

**Major Specified Forms that have to be Delivered to the Companies Registry Direct for Registration**

**Form OFCR1**

Open-ended Fund Company –  
Notice of Change of Address  
of Registered Office

**Form OFCD2**

Open-ended Fund Company –  
Notice of Cessation of  
Appointment of Director  
(including director's process agent)

Within **15 days**  
after the change

**Form OFCD3**

Open-ended Fund Company –  
Notice of Change in  
Particulars of Director

**Form OFCPA1**

Open-ended Fund Company –  
Notice of Change in  
Particulars of Process Agent  
(Director)

- ※ An Open-ended Fund Company must have at least 2 directors and a body corporate must not be appointed as a director.



公司註冊處

COMPANIES REGISTRY

**Open-ended Fund Company**

**Delivery of Documents to  
the Companies Registry  
for Registration**

- ※ In general, for any subject matter which requires the approval of the **Securities and Futures Commission (SFC)**, the relevant documents (with accompanying fees) must be delivered to the SFC first for sending to the Companies Registry for registration.
- ※ For any subject matter which does not require the SFC's approval, the relevant documents (with accompanying fees) can be delivered directly to the **Companies Registry** for registration.

Address : 14th floor, Queensway Government Offices, 66 Queensway, Hong Kong  
Website : [www.cr.gov.hk](http://www.cr.gov.hk)  
e-Services Portal: [www.e-services.cr.gov.hk](http://www.e-services.cr.gov.hk)  
Email : [crenq@cr.gov.hk](mailto:crenq@cr.gov.hk)  
24-hour Enquiry Hotline: (852) 2867 2600 / (852) 2867 2604

PAM36E (December 2023)

**Documents that have to be Delivered to the Securities and Futures Commission (SFC)  
for Sending to the Companies Registry for Registration**

### Incorporation

- \* **Form OFCNC1(SFC)** — “Open-ended Fund Company – Incorporation Form”
- \* A copy of the Instrument of Incorporation
- \* **IRBR3** — Notice to Business Registration Office
- \* Fee of HK\$ 3,034 (including lodgement fee of \$479)
- \* Business Registration Fee & Levy — Please refer to the [Business Registration Fee and Levy Table](#)

### Re-domiciliation

- \* **Form OFCN1(SFC)** — “Open-ended Fund Company – Re-domiciliation Form”
- \* A copy of the Instrument of Incorporation
- \* **IRBR3** — Notice to Business Registration Office
- \* Fee of HK\$ 3,034 (including lodgement fee of \$479)
- \* Business Registration Fee & Levy — Please refer to the [Business Registration Fee and Levy Table](#)

### Change of Company Name

- \* **Form OFCNC2(SFC)** — “Open-ended Fund Company – Notice of Change of Company Name”
- \* Fee of HK\$ 1,405 (including lodgement fee of \$160)
- \* **Within 15 days** after the date on which the Open-ended Fund Company is given notice of the SFC’s approval

### Appointment of Director

- \* **Form OFCD1(SFC)** — “Open-ended Fund Company – Notice of Appointment of Director”
- \* **Within 15 days** after the appointment



### Securities and Futures Commission

54/F, One Island East, 18 Westlands Road, Quarry Bay, Hong Kong  
Tel : (852) 2231 1222 Email : ofc-enquiry@sfc.hk

### Companies Registry



- ※ A non-resident director of an Open-ended Fund Company must have a process agent. The required details of the process agent should be provided in related Form OFCNC1(SFC), Form OFCN1(SFC) and Form OFCD1(SFC).
- ※ Fees should be paid by cheque which should be crossed and payable to ‘Companies Registry’ and **delivered together with the relevant documents to the SFC.**
- ※ You can download the specified forms and IRBR3 at [www.cr.gov.hk](http://www.cr.gov.hk).