

## COMPANIES ORDINANCE (Chapter 32)

Notice is hereby given that, in exercise of the power conferred on me under section 346(1) of the Companies Ordinance, a document delivered to me under the Ordinance for registration shall comply with the following requirements:—

(I) *Requirements applicable to a document delivered in paper form*

- (i) The paper should be plain white with a matt surface and of medium weight (grammage not less than 76 gsm) and A4 size (210 mm x 297 mm).
- (ii) The text should be printed or typed clearly and legibly on paper in portrait format (i.e. with the shorter edge across the top) in permanent black ink, of uniform density, and the font must be of at least size 10. Carbon copies and documents printed by dot matrix printers are not acceptable.
- (iii) There should be a blank margin of at least 5 mm on all sides of each page of a document except that the top and bottom portion of the first page of a document that is not presented in a specified form should have a margin of at least 35 mm and 50 mm respectively.
- (iv) A document which comprises 2 or more sheets should be fastened together securely at the top left corner.
- (v) Duplex printing is acceptable. Information on the second page of a document may be printed on the reverse side of the first page of the document. Paper with irrelevant information printed on the back side is not acceptable.
- (vi) For separately bound shareholders' lists, computer printout on listing (lined) paper larger than A4 size and printed by a near-letter quality 24-pin type dot matrix printer using the enhanced printing mode is acceptable.

(II) *Requirements applicable to part of a document delivered in the form of CD-ROM or DVD-ROM*

- (i) As an alternative to delivery of shareholders' list in an Annual Return or a Return of Allotments to the Registrar of Companies in specified forms on paper, the information may be sent in the form of CD-ROM or DVD-ROM together with the relevant specified form.
- (ii) Any CD-ROM should be in ISO 9660 format.
- (iii) Any DVD-ROM should be in ISO 13346 format.
- (iv) The CD-ROM or DVD-ROM should be properly labeled, showing the company name and the company number, the document to which it relates (Annual Return or Return of Allotments) and the date to which the document is made up.
- (v) A director or the secretary of the company should certify the records contained in the CD-ROM or DVD-ROM by signing on the label.
- (vi) The information provided on the CD-ROM or DVD-ROM should be in Adobe Portable Document Format (PDF) or Microsoft Excel Format standard and the font of the text contents must be of at least size 10.
- (vii) Electronic records in English shall be encoded in American Standard Code for Information Interchange (ASCII) or ISO 10646-1:2000 standard.
- (viii) Electronic records in Chinese shall be encoded in Big-5 or ISO 10646-1:2000 standard.
- (ix) Where electronic records in Chinese are encoded in the Big-5 standard, the set of Chinese characters is restricted to those defined in the Big-5 standard or included in the Hong Kong Supplementary Character Set (HKSCS) as published by the Government in 2001.
- (x) Where electronic records in Chinese are encoded in the ISO 10646-1:2000 standard, the set of Chinese characters is restricted to the Chinese characters within the Chinese-Japanese-Korean (CJK) Unified Ideographs defined in the ISO 10646-1:2000 standard or the characters in the HKSCS as published by the Government in 2001.

- (xi) Details of shareholders should be set out in the same format as the relevant specified form, i.e. Annual Return or Return of Allotments, as the case may be. A header showing the company name, the date to which the shareholders' list is made up, the page number and the heading of each column should be shown on each page.
- (xii) Particulars of current and past members should be provided in a single file on a CD-ROM or DVD-ROM.
- (xiii) The total number of issued shares (of each class of shares, if there is more than one class of share) should be shown on the last page of a shareholders' list. Otherwise, an index should be provided to indicate the page on which the total number of issued shares (of each class, if more than one class) is shown.
- (xiv) The CD-ROM or DVD-ROM shall not contain any computer instructions, including but not limited to:—
  - any computer viruses; and
  - any macros, scripts and fields, the operation of which depends on the execution environment and the execution of which will cause changes to the electronic record itself or the information system displaying the electronic record.

This notice supersedes Gazette notice G.N. 443 published by the Registrar of Companies on 16 January 2004 with immediate effect.

21 December 2012

Ada L. L. CHUNG *Registrar of Companies*