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## Companies Registry External Circular No. 1/2015

### Launch of Full Scale Electronic Filing Service @ e-Registry

This circular announces the launch of a full scale electronic filing service at the e-Registry ([www.eregistry.gov.hk](http://www.eregistry.gov.hk)) today.

#### Full Scale Electronic Filing Service

2. **With immediate effect, a full scale electronic filing service covering 84 specified forms is available at the e-Registry.** Users may submit all forms specified under the new Companies Ordinance (Cap. 622) and the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32) and related documents to the Registrar of Companies for registration through the e-Registry round the clock.

3. The full scale electronic filing service not only enables companies to comply with their reporting obligations more efficiently but further enhances the updating of the Companies Register. Up-to-date company information will be made available for public inspection readily, which in turn facilitates business and enables users to make timely business decisions.

4. A list of all specified forms is available at the Registry's website at <http://www.cr.gov.hk/en/forms/specified.htm>. A summary of the electronic services currently provided at the e-Registry is set out at **Annex**.

5. For more comprehensive information on the services of the e-Registry including step-by-step demonstrations, frequently-asked-questions and information pamphlets, please visit the e-Registry and the thematic section on "Electronic Services" on the Registry's website at [www.cr.gov.hk](http://www.cr.gov.hk).

#### Enquiries

6. If you encounter any problems in filing documents electronically, our Help Desk Support Service Team stands ready to provide assistance round the clock. The Help Desk Team can be contacted at (852) 8201 8273 or via email at [cr.helpdesk@pccw.com](mailto:cr.helpdesk@pccw.com).

7. Enquiries concerning this circular should be directed to Ms Amy LUK, Assistant Registry Manager (Development), at (852) 2867 5485 or amyluk@cr.gov.hk.

**Ms Ada LL CHUNG**  
**Registrar of Companies**

c.c.: CR HQ/13-30/7 Pt.2

## Electronic Services @ e-Registry

### A. Electronic Submission of Applications and Specified Forms

- Electronic service for submission of applications for incorporation of local companies or registration of non-Hong Kong companies, specified forms and related documents are available.
- Users may select the specified forms under the following categories for submission after logging in [**e-Submission Services > Online Submission**] function:-

#### Local Companies

- Set up a company
- Report changes of company particulars
- Annual return, accounts and audit
- Charges, debentures and receivership
- Amalgamation
- Deregistration and winding up
- Others

#### Registered Non-Hong Kong Companies

- Register a non-Hong Kong company
- Report changes of company particulars
- Annual return and accounts
- Charges, debentures and receivership
- Liquidation and dissolution
- Others

- Electronic forms/documents can be completed online or offline and submitted individually or in bulk.

### B. One-stop Registration and Notification Services

- The Registry and the Inland Revenue Department have jointly implemented the following one-stop services at the e-Registry:-
  - One-stop company and business registration service – Any online application for incorporation of a local company or application for registration of a non-Hong Kong company will be deemed to be an application for business registration simultaneously. The Registrar of Companies will issue the Business Registration Certificate on behalf of the Commissioner of Inland Revenue together with the Certificate of Incorporation / Certificate of Registration of Non-Hong Kong Company.

➤ One-stop notification service –

Upon submission of a Notice of Change of Address of Registered Office (e-Form NR1), an optional service is available for a local company to report the change also as a change of business address in appropriate cases to the Inland Revenue Department.

**C. Annual Return e-Reminder Service**

- The service is free of charge. Electronic notifications for delivering annual returns will be sent by the system annually to the message boxes and registered email addresses of users of the e-Registry. Users can readily access the e-Registry through a hyperlink provided in the notifications for electronic submission of Annual Returns (e-Forms NAR1 or NN3).
- Local private companies and registered non-Hong Kong companies which have registered “Company User” accounts with the e-Registry will automatically receive electronic notifications for delivering annual returns. For all types of companies, “Individual User” account holders who have established account association with the “Company User” accounts may subscribe to the Annual Return e-Reminder Service to receive annual notifications for electronic submission of annual returns of the companies.

**D. Registration of Registered Agent Service**

- “Company User” and “Individual User” account holders of the e-Registry may appoint agents free of charge for the purpose of delivering commonly filed specified forms (other than applications for incorporation of local companies and registration of non-Hong Kong companies) in electronic form. A company or an individual may be appointed as the Registered Agent.

**E. e-Monitor**

- Users may subscribe to e-Monitor service to receive instant notifications on the updating of company information on the Companies Register, as soon as a document is registered in the public records of a company specified by them. After receipt of the notifications, the subscriber may then decide if he/she wishes to order the relevant document image record at the Registry’s Cyber Search Centre ([www.icris.cr.gov.hk](http://www.icris.cr.gov.hk)). “Company Users” of the e-Registry may subscribe to e-Monitor (Self-Monitor) service or e-Monitor (Other Companies) service, the latter service may also be subscribed by “Individual Users”.