

# e-Incorporation Service @ the e-Registry



www.eregistry.gov.hk

Miss Wendy MA  
Companies Registry  
18 May 2011



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eRegistry: Home - Windows Internet Explorer

https://www.eregistry.gov.hk/icsis-ext/app/poi01e/index

檔案(F) 編輯(E) 檢視(V) 我的最愛(A) 工具(T) 說明(H)

eRegistry: Home

www.eregistry.gov.hk

**Companies Registry**  
The Government of the Hong Kong Special Administrative Region

GovHK 香港政府一站通 繁體版 簡體版

SITE MAP |

**Home**

**About e-Registry**

Equipment Specifications

User Registration Requirements

**e-Services User Guides**

- User Registration Demo (Individual)
- User Registration Demo (Company)
- Account Association Demo
- e-Incorporation Demo (Form NC1)
- e-Incorporation Demo (Form NC1G)
- Change of Local Company Name Demo
- Offline Submission Demo

**FAQs**

- User Registration and Account Association
- e-Incorporation & Business Registration

**Contact Us**

**Announcements**

Welcome to the e-Registry!

The new electronic services for one-stop company incorporation and business registration, and submission of notifications of changes of company names for local companies are now available. For details, please see "[About e-Registry](#)".

**System Maintenance**

This website is scheduled for regular system maintenance from 7 a.m. to 8 a.m. every Sunday (Hong Kong time). Services will be suspended during the maintenance.

**e-Services User Guides**

User Registration Demo (Individual) | User Registration Demo (Company) | Account Association Demo | e-Incorporation Demo (Form NC1) | e-Incorporation Demo (Form NC1G) | Change of Local Company Name Demo | Offline Submission Demo

**User Login**

**User Registration**

**Search Company Information**

**Download e-Form Filler**

**What's New**

Documents Delivered in the Form of Electronic Records has been issued. You can [click here](#) to view the details.

**21-Feb-2011**

**Updating of FAQs**

Part D - Fees and Payment of "User Registration and User Account Association" has been updated with Q8 to Q12 added.

Besides, FAQs on "Electronic Incorporation Company and Business Registration" has been added.

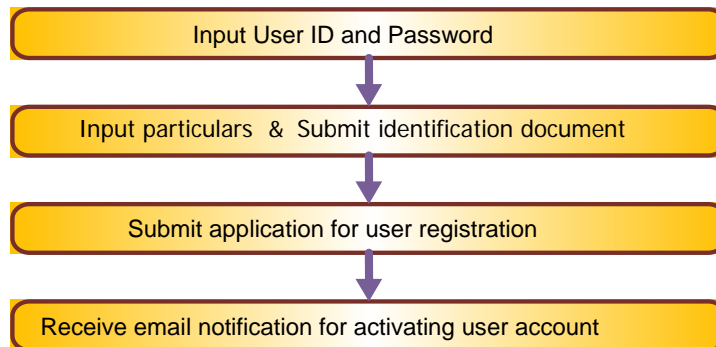
This website is best viewed in 1024 x 768 resolution with IE 6 or 7.

[Important Notices](#) | [Privacy Policy](#) | [Terms & Conditions](#)

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Last revision date: dd-mm-yy

## User Registration Process



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## Submission of Identification Document (Individual User)

- Attach an electronic certificate
- Attach a certified true copy of identification document
- Present the original identification document in person at the Public Search Centre of the Companies Registry



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## Persons who can Certify Identification Documents

- Notary public, solicitors, certified public accountants and professional company secretaries practising in Hong Kong
- Officers of the court in Hong Kong who are authorised by law to certify documents
- Consular officers of users' home country (for non-Hong Kong residents)



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eRegistry : Main Page - Windows Internet Explorer  
https://www.eregistry.gov.hk/cis-ext/egps/pot01a/homepage?locale=en\_US

**Companies Registry**  
The Government of the Hong Kong Special Administrative Region

GOV-HK 香港政府一站通 繁體版 簡體版

System Time: 10-Mar-2011 16:53 GMT +0800

Welcome: RGRFEDERER  
Last Login: 28-Feb-2011 10:50 GMT +0800

Search Company Information  
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**What's New**  
this website.

**21-Feb-2011**  
Requirements for Documents Delivered in the Form of Electronic Records  
The "Requirements for Documents Delivered in the Form of Electronic Records" has been issued. You can [click here](#) to view the details.

**21-Feb-2011**  
Updating of FAQs  
Part D - Fees and Payment of "User Registration and User Account Association" has been updated with Q8 to Q12 added.

**31-Jan-2011**  
Commencement of Parts 2 and 5 of Companies (Amendment) Ordinance 2010  
Parts 2 and 5 of the Companies (Amendment) Ordinance 2010 will come into operation on 21

**Announcements**  
Welcome to the e-Registry!  
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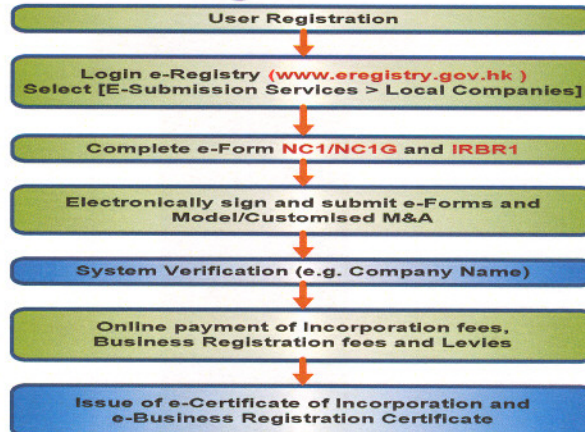
**Message Box ( Total 0 Unread 0 )**  
The following shows a maximum of 25 most current unread messages.

Subject	Date/Time
Notification of e-Certificates and Form NC3	18-Apr-2012 23:08
ICRIS-2 Monthly Statement Generated	03-Apr-2012 01:18
Deposit Account Balance	12-Nov-2010 11:10

**Quick Link**  
User Account Maintenance - Change Password  
Deposit Services - e-Statement  
This website is best viewed in 1024 x 768 resolution with IE 6 or 7.

**Main Page**  
Message Box  
User Account Maintenance  
Change Password  
Change Particulars  
Personalise Main Page  
Close User Account  
Account Association  
Deposit Services  
Create Account & Change Deposit Limit  
Terminate Deposit Account  
e-Statement  
Adjust Deposit Amount  
Enquire Account Balance  
Direct Debit Authorization  
Company Code  
Request Company Code  
Change Company Code  
e-Submission Services  
Local Companies  
Offline Submission  
Payment of Outstanding Fee  
Document Status Enquiry  
e-Services User Guides  
Helpdesk

## Workflow of One-stop e-Incorporation & Business Registration Service



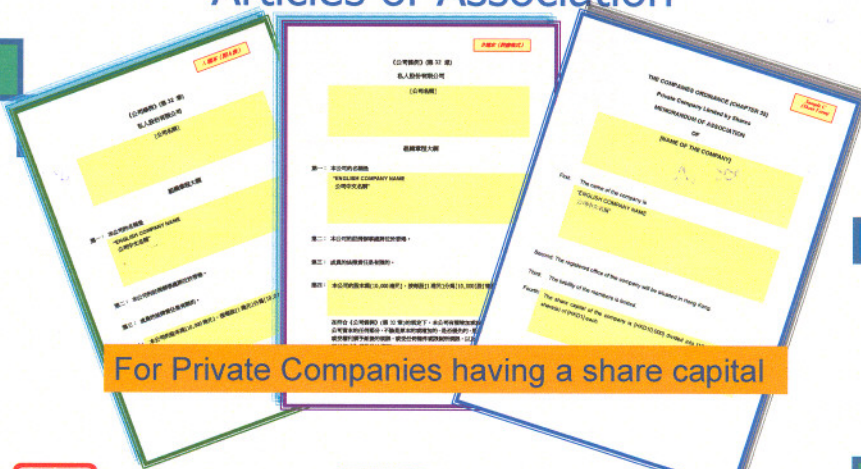
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## Model Memorandum and Articles of Association



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## Points to Note in User Registration (1)

- Company account
  - Provide authorisation letter for application for Company Code
- Personal particulars
  - Must identical to identification document
- Identification document
  - Upload correct image
  - Certified properly



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## Points to Note in User Registration (2)

- User account activation
  - Provide correct email address
  - Input correct password
- E-Registry service not for proprietorship or firm

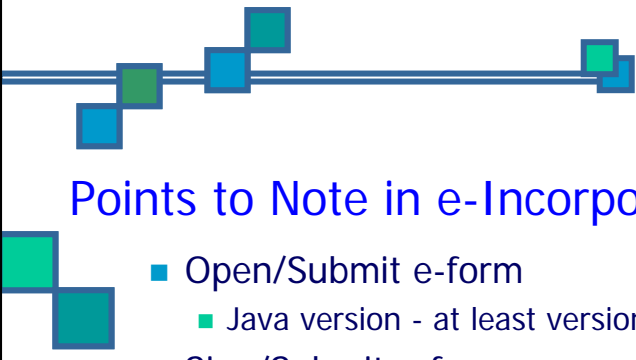


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## Points to Note in e-Incorporation (1)

- Open/Submit e-form
  - Java version - at least version 21 or above
- Sign/Submit e-form
  - Remove Java temporary files (clean cache)
- Update e-form after signing
  - Remove the signature (by right clicking on the PIN)

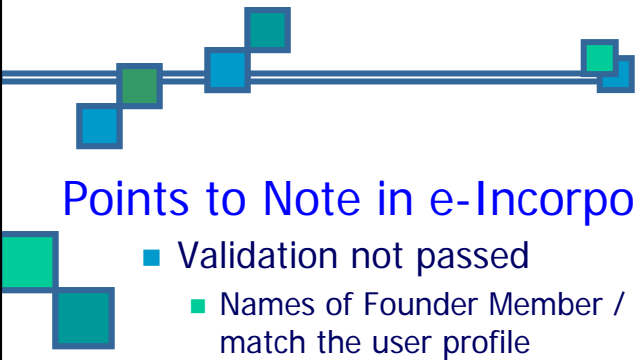


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## Points to Note in e-Incorporation (2)

- Validation not passed
  - Names of Founder Member / Director do not match the user profile
  - Sign e-form by a company user instead of an individual user
  - Signatory not authorised to sign e.g. by an unauthorized person / person not having associated with the corporate director/founder member



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## Points to Note in e-Incorporation (3)

- Payment by Deposit Account
  - Deposit Account has been created
  - Company shares its Deposit Account to the submitter
- Payment by EGIS
  - Some VISA/MASTER Cards do not support online payment by EGIS
  - Some cards need additional security authentication



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## Enquiries in using e-Registry

- Call our 24-hour Helpdesk Service!
  - Telephone: 8201 8273
  - Email: [cr.helpdesk@pccw.com](mailto:cr.helpdesk@pccw.com)

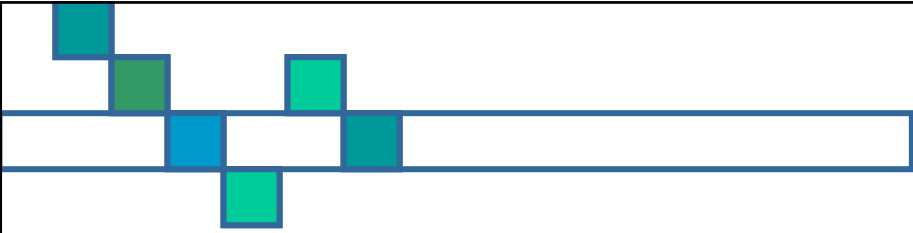


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Thank You!





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