



公 司 註 冊 處
COMPANIES REGISTRY

Additional Documents for the Application for Disclosure of Withheld Information / Protected Information

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Applications for Disclosure of Withheld Information / Protected Information

The Registrar of Companies ("the Registrar") may, on application made for the purposes of sections 51(3) and 58(3) of the Companies Ordinance (Cap. 622), disclose withheld information / protected information ("WI / PI") to a person specified in sections 8 and 12 of the Companies (Residential Addresses and Identification Numbers) Regulation (Cap. 622N).

The following types of specified persons may apply for disclosure of WI / PI

- (i) a data subject;
- (ii) a person who is authorized in writing by a data subject;
- (iii) a member of the data subject's company;
- (iv) a liquidator;
- (v) a trustee in bankruptcy;
- (vi) a public officer or public body;
- (vii) a scheduled person;
- (viii) a solicitor or foreign lawyer;
- (ix) a certified public accountant (practising); and
- (x) a financial institution or designated non-financial businesses and professions (DNFBP).

What Types of Applications for Disclosure of Withheld Information / Protected Information require the Submission of Additional Documents?

Additional documents are required for the following types of applications relating to disclosure of WI / PI:

- (a) One-time application for disclosure of WI / PI ^(Note 1)
- (b) Application for subscription to the WI / PI Search Services under the e-Services Portal of the Companies Registry by designated types of specified persons ^(Note 2)
- (c) Application for subscription to the WI / PI Search Services under the e-Services Portal of the Companies Registry for authorised representative by a specified person not being a natural person ^(Note 2)

Notes

1. Please refer to the information pamphlet "**How to Obtain Withheld Information / Protected Information**" for details.
2. 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**" for details.

Types of Additional Documents Required to be Submitted

I. For one-time application for disclosure of WI / PI

- (a) Identification document as set out in [Annex 1](#), of the applicant, and in case the applicant is not a natural person together with the identification document of its authorised representative who is a natural person;
- (b) Documents evidencing the capacity of the applicant as a specified person, as set out in [Annex 2](#); and
- (c) Authorisation documents (if applicable)
 - (i) If the applicant is a natural person who is authorized by a data subject to make an application on his/her behalf, an authorisation letter by the data subject will be required.
 - (ii) If the applicant is not a natural person, an authorisation letter by the applicant to authorise the natural person representative named in the application to apply for WI / PI on its behalf will be required.

II. For application for subscription to the WI / PI Search Services under the e-Services Portal by designated types of specified persons

- (a) Identification document of the applicant, as set out in [Annex 1](#);
- (b) Documents evidencing the capacity of the applicant as a specified person, as set out in [Annex 2](#); and
- (c) Authorisation letter issued by the applicant in case the applicant is not a natural person to authorise the natural person named in the application to make the application. A sample of the authorisation letter is provided at [Annex 3](#).

III. For application for subscription to the WI / PI Search Services under the e-Services Portal for authorised representative by a specified person not being a natural person

- (a) Identification document of the authorised representative, as set out in [Annex 1](#); and
- (b) Authorisation letter issued by the applicant to authorise the authorised representative who is a natural person to apply for WI / PI on its behalf in future. A sample of the authorisation letter is provided at [Annex 4](#).

IV. Certification

- Supporting documents which are not submitted in original must be certified by one of the following persons:
 - (a) a notary public practising in Hong Kong;
 - (b) a solicitor practising in Hong Kong;
 - (c) a certified public accountant (practising) within the meaning of s.2 of the Accounting and Financial Reporting Council Ordinance (Cap. 588);
 - (d) an officer of the court in Hong Kong who is authorized by law to certify documents for any judicial or other legal purpose;
 - (e) a professional company secretary practising in Hong Kong;
 - (f) a consular officer of applicant's home country, in case the applicant is a non-Hong Kong resident or an entity not registered in Hong Kong; or
 - (g) the authority or body which issues the document.
- For online applications, certified true copy of the supporting documents in PDF format should be uploaded before the application is submitted.

Types of Identification Documents

1. For the **specified person** who is a **natural person** or the **authorised representative** of the specified person which is not a natural person
 - His/her Hong Kong Identity Card;
 - His/her passport; or
 - His/her identity card issued by a government authority outside Hong Kong

2. For the **specified person** which is **not a natural person**
 - For body corporate: its certificate of incorporation or its equivalent.
 - For a partnership or a sole-proprietorship: its business registration certificate or its equivalent.

**Documents Evidencing the Capacity of the Applicant
as a Specified Person**

(The section number in square brackets refers to the section number in the Companies (Residential Addresses and Identification Numbers) Regulation (Cap. 622N))

No.	Type of Specified Person	Other documents as the supporting documents
1.	A data subject [s.12(1)(a)]	N/A
2.	A person authorized in writing by a data subject [s.12(1)(b)]	➤ Hong Kong Identity Card / Passport / Identity card issued by a government authority outside Hong Kong of the data subject
3.	A member of the data subject's company [s.12(1)(c)]	<ul style="list-style-type: none"> ➤ A copy of the latest annual return registered with the CR; OR ➤ A copy of the register of members of the company to support the capacity of the applicant.
4.	A liquidator [s.12(1)(d)]	<ul style="list-style-type: none"> ➤ Letter of appointment as provisional liquidator of a company issued by the Official Receiver; OR ➤ The sealed copy of the Court order issued under the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32), including s. 193, s. 194, s. 196(3) and s. 227A – s. 227H, on the appointment of the applicant as provisional liquidator or liquidator of a company; OR ➤ A copy of NW3 “Notice of Appointment of Liquidator or Provisional Liquidator” of any company filed with the Companies Registry as evidence that the applicant is a current liquidator; OR ➤ A company particulars report issued by the Companies Registry as evidence of the capacity of the applicant
5.	A trustee in bankruptcy [s.12(1)(e)]	<ul style="list-style-type: none"> ➤ Letter of appointment as Provisional Trustee of the property of a bankrupt issued by the Official Receiver; OR ➤ The Memorandum to Court of Resolutions Passed at The General Meeting of Creditors appointing the applicant as Trustee of the property of a bankrupt; OR ➤ The sealed copy of the Court order issued under the Bankruptcy Ordinance (Cap. 6), including s. 12, s. 112A and s. 100A – s.100H, on the appointment of the applicant as provisional trustee or trustee of the property of a bankrupt

No.	Type of Specified Person	Other documents as the supporting documents
6. A public officer or public body [s.12(1)(f)]		
6a.	A public officer	➤ A memo issued by a bureau or a department authorizing the officer (with name, post and identification number provided) to make the application as a public officer
6b.	A public body	➤ A memo or letter bearing the organisation's information in the letterhead as evidence of the capacity of the applicant being a public body
7. Scheduled person [s.12(1)(g) - Scheduled Persons in Schedule]		
7a.	An inspector (s. 838(1) of Cap. 622)	➤ A copy of the Form N1N1 "Notice of Appointment of Inspector" registered with the Companies Registry as evidence of the capacity of the applicant
7b.	An inspector (s. 95(1) of Cap. 29)	➤ Any document as evidence of appointment of the applicant as an inspector by the Financial Secretary under s. 95(1) of the Trustee Ordinance (Cap. 29)
7c.	A recognized clearing house	➤ A letter bearing the organisation's information in the letterhead as evidence of the capacity of the applicant
7d.	A recognized exchange company	➤ A letter bearing the organisation's information in the letterhead as evidence of the capacity of the applicant
7e.	A recognized exchange controller	➤ A letter bearing the organisation's information in the letterhead as evidence of the capacity of the applicant
7f.	A recognized investor compensation company	➤ A letter bearing the organisation's information in the letterhead as evidence of the capacity of the applicant
7g.	A person directed or appointed to investigate (s. 11(1) of Cap. 615)	➤ The direction or appointment to the applicant for inspection by relevant authority, i.e. <ul style="list-style-type: none"> ● The applicant is, in relation to the Monetary Authority, the person appointed by the Financial Secretary under s. 5A(3) of the Exchange Fund Ordinance (Cap. 66); ● The applicant is, in relation to the Securities and Futures Commission, its employee; ● The applicant is, in relation to the Insurance Authority, its employee; ● The applicant is, in relation to the Commissioner of Customs and Excise, public officer employed in the Customs and Excise Department; or ● The applicant is, in relation to the Registrar of Companies, a public officer employed in the Companies Registry

No.	Type of Specified Person	Other documents as the supporting documents
8. A solicitor or foreign lawyer [s.12(1)(h)]		
8a.	A solicitor	<ul style="list-style-type: none"> ➤ The practising certificate issued by the Law Society of Hong Kong under s. 6 of the Legal Practitioners Ordinance (Cap. 159); AND ➤ A letter issued by a Hong Kong firm (i.e. a law firm in which all of the partners are solicitors; or the sole practitioner of which is a solicitor) under its letterhead certifying that the solicitor practises law in the firm
8b.	A foreign lawyer	<ul style="list-style-type: none"> ➤ The document evidencing that the Law Society of Hong Kong has registered the applicant as a foreign lawyer under s. 39A of the Legal Practitioners Ordinance; AND <ul style="list-style-type: none"> (a) A letter issued by a Hong Kong firm (i.e. a law firm in which all of the partners are solicitors; or the sole practitioner of which is a solicitor) under its letterhead certifying that the foreign lawyer practises law in the firm; OR (b) A letter issued by a foreign firm (i.e. a law firm or sole practitioner that is registered as a foreign firm under Part IIIA of the Legal Practitioners Ordinance) under its letterhead certifying that the foreign lawyer practises law in the firm
9.	A certified public accountant (practising) [s.12(1)(i)]	<ul style="list-style-type: none"> ➤ A copy of the practising certificate issued by the Accounting and Financial Reporting Council under ss.20AAD or 20AAI of the Accounting and Financial Reporting Council Ordinance (Cap. 588) as evidence of the capacity of the applicant as a certified public accountant (practising); OR ➤ An extract from the register established and maintained by the Accounting and Financial Reporting Council under s. 20AAZZI(1)(a) of the Accounting and Financial Reporting Council Ordinance as evidence of the capacity of the applicant as a certified public accountant (practising)
10. A financial institution or DNFBP [s.12(1)(j)]		
10a.	An authorized institution (<i>Financial Institution</i>)	<ul style="list-style-type: none"> ➤ A letter bearing the authorized institution's information in the letterhead as evidence of the capacity of the applicant as an authorized institution
10b.	A licensed corporation (<i>Financial Institution</i>)	<ul style="list-style-type: none"> ➤ The printed licence issued by the Securities and Futures Commission under s. 116 or s. 117 of the Securities and Futures Ordinance (Cap. 571) specifying the regulated activity for which the applicant is licensed

No.	Type of Specified Person	Other documents as the supporting documents
10c.	An authorized insurer (<i>Financial Institution</i>)	➤ A copy of an entry in, or extract of, the register of authorized insurers kept by the Insurance Authority under s. 5H of the Insurance Ordinance (Cap. 41)
10d.	A licensed individual insurance agent (<i>Financial Institution</i>)	➤ The individual insurance agent licence granted by the Insurance Authority under s. 64W of the Insurance Ordinance as an agent of any authorized insurer
10e.	A licensed insurance agency (<i>Financial Institution</i>)	➤ The insurance agency licence granted by the Insurance Authority under s. 64U of the Insurance Ordinance as an agent of any authorized insurer
10f.	A licensed insurance broker company (<i>Financial Institution</i>)	➤ The insurance broker company licence granted by the Insurance Authority under s. 64ZA of the Insurance Ordinance
10g.	A licensed money service operator (<i>Financial Institution</i>)	<ul style="list-style-type: none"> ➤ The licence granted by the Commissioner of Customs and Excise (the “Commissioner”) under s. 30 of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615); OR ➤ The renewed licence granted by the Commissioner under s. 31 of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance; OR ➤ An extract from the register of licensed money service operator maintained by the Commissioner under s. 27 of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance
10h.	The Postmaster General (<i>Financial Institution</i>)	➤ A memo or letter bearing the institution’s information in the letterhead as evidence of the capacity of the applicant
10i.	SVF licensee (<i>Financial Institution</i>)	<ul style="list-style-type: none"> ➤ The licence granted by the Monetary Authority under s.8F of the Payment Systems and Stored Value Facilities Ordinance (Cap. 584); OR ➤ A copy of the register of licensees established and kept by the Monetary Authority under s. 8ZZZF of the Payment Systems and Stored Value Facilities Ordinance
10j.	A licensed VAS (virtual asset service) provider (<i>Financial Institution</i>)	<ul style="list-style-type: none"> ➤ The licence granted by the Securities and Futures Commission (“Commission”) under s. 53ZRK of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance; OR ➤ A copy of an entry in, or extract from, the register of licensed person maintained by the Commission under s.

No.	Type of Specified Person	Other documents as the supporting documents
		<p>53ZRH of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (“register of licensed persons”) as evidence of the capacity of the applicant as a licensed VAS provider; OR</p> <p>➤ A certificate by the Commission issued under s. 53ZRI of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance stating that the name of the applicant has been entered on the register of licensed persons</p>
10k.	An accounting professional [DNFBP]	<p><u>For certified public accountants</u></p> <p>➤ The certificate of registration issued under s. 23 of the Professional Accountants Ordinance (Cap. 50) as evidence of the capacity of the applicant as a certified public accountant; OR</p> <p>➤ An extract from the register of certified public accountants kept by the Registrar under s. 22 of the Professional Accountants Ordinance as evidence of the capacity of the applicant as a certified public accountant</p> <p><u>For certified public accountants (practising)</u></p> <p>➤ The practising certificate issued by the Accounting and Financial Reporting Council under ss.20AAD or 20AAI of the Accounting and Financial Reporting Council Ordinance as evidence of the capacity of the applicant as a certified public accountant (practising); OR</p> <p>➤ An extract from the register established and maintained by the Accounting and Financial Reporting Council under s.20AAZZI(1)(a) of the Accounting and Financial Reporting Council Ordinance as evidence of the capacity of the applicant as a certified public accountant (practising)</p> <p><u>For corporate practices</u></p> <p>➤ The certificate of registration of corporate practice issued by the Accounting and Financial Reporting Council under ss.20AAZP or 20AAZU of the Accounting and Financial Reporting Council Ordinance as evidence of the capacity of the applicant as a corporate practice; OR</p> <p>➤ An extract from the register established and maintained by the Accounting and Financial Reporting Council under s.20AAZZI(1)(c) of the Accounting and Financial Reporting Council Ordinance as evidence of the capacity of the applicant as a corporate practice</p>

No.	Type of Specified Person	Other documents as the supporting documents
		<p><u>For firms of certified public accountants (practising)</u></p> <ul style="list-style-type: none"> ➤ The certificate of registration of a firm of certified public accountants (practising) issued by the Accounting and Financial Reporting Council under ss.20AAV or 20AAZA of the Accounting and Financial Reporting Council Ordinance as evidence of the capacity of the applicant as a firm of certified public accountants (practising); OR ➤ An extract from the register established and maintained by the Accounting and Financial Reporting Council under s.20AAZZI(1)(b) of the Accounting and Financial Reporting Council Ordinance as evidence of the capacity of the applicant as a firm of certified public accountants (practising) <p>(The Registrar refers to the Registrar appointed by the Council of the Hong Kong Institute of Certified Public Accountants under s. 21 of the Professional Accountants Ordinance.)</p>
10l.	An estate agent [DNFBP]	<ul style="list-style-type: none"> ➤ The estate agent's licence granted by the Estate Agents Authority under s. 17 or renewed by the Authority under s. 23 of the Estate Agents Ordinance (Cap. 511) as evidence that the applicant is a licensed estate agent; OR ➤ The salesperson's licence granted by the Estate Agents Authority under s. 17 or renewed by the Authority under s. 23 of the Estate Agents Ordinance as evidence that the applicant is a licensed salesperson; OR ➤ An extract from the register kept by the Authority under s. 13 of the Estate Agents Ordinance to support the relevant capacity of the applicant
10m.	A legal professional [DNFBP]	<ul style="list-style-type: none"> ➤ The certificate of admission signed by a judge certifying that the applicant was admitted as a solicitor of the High Court of Hong Kong; OR ➤ The practising certificate issued by the Law Society of Hong Kong under s. 6 of the Legal Practitioners Ordinance; OR ➤ A copy of the roll of solicitors kept by the Registrar of the High Court of Hong Kong under s. 5 of the Legal Practitioners Ordinance with the applicant's name entered on the roll; OR ➤ The document evidencing that the Law Society of Hong Kong has registered the applicant as a foreign lawyer under s. 39A of the Legal Practitioners Ordinance
10n.	A TCSP licensee [DNFBP]	<ul style="list-style-type: none"> ➤ The licence granted by the Registrar of Companies under s. 53G of the Anti-Money Laundering and Counter-

No.	Type of Specified Person	Other documents as the supporting documents
		<p>Terrorist Financing Ordinance or renewed under s. 53K of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance; OR</p> <ul style="list-style-type: none"> ➤ An extract from the register of licensees maintained by the Registrar of Companies under s. 53D (“the Register”) as evidence of the capacity of the applicant; OR ➤ A certificate issued by the Registrar of Companies stating that the name of the applicant has been entered in the Register and has not been removed as referred to in s. 53E of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance
10o	A Category B PMS (precious metals and stones) registrant [DNFBP]	<ul style="list-style-type: none"> ➤ The certificate of registration issued by the Commissioner of Customs and Excise (the “Commissioner”) under s. 53ZUP of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance, or the certificate of registration issued by the Commissioner under s. 53ZVA for replacement in case the Commissioner has issued such certificate; OR ➤ A copy of an entry in, or extract from, the register maintained by the Commissioner under s. 53ZUC of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (“register”) as evidence of the capacity of the applicant as a Category B PMS (precious metals and stones) registrant; OR ➤ A certificate by the Commissioner issued under s. 53ZUD of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance stating that the name of the applicant has been entered in the register and that the applicant is a Category B registrant

Sample

(date of this authorisation letter)

To: The Registrar of Companies

Dear Registrar,

**Subscription to the Withheld Information / Protected Information Search Services
for obtaining Withheld Information / Protected Information
on the Companies Register maintained by the Companies Registry**

(Name of the specified person which is other than a natural person) hereby authorises
(English and Chinese names of the officer)* to make the application for subscription to the
Withheld Information / Protected Information Search Services under the e-Services Portal of the
Companies Registry.

Yours faithfully,

*(Name of the specified person which
is other than a natural person)*

(The information must be the same as that provided in the application for subscription to the
Withheld Information / Protected Information Search Services by designated types of specified
persons.)*

Sample

(date of this authorisation letter)

To: The Registrar of Companies

Dear Registrar,

**Subscription to the Withheld Information / Protected Information Search Services
for obtaining Withheld Information / Protected Information
on the Companies Register maintained by the Companies Registry**

(Name of the specified person which is other than a natural person) hereby appoints the following person(s) as its authorised representative(s) who can apply for disclosure by the Registrar of Companies of the withheld information (as defined by section 47 of the Companies Ordinance (Cap. 622) (“CO”)) and / or the protected information (as defined by section 53(1) of the CO) for the performance of the functions of a *(please state the type of specified person)* as specified in sections 8 and 12 of the Companies (Residential Addresses and Identification Numbers) Regulation (Cap. 622N) after the subscription to the Withheld Information / Protected Information Search Services under the e-Services Portal of the Companies Registry for the following person(s) :-

English Name#	Chinese Name#	Identification No. #	Type of Identification Document#
<u>XXXXXXXX</u>	<u>XXXXXXXX</u>	<u>XXXXXXXX</u>	<u>XXXXXXXX</u>
<u>XXXXXXXX</u>	<u>XXXXXXXX</u>	<u>XXXXXXXX</u>	<u>XXXXXXXX</u>

Yours faithfully,

*(Name of the specified person which
is other than a natural person)*

(# The information must be the same as that provided in the application for subscription to the Withheld Information / Protected Information Search Services for authorised representative by a specified person not being a natural person.)