公 司 註 冊 處
COMPANIES REGISTRY

Implementation of Unique Business Identifier
for Entities under the Administration of the Registrar of Companies

What is Unique Business Identifier ("UBI")?

Unique Business Identifier ("UBI") has been adopted in many other economies over the world, enabling governments and businesses to uniquely identify legal entities in various transactions and regulatory interactions. It can be used in communication and exchange of data across government departments and businesses to reduce possible errors caused by the use of different identifiers in identifying the same entity. The implementation of UBI helps governments to enhance public service delivery and regulate entities more effectively.

When will UBI be implemented on my company / entity?

In order to sustain Hong Kong's leading position as an international financial centre, the Companies Registry ("the Registry") undertakes to implement UBI in two phases for entities under the administration of the Registrar of Companies:-

Phase One
The first phase was implemented for **Limited Partnership Funds** ("LPFs") with effect from **1 November 2021.**

Phase Two
The second phase will be implemented simultaneously with the launch of the Registry's revamped Integrated Companies Registry Information System ("Revamped ICRIS") on **27 December 2023**, and extended to cover other types of entities as follows:-

➢ **companies** incorporated or registered under the Companies Ordinance (Chapter 622);

➢ **open-ended fund companies** incorporated or registered under Part IVA of the Securities and Futures Ordinance (Chapter 571);

➢ **limited partnerships** registered under the Limited Partnerships Ordinance (Chapter 37);

➢ **registered trustees corporations** incorporated under the Registered Trustees Incorporation Ordinance (Chapter 306); and

➢ **other entities** formed or registered under various Ordinances administered by the Registrar of Companies.

What is the UBI of my company / entity?

➢ The Business Registration Number ("BRN") (i.e. the first 8 digits of the Business Registration Certificate number) assigned by the Business Registration Office of the Inland Revenue Department ("IRD") will be adopted as the UBI of companies / entities.

➢ For **companies incorporated / registered on or after 27 December 2023**, the BRN is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

➢ For **existing companies incorporated / registered before 27 December 2023** under the Companies Ordinance and **entities formed / registered under miscellaneous ordinances** administered by the Registrar of Companies **before 27 December 2023 which do not have a BRN**, such as companies exempted from registration under the Business Registration Ordinance (Cap. 310), **a dummy BRN converted from the previous Company Number / CR Number / Company Registration Number of the companies / entities in the Registry's records will be adopted as the UBI of the companies / entities**.

♦ For an existing local company without a BRN, a "C" will be added as the prefix for the dummy BRN. For other entities without a BRN, the original alphabetic prefix will be used as the prefix for the dummy BRN. If the converted number is less than eight digits, "zeros" will need to be added in between the alphabetic prefix and the numerals to form the dummy BRN.

♦ For example, a local company incorporated before 27 December 2023 with a CR Number "12345" in the Registry's record but no BRN in the records of the IRD will have a dummy BRN "C0012345" as its UBI. Similarly, a registered non-Hong Kong company with a CR Number "F1234" but no BRN record will have a dummy BRN "F0001234".

♦ **Companies / entities with a dummy BRN do not have business records in the Business Register maintained by the IRD. The BRN with alphabetic prefix is only assigned by the 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.**

➢ Upon the implementation of the second phase of UBI on entities on 27 December 2023, you can look up the corresponding BRN of a company / entity by the existing Company Number / CR Number / Company Registration Number and vice versa by using the "Quick Search > CR No. / BRN Mapping" function provided in the Electronic Search Services of the Companies Registry.

Where can I use the UBI of my company / entity?

➢ BRN as the UBI can be used in communication with government departments and businesses.

➢ Upon the implementation of UBI (i.e. 1 November 2021 for LPFs and 27 December 2023 for other types of entities), the **BRN shall be used in filing specified forms and documents with the Registry**.

➢ BRN will be the key number used by the Electronic Search Services of the Registry for searching and identifying a company or entity.

How can I obtain evidence on the change in identification number of my company / entity after the implementation of UBI?

➢ An **Information Sheet** evidencing the change to use BRN as an identification number of every company on the Companies Register will be made available for public inspection **after the launch of the Revamped ICRIS on 27 December 2023**. The Information Sheet can be purchased in the form of an image record via the Electronic Search Services on the Registry's new e-Services portal. Please refer to the information pamphlet "Price Guide to Main Services" which can be downloaded from the "Publications > Information Pamphlets" section of the Registry's website for the fee required.

➢ Alternatively, you may apply for a **Letter of Confirmation** issued by the Registry as evidence **after the launch of the Revamped ICRIS on 27 December 2023** via the Electronic Search Services on the Registry's new e-Services portal. The application form for the Letter of Confirmation can also be downloaded from the "Forms > Other Forms" section of the Registry's website (www.cr.gov.hk) **on or after 27 December 2023**. The application fee required is HK$130.

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