

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

Form OFCRI

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
Email : crenq@cr.gov.hk
Enquiry Hotline : (852) 2867 2600 / 2867 2604

PAM36E (July 2018)

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

Company Incorporation

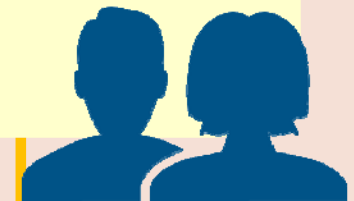
- * **Form OFCNC1(SFC)** — “Open-ended Fund Company – Incorporation Form”
- * A copy of the Instrument of Incorporation
- * **IRBR3** — Notice to Business Registration Office
- * Incorporation Fee of HK\$ 3,034 (including lodgement fee of \$479)
- * Business Registration Fee & Levy — Please refer to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

35/F, Cheung Kong Center, 2 Queen’s Road Central, Hong Kong
Tel : (852) 2231 1222 Email : enquiry@sfc.hk

Companies Registry



Registered

- ※ 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) 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.