



How to Apply to Withhold Residential Address or Identification Number from Public Inspection

What is an application to withhold residential address or identification number from public inspection?

Data subjects may apply to the Companies Registry (“the Registry”) for withholding from public inspection their usual residential addresses (“URAs”) (if applicable), or full identification numbers (“IDNs”) contained in documents registered with the Registry pursuant to section 49 of the Companies Ordinance (Cap. 622) (“CO”).

Who can make the application?

The applicant **MUST** be the **data subject**.

A director, reserve director or company secretary, or a former director, reserve director or company secretary of a company

Can apply to withhold

URA

Any person whose full IDN is contained in a registered document

Can apply to withhold

Full IDN

Can data subjects apply to withhold their URAs or full IDNs in any document delivered to the Registry?

The application is only applicable to documents delivered to the Registry for registration under:

- ◆ the 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.

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



How to submit an application?



Electronic submission

- Go to the **e-Services Portal** of the Registry (www.e-services.cr.gov.hk)
- Log in as **Registered users of the e-Filing Services**

Select “**Filing**” from the menu bar → “**Document Submission**” → “**Online Submission**” to deliver the **Form MPI** electronically

Paper submission

Download the **Form MPI** (www.cr.gov.hk/en/forms/piforms.htm)

Submit the application ***together with*** supporting document

- ***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, the Registry will update the image record of the document(s) under the application and notify the presenter or applicant (as the case may be) by email

What is the supporting document required for the application?

- ◆ The Hong Kong Identity Card or passport of the applicant.
- ◆ Where the application is submitted in person to the Registry, the applicant can present the original document for verification.
- ◆ Where the application is submitted by post, a certified copy of the identification document is required.
- ◆ No supporting document is required for electronic submission by registered users of the e-Filing Services.



Frequently asked questions

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| Is it mandatory for me to apply to withhold my URA and full IDN from public inspection? | ✘ |
| Do I need to pay for the application? | ✘ |
| Can a resigned director or company secretary apply to withhold his/her URA and / or full IDN from public inspection? | ✔ |
| Can I apply to withhold my URA (if applicable) and full IDN contained in a registered document of a dissolved company? | ✔ |
| Can a shareholder of a company apply to withhold his/her address reported in the Annual Return of the company? | ✘ |
| Can I provide a post office box number as the correspondence address for replacing my URA? | ✘ |