



公 司 註 冊 處  
COMPANIES REGISTRY

# How to Obtain Withheld Information / Protected Information

## ***What is Protected Information (“PI”)?***

PI refers to the usual residential addresses and full identification numbers of directors of companies, and full identification numbers of company secretaries and some other individuals (such as liquidators and provisional liquidators) contained in documents delivered to the Companies Registry (“the Registry”) for registration on or after 24 October 2022.

## ***What is Withheld Information (“WI”)?***

WI refers to the usual residential address and full identification number which are contained in a document delivered to the Registry for registration under the Companies Ordinance (Cap. 622) (“CO”), the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32) or the Companies Ordinance (Cap. 32) as in force from time to time before the commencement of the CO, and are withheld from public inspection by the Registrar of Companies upon an application made under section 49(1) of the CO.

## ***Who can Apply for Disclosure of WI / PI?***

Sections 8(1) and 12(1) of the Companies (Residential Addresses and Identification Numbers) Regulation (Cap. 622N) (“the Regulation”) (<https://www.elegislation.gov.hk/hk/cap622N>) specify the following persons who can apply to the Registry for access to WI / PI:

a data subject		a member of the data subject’s company	
a person who is authorized in writing by a data subject			
a liquidator	a trustee in bankruptcy	a public officer / public body	
scheduled persons		a solicitor / foreign lawyer	
a certified public accountant (practising)		a financial institution / designated non-financial businesses and professions (DNFBP)	

**(For the meaning of specified persons, please refer to the Regulation.)**

Address : 13th Floor, Queensway Government Offices, 66 Queensway, Hong Kong  
Website : [www.cr.gov.hk](http://www.cr.gov.hk)  
Email : [crenq@cr.gov.hk](mailto:crenq@cr.gov.hk)  
24-hour Enquiry Hotline : (852) 2234 9933 (IVRS) / (852) 2867 2600

e-Services Portal : [www.e-services.cr.gov.hk](http://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](mailto:helpdesk@e-services.cr.gov.hk)

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# How to apply for disclosure of WI / PI when you are:

a data subject

a member of the data subject's company

a person who is authorized in writing by a data subject

## One-time application (**Electronic**)

- Go to the **e-Services Portal** of the Registry  
([www.e-services.cr.gov.hk](http://www.e-services.cr.gov.hk))
- Log in as **Registered User** or select “**Unregistered User Services**” on the landing page

Select the service “**Access to WI / PI**” from the menu bar → “**Access to Withheld Information / Protected Information**” → “**One-time Application for Disclosure of Withheld Information / Protected Information**”

Provide the necessary information and submit the application online **together with** supporting documents

## One-time application (**Paper**)

Download the **Form PS1**  
([www.cr.gov.hk/en/forms/piforms.htm](http://www.cr.gov.hk/en/forms/piforms.htm))

Submit the application **together with** supporting documents

- **by post** to “**Public Search Section, Companies Registry, 13th Floor, Queensway Government Offices, 66 Queensway, Hong Kong**”; **OR**
- **in person** to the **e-Services Centre** of the Registry at the above address

If approved, a **Withheld Information / Protected Information Report** will be sent to the applicant at the email address provided in the application

## How to apply for disclosure of WI / PI when you are:

a liquidator

a trustee in bankruptcy

a public officer / public body

scheduled persons

a solicitor / foreign lawyer

a certified public accountant (practising)

a financial institution / DNFBP

### One-time application (**Paper**)

Download the **Form PS2 / PS3**  
([www.cr.gov.hk/en/forms/piforms.htm](http://www.cr.gov.hk/en/forms/piforms.htm))

Submit the application ***together with*** supporting documents and fee (if applicable)

➤ ***by post*** to “Public Search Section, Companies Registry, 13th Floor, Queensway Government Offices, 66 Queensway, Hong Kong”; **OR**

➤ ***in person*** to the **e-Services Centre** of the Registry at the above address

If approved, a **Withheld Information / Protected Information Report** will be sent to the applicant at the email address provided in the application

### **Electronic** application by registered users who have subscribed to the WI / PI Search Services

- Go to the **e-Services Portal** of the Registry  
([www.e-services.cr.gov.hk](http://www.e-services.cr.gov.hk))
- Log in as **Registered User**

Select “**Access to WI / PI**” from the menu bar → “**Access to Withheld Information / Protected Information**” → “**Application for Disclosure of Withheld Information / Protected Information**”

Provide the necessary information and submit the application online ***together with*** fee (if applicable)

If approved, a **Withheld Information / Protected Information Report** can be downloaded under “**Download Ordered Items**” after login of User Account

## What forms should be used for one-time application?

Different forms are provided for use by different types of specified persons.



### Form PS1

Application for  
Disclosure of Withheld  
Information / Protected  
Information  
(By data  
subject / person  
authorized in writing by  
a data subject / member  
of the data subject's  
company)

### Form PS2

Application for  
Disclosure of Withheld  
Information / Protected  
Information  
(By liquidator / trustee  
in bankruptcy / public  
officer or public  
body / scheduled  
person)

### Form PS3

Application for  
Disclosure of Withheld  
Information / Protected  
Information  
(By solicitor or foreign  
lawyer / certified public  
accountant (practising)  
/ financial institution  
or DNFBP)

## What are the supporting documents required for the applications?

In general, the supporting documents required for the applications are relating to the identification documents of the applicant, evidence of the capacity of the applicant and authorisation letter issued by the specified person in case the specified person is other than a natural person.

For details, please refer to the information pamphlet “**Additional Documents for the Application for Disclosure of Withheld Information / Protected Information**”.

## What is the WI / PI Search Services for subscription by a User Account?

To facilitate timely access to WI / PI for designated types of specified person who will need to obtain WI / PI for the performance of their duties, these designated types of specified persons can apply for disclosure of WI / PI online through the WI / PI Search Services at the e-Services Portal ([www.e-services.cr.gov.hk](http://www.e-services.cr.gov.hk)) of the Registry using their **User Accounts**.

For details, please refer to the information pamphlet “**How to Subscribe to Withheld Information / Protected Information Search Services under the e-Services Portal of the Companies Registry**”.

## What is the fee for disclosure of WI / PI?

Types of Specified Persons	Fee Payable
<ul style="list-style-type: none"><li>a solicitor or foreign lawyer;</li><li>a certified public accountant (practising); or</li><li>a financial institution or DNFBP</li></ul>	HK\$ 10 per data subject
<ul style="list-style-type: none"><li>Other types of specified persons</li></ul>	Free of charge

## Where to obtain more information?

More information can be obtained from the Registry's thematic section on “New Inspection Regime” (<https://www.cr.gov.hk/en/legislation/nir/overview.htm>)

