



How to Obtain Protected Information

What is Protected Information?

Protected Information 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).

After the commencement of Phase 2 of the New Inspection Regime on 24 October 2022, Protected Information on the Index of Directors on the Companies Register and Protected Information contained in documents filed for registration after the commencement of Phase 2 will **NOT** be provided for public inspection.

Who can Apply for Disclosure of Protected Information?

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

a data subject	a member of the company	
a person who is authorized in writing by a data subject for obtaining the information		
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.)

Contact us



13th floor, Queensway Government Offices, 66 Queensway, Hong Kong



Website: www.cr.gov.hk

Cyber Search Centre: www.icris.cr.gov.hk

Company Search Mobile Service: www.mobile-cr.gov.hk



crenq@cr.gov.hk



(852) 2234 9933

How to apply for disclosure of Protected Information when you are:

a data subject

a member of the company

a person who is authorized in writing by a data subject for obtaining the information

One-time application (**Online**)

Go to

- **Cyber Search Centre** (www.icris.cr.gov.hk); **OR**
- **Company Search Mobile Service** (www.mobile-cr.gov.hk)

Log in as “**Registered User**” or “**Unregistered User**” on the landing page

Select the service “**Product**” from the menu bar → “**Protected Information**” → “**Apply for Disclosure of Protected Information (Online)**”

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

One-time application (**Paper**)

Complete the application form (Form **PS1**)

Deliver 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 **Public Search Centre** of the Companies Registry at the above address

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

How to apply for disclosure of Protected Information 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**)

Complete the application form
(Form **PS2 / PS3**)

Deliver 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 **Public Search Centre** of the Companies Registry at the above address

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

Online application through **Special Account**

Go to

- **Cyber Search Centre**
(www.icris.cr.gov.hk); **OR**
- **Company Search Mobile Service**
(www.mobile-cr.gov.hk).

Click the icon “**Natural Person Special Account User (Access to Protected Information)**” on the landing page to log in the Special Account

Select the service “**Apply for Disclosure of Protected Information**”

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

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

Where to obtain the paper forms for use in the one-time application?



The following paper forms for one-time application for disclosure of Protected Information can be downloaded from the section "Forms > Forms relating to Obtaining Protected Information" on the Companies Registry's website at www.cr.gov.hk/en/forms/piforms.htm.

Form PS1

Application for Disclosure of Protected Information
(By data subject / person authorized in writing by a data subject to obtain the information / member of the company)

Form PS2

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

Form PS3

Application for Disclosure of 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 document 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 Protected Information**".

What is a Special Account?

To facilitate timely access to Protected Information for designated types of specified person who will need to obtain Protected Information for the performance of their duties, these designated types of specified persons can apply for Protected Information online using a **Special Account**.

For details, please refer to the information pamphlet "**How to Apply for Opening of Special Account for Disclosure of Protected Information**".

What is the fee for disclosure of Protected Information?

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

What can be obtained if the application is approved?

If an application is approved, a **Protected Information Report** on the selected data subject will be provided to the applicant.