



公司註冊處
COMPANIES REGISTRY

Commemorative Records of Registration



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

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PAM 28E

1. What is a Commemorative Record of Registration ?

A Commemorative Record of Registration (“Commemorative Record”) is a record issued by the Companies Registry (“the Registry”) for a company to celebrate its registration which is significant milestone for the company, its directors and employees.

Four designs, with options for companies to insert photographs of their own choice, are available for selection.

2. Who can apply ?

Any director of a live local company may apply for a Commemorative Record in respect of the company.

3. How to apply ?

You can download application forms from “Our Services” section of the Registry’s website (www.cr.gov.hk) or “Product” section of the Cyber Search Centre (www.icris.cr.gov.hk). The forms can also be obtained from the Registry’s Public Search Centre on the 13th Floor, Queensway Government Offices, 66 Queensway, Hong Kong.

You may submit the completed application form together with the required fee at the Public Search Centre or send them to the Registry by post.

4. How much do I have to pay ?

The fee payable for a Commemorative Record is HK\$345.

5. What is the requirement for the image files of photographs ?

Applicants who wish to insert photographs of their own choice have to submit a CD-ROM containing the image file in png/jpg/jpeg/gif/bmp format of 1000x700 or 700x1000 pixels.

6. How long does it take ?

A Commemorative Record will normally be issued in 3 working days.

For payment made by cheque, the Commemorative Record will be issued after clearance of the cheque in about 5 working days.

7. Is it equivalent to the Certificate of Incorporation of my company ?

A Commemorative Record is issued for display purposes and only the current name of the company is shown. It is **NOT** a replacement of the Certificate of Incorporation issued under the Companies Ordinance.

8. Where can I ask for further information ?

Please call the Public Search Section of the Registry at (852) 2867 4825.