



公司註冊處
COMPANIES REGISTRY

Commemorative Records of Registration



Address : 13th floor, Queensway Government Offices, 66 Queensway, Hong Kong
Website : www.cr.gov.hk
Email : crenq@cr.gov.hk
24-hour Enquiry Hotline : (852) 2234 9933 (IVRS) / (852) 2867 2600
e-Services Portal : www.e-services.cr.gov.hk
24-hour Help Desk Support Service Team
Telephone: (852) 8201 8273 Fax : (852) 8300 1004
Email : helpdesk@e-services.cr.gov.hk

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 a 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 the application form from “Major Services > How to obtain company information > Commemorative Records of Registration” section of the Registry’s website (www.cr.gov.hk) or “Other Products” under “Search” from the menu bar of the e-Services Portal (www.e-services.cr.gov.hk). The form can also be obtained from the Registry’s e-Services 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 e-Services 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.