



公 司 註 冊 處
COMPANIES REGISTRY

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 (www.eregistry.gov.hk) 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 www.cr.gov.hk. 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 Annual Return Form AR1	Mr Wren WU, Assistant Registry Manager (Registration) ³	(852) 2867 4565 wrenwu@cr.gov.hk
Annual Return e-Reminder Service	Mr Paul NG, Assistant Registry Manager (Development)	(852) 2867 5485 paulng@cr.gov.hk

Ms Ada LL CHUNG
Registrar of Companies



公司註冊處
Companies Registry

周年申報表 Annual Return

(《公司條例》第 107(1)條)
(Companies Ordinance s. 107(1))

Annex

表格
Form **AR1**

公司編號 Company Number

1 公司名稱 Company Name

2 商業名稱 Business Name

3 公司類別 Type of Company

有股本的私人公司
Private company having a share capital

其他
Others

4 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，所列載的資料則應載至公司周年大會日期或以代替周年大會的書面決議的日期為止。)

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.

日 DD / 月 MM / 年 YYYY

5 註冊辦事處地址 Address of Registered Office

地區 Region

6 電郵地址 E-mail Address

本處專用 For Official Use



--

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

--

姓名／名稱 Name	地址 Address	股份 Shares			備註 Remarks
		現時持有量 Current Holding	轉讓* Transferred *		
			數目 Number	日期 Date	

現時持有量的總數
**Total of Current
Holding**

* 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。

* 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.

11 秘書 Secretary

A. 個人秘書 Individual 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 Address

地區
Region

電郵地址
E-mail Address

身份證明 Identification

a 香港身份證號碼
Hong Kong Identity Card Number

 ()

b 護照
Passport

簽發國家 Issuing Country

號碼
Number

B. 法人團體秘書 Corporate Secretary

中文名稱
Name in Chinese

英文名稱
Name in English

香港地址
Hong Kong Address

地區
Region

電郵地址
E-mail 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)

12 董事 Directors

A. 個人董事 Individual Director

**1 身份
Capacity**

**董事
Director**

**候補董事
Alternate Director**

代替 Alternate to

**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 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

**電郵地址
E-mail Address**

身份證明 Identification

a 香港身份證號碼

Hong Kong Identity Card Number

b 護照
Passport

簽發國家
Issuing Country

號碼
Number

12 董事 Directors (續上頁 cont'd)

B. 法人團體董事 Corporate Director

1 身份

Capacity

董事

Director

候補董事

Alternate Director

代替 Alternate to

中文名稱

Name in Chinese

英文名稱

Name in English

地址

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

電郵地址

E-mail 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)

2 身份

Capacity

董事

Director

候補董事

Alternate Director

代替 Alternate to

中文名稱

Name in Chinese

英文名稱

Name in English

地址

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

電郵地址

E-mail 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)

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 Address

(「轉文」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

電郵地址
E-mail Address

身份證明 Identification

a 香港身份證號碼
Hong Kong Identity Card Number ()

b 護照
Passport

簽發國家 Issuing Country

號碼 Number

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

b 債權證持有人登記冊

(如有的話)

Register of Debenture

Holder (if any)

地區
Region

14 隨本表格提交的帳目所涵蓋的會計期

Period Covered by Accounts Submitted with this Form

(私人公司無需填報此項 A private company need not complete this section)

至
To

日 DD / 月 MM / 年 YYYY

日 DD / 月 MM / 年 YYYY

15 證明書 Certificate

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。

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)