



How to Apply for Opening of Special Account for Disclosure of Protected Information

What is a Special Account?

A special account is an account specifically opened by the Companies Registry for designated types of specified persons for making applications for disclosure of Protected Information to facilitate timely access to Protected Information for these designated types of specified persons for the performance of their duties.

Who can apply for a Special Account for disclosure of Protected Information?

The following designated types of specified persons can apply for opening of a Special Account for disclosure of Protected 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)	

A specified person who is a natural person can apply for disclosure of Protected Information online through his / her Special Account once the account is opened.

If the specified person is **NOT** a natural person, it has to apply for another Special Account for its authorised representative. The authorised representative can then apply for Protected Information online through his / her Special Account on behalf of the specified person.

Important Note

If a Special Account holder ceases to be any type of the specified persons stipulated under the Special Account after the Special Account has been opened, he/she/it must forthwith notify the Registrar of Companies of the cessation and cease to apply for disclosure of Protected Information as that type of specified persons.

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 opening of a Special Account by a specified person who is a natural person?

Online application

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 Opening of Special Account (Online)**”

Input the information required and submit the application online **together with** supporting documents

If approved, the **login ID** and **password** of the Special Account will be sent to the applicant at the email address being provided in the application

Paper application

Complete the application form (Form **PS4**)

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

How to apply for opening of a Special Account by a specified person who is **NOT** a natural person?

Step 1 : Apply for opening of a Special Account of specified person

Online application

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 Opening of Special Account (Online)**”

Input the information required and submit the application online **together with** supporting documents

Paper application

Complete the application form (Form **PS4**)

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, the **login ID** and **password** of the Special Account will be sent to the applicant at the email address being provided in the application

Step 2: Apply for opening of a Special Account for authorised representative

Online application

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**”
- **Log in** the **Special Account** and select the service “**Apply for Special Account for Authorised Representative**”

Input the information required and submit the application online **together with** supporting documents

Paper application

Complete the application form (Form **PS5**)

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, the **login ID** and **password** of the Special Account will be sent to the authorised representative at the email address being provided in the application

Where to obtain the paper forms for application for opening of a Special Account?



The paper forms as listed below 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 PS4

Application for Opening of Special Account relating to Protected Information by Designated Types of Specified Persons

Form PS5

Application for Opening of Special Account for Authorised Representative by a Special Account User other than a Natural Person



What are the supporting documents required for the applications?

In general, the supporting documents required for the applications are those 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 are the other functions of a Special Account?

