

COMPANIES ORDINANCE
(Chapter 622 of the Laws of Hong Kong)

In exercise of the power conferred on me under section 32(1) of the Companies Ordinance (Chapter 622) ('new Companies Ordinance') and section 32 of the Interpretation and General Clauses Ordinance (Chapter 1), I hereby specify that with effect from the commencement of the new Companies Ordinance on 3 March 2014, a shareholders' list (as part of an Annual Return or a Return of Allotment) to be delivered in the form of CD-ROM or DVD-ROM to the Registrar of Companies ('Registrar') together with the relevant Annual Return or the Return of Allotment in hard copy form for registration under:—

- (a) the new Companies Ordinance; or
- (b) any section of the existing Companies Ordinance (Chapter 32) that will be repealed upon the commencement of the new Companies Ordinance but will have a continuing effect under Schedule 11 to the new Companies Ordinance or by virtue of section 23 of the Interpretation and General Clauses Ordinance (Chapter 1)

shall comply with the following requirements:—

- (i) Any CD-ROM must be in ISO 9660 format.
- (ii) Any DVD-ROM must be in ISO/IEC 13346:1995 format.
- (iii) The CD-ROM or DVD-ROM must be properly labeled, showing the company name and the company number, the name of the document to which it relates (Annual Return or Return of Allotment) and the date to which the document is made up.
- (iv) A director or the company secretary of the company must certify the records contained in the CD-ROM or DVD-ROM by signing on the label.
- (v) The information provided on the CD-ROM or DVD-ROM must 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.
- (vi) Electronic records in English must be encoded in American Standard Code for Information Interchange (ASCII), ISO/IEC 10646-1:2000 or ISO/IEC 10646:2003 with Amendment 1 standard.
- (vii) Electronic records in Chinese must be encoded in ISO/IEC 10646-1:2000 or ISO/IEC 10646:2003 with Amendment 1 standard.
- (viii) Where electronic records in Chinese are encoded in the ISO/IEC 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/IEC 10646-1:2000 standard or the characters included in the Hong Kong Supplementary Character Set—2001 (HKSCS-2001).
- (ix) Where electronic records in Chinese are encoded in the ISO/IEC 10646:2003 with Amendment 1 standard, the set of Chinese characters is restricted to the Chinese characters within the CJK Unified Ideographs defined in the ISO/IEC 10646:2003 with Amendment 1 standard or the characters included in the Hong Kong Supplementary Character Set—2004 (HKSCS-2004).
- (x) Details of shareholders must be set out in the same format as the relevant specified form, i.e. Annual Return or Return of Allotment, as the case may be, delivered for registration. 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 must be shown on each page.
- (xi) Particulars of current and past members must be provided in a single file on a CD-ROM or DVD-ROM.
- (xii) The total number of issued shares (of each class of shares, if there is more than one class of shares) must be shown on the last page of a shareholders' list. Otherwise, an index must be provided to indicate the page on which the total number of issued shares (of each class, if more than one class) is shown.
- (xiii) The CD-ROM or DVD-ROM must 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.

Gazette Notice G.N. 8170 published by the Registrar on 21 December 2012 shall cease to have effect on the commencement date of the new Companies Ordinance.

24 January 2014

Ada L. L. CHUNG Registrar of Companies