enhanced printing mode is acceptable.

**Shareholders' Lists Delivered in the Form of CD-ROM or DVD-ROM  
(accompanying an Annual Return or a Return of Allotment in Hard Copy Form)**

- Any CD-ROM must be in ISO 9660 format.
- Any DVD-ROM must be in ISO/IEC 13346:1995 format.
- The CD-ROM or DVD-ROM must be properly labeled, showing the company name and the company number, the name of the document to which it relates (Annual Return or Return of Allotment) and the date to which the document is made up.
- A director or the company secretary of the company must certify the records contained in the CD-ROM or DVD-ROM by signing on the label.
- The information provided on the CD-ROM or DVD-ROM must be in Adobe Portable Document Format (PDF) or Microsoft Excel Format standard and the font of the text contents must be of at least size 10.

- Electronic records in English must be encoded in American Standard Code for Information Interchange (ASCII), ISO/IEC 10646-1:2000 or ISO/IEC 10646:2003 with Amendment 1 standard.
- Electronic records in Chinese must be encoded in ISO/IEC 10646-1:2000 or ISO/IEC 10646:2003 with Amendment 1 standard.
- Where electronic records in Chinese are encoded in the ISO/IEC 10646-1:2000 standard, the set of Chinese characters is restricted to the Chinese characters within the Chinese-Japanese-Korean (CJK) Unified Ideographs defined in the ISO/IEC 10646-1:2000 standard or the characters included in the Hong Kong Supplementary Character Set - 2001 (HKSCS-2001).
- Where electronic records in Chinese are encoded in the ISO/IEC 10646:2003 with Amendment 1 standard, the set of Chinese characters is restricted to the Chinese characters within the CJK Unified Ideographs defined in the ISO/IEC 10646:2003 with Amendment 1 standard or the characters included in the Hong Kong Supplementary Character Set - 2004 (HKSCS-2004).
- Details of shareholders must be set out in the same format as the relevant specified form, i.e. Annual Return or Return of Allotment, as the case may be, delivered for registration. A header showing the company name, the date to which the shareholders' list is made up, the page number and the heading of each column must be shown on each page.
- Particulars of current and past members must be provided in a single file on a CD-ROM or DVD-ROM.
- The total number of issued shares (of each class of shares, if there is more than one class of shares) must be shown on the last page of a shareholders' list. Otherwise, an index must be provided to indicate the page on which the total number of issued shares (of each class, if more than one class) is shown.
- The CD-ROM or DVD-ROM must not contain any computer instructions, including but not limited to:
  - any computer viruses; and
  - any macros, scripts and fields, the operation of which depends on the execution environment and the execution of which will cause changes to the electronic record itself or the information system displaying the electronic record.

Address : 14th floor, Queensway Government Offices, 66 Queensway, Hong Kong.  
Website : [www.cr.gov.hk](http://www.cr.gov.hk)  
e-Registry : [www.eregistry.gov.hk](http://www.eregistry.gov.hk)  
Cyber Search Centre : [www.icris.cr.gov.hk](http://www.icris.cr.gov.hk)  
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