



Electronic Company Incorporation

Important

This pamphlet is intended to provide a general guide. It should be read in conjunction with the provisions of the Companies Ordinance (Chapter 622 of the Laws of Hong Kong) and should not be regarded as a substitute for reading it. You can purchase a hard copy of the Companies Ordinance from the Online Government Bookstore (www.bookstore.gov.hk) or call the Publications Sales Unit of the Information Services Department at (852) 2537 1910. You can also read the full text of the Companies Ordinance at www.elegislation.gov.hk. Companies are advised to seek independent professional advice as they see fit.

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
Enquiry Hotline (IVRS) : (852) 2234 9933

1. What is electronic company incorporation ?

Electronic company incorporation is a 24-hour online service provided by the Companies Registry to facilitate electronic submission of applications for company incorporation and business registration.

Note: Pursuant to section 5A of the Business Registration Ordinance, Chapter 310 of the Laws of Hong Kong, any person who applies for incorporation of a company under the Companies Ordinance is deemed to have made a simultaneous application for business registration. IRBR1 together with the appropriate business registration fee and levy must be delivered with the application documents. Otherwise, the application will be rejected.

2. How can I submit an application for company incorporation electronically ?

You can register a user account with the “e-Services Portal” (www.e-services.cr.gov.hk) and subscribe to the e-Filing Services free of charge to enjoy the convenient service of submitting applications for company incorporations electronically.

For details, please refer to the information pamphlet “*User Registration @ the e-Services Portal*”, answers to Frequently Asked Questions and step-by-step demonstrations at the e-Services Portal.

3. Are there any differences in the application documents and fees payable if application delivered in electronic form and hard copy form for company incorporation ?

The application documents delivered in either electronic form or hard copy form are the same. The following documents with correct fees should be delivered:-

- Incorporation Form – **Form NNCl** (for company limited by shares) **or Form NNClG** (for company not limited by shares);
- A copy of the company’s articles of association; and
- A Notice to Business Registration Office (IRBR1)

With effect from 1 October 2020, the fees (excluding Business Registration Fee and Levy) payable for application for incorporation of company delivered in electronic form will be reduced by 10%. The reduction does not apply to applications delivered to the Registry in hard copy form.

For other requirements on incorporation of a local company, please refer to the information pamphlet “*Incorporation of a Local Limited Company*”.

For details on the requirements for delivery of documents in electronic form, please refer to the information pamphlet entitled “*Requirements for Documents Delivered in Electronic Form to the Registrar of Companies for Registration*”.

4. How can I submit the forms and Articles of Association at the e-Services Portal ?

The e-Services Portal is available round the clock. After login the e-Services Portal, you can select from the [[Incorporation > Local Company](#)] menu to form a company limited by shares or a company not limited by shares. You can input the required data in the web form and complete the incorporation and business registration process..

Sample articles of association for private companies limited by shares, public companies limited by shares and companies limited by guarantee are provided at the e-Services Portal. The mandatory information (e.g. company name, capital and initial shareholdings) provided in the web form will be automatically populated by the system into the mandatory provisions in the selected sample articles. You may also submit your own customised articles which should be in Adobe Portable Document format (PDF) and its file size should not exceed 5MB. **Please ensure that the mandatory provisions are included in the customised articles.**

5. How can I make online payment ?

You may make payments through your deposit account at the e-Services Portal, by credit card (VISA/MASTER/JCB/UnionPay), digital wallet (Apple Pay/Google Pay), through PPS Shop&Buy Service or FPS (Faster Payment System).

6. How can I get the Certificate of Incorporation and Business Registration Certificate ?

For company limited by shares, a Certificate of Incorporation and a Business Registration Certificate (the Certificates) in electronic form (in PDF file) will normally be issued within 1 hour after submission of the documents at the e-Services Portal. Email notifications for download of the Certificates will be sent to the message box and registered email address of the registered user who submits the application.

Certificates in electronic form or hard copy form (issued for application documents delivered in hard copy form) have the same legal effect.

7. Where can I ask for further information ?

Please contact the 24-hour Help Desk Support Service Team :

Email : helpdesk@e-services.cr.gov.hk
Telephone : (852) 8201 8273
Fax : (852) 8300 1004

You may also refer to the answers to Frequently Asked Questions and demonstrations on “[Electronic Company Incorporation and Business Registration](#)” at the e-Services Portal.

You can download the information pamphlets at www.cr.gov.hk; obtain hard copies at the Companies Registry or by fax through the 24-hour enquiry hotline (IVRS) (852) 2234 9933.