



公 司 註 冊 處
COMPANIES REGISTRY

香港金鐘道六十六號
金鐘道政府合署十五樓

覆函請註明本處檔號：

In reply please quote this Ref.: CR/HQ/1/50/15 (III)

來函檔號 YOUR REF.：

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QUEENSWAY GOVERNMENT OFFICES
15TH FLOOR, 66 QUEENSWAY
HONG KONG.

www.cr.gov.hk

27 November 2006

COMPANIES REGISTRY EXTERNAL CIRCULAR NO.1/2006

Five-day Week in the Companies Registry - Phase II Implementation on 1 January 2007

This circular is to announce the Phase II implementation of a five-day week in the Companies Registry (CR) with effect from 1 January 2007.

BACKGROUND

2. The Government introduced a five-day week into the civil service in phases starting from 1 July 2006 to reduce the pressure of the work force in the Government and to improve the quality of their family life, without impairing operational efficiency.

3. Under Phase I, divisions providing in-house professional and administrative support services in the CR have already moved to a five-day week from 1 July 2006. Following completion of the necessary modification to the department's information system to cater for the five-day week work pattern, divisions providing public and counter services will move to the five-day week in Phase II on 1 January 2007.

4. In taking forward the five-day week initiative, the CR will take steps to maintain the overall level and efficiency of services delivered to the public. The service hours lost on Saturdays will be fully made up by the extension of service hours on weekdays. The implementation of the five-day week in the CR has no legal implications and alternative means of service delivery are available to minimize any inconvenience caused to the public.

IMPLEMENTATION

New Service Hours

5. With effect from 1 January 2007, the overall opening hours of the CR on Monday to Friday will be extended from 8:40 – 17:10 to **8:30 – 17:45**. The new service hours for counter and non-counter services are set out in the flyer at **Annex**.

Alternative Means of Service Delivery

6. Alternative means of service delivery will be made available to members of the public who may require services on Saturdays as follows:-

- (a) For submission of documents, applications and cheques, customers can either send them to the CR by post to the 14th floor, Queensway Government Offices, 66 Queensway, Hong Kong or deposit them in the Drop-in box provided near the Information Counter on the Deck Floor, High Block, Queensway Government Offices on Saturdays (except public holidays). The CR will issue official receipts or acknowledgements of payments and documents by post;
- (b) For searches on company information, customers can conduct searches on-line through the CR's 24-hour Electronic Search Services (www.icris.cr.gov.hk) on the internet; and
- (c) For enquiries, customers can visit the CR's website (www.cr.gov.hk) to obtain information and download specified forms or information pamphlets. They can also make enquiries at the 24-hour Enquiry Hotline (IVRS) at (852) 2234 9933 or send enquiries to the CR by email (crenq@cr.gov.hk) or by fax ((852) 2596 0585).

Collection of Certificates

7. Customers may collect certificates of incorporation or registration of companies at the New Companies Section during the extended service hours including lunch hours on weekdays. They may also ascertain a company's status by conducting on-line searches free of charge on the company names index or document index through the CR's 24-hour Electronic Search Services (www.icris.cr.gov.hk) on the internet. Image records of these certificates can also be applied for on-line. Certificates of registration of charges may be collected at the Charges and Liquidation Section during the extended service hours including lunch hours on weekdays.

Compliance with Statutory Time Period

8. Every company and its officers are responsible for filing all statutory returns required under the Companies Ordinance (CO) (Chapter 32) with the Registrar of Companies (the Registrar) within the prescribed time periods. Companies and their officers should make suitable arrangements to file documents and applications in good time within the prescribed time periods in compliance with the statutory requirements.

9. In particular, with regard to the filing of annual returns, members of the public should note that, if the due date for filing falls on a Saturday, the deadline for submission will remain unchanged as the Registrar does not have power to

extend the statutory time limit for the delivery of annual returns. The prescribed time period for filing an annual return under section 109 of the CO and the escalating fee scale in Part I of the Eighth Schedule of the CO will continue to apply. To avoid paying a higher registration fee, companies and their officers who wish to present documents to the CR's office in person are advised to deliver their annual returns by the preceding Friday. A higher registration fee will be required if the annual return is delivered to the Registrar on the following Monday beyond the prescribed time period. Alternatively, companies may consider delivering their annual returns by post on or before the due dates.

10. A court order extending the time for registration of a charge under section 86 of the CO will be required for any charge which is delivered to the Registrar for registration under Part III of the CO beyond the prescribed time period. The Registrar has no power to grant any extension of time for late delivery of a charge.

DEDICATED WEBPAGE

11. Details of the new service hours and related questions and answers on the operation of the five-day week in the CR have been posted on the CR's website (www.cr.gov.hk/en/about/5day.htm).

ENQUIRIES

12. Enquiries concerning this circular should be directed to:

General Enquiries	Miss Wendy MA	Tel: (852) 2867 4570 Email: crenq@cr.gov.hk
Document Submission	Ms Fanny LAM	Tel: (852) 2867 2617
Company Search	Miss Stephanie CHOW	Tel: (852) 2867 3216

(Gordon W E Jones)
Registrar of Companies



公司註冊處
Companies Registry



Implementation of Five-day Week in the Companies Registry

Starting from 1 January 2007, public services of the Companies Registry (CR) will operate on a five-day week and the opening hours of all front-line/counter services will be extended on weekdays.

New opening hours with effect from 1 January 2007 -

Counter Services	Monday to Friday	Alternative means
Information counters (13th and 14th floors, Queensway Government Offices, 66 Queensway)	8:30 a.m. to 5:45 p.m. (stay open during lunchtime)	<ul style="list-style-type: none"> 24-hour Enquiry Hotline (IVRS) at (852) 2234 9933 CR's website (www.cr.gov.hk) by email: crenq@cr.gov.hk by fax: (852) 2596 0585
Receipt of documents and registration fees	<p>Normal Service 8:45 a.m. to 12:30 p.m. 2:00 p.m. to 5:00 p.m.</p> <p>Limited Service (Each customer can submit only up to six documents at one time) 12:30 p.m. to 2:00 p.m. 5:00 p.m. to 5:30 p.m.</p>	<p>Documents and cheques can be sent to the CR ^(Note):</p> <ul style="list-style-type: none"> by post to the 14th floor, Queensway Government Offices, 66 Queensway, Hong Kong by drop-in box provided near the Information Counter on Deck Floor, High Block, Queensway Government Offices on Saturdays (except public holidays)
Receipt of applications and fees in relation to Money Lenders Licences	8:45 a.m. to 12:30 p.m. 2:00 p.m. to 5:00 p.m.	Note: Official receipt or acknowledgement slip will be issued by mail.
Company Search (Search Stations, Collection Counters and Shroff Office at Public Search Centre, 13th floor, Queensway Government Offices, 66 Queensway)	8:45 a.m. to 5:30 p.m. (stay open during lunchtime)	<ul style="list-style-type: none"> 24-hour Electronic Search Services (www.icris.cr.gov.hk) on the internet

Non-counter services - 8:30 a.m. to 5:45 p.m. (with a one-hour lunch break from 12:45 p.m. to 1:45 p.m.) from Monday to Friday.

For enquiries, please contact

Companies Registry

Telephone: (852) 2867 2600

Fax: (852) 2596 0585

Email: crenq@cr.gov.hk

1823 Citizen's Easy Link

Telephone: (852) 1823

Fax: (852) 2760 1823

Email: tellme@1823.gov.hk

On-line form: www.1823.gov.hk/english/enquiry.htm

Please visit the central website on "Five-day week in the Government" at www.gov.hk/info/5day/ for more information.