

# Implementation of Unique Business Identifier

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# Unique Business Identifier ( UBI )

A number enabling governments and businesses to uniquely identify legal entities in various transactions and regulatory interactions

Adopted in many economies over the world



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# Unique Business Identifier ( UBI )

In order to sustain Hong Kong's leading position  
as an international financial centre,  
the Government decided to implement UBI



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# Business Registration Number

assigned by the Business Registration Office  
of the Inland Revenue Department

→ **UBI** of companies / entities

Table 2 FORM 2 [第 5 條]  
(Business Registration Ordinance (Chapter 310))  
(Business Registration Regulations)  
BUSINESS REGISTRATION REGULATIONS  
商業 / 公司 / 實體登記 商業 / 公司 / 實體登記證書  
DUPLICATE

業務 / 法團所用名稱  
Name of Business/  
Corporation  
X X 貨櫃運輸公司  
KXX DXX TRANSPORTATION COMPANY

業務 / 分行名稱  
Business/  
Branch Name  
.....

地址  
Address  
X/F  
XXX GLOUCESTER ROAD  
WANCHAI  
HK

業務性質  
Nature of Business  
TRANSPORTATION

法律地位  
Status  
INDIVIDUAL

生效日期  
Date of Commencement  
01/04/2017

屆滿日期  
Date of Expiry  
31/03/2018

登記證號碼  
Certificate No.  
5XXXXXXX-000-04-17-A

登記費及徵費  
Fee and Levy  
\$2,250  
(登記費 FEE = \$2,000)  
(徵費 LEVY = \$250)

商業登記號碼  
BUSINESS  
REGISTRATION NO.

樣本 SPECIMEN



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# Benefits



- reduces possible errors caused by the use of different identifiers in identifying the same entity
- helps communication and exchange of data across government departments and businesses
- helps governments to enhance public service delivery and regulate entities more effectively
- helps companies to prove their identity to business counterparts more effectively



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# Two Phases of Implementation of UBI for entities under the administration of the Registrar of Companies

Phase One  
1 November 2021

Phase Two  
27 December 2023

## ❖ Limited Partnership Funds

- ❖ **Companies** incorporated or registered under the Companies Ordinance (Cap. 622)
- ❖ **Open-ended Fund Companies** incorporated or registered under Part IVA of the Securities and Futures Ordinance (Cap. 571)
- ❖ **Limited Partnerships** registered under the Limited Partnerships Ordinance (Cap. 37)

- ❖ **Registered Trustees Corporations** incorporated under the Registered Trustees Incorporation Ordinance (Cap. 306)
- ❖ **Other entities** formed or registered under various Ordinances administered by the Registrar of Companies



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# 1

Business Registration Number will be adopted as the “No.” on the :

- ❖ Certificate of Incorporation
- ❖ Certificate of Registration
- ❖ Certificate of Change of Name



## ✦ Key Features



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2

Business Registration Number  
will have to be quoted on  
specified forms and documents  
delivered to the Companies Registry

CR 註冊非香港公司周年申報表  
Annual Return  
公司註冊處  
Companies Registry of Registered Non-Hong Kong Company 表格  
Form NN3  
商業登記號碼  
Business Registration Number

註 Note  
1 公司名稱 Company Name

CR 周年申報表  
Annual Return  
公司註冊處  
Companies Registry 表格  
Form NAR1  
商業登記號碼  
Business Registration Number

註 Note  
1 公司名稱 Company Name  
2 商業名稱 (如有的話) Business Name (if any)  
3 公司類別 Type of Company  
請在適用的空格內加上 ✓ 號 Please tick the relevant box:  
 私人公司 Private company  公眾公司 Public company  擔保有限公司 Company limited by guarantee

✦ Key Features



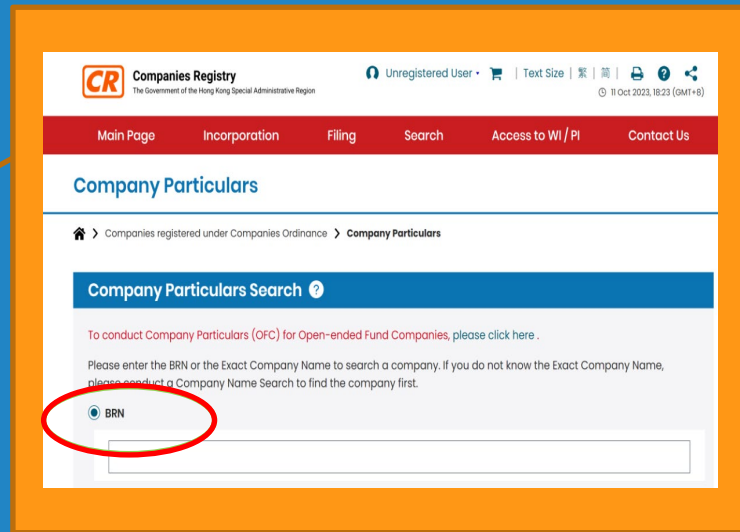
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# 3

**Business Registration Number** will be the **key number** for **searching and identifying a company/entity** under different services of the Companies Registry



## ✦ Key Features



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# Limited companies and other entities incorporated or registered before the implementation of UBI

- ▶ Certificates will not be re-issued for replacing the existing ones
- ▶ A letter about the replacement of Company Registration Number by Business Registration Number is being sent to each of these companies / entities at its reported address



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# Limited companies and other entities incorporated or registered before the implementation of UBI

The screenshot shows the Companies Registry website. At the top, there is a navigation bar with links for Main Page, Incorporation, Filing, Search, and Access to W. Below this is a banner for the e-Services Portal. Underneath the banner is another navigation bar with links for Main Page, Incorporation, Filing, and Search. The main content area features an "Important Note" section, followed by a "Quick Search" section. In the "Quick Search" section, there are two radio buttons: "Company Search" and "CR No. / BRN Mapping". The "CR No. / BRN Mapping" option is selected. Below the radio buttons is a search form with a dropdown menu labeled "CR No." and a text input field labeled "CR No.". A red "GO" button is positioned to the right of the input field. A blue circle highlights the "CR No." dropdown and the input field.

▶ Look up corresponding Business Registration Number (BRN) by Company Registration Number (CR No.) and vice versa

→ *new search function “Quick Search > CR No. / BRN Mapping” in Electronic Search Services after launch of the revamped Integrated Companies Registry Information System (Revamped ICRIIS) on 27 December 2023*



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# Revision of Forms

for use from 27 December 2023



**117 specified forms + 1 administrative form**  
**revised for use starting from 27 December 2023**

For details on the revision of forms, please refer to  
Companies Registry External Circular No. 2/2023  
issued on 29 September 20  
→



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# Revision of Forms

for use from 27 December 2023



## 117 Specified Forms

- ❑ Companies Ordinance (Cap. 622)
- ❑ Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32)
- ❑ Securities and Futures Ordinance (Cap. 571) and Securities and Futures (Open-ended Fund Companies) Rules (Cap. 571AQ)

## Administrative Form

- ❑ Form AD - Rectification of Typographical or Clerical Error in Registered Document



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# Revision of Forms

for use from 27 December 2023



Transitional Arrangement		
6 months from 27 December 2023 (a)	4 weeks from 27 December 2023 (b)	NO transitional arrangement (c)
<ul style="list-style-type: none"><li>✓ Specified forms under<ul style="list-style-type: none"><li>• Companies Ordinance (Cap. 622) <i>(except forms in column (b))</i></li><li>• Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32)</li></ul></li><li>✓ Form AD</li></ul>	<ul style="list-style-type: none"><li>✓ Form NNC1 - Incorporation Form (Company Limited by Shares)</li><li>✓ Form NNC1G - Incorporation Form (Company Not Limited by Shares)</li><li>✓ Form NNC5 - Application for Registration of Eligible Company</li><li>✓ Form NN1 - Application for Registration as Registered Non-Hong Kong Company</li></ul>	<ul style="list-style-type: none"><li>✗ Specified forms under Securities and Futures Ordinance (Cap. 571) and Securities and Futures (Open-ended Fund Companies) Rules (Cap. 571AQ)</li></ul>



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# Evidence on the Change to use Business Registration Number as identification number



## Information Sheet

- ▷ Available for public inspection after the launch of the Revamped ICRIS on 27 December 2023
- ▷ Can be purchased in the form of an image record via the Electronic Search Services
- ▷ Fee required :  
“Price Guide to Main Services”



## Letter of Confirmation

- ▷ Application can be made via the Electronic Search Services after the launch of the Revamped ICRIS on 27 December 2023
- ▷ Application fee : HK\$130



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# ➔ Question

For some reasons, my company does not have a Business Registration Number.

*How can it be adopted as the UBI?*



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# Companies/entities **not having a Business Registration Number (BRN)** according to the records of the Companies Registry and the Inland Revenue Department



Adopt **dummy BRN** converted from the previous CR No.

- ❖ Local Companies : “C” will be added as the prefix
- ❖ Other entities : the original alphabetic prefix will be used as the prefix
- ❖ If the converted number is less than eight digits, “zeros” will need to be added in between the alphabetic prefix and the numerals

**Example:**

CR No.	Dummy BRN
12345	C0012345
F1234	F0001234



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*BRN with alphabetic prefix is only assigned by the Companies Registry for use as a UBI in the absence of business registration records and **does not exempt** any entity from the statutory requirements of business registration*



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# Further Information and Enquiries



## Publications



Flyer



External  
Circular



## Website

[www.cr.gov.hk](http://www.cr.gov.hk)



## Hotline

3142 2316



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# Thank you !



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