

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

- (a) the Companies Ordinance; or
- (b) the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Chapter 32)

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 x 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 the particulars of members/details of allottees which may be delivered to the Registrar in the form of CD-ROM or DVD-ROM as part of an Annual Return or a Return of Allotment in hard copy form, the requirements as specified in G.N. 6875 published by the Registrar on 17 November 2023 must be complied with.

This notice supersedes the Gazette notice G.N. 486 published by the Registrar on 24 January 2014 with effect from 27 December 2023.

17 November 2023

Helen TANG *Registrar of Companies*