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18 March 2011

## COMPANIES REGISTRY EXTERNAL CIRCULAR NO. 2/2011

### Launch of Electronic Company Incorporation and a One-stop Electronic Incorporation and Business Registration Service

This circular is to announce the launch of electronic company incorporation service and a one-stop electronic incorporation and business registration service (“one-stop electronic registration service”) at the e-Registry ([www.eregistry.gov.hk](http://www.eregistry.gov.hk)) on **18 March 2011**.

#### **e-Registry**

2. The Companies Registry (“the Registry”) is fully committed to providing efficient and quality services to better serve the needs of our customers. To this end, the Registry has developed the “e-Registry” at [www.eregistry.gov.hk](http://www.eregistry.gov.hk). The e-Registry is a 24-hour internet portal and a one-stop platform which provides convenient, user-friendly and integrated services for electronic submissions of applications for company and business registration.

3. e-Registry services will be rolled out by stages. Since January 2011, users can register online at the e-Registry portal for their Company User Accounts or Individual User Accounts free of charge. Details of the user registration procedures are set out in the section on “User Registration Requirements” of the e-Registry.

#### **Launch of New Electronic Service**

4. With effect from 18 March 2011, registered users of the e-Registry can complete company incorporation and business registration procedures online and, in straightforward cases, download the electronic Certificates of Incorporation and Business Registration Certificates in less than one day. Local companies can also submit Notifications of Changes of Company Names (Form NC2) through the e-Registry. The requirements for submission of documents in the form of electronic records to the Registry for registration under the Companies Ordinance have been published in the gazette (G.N. 1076) on 18 February 2011. The requirements are set out at **Annex**.

5. The one-stop electronic registration service was developed jointly by the Registry and the Inland Revenue Department (IRD). With the new service in place, users can make applications for company incorporation and business registration in an integrated and environmental-friendly manner without the need to visit the Registry and the Business Registration Office of IRD. New companies can also start doing businesses within the same day of their incorporation.

### **Salient Features of New Electronic Service**

6. The salient features of the new electronic service are as follows:-
- (a) Applicants are guided to complete the one-stop electronic company incorporation and business registration process by a simple wizard. Electronic forms can be completed online or downloaded for offline completion.
  - (b) Three samples of model Memorandum and Articles of Association (M&A) for private companies limited by shares are provided for applicants. Relevant information (e.g. company name, details of share capital and founder members) provided in the incorporation forms by the applicants will be automatically populated into the model M&A. Applicants do not have to input such data again. This not only saves time but also helps ensure data consistency between the incorporation form and the M&A. Applicants may also submit their own set of customised M&A.
  - (c) Multiple online payment methods are available. Applicants may make payments through their deposit accounts at the e-Registry, or by VISA/ Master card or by PPS on the internet. Digital official receipts or acknowledgment slips may be printed and saved for record. A free enquiry function on daily transaction statements, payment summaries and monthly statements (for deposit account holders only) is also provided.
  - (d) Step-by-step demonstrations on the user registration and one-stop electronic registration service are provided under the “e-Services User Guides” section.
  - (e) A Help Desk Support Service Team is available to provide assistance at (852) 8201 8273 or via email at [cr.helpdesk@pccw.com](mailto:cr.helpdesk@pccw.com). Applicants may also refer to the “Frequently Asked Questions” section of the e-Registry.
7. In parallel with the new electronic service, the Registry will continue to process paper applications for company incorporations.

### **Enquiries**

8. Enquiries concerning this circular should be directed to Ms Fanny LAM, Assistant Registry Manager (New Companies), at (852) 2867 4790 or [fannylam@cr.gov.hk](mailto:fannylam@cr.gov.hk).

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

c.c.: Commissioner of Inland Revenue  
CR HQ/13-30/1/2 Pt.2

## **Requirements for Documents Delivered in the Form of Electronic Records to the Companies Registry**

Pursuant to sections 346A and 346B of the Companies Ordinance (Chapter 32 of the Laws of Hong Kong) (the Ordinance), a document to be delivered in the form of an electronic record to the Registrar of Companies for registration under the Ordinance shall comply with the following requirements:-

### **System Requirement**

A document to be delivered in the form of an electronic record shall be delivered to the Companies Registry using the e-Registry at [www.eregistry.gov.hk](http://www.eregistry.gov.hk) (e-Registry) which is the information system designated and used by the Companies Registry for providing specified public services or information online to, and receive electronic information from, members of the community through the internet.

### **Format of Electronic Record**

A document to be submitted in a form specified under section 2A of the Ordinance shall be furnished in a format using the template made available at the e-Registry. Other documents not submitted in specified forms shall be in Adobe Portable Document Format (PDF) and shall not exceed the file size specified by the system.

### **Signature Requirement**

For the purpose of authenticating, approving or certifying a document submitted for registration, the digital signature or password of a person who has registered with the e-Registry shall be affixed to or included with the document if such authentication, approval or certification is required by the Ordinance.

#### **Note:**

An electronic form provided at the e-Registry is for submission through the e-Registry system and will not be accepted for other purposes.