香港金鐘道六十六號 金鐘道政府合署十五樓

QUEENSWAY GOVERNMENT OFFICES 15TH FLOOR, 66 QUEENSWAY HONG KONG

檔號 REF.: CR HQ/1-50/15 Pt. 4

傳真 FAX: (852) 2869 6817 電郵 E-MAIL: crenq@cr.gov.hk 網址 WEBSITE: www.cr.gov.hk

20 August 2012

## Companies Registry External Circular No. 6/2012

## **Electronic Submission of Annual Returns** and Annual Return e-Reminder Service

This circular is to announce the launch of a new electronic service for submission of annual returns and the Annual Return e-Reminder Service at the e-Registry portal (<a href="www.eregistry.gov.hk">www.eregistry.gov.hk</a>) with effect from 20 August 2012.

#### **Electronic Submission of Annual Returns**

- 2. With the implementation of the new service, local private companies having a share capital may submit their Annual Returns (Form AR1) electronically at the e-Registry. To facilitate electronic submission of annual returns, key particulars of companies as at their anniversary dates of incorporation as registered with the Companies Registry ("the Registry") are available at the e-Registry for users to review and update the particulars for completion of e-Forms online. Annual registration fees of annual returns can be paid online through the users' deposit accounts, by VISA/Master card or through PPS by Internet.
- 3. The Registrar of Companies has specified the electronic template of Form AR1 (see **Annex**). The Form is available under the "e-Submission Services > Local Companies" section of the e-Registry. Electronic forms can be submitted individually or in bulk through the e-Registry. Hard copies of completed e-Forms will not be accepted for submission over the counter at the Registry.

#### **Annual Return e-Reminder Service**

4. A new Annual Return e-Reminder Service ("e-Reminder Service") is also provided at the e-Registry free of charge. The service represents an upgrade of the Annual Return e-Alert Service ("e-Alert Service") currently provided at the Registry's website (www.cr.gov.hk).

- 5. With immediate effect, local private companies having a share capital which have registered Company User accounts with the e-Registry will automatically receive electronic notifications for filing annual returns on their anniversary dates of incorporation. Individual Users who have established account association with Company Users can subscribe to the e-Reminder Service at the e-Registry to receive electronic notifications for filing annual returns of the companies concerned. Users can access the e-Registry for electronic submission of Form AR1 readily through a hyperlink provided in the notifications.
- 6. The relevant step-by-step demonstrations and a section on "Frequently Asked Questions" are available at the e-Registry and the Registry's website at <a href="https://www.cr.gov.hk">www.cr.gov.hk</a>. A Help Desk Support Service Team is also available to provide assistance at (852) 8201 8273 or via email at cr.helpdesk@pccw.com.
- 7. Starting from 17 September 2012, new subscriptions of the e-Alert service will only be available for non-Hong Kong companies. With the launch of the enhanced e-Reminder Service at the e-Registry, the e-Alert Service will be phased-out and terminated on a date to be announced. Subscribers of the e-Alert Service will be notified of the arrangements separately.

#### **Enquiries**

8. Enquiries concerning this circular should be directed to:-

Electronic submission of	Mr Wren WU,	(852) 2867 4565
Annual Return Form AR1	Assistant Registry Manager (Registration)3	wrenwu@cr.gov.hk
	,	(852) 2867 5485
Service	Assistant Registry Manager (Development)	paulng@cr.gov.hk

Ms Ada LL CHUNG Registrar of Companies

c.c.: CR HQ/13-30/3/4 Pt. 2



# 周年申報表

# **Annual Return**

(《公司條例》第 107(1)條) (Companies Ordinance s. 107(1)) <sup>表格</sup> AR1

公司編號 Company Number

公司名稱 Company Name	
商業名稱 Business Name	
公司類別 Type of Company	
有股本的私人公司	
Private company having a share capital Others	
本申報表日期 Date of this Return	
本申報表列載公司截至右列日期為止的資料	
The information in this return is made up to	
(如屬有股本的私人公司,本申報表應列載截至公司成立為法團的周年日期的資料。 如屬其他公司,所列載的資料則應截至公司周年大會日期或以代替周年大會的書面	日 DD / 月 MM / 年 YYYY
決議的日期為止。 For a private company having a share capital, the information in this return should be	
made up to the anniversary of the date of incorporation. For other companies, the information should be made up to the date of the annual general meeting (AGM) or the	
date of written resolution passed in lieu of AGM.)	
註冊辦事處地址 Address of Registered Office	
地區 Region	
電郵地址 E-mail Address	
电对心处 E man Addition	
:處專用 For Official Use	

表格	$\Lambda D 1$	
Form	AKI	

公司編號	₹ Company Number		

#### 7 按揭及押記 Mortgages and Charges

截至本申報表日期,所有須根據《公司條例》第 80 及第 82 條規定向公司註冊處處長登記的按揭及押記的未償 還總額

Total amount outstanding as of the date of this return on all mortgages and charges which are required to be registered with the Registrar of Companies pursuant to sections 80 and 82 of the Companies Ordinance

8	無股本公司的成員數目	Number of Member(s) of a Company Not Having a Share Capital

(有股本的公司無需填報此項 Company having a share capital need not complete this section)

截至本申報表日期的成員數目 Number of Member(s) as at the Date of this Return

#### 9 股本 Share Capital

		截至本申報表日期 As at the Date of this Return					
		法定股本 Authorized Share Capital	已發行股本 Issued Share Capital				
股份類別 Class of Shares	貨幣 單位 Currency	總面值 <b>Total</b> Nominal Value	已發行 股份數目 Number of Shares Issued (a)	每股已 發行股份 的面值 Nominal Value of Each Share Issued (b)	已發行股份的 總面值 <i>Total</i> Nominal Value of Shares Issued (a) x (b)	已發行股份的 已繳股款總值 (不包括溢價) <i>Total</i> Paid up Value of Shares Issued (excluding premium)	
			, ,		, , , ,		
總 值 Total							

表格	ΛΙ	D 4
Form	Al	ヘ I

公司編號	Company Number	

### 10 有股本公司的成員詳情 Details of Member(s) of a Company Having a Share Capital

截至本申報表日期的成員詳情 Details of Member(s) as at the Date of this Return

股份類別 Class of Shares	
股份類別 (Jass of Spares	
成 D 元 Ji Class Ci Cliai CC	

			股份 Shares		
姓名/名稱 Name	地址 Address	現時持有量 Current	Transfer	轉讓* Transferred *	
		Holding	數目Number	日期Date	
——————— 持有量的總數			<u> </u>		
I of Current					
ling					

<sup>\*</sup>如公司的股份自上一份周年申報表日期以來(如屬首份周年申報表,則自公司成立為法團以來)有任何轉讓,有關詳情亦請一併申報;股份受讓人的姓名/名稱請在「備註」一欄註明。

<sup>\*</sup> If there have been any transfers of the company's shares since the date of the last annual return (or since incorporation if this is the first annual return), please also provide details of the transfers; the name of the transferee should be stated in the 'Remarks' column.

表	<b>答                                    </b>			公司編號	Company Number
For					
	秘書 Secretary 個人秘書 Individ	lual Secretary			
	中文姓名 Name in Chinese				
	英文姓名 Name in English	姓氏 Surname			
		名字 Other Names			
	前用姓名 Previous Names	中文 Chinese			
		英文 English			
	別名 Alias	中文 Chinese			
		英文 English			
	香港住址 Hong Kong Residential Addres				
	Residential Addres				
		地區 Region			
	電郵地址 E-mail Address				
	身份證明 Identific a 香港身份證號 Hong Kong Ide			( )	
	b 護照 Passport	簽 發 Issuing C	國家 ountry		
	, 200p 211	N	號碼 umber		
В.	法人團體秘書 C	orporate Secretar	у		
	中文名稱 Name in Chinese				
	英文名稱 Name in English				
	香港地址 Hong Kong Addres	ss			

電郵地址

地區 Region

表格	ΛΙ	D 1
Form	$\mathcal{H}$	ス I

公司編號	Company Number

# 12 董事 Directors

# A. 個人董事 Individual Director

			T	
1	身份	董事		代替 Alternate to
	Capacity	Director	Alternate Director	
	中文姓名			
	Name in Chinese			
	英文姓名 姓氏			
	Name in English Surname			
	名字			
	Other Names			
	前用姓名 中文			
	Previous Names Chinese			
	英文			
	英文 English	n		
	別名中文			
	Alias Chinese			
	مينت المجاولة			
	英文 English	1		
	Ü			
	住址			
	Residential Address			
	(「轉交」地址及郵政信箱號碼恕不接受 'Care of' addresses and post office box			
	numbers are not acceptable)			
	國家/地區			
	Country/Region	ו		
	電郵地址		 	
	电			
	L-man Audress			
	NEW FAT ARM HITT I I I I I I I			
	身份證明 Identification			
	a 香港身份證號碼	No		
	Hong Kong Identity Card	Number		
	, July 1977	_		
	b 護照	簽發國家		
	Passport	Issuing Country		
		號碼		
		Number		

表	格 rm	AR1							公司編號	₹ Compan	/ Number
		Directors									
	法人 身份	團體董事(		e Director 事		候補董事	:	代替 Alte	rnate to		
	Capa	city		rector		Alternate I		14 1			
	中文: Name	名稱 in Chinese									
	±± →- ,	打郵									
	英文: Name	名 柟 e in English									
	地址										
	Addre	ess 」地址及郵政信箱號	碼恕不接受								
	'Care o	of 'addresses and po s are not acceptable	ost office box								
		Cou	國家/地區 ıntry/Region								
	電郵 E-mai	地址 il Address									
	(只適用	編 號 Compa <i>開於在香港註冊</i> pplicable to boo	的法人團體	er * e registered in Ho	ng Kong)						
2	身份		董	事		候補董事	į.	代替 Alte	rnate to		
	Capac	city		rector		Alternate I					
	中文: Name	名稱 e in Chinese									
	英文 <sup>:</sup> Name	名稱 in English									
	地址										
	Addre	ess 」 <i>地址及郵政信箱</i> 號	蘇恕不接受								
	'Care o	of addresses and pos s are not acceptable	ost office box								
		Cou	國家/地區 intry/Region								
	電郵										
	⊏-mai	il Address									

公司編號 Company Number (只適用於在香港註冊的法人團體 Only applicable to body corporate registered in Hong Kong)

表格	$\Lambda$ D $\Lambda$
Form	ARI

公司編號	Company Number

### 12 董事 Directors (續上頁 cont'd)

### C. 備任董事 Reserve Director

(只適用於只有一名成員而該成員同時亦是唯一董事的私人公司 Only applicable to a private company with only one member who is also the sole director of the company)

中文姓名 Name in Chinese					
英文姓名 Name in English	姓氏 Surname				
	名字 Other Names				
前用姓名 Previous Names	中文 Chinese				
	英文 English				
別名 Alias	中文 Chinese				
	英文 English				
住址 Residential Addre (「轉交」地址及郵政信箱 'Care of' addresses and p numbers are not acceptable	<b>號碼恕不接受</b> post office box				
C	國家/地區 Country/Region				
電郵地址 E-mail Address					
身份證明 Identifi a 香港身份證號 Hong Kong Id	虎碼	Number		( )	
b 護照 Passport		簽發國家 Issuing Country			
		號碼 Number			

表格	ΛΙ	<b>D</b> 4
Form	AI	<b>ス</b> I

公司編號 Company Number
office stated in Section 5)
MM / 年 YYYY
[立為法團以來],並無發出任何文 日期超過五十,則所超出的成員,
poration if this is the first annual return), ny and that if the number of members is 9(1)(b) of the Companies Ordinance are
悉該指引所概述的董事一般責任。 on Directors' Duties' published by ors outlined in the Guide.
,

#### 13 登記冊 Registers

公司備存下列登記冊的地址(如並非備存於第5項的註冊辦事處內)

Address where the following registers of the company are kept (if not kept at the registered office stated in Section 5)

	登記冊 Register	地址 Address
	a 成員登記冊	
	Register of Members	
	地區 Region	
	rtogion	
	b 債權證持有人登記冊 (如有的話)	
	Register of Debenture	
	Holders (if any)	
	地區 Region	
14	隨本表格提交的帳目	
		ounts Submitted with this Form e company need not complete this section)

#### 15 證明書 Certificate

∃ DD

月MM

年 YYYY

本人證明公司自上一份周年申報表日期以來(如屬首份周年申報表,則自成立為法團以來),並無發出任何文件,邀請公眾人士認購公司任何股份或債權證;同時如成員數目於本申報表日期超過五十,則所超出的成員,全是根據《公司條例》第 29(1)(b)條不須計算入該五十名額內的人士。

日 DD

月

至 To

I certify that the company has not, since the date of the last annual return (or since incorporation if this is the first annual return), issued any invitation to the public to subscribe for any shares or debentures in the company and that if the number of members is in excess of 50 as at the date of this return, the excess are persons who under section 29(1)(b) of the Companies Ordinance are not to be included in the calculation of 50.

#### 提示 Advisory Note

所有公司董事均應閱讀公司註冊處編製的《董事責任指引》的最新版本,並熟悉該指引所概述的董事一般責任。 All directors of the company are advised to read the latest version of the 'A Guide on Directors' Duties' published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide.

簽署	Signed	:	
姓名	Name	:	
日期	Date	:	(日 DD / 月 MM / 年 YYYY)