

# **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 Email: crenq@cr.gov.hk

24-hour Enquiry Hotline: (852) 2234 9933 (IVRS) / (852) 2867 2600

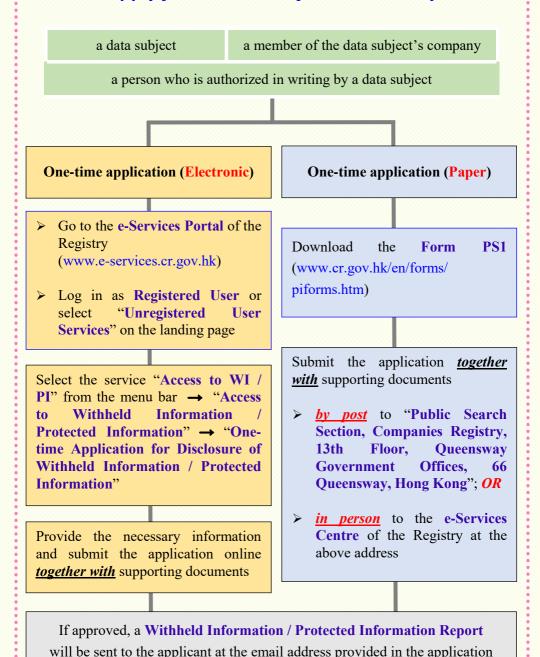
e-Services Portal : www.e-services.cr.gov.hk 24-hour Help Desk Support Service Team

Telephone: (852) 8201 8273 Fax: (852) 8300 1004

Email: helpdesk@e-services.cr.gov.hk

PAM45E (Dec 2023)

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



# 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)

Submit the application <u>together</u> <u>with</u> 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)
- > 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) 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> <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
Other types of specified persons	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)

