

## Where to download the form?

You can go to the Companies Registry's website ([www.cr.gov.hk](http://www.cr.gov.hk)) to download:

- ✧ Application for Certificate of Incorporation of Registered Trustees Corporation

## Where to submit the application?

### Paper Submission

Documents in hard copy form



Fees



Companies Registry  
14th floor of the Queensway Government Offices,  
66 Queensway, Hong Kong

In person

OR

By post

### Electronic Submission

**Registered users** of e-Filing Services of the Companies Registry's e-Services Portal ([www.e-services.cr.gov.hk](http://www.e-services.cr.gov.hk)) to complete the application online



Submit the application through the e-Services Portal



公 司 註 冊 處  
COMPANIES REGISTRY

## Incorporation of Registered Trustees Corporation

### Important

This pamphlet is intended to provide a general guide. It should be read in conjunction with the provisions of the Registered Trustees Incorporation Ordinance (Chapter 306 of the Laws of Hong Kong) ("the Ordinance") and should not be regarded as a substitute for reading it. You can purchase a hard copy of the Ordinance from the Online Government Bookstore ([www.bookstore.gov.hk](http://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 Ordinance at [www.elegislation.gov.hk](http://www.elegislation.gov.hk). You are advised to seek independent professional advice as you see fit.

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) 2234 9933 (IVRS) / (852) 2867 2600

## Who can apply for incorporation of Registered Trustees Corporation?

The duly appointed trustees, not less than 3 nor more than 7 in number, of any body of persons or charity can apply.

## How to apply?

The duly appointed trustees submit to the Registrar of Companies



- Application for Certificate of Incorporation of Registered Trustees Corporation



- Application fee of HK\$40



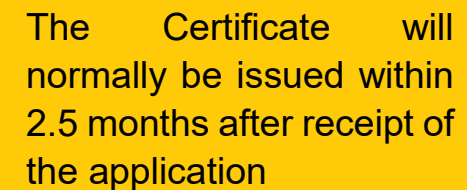
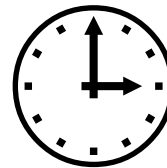
- Fee of HK\$340 for granting of a Certificate of Incorporation

## What can I get?



A Certificate of Incorporation

## How long does it take?



The Certificate will normally be issued within 2.5 months after receipt of the application

## Where can I ask for further information?

Please call the Document Management Section of the Companies Registry at (852) 2867 2617.