

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, any document to be delivered in hard copy form to the Registrar of Companies ('Registrar') for registration under:—

- (a) the new Companies Ordinance;
- (b) the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Chapter 32) (the new name for the existing Companies Ordinance (Chapter 32) upon the commencement of the new Companies Ordinance); or
- (c) any section of the existing Companies Ordinance (Chapter 32) that will be repealed upon the commencement of the new Companies Ordinance but will have a continuing effect under Schedule 11 to the new Companies Ordinance or by virtue of section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) The paper must be plain white with a matt surface and of medium weight (grammage not less than 76 gsm) and A4 size (210 mm × 297 mm).
- (ii) The text must 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 must 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 must have a margin of at least 35 mm and 50 mm respectively.
- (iv) A document which comprises 2 or more sheets must 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.
- (vii) As an alternative to the shareholders' list being delivered to the Registrar in hard copy form as part of an Annual Return or a Return of Allotment, the shareholders' list may be delivered to the Registrar in the form of CD-ROM or DVD-ROM together with the relevant Annual Return or the Return of Allotment in hard copy form. The shareholders' list on CD-ROM or DVD-ROM shall comply with the requirements as specified in G.N. 485 published by the Registrar on 24 January 2014.

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*