

Introduction to CR's e-Services Portal



1 November 2025

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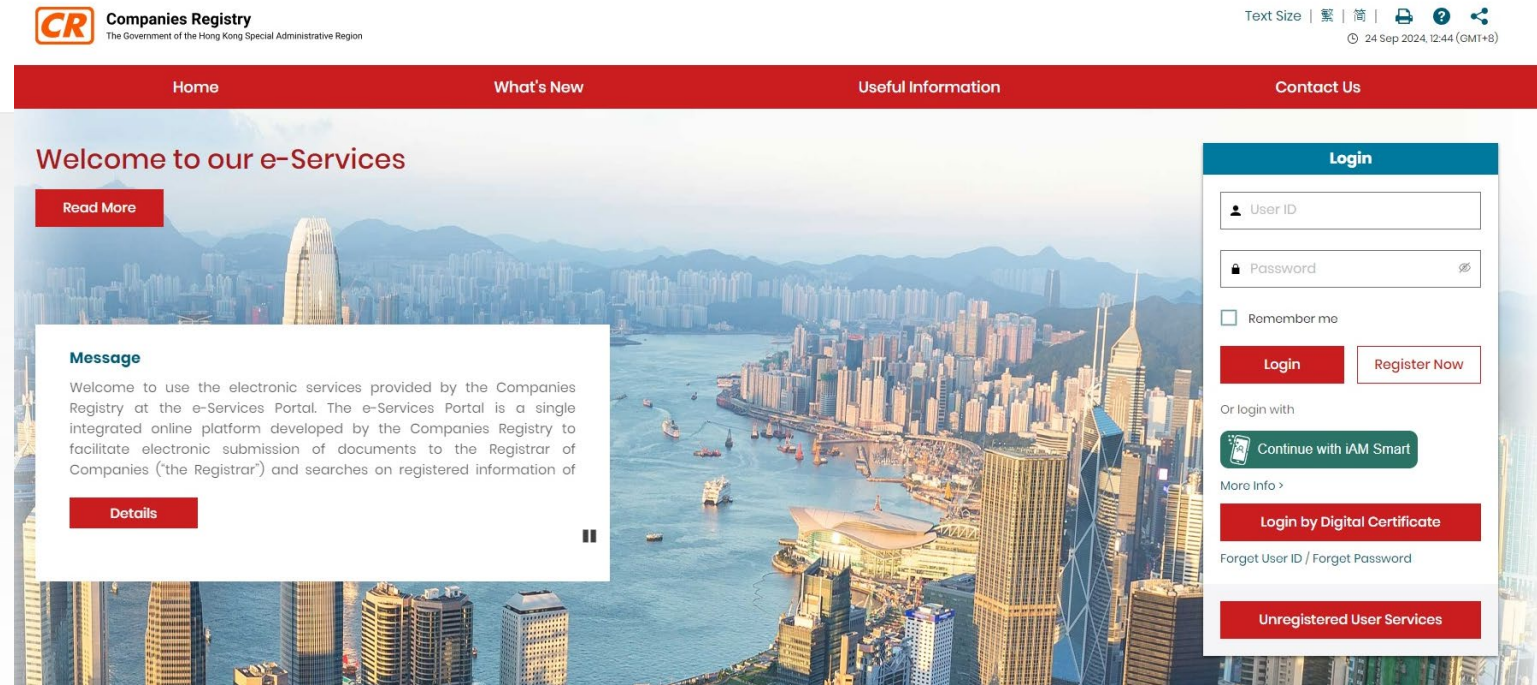


Companies Registry's e-Services Portal

CR's e-Services Portal, a single integrated online platform, was introduced on 27.12.2023 to facilitate electronic submission of documents and searches on registered information of companies and entities kept by the Registrar of Companies.

27 December 2023

New e-Services Portal





Companies Registry's e-Services Portal

New Features

- Access different electronic services by a single logon to the integrated platform
- A unified user account structure instead of different accounts for different services
- iAM Smart+ can be used for logging on and signing documents for online submission
- Enhanced user experience with responsive design
- Automatically associate the Individual user (HKID or Passport provided) with the company for submitting documents online



Services Provided by the e-Services Portal

The screenshot shows the Companies Registry e-Services Portal. At the top, there's a header with the CR logo and 'Companies Registry' text. Below this is a navigation bar with links: Main Page, Incorporation, Filing, Search, Access to WI / PI, Other services, and Contact Us. A large banner image shows a modern building with the text 'e-Services Portal' overlaid. Below the banner is another navigation bar with links: Main Page, Incorporation, Filing, Search, Access to WI / PI, and Other Services. A 'Message' section follows, welcoming users to the portal. At the bottom, there's a 'What's New' section with three items: 'Adjustment of business registration fees and waiver of business registration levy' (25 Mar 2024), 'Service for the opening of Special Account relating to Protected Information by Designated Types of Specified Persons - Suspension of Online Application and Cessation of Paper Application' (01 Dec 2023), and 'Simultaneous Business Registration Applications on Registration of Limited Partnership Funds and Revision of Specified Forms for Limited Partnership Funds' (24 Nov 2023).

CR Companies Registry
The Government of the Hong Kong Special Administrative Region

DSACCOUNT | Text Size | 繁 | 简 | 06 Nov 2024, 11:53 (GMT+8)

Main Page Incorporation Filing Search Access to WI / PI Other services Contact Us

e-Services Portal

Main Page Incorporation Filing Search Access to WI / PI Other Services

Message

Welcome to use the electronic services provided by the Companies Registry at the e-Services Portal. The e-Services Portal is a single integrated online platform developed by the Companies Registry to facilitate electronic submission of documents to the Registrar of Companies ("the Registrar") and searches on registered information of companies and entities kept by the Registrar. Users can subscribe to different electronic services under a single user account of the e-Services Portal. The electronic services provided by the e-Services Portal include:-

Details

What's New

25 Mar 2024

Adjustment of business registration fees and waiver of business registration levy

According to the Public Revenue Protection (Business Registration) Order 2024 and the Business Registration

01 Dec 2023

Service for the opening of Special Account relating to Protected Information by Designated Types of Specified Persons - Suspension of Online Application and Cessation of Paper Application

24 Nov 2023

Simultaneous Business Registration Applications on Registration of Limited Partnership Funds and Revision of Specified Forms for Limited Partnership Funds

The Companies Registry has announced the commencement

- **e-Incorporation**
- **e-Filing**
- **e-Search**
- **Access to WI/PI**
- **Other Services: Annual Return e-Reminder Service and e-Monitor Service**



New Features for e-Filing Services

- A dedicated page for e-Incorporation
- Save the completed electronic incorporation form as a template for future use
- Web forms are provided for filling in online and can be saved as draft at the e-Services Portal for review and update before submission
- Extended e-submission services to cover delivery of documents other than specified forms



New Features for e-Search Services

- Register of Money Lenders and particulars of the third parties appointed by licensed money lenders can be searched electronically
- Shareholders' information of a local company in the Company Particulars Search
- A quick search for Company Registration Number(CRN) /Business Registration Number (BRN) (CRNs are issued to companies before using BRNs as the unique business identifier)



Log-in the e-Services Portal and Signing Documents

User can use the following methods to log in the e-Services Portal and sign document(s): -

Authentication Methods	Login the e-Services Portal	Signing Document (Individual User only)
User ID + Password	✓	✓
Digital Certificate (Hongkong Post e-Cert (Personal) certificate or Personal ID-Cert issued by Digi-Sign Certification Services Limited)	✓	✓
iAM Smart  	✓	✓*

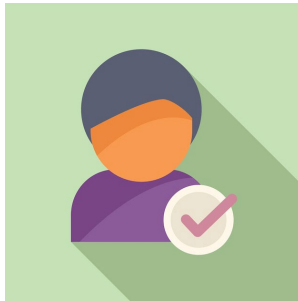
* For user with iAM Smart+ only



User Registration

Who can register as a user of the e-Services Portal?

Individual User



A natural person

CR Company User



A company incorporated / re-domiciled / registered under the Companies Ordinance, (Cap. 622)

BR Entity User



A business registered only with Inland Revenue Department (“IRD”) under the Business Registration Ordinance, such as sole-proprietorships or partnerships

Other Non-Individual User



Applicant who is not within the above three types of users



User Registration @ e-Services Portal

(Individual user registration and e-Filing services subscription)

- Visit e-Services Portal website on <https://www.e-services.cr.gov.hk/>



The screenshot shows the homepage of the Companies Registry e-Services Portal. The header includes the CR logo, the text 'Companies Registry' and 'The Government of the Hong Kong Special Administrative Region', and utility links for text size, language, and a date stamp '24 Oct 2025, 14:56 (GMT+8)'. A red navigation bar contains links for Home, What's New, Useful Information, and Contact Us. The main content area features a 'Welcome to our e-Services' message with a 'Read More' button. A 'Message' box provides a welcome message and a 'Details' button. On the right, a 'Login' panel includes fields for User ID and Password, a 'Remember me' checkbox, and buttons for 'Login' and 'Register Now'. An orange arrow points to the 'Register Now' button. Below the login fields are links for 'Or login with', 'Continue with iAM Smart', 'More Info >', 'Login by Digital Certificate', 'Forgot User ID / Forgot Password', and 'Unregistered User Services'.

Companies Registry
The Government of the Hong Kong Special Administrative Region

Text Size | 繁 | 简 | 24 Oct 2025, 14:56 (GMT+8)

Home What's New Useful Information Contact Us

Welcome to our e-Services

[Read More](#)

Message

Welcome to use the electronic services provided by the Companies Registry at the e-Services Portal. The e-Services Portal is a single integrated online platform developed by the Companies Registry to facilitate electronic submission of documents to the Registrar of Companies ("the Registrar") and searches on registered information of companies and entities kept by the

[Details](#)

Login

User ID

Password

☐ Remember me

[Login](#) [Register Now](#)

Or login with

[Continue with iAM Smart](#)

[More Info >](#)

[Login by Digital Certificate](#)

[Forgot User ID / Forgot Password](#)

[Unregistered User Services](#)



User Registration @ e-Services Portal

(Individual user registration and e-Filing services subscription)

User Registration

1. Enter the characters in the image
2. Tick the box to accept T&C for Account Registration
3. Click “Accept”

User Registration

🏠 > User Registration

User Registration – Terms and Conditions

Companies Registry
Registration of User Account for e-Services
Terms and Conditions

Application

1. The applicant (“the Applicant”) makes an application for registration of a user account (“User Account”) and subscription to electronic services (“e-Services”) under the e-Services Portal of the Companies Registry (“the Registry”) and the Registrar of Companies (who presently also performs the role of the Registrar of Money Lenders) (“the Registrar”), upon approving the application and receiving the Applicant’s acceptance of the terms and conditions hereinafter set out, agrees to provide the User Account to the Applicant whereby the Applicant is able to access through the User Account to the e-Services as may be subscribed by the Applicant.
2. For the purposes of the application, the Applicant shall follow such procedures and provide such documents and information as may be required by the Registrar. The Registrar has the absolute discretion to approve or refuse the application.

e-Services

3. The e-Services and all materials in the e-Services Portal are provided on an “as is” and “as available” basis, without any warranty of any kind, whether express or implied. The Applicant shall use the e-Services in accordance with any...

* Enter the characters in the image



Audio

Refresh

☐ I accept the above Terms and Conditions.

Cancel

Accept



User Registration @ e-Services Portal

(Individual user registration and e-Filing services subscription)

Step 1- Input Account Details

1. Select User Type

2. Select the Service(s) you want to subscribe

3. Enter your intended User ID

4. Enter Password and confirm the Password

5. Click “Continue”

User Registration

Home > User Registration

1

Input Account Details

Step 1 - Input Account Details ?

User Type

User Type

Individual

Company incorporated/registered under Companies Ordinance of Hong Kong (CR Company)

Business registered with the BRO of the HK Inland Revenue Department only (BR Entity)

Other non-individual

Services to be Subscribed

☐ e-Filing

☐ e-Search

☐ Principal Account ☐ Subsequent Account ?

☐ Access to Withheld Information / Protected Information

(only applicable to designated types of specified persons and the authorised representatives of the designated types of specified persons not being a natural person)

☐ Type(s) of Specified Persons ?

Please select the appropriate type(s).

☐ A liquidator

☐ A public officer or public body

☐ A solicitor

☐ A certified public accountant (practising)

☐ An authorized institution

☐ A trustee in bankruptcy

☐ A scheduled person

☐ A foreign lawyer

☐ A financial institution (other than an authorized institution)

☐ A DNFBP

☐ An authorised representative of a specified person not being a natural person

User Account ID and Password to be Used

User ID [Check User ID valid](#)

User ID

Password

Password

Confirm Password

Confirm Password

Cancel Back Continue



User Registration @ e-Services Portal

(Individual user registration and e-Filing services subscription)

Step 2- Input User Particulars

Input user particulars:

- Name
- Address
- Email address
- HK Contact Telephone No.
- Fax no.

***If you are an iAm Smart user, you can click “Form Filling with iAm Smart” and scan QR code to help you to fill some of the particulars**

User Registration

Home > User Registration

1 Input Account Details 2 Input User Particulars

Step 2 - Input User Particulars

Authorise "iAM Smart" to provide personal information

In order to complete the account opening and linked-up with "iAM"

- English Name
- Chinese Name
- HKID number
- Email Address
- Postal Address
- Mobile Number
- Home Address

Form Filling with iAM Smart

More Info >

User ID

DOTESTING

User Name

Testing (English Surname)

Testing (English Other Name)

測試組 (Chinese Name)

Address

☒ Local Address ☐ Non-HK Address

Flat/Floor/Block etc.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

Log in with iAM Smart :

1. Please open iAM Smart App in your mobile
2. Tap the scan button in iAM Smart App
3. Scan the QR Code

Scan QR Code

Cancel Back Continue



User Registration @ e-Services Portal

(Individual user registration and e-Filing services subscription)

Step 3- Provide Identification Details

***If you click “Form Filling with iAm Smart” in the previous step, the system will skip this step.**

Provide details of :

- HKID Card; or
- People’s Republic of China Identity Card; or
- Passport (for non-HKID holders),

and choose method for verification of Identification information.

The screenshot shows the 'User Registration' page on the Companies Registry website. The page has a red header with navigation links: Home, What's New, Useful Information, and Contact Us. Below the header, a progress bar indicates five steps: 1. Input Account Details, 2. Input User Particulars, 3. Provide Identification Details (current step), 4. Review Account Particulars, and 5. Acknowledgement. The main content area is titled 'Step 3 - Provide Identification Details' and contains the following sections:

- Identification Information**
 - ☐ Hong Kong Identity Card No.
 - ☐ People's Republic of China Identity Card No.
 - ☐ Passport No.
- Supporting Document(s)**
 - ☒ Submit document(s) online
 - Identification Document**
(Required for subscribing e-Filing or Access to Withheld Information/Protected Information services)
 - ☐ Use Digital Certificate ①
 - ☐ Certified true copy of identification document
 - ☐ Present the original supporting document(s) in person at the Companies Registry :
 - Identification document (required for subscribing e-Filing or Access to Withheld Information/Protected Information services)
 - document relating to account for Access to Withheld Information/Protected Information (required if related service is subscribed) ②

At the bottom right, there are three buttons: Cancel, Back, and Continue.



User Registration @ e-Services Portal

(Individual user registration and e-Filing services subscription)

Step 4- Review Account Particulars

1. Check correctness of your information provided
2. Accept the T&C for the subscribed services and confirm the information provided

User Registration

Home > User Registration



Step 4 - Review Account Particulars

User Account Information

Services to be Subscribed	e-Filing
User ID	
User Type	Individual



Terms & Conditions for "e-Filing Services"

Application

1. The applicant ("the Applicant") makes an application for subscription to electronic filing services ("e-Filing Services") under the e-Services Portal of the Companies Registry ("the Registry") and the Registrar of Companies (who presently also performs the role of the Registrar of Money Lenders) ("the Registrar"), upon approving the application and receiving the Applicant's acceptance of the terms and conditions hereinafter set out, agrees to provide the e-Filing Services to the Applicant whereby the Applicant is able to access the e-Filing Services through the Applicant's user account registered under the e-Services Portal ("User Account").
2. In addition to the terms and conditions herein, the terms and conditions for **Registration of User Account for e-Services** shall also be applicable to the e-Filing Services. In the event of any conflict or inconsistency between the terms and conditions herein and the terms and conditions for Registration of User Account for e-Services, the terms and conditions herein shall prevail to the extent of the conflict or inconsistency.

e-Filing Services

3. The e-Filing Services will, subject to any restriction imposed by law or a court order, enable the Applicant to:
 - (a) apply for incorporation of a local company, registration as a re-domiciled company, registration of a non-Hong Kong company and business registration;
 - (b) deliver to the Registrar forms and documents in electronic form pursuant to section 32(5) of the Companies Ordinance (Cap. 622) and provisions of other Ordinances administered by the Registrar and in accordance with the requirements as may be specified by the Registrar; and

☒ I have read, understood and agreed to be bound by the Terms and Conditions and the Personal Information Collection Statement for "e-Filing Services" set out above.

☐ I confirm the information given above is complete and correct.

Cancel

Back

Continue



User Registration @ e-Services Portal

(Individual user registration and e-Filing services subscription)

Step 5- Acknowledgement

An on-screen acknowledgement will be shown for the receipt of your application

The screenshot shows the Companies Registry e-Services Portal. At the top, there is a navigation bar with links for Home, What's New, Useful Information, and Contact Us. Below this is a breadcrumb trail: Home > User Registration. A progress bar indicates five steps: 1. Input Account Details, 2. Input User Particulars, 3. Provide Identification Details, 4. Review Account Particulars, and 5. Acknowledgement (the current step). The main content area is titled "Step 5 - Acknowledgement" and contains the following text:

Your request for registration as a user (User ID: BEAGLESNOOPY) of the e-Services has been received on 04-Oct-2024.

If the registration is approved, an email for activating the user account and separate email for each approved service will be sent to your registered email testingforvincent@gmail.com. Please activate your user account within the period specified in the email.

We will scrutinise the certified document during office hours (Monday to Friday, 8:30 a.m. to 5:45 p.m.) before approving your registration.

If you encounter difficulty, please contact our 24-hour Help Desk Support Team:
Email: helpdesk@e-services.cr.gov.hk
Tel: (852) 8201 8273
Fax: (852) 8300 1004



User Registration @ e-Services Portal

(Individual user registration and e-Filing services subscription)

Step 6- Account Activation

- 1) You will receive emails when your application is approved. (If you choose to register with iAm Smart or Digital Certificate instead of other identification documents, your application will be approved automatically and confirmation emails will be sent to your registered email address within 15 - 30 minutes.)
- 2) Click the link provided in the email to activate your account.

Dear Customer,

You have been successfully registered at our e-Services Portal.

User Name: [REDACTED]

User ID : [REDACTED]

Please click on the link below for activation of the user account on or before 09-02-2025 (Hong Kong Time):

[https://www.\[REDACTED\]/system/registration/s06.do?code=\[REDACTED\]](https://www.[REDACTED]/system/registration/s06.do?code=[REDACTED])

If you cannot click the link, please copy and paste (or enter) the above link on your browser to access the e-Services Portal user account activation page.

Thank you for using our e-Services !
Companies Registry



User Registration @ e-Services Portal

(Individual user registration and e-Filing services subscription)

3) Enter your User ID & Password and confirm

The screenshot shows the 'User Registration' page with a blue header. Below the header is a breadcrumb trail 'Home > User Registration'. The main content area is titled 'Account Activation' in a blue box. It contains two input fields: 'User ID' and 'Password'. Red arrows point to these fields. Below the 'Password' field is a red 'Confirm' button, also indicated by a red arrow.

4) Account registration and activation is completed.

The screenshot shows the 'User Registration' page after successful activation. It features the 'Companies Registry' logo and name at the top. Below a red banner, the page title 'User Registration' is shown. A message states: 'You have successfully activated your user account! Please click "Continue" to use the functions in our e-Services Portal.' At the bottom, there are two buttons: 'Back to Home' and 'Continue'.



Association of Account (Automatic Association)

Only individual users can prepare, sign and submit documents for companies which they are associated with.

The system will associate an individual user with companies automatically when the name and Hong Kong Identity Card number or passport number of the user match with the records of:

- (1) directors, company secretaries or authorized representatives (“Company Officers”) of a company; or
- (2) directors, company secretaries or authorized representatives of a company’s non-individual Company Officers.





Association of Account (Manual Association)

How to build up account association manually?

1. Company Officers login CR e-Services Portal > Filing > Account Association > Maintain Account Association > CR Company

Companies Registry
The Government of the Hong Kong Special Administrative Region

Main Page Incorporation

Document Submission

Account Association

Third Party Software Interface (TPSI)

Filing Search

Maintain Account Association

Maintain Account Association - Select Company

Please select type of company for maintaining association.

You can create/change/remove the association of a company with a registered uses subscribed with e-Filing Services.

CR Company

BR Entity

2. Conduct searched by either typing the Company Name or by its BRN.
3. Select the Company and click “Continue”

Maintain Account Association - Select Company

You may input either the Chinese/English Company Name or BRN of the Company to search or select from the list of companies associated with you

☒ Chinese/English Company Name

Great Rich Success Limited

☐ BRN

BRN

Search Reset

Select	Company Name	BRN	Incorporation/Registration Date
☒	Great Rich Success Limited 大晨鴻圖有限公司	88888888	11-Oct-2023

Cancel Continue



Association of Account (Manual Association)

4. Input User ID of the account to be added for account association and click “Search”

Maintain Account Association - Update Association Record

Company Name	Great Rich Success Limited 大晨鴻圖有限公司
BRN	88888888

Create Association
Please input User ID

Search

5. Check registered particulars of the inputted User ID and select settings:

- capacity of the associated user
- whether the associated user can use the Deposit Account of the subject company's account
- Start Date of the Association

6. Click “Add”

Searching Result

Registered English Surname	KO
Registered English Other Name	GOO JIK JACKIE
Registered Chinese Name	高鼓值
* Associate the above user to the company in the capacity of	Authorized Person (without signing capacity ▼)
* Share Deposit Account ⓘ	Yes ▼
* Start Date	20-Dec-2023 📅

Add



Association of Account (Manual Association)

- The association details will appear in “User-created Association – Current Status”.
- Click “Confirm” to update the account association record.
- The associated user can prepare/file documents via e-Services Portal for associated companies.

User-created Association – Current Status

User ID	Registered Name	Capacity	Share Deposit Account	Share Deposit Account No	Start Date & Time	End Date & Time	Updated by	Remove Association
GOOJIKKO	KO, GOO JIK JACKIE 高鼓值	Authorized Person (without signing capacity)	Yes	N00166520007	20-Dec-2023	-	GOOJIKKO	☐

< 1 >

User-created Association – History

Cancel

Confirm

Maintain Account Association – Acknowledgement

Home > Maintain Account Association > Acknowledgement

Maintain Account Association – Acknowledgement

The Account Association record of the company has been updated.

You may click "Back" to perform association for another company.

Back



e-Filing Services

Authorized Person (without signing capacity) can file documents through e-Filing services for associated companies.

1. Authorized Person (without signing capacity) can prepare specified forms for e-submission.
2. During the preparation of the Form NAR1, Authorized Person can choose the signatory to sign the web form and send request to the signatory for signing the web form.
3. Email notifications for the signing request will be sent to the message box and registered email address.

Step 11 - Company Records

Please select the signatory for this form:

Signatory

TEA, VICTOR (Director)

Form Preview

Step 12 - Sign & Submit

Signing for	Name	Status	Action
Form NAR1	TEA, VICTOR (Director)	Not Yet Signed	Preview & Sign Send Request for Signing



e-Filing Services

- After logging into the e-Services Portal, the signatory may access the saved web form for preview and sign under “Filing>My Web Forms” section.

My Web Forms

Note: Saved documents will be deleted if there has been no updating for 3 months.							
Form / Document	BRN	Intended Company Name / Company Name	From	Last Read / Modified	Status	User Notes	Action
NAR1	747	有限公司	COFFEE, VICTORIA	27 Oct 2025 09:23	Signing Request	View(0)	Please select Please select Preview & Sign

- The signatory previews and signs the document.

Step 12 - Sign & Submit

周年申报表
Annual Return

表格 Form NAR1

1 公司名称 Company Name

2 商號名稱(如有的話) Business Name (if any)

3 公司類別 Type of Company

Back Exit Edit Discard Form Next

Signing

Please select signing method.

☒ User ID ☐ Digital Certificate

Back Next

Signing

User ID

Password

Note: A user account will be locked after 5 consecutive signing failures.

Date

30/08/2024

Back Sign



e-Filing Services

6. Authorized Person will receive the signed web form under “My Web Forms” section and he can preview and submit the web form directly.

My Web Forms

Note: Saved documents will be deleted if there has been no updating for 3 months.

Form / Document	BRN	Intended Company Name / Company Name	From	Last Read / Modified	Status	User Notes	Action
NARI	747	有限公司	COFFEE, VICTORIA	27 Oct 2025 09:24	Ready for Submission	View(0)	Please select
NARI	6148	有限公司	COFFEE, VICTORIA	27 Oct 2025 09:16	Draft	View(0)	Please select Preview & Submit Edit Delete

Step 13 – Payment & Acknowledgement

Receipt

Case No.	1420
BRN	747
Intended Co. Name / Co. Name	有限公司
Document Code (Ref. No.)	NARIL (81620015168)
Payment Order No.	N/A
Payment Reference No.	800009180
Paid Date	27 Oct 2025
Paid By	JCB
Deposit Account No.	N/A
Amount Paid	HK\$ 2,610.00



Filing Requirements of Annual Return

(sections 662 & 664 of CO)

Different types of companies have different **return date**.

Private company

- Within **42 days** after the company's anniversary of the **date of incorporation** or re-domiciliation date in **every year**

Public company

- Within **42 days** after the company's return date, i.e. the date that is **6 months** after the end of the company's **accounting reference period**

Company limited by guarantee

- Within **42 days** after the company's return date, i.e. the date that is **9 months** after the end of the company's **accounting reference period**

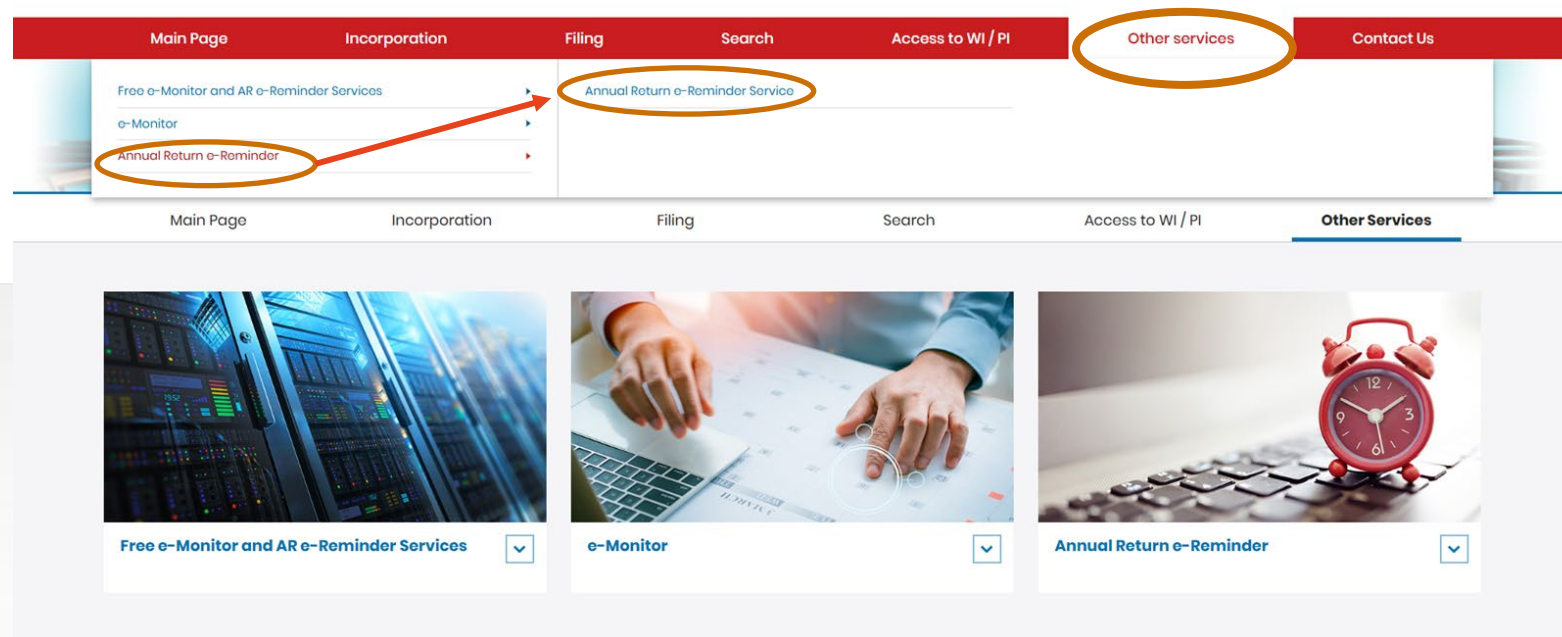


Annual Return e-Reminder Services

Subscribe to the “Annual Return e-Reminder” service free of charge to receive electronic notifications for delivery of annual returns of the companies if you are a registered user of the e-Services Portal and have subscribed to the e-Filing Services

How to subscribe the Annual Return e-Reminder Service?

1. You can login the e-Services Portal and select [Other services > Annual Return e-Reminder > Annual Return e-Reminder Service > Subscription]
2. Select “Local Private Company / Registered Non-Hong Kong Company” or “Public Company / Company Limited by Guarantee” to complete the subscription process





Further information on e-Services Portal

Pamphlet for User Registration @ e-Services Portal

English: <https://www.cr.gov.hk/en/publications/docs/24-e.pdf>

Chinese: <https://www.cr.gov.hk/tc/publications/docs/24-c.pdf>

English



Chinese



Video Demonstrations on e-Services Portal Services

English: <https://www.cr.gov.hk/en/electronic/demonstrations.htm>

Traditional Chinese: <https://www.cr.gov.hk/tc/electronic/demonstrations.htm>

Simplified Chinese: <https://www.cr.gov.hk/sc/electronic/demonstrations.htm>

English



Traditional Chinese



Simplified Chinese





Further information on e-Services Portal (cont'd)

Further information on e-Services Portal

English: <https://www.cr.gov.hk/en/electronic/e-servicesportal/electronic-services.htm>

Traditional Chinese: <https://www.cr.gov.hk/tc/electronic/e-servicesportal/electronic-services.htm>

Simplified Chinese: <https://www.cr.gov.hk/sc/electronic/e-servicesportal/electronic-services.htm>

English



Traditional Chinese



Simplified Chinese



Enquires on e-Services Portal

Please contact our 24-hour Help Desk Support Service Team: -

Telephone : (852) 8201 8273

Fax : (852) 8300 1004

Email : helpdesk@e-services.cr.gov.hk





THANK YOU!