

## COMPANIES ORDINANCE (Chapter 622)

In exercise of the power conferred on me under section 32 of the Companies Ordinance (Chapter 622) ('the Companies Ordinance'), I hereby specify that with effect from 27 December 2023, the particulars of members/details of allottees to be delivered in the form of CD-ROM or DVD-ROM to the Registrar of Companies ('the Registrar') for registration under the Companies Ordinance as part of an Annual Return or a Return of Allotment in hard copy form shall comply with the following requirements:—

- (1) Any CD-ROM must be in ISO 9660 format.
- (2) Any DVD-ROM must be in ISO/IEC 13346:1995 format.
- (3) The CD-ROM or DVD-ROM must be properly labelled, showing the company name, the business registration 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.
- (4) 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.
- (5) The required information provided on the CD-ROM or DVD-ROM must be in Microsoft Excel Format specified by the Companies Registry which is available for downloading from the Companies Registry's website ([www.cr.gov.hk](http://www.cr.gov.hk)).
- (6) Electronic records which contain English characters only must be coded in American Standard Code for Information Interchange (ASCII), ISO/IEC 10646-1:2000 or ISO/IEC 10646:2003 with Amendment 1 or ISO/IEC 10646:2011.
- (7) Electronic records which contain Chinese characters must be coded as follows:—
  - (a) Chinese and English characters must be coded in ISO/IEC 10646-1:2000, and 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 or the characters included in the Hong Kong Supplementary Character Set—2001 (HKSCS-2001);
  - (b) Chinese and English characters must be coded in ISO/IEC 10646:2003 with Amendment 1, and 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 or the characters included in the Hong Kong Supplementary Character Set—2004 (HKSCS-2004); or
  - (c) Chinese and English characters must be coded in the ISO/IEC 10646:2011, and the set of Chinese characters is restricted to the Chinese characters within the CJK Unified Ideographs defined in the ISO/IEC 10646:2011.
- (8) Particulars of current and past members must be provided in a single file on the CD-ROM or DVD-ROM.
- (9) The CD-ROM or DVD-ROM must not contain any computer instructions, including but not limited to:—
  - (a) computer viruses; and
  - (b) macros, scripts and fields that 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 the Gazette notice G.N. 485 published by the Registrar on 24 January 2014 with effect from 27 December 2023.

17 November 2023

Helen TANG *Registrar of Companies*