



公 司 註 冊 處
COMPANIES REGISTRY

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30 December 2011

Companies Registry External Circular No. 6/2011

New Electronic Services @ e-Registry - Registration of Agents and e-Monitor

This circular is to announce the launch of two new electronic services, namely registration of agents and e-Monitor, at the e-Registry portal (www.eregistry.gov.hk) with effect from **30 December 2011**.

e-Registry

2. The Companies Registry (“the Registry”) launched a 24-hour internet portal entitled “e-Registry” in January 2011. Since March 2011, a one-stop electronic company incorporation and business registration service has been provided at the e-Registry. Customers may also submit notifications of changes of company names for local companies online.

Registered Agents

3. With immediate effect, Company and Individual Users of the e-Registry may appoint their agents for the purpose of electronic filing at the e-Registry. The agent, who must first register at the e-Registry as a Registered Agent, can be a company or an individual. Upon registration, an agent number will be assigned to the Registered Agent. A List of Registered Agents is available for public inspection at the e-Registry.

4. Before a Registered Agent can act on behalf of his/her principal for the purpose of electronic filing, the agent must first be authorized and appointed by the principal as his/her agent at the e-Registry. Appointment of agents is an entirely voluntary and optional administrative arrangement. Details of the processes on registration as a Registered Agent, appointment of a Registered Agent by a Company User or an Individual User of the e-Registry are set out in the flowcharts at **Annexes 1 and 2** respectively. The services of registration as and appointment of Registered Agents are free of charge.

5. Once appointed, the Registered Agent may deliver the following electronic documents at the e-Registry on behalf of the principal:-

With immediate effect

- ✧ Electronic notifications of changes of company names for local companies (Form NC2).

From a date to be announced (scheduled for the first quarter of 2012)

- ✧ Electronic notifications of changes of addresses of registered office (Form R1);
- ✧ Electronic notifications of changes of secretaries and directors (Appointment/Cessation) (Form D2A);
- ✧ Electronic notifications of changes of particulars of secretaries and directors (Form D2B); and
- ✧ Electronic notifications of resignation of secretaries and directors (Form D4).

e-Monitor

6. The Registry maintains a public register of company information for public inspection at the Cyber Search Centre (www.icris.cr.gov.hk). With immediate effect, an e-Monitor service is provided at the e-Registry for customers to keep an eye on any updating of company information on the public register. As soon as a document is registered in the public records of a company selected by the subscriber, an email notification will be sent to the subscriber. The subscriber may then decide if he/she wishes to order the document image record at the Cyber Search Centre.

7. Company Users of the e-Registry may subscribe to the **e-Monitor (Self-Monitor)** service to monitor the filing position of their own companies. Individual or Company Users may also subscribe to the **e-Monitor (Other Companies)** service to receive notifications upon any change of company information of their customers, business partners or suppliers etc. A subscription fee of \$35 is charged per company per year.

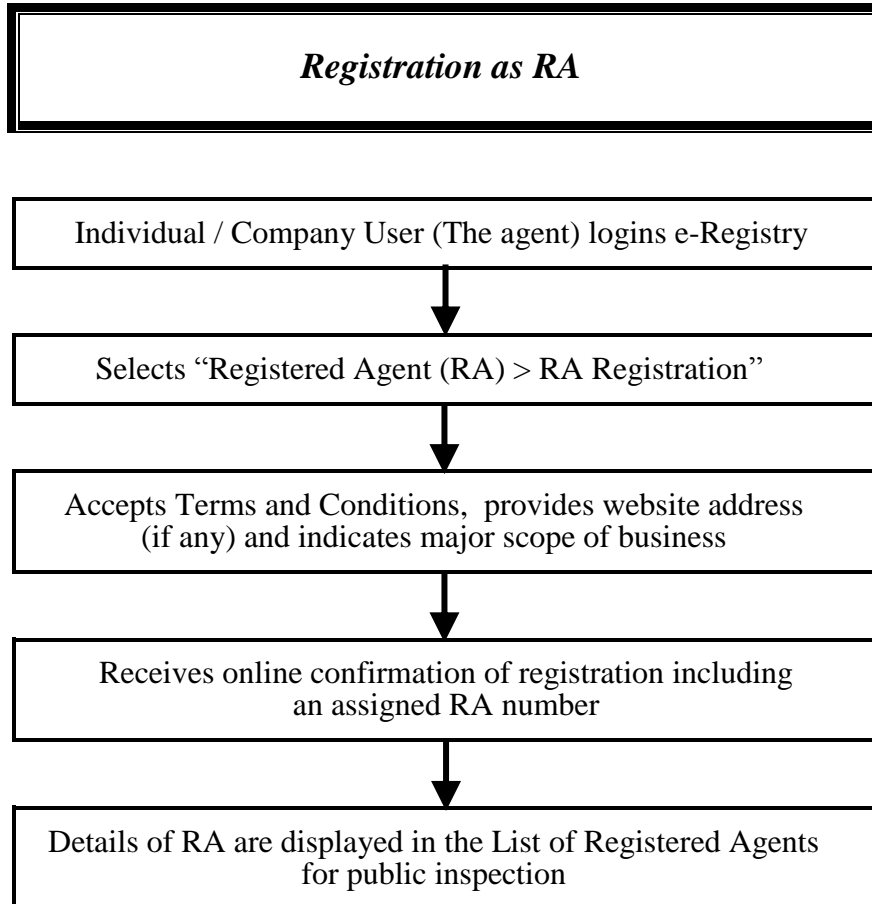
8. The relevant step-by-step demonstrations and Frequently-asked-questions are available at the e-Registry and the Registry's website at www.cr.gov.hk.

Enquiries

9. Enquiries concerning this circular should be directed to Ms Veronica CHEUNG, Assistant Registry Manager (Systems Administration), at (852) 2867 2618 or veronicacheung@cr.gov.hk.

Ms Ada LL CHUNG
Registrar of Companies

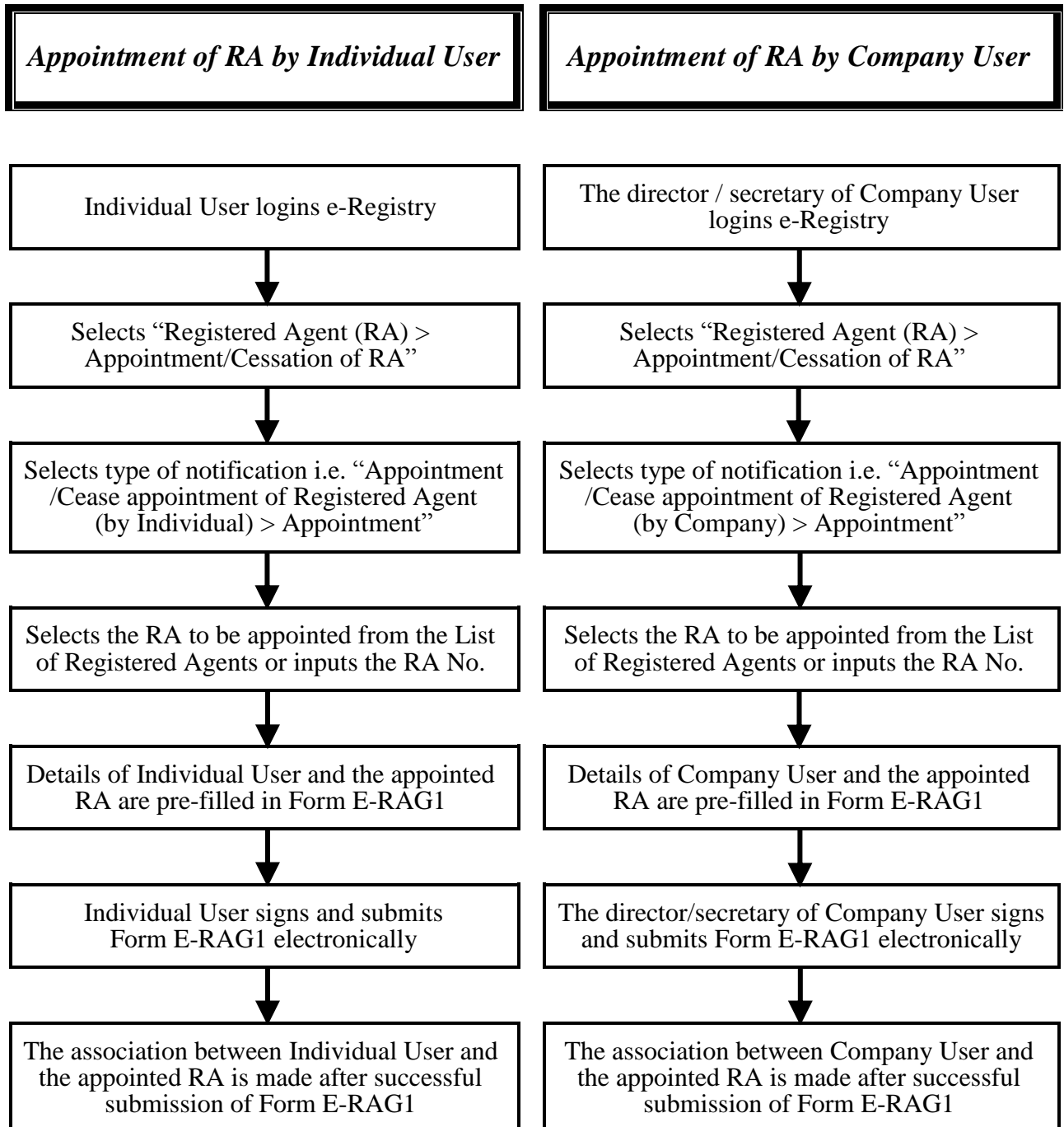
**Registration as Registered Agent (RA)
@ e-Registry (www.eregistry.gov.hk)**



Note:

The registration as Registered Agents and the List of Registered Agents are provided at the e-Registry free of charge.

**Appointment of Registered Agent (RA)
@ e-Registry (www.eregistry.gov.hk)**



Notes:

1. If a Registered Agent is authorised to deliver documents in the form of electronic records to the Registrar of Companies, the authorisation will be shown in the Signature Section of the relevant documents.
2. The service of Registered Agents does not apply to delivery of applications for incorporation at the e-Registry.