



***Requirements for Documents Delivered in Hard Copy Form and
Particulars of Members or Details of Allottees 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.

Particulars of Members or Details of Allottees 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 labelled, showing the company name, the business registration 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 required information provided on the CD-ROM or DVD-ROM must be in Microsoft Excel Format specified by the Companies Registry which is available for downloading from the Companies Registry's website (www.cr.gov.hk).
- Electronic records which contain English characters only must be coded in American Standard Code for Information Interchange (ASCII), ISO/IEC 10646-1:2000 or ISO/IEC 10646:2003 with Amendment 1 or ISO/IEC 10646:2011.

- Electronic records which contain Chinese characters must be coded as follows:
 - (a) Chinese and English characters must be coded in ISO/IEC 10646-1:2000, and 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 or the characters included in the Hong Kong Supplementary Character Set - 2001 (HKSCS-2001);
 - (b) Chinese and English characters must be coded in ISO/IEC 10646:2003 with Amendment 1, and 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 or the characters included in the Hong Kong Supplementary Character Set - 2004 (HKSCS-2004); or
 - (c) Chinese and English characters must be coded in the ISO/IEC 10646:2011, and the set of Chinese characters is restricted to the Chinese characters within the CJK Unified Ideographs defined in the ISO/IEC 10646:2011.
- Particulars of current and past members must be provided in a single file on the CD-ROM or DVD-ROM.
- The CD-ROM or DVD-ROM must not contain any computer instructions, including but not limited to:
 - (a) computer viruses; and
 - (b) macros, scripts and fields that 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
e-Services Portal : www.e-services.cr.gov.hk
Email : crenq@cr.gov.hk
24-hour Enquiry Hotline : (852) 2234 9933 (IVRS) / (852) 2867 2600