



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

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Companies Registry External Circular No. 9 / 2014

The New Companies Ordinance (Cap. 622) - Introduction of Electronic Templates of Newly Specified Forms at the e-Registry

This circular announces the introduction of electronic templates of newly specified forms at the e-Registry (www.eregistry.gov.hk) upon the commencement of the new Companies Ordinance, Chapter 622 of the Laws of Hong Kong (“the new CO”), on 3 March 2014.

e-Registry

2. The Companies Registry (“the Registry”) provides electronic services for submission of applications for company and business registration, specified forms and other documents at the 24-hour e-Registry portal. Comprehensive information on the e-Registry services including step-by-step demonstrations, frequently-asked-questions and information pamphlets are available at the e-Registry and the thematic section on “Electronic Services” on the Registry’s website at www.cr.gov.hk.

Electronic submission of specified forms / documents

3. With effect from 3 March 2014, electronic templates of the following newly specified forms and documents will be available under the “e-Submission Services > Local Companies” section of the e-Registry:

Form No. Name of Form

Documents for company incorporation

NNC1	Incorporation Form (Company Limited by Shares)
NNC1G	Incorporation Form (Company Not Limited by Shares)
NNC3	Consent to Act as First Director
--	Sample Articles of Association (including two for private companies, one for public companies and one for companies limited by guarantee)

Documents for reporting changes of company information

ND2A	Notice of Change of Company Secretary and Director (Appointment/Cessation)
ND2B	Notice of Change in Particulars of Company Secretary and Director
ND4	Notice of Resignation of Company Secretary and Director
ND5	Notice of Change of Reserve Director (Nomination/Cessation)
ND7	Notice of Change in Particulars of Reserve Director
ND8	Notice of Resignation of Reserve Director
NNC2	Notice of Change of Company Name
NR1	Notice of Change of Address of Registered Office
NSC1	Return of Allotment

Annual Return for private companies

NAR1	Annual Return
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Enquiries

4. Enquiries concerning this circular should be directed to:

Electronic forms for company incorporation and changes of names of local companies	Ms Fanny LAM, Assistant Registry Manager (New Companies) ²	(852) 2867 2588 fannylam@cr.gov.hk
Electronic forms for reporting other changes of company information and Annual Return	Mr Wren WU, Assistant Registry Manager (Registration) ³	(852) 2867 4565 wrenwu@cr.gov.hk

Ms Ada LL CHUNG
Registrar of Companies

c.c.: CR HQ/8-1/6