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Companies Registry External Circular No. 4 / 2017

Free e-Monitor (Self-Monitor) Service and Annual Return e-Reminder Service

This circular announces the formal implementation of free e-Monitor (Self-Monitor) Service at the 24-hour e-Registry portal (www.eregistry.gov.hk) today and highlights the salient features of the Annual Return e-Reminder Service.

e-Registry

2. The Companies Registry (“the Registry”) provides convenient and integrated electronic services at the e-Registry for submission of applications for company incorporation and business registration, specified forms and other documents. Value-added services, including e-Monitor and Annual Return e-Reminder Services, are also available at the e-Registry to facilitate registered users in monitoring the filing records of companies and complying with the statutory filing obligations.

Free e-Monitor (Self-Monitor) Service

3. With immediate effect, Company Users of the e-Registry will be provided with e-Monitor (Self-Monitor) Service free of charge. A local company or a registered non-Hong Kong company which has registered a Company User account with the e-Registry will automatically receive instant electronic notification when a document is registered in the public records of the company. The company may then order the image record of the document at the Registry’s Cyber Search Centre (www.icris.cr.gov.hk) or through the Company Search Mobile Service (www.mobile-cr.gov.hk).

4. This free e-Monitor (Self-Monitor) Service helps companies to keep track of their filing records, stay vigilant of unauthorised filings or alterations of company information and take prompt actions as regards any documents filed without proper authorisation.

Free Annual Return e-Reminder Service

5. Incidentally, Annual Return e-Reminder Service is also provided free-of-charge to registered users of the e-Registry. Having registered as a Company User, a company will automatically receive electronic notifications for delivering annual returns. Individual Users whose accounts are associated with relevant Company Users may also subscribe to the e-Reminder Service. Through the hyperlink provided in the electronic notification, users can readily submit their annual returns electronically at the e-Registry.

6. Further information on the e-Monitor service and Annual Return e-Reminder service, including frequently-asked-questions and information pamphlets, is available at the e-Registry portal (www.eregistry.gov.hk) or in the “Electronic Services” section of the Registry’s website at www.cr.gov.hk.

Enquiries

7. For enquiries relating to e-Registry’s services and user registration, 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 crenq@cr.gov.hk.

8. Enquiries concerning this circular can be directed to Ms Veronica CHEUNG, Assistant Registry Manager (Development), at (852) 2867 2618 or veronicheung@cr.gov.hk.

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Registrar of Companies

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