

# *E-incorporation Made Easy*



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## Agenda

- What is e-Incorporation?
- Why use e-Incorporation service?
- Why not use e-Incorporation service?
- How to use e-Incorporation service?
- Special features of e-Incorporation service

## What is e-Incorporation ?

- Incorporate a company electronically via Companies Registry's e-Registry portal
- Launched on 18 March 2011
- Complete e-Incorporation form (Form NC1 / NC1G)
- Attach Model / Customised M&A
- On-line payment
- Electronic Certificate of Incorporation and Business Registration Certificate (Collaboration with the Inland Revenue Department)



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## Why use e-Incorporation service ?

- 👍 Fast : 1 hour
- 👍 Data input once : Form NC1 / NC1G → Model M&A
- 👍 Consistent information
- 👍 On-line preliminary name checking
- 👍 Easy payment : Deposit Account
- 👍 Environmentally-friendly
- 👍 Cost saving



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## Why not use e-Incorporation service ?

- ? User Registration Process
- ? User Association Process
- ? Model M&A vs Customised M&A
- ? E-form filling and signing process
- ? Payment process
- ? Format of certificate



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## How to use e-Incorporation service? (1)

### User Registration Process

- Individual User Account – Verification of user identity
  - ✓ Digital certificate
  - ✓ Upload certified copy of Identification Document (ID)
  - ✓ Verify ID at CR office in person

***One registration  
for all e-Submission services***



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## How to use e-Incorporation service? (2)

### User Registration Process

- **Individual User Account**
  - ✓ Personal information must be identical to Identification document (ID)
  - ✓ Properly certified copy of ID
  - ✓ Correct and clear image of ID

*Privacy concern:  
ID Copy uploaded will be purged after verification.*



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## How to use e-Incorporation service? (3)

### User Registration Process

- **Company User Account**
  - ✓ For “corporate” founder member
  - ✓ Apply for a Company Code by the company’s authorised person who has already registered as an individual user
  - ✓ Provide authorisation letter for application for a Company Code if the authorised person is not an individual director or secretary



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## How to use e-Incorporation service? (4)

### User Association Process

- ✓ Input Company Code
- ✓ Login Company User Account
- ✓ Major capacities
  - Director
  - Secretary
  - Authorised person

#### *Security measure:*

A user cannot act for the company if the company has not associated him/her to its company user account.



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## How to use e-Incorporation service? (5)

### Model M&A vs Customised M&A

- **Model M&A**
  - ✓ Three models are available – Model C is the shortest
  - ✓ Save a copy before submission
- **Customised M&A**
  - ✓ PDF format
  - ✓ Not more than 500KB

***Both can be registered within 1 hour.***



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## How to use e-Incorporation service? (6)

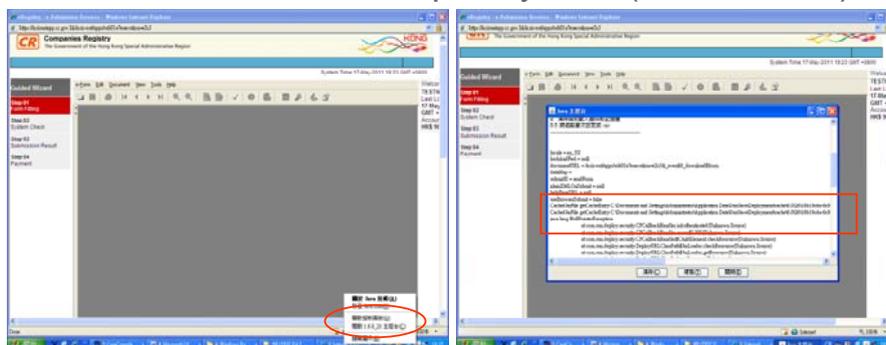
### E-form filling and signing process

- **Guided Wizard**
- ✓ Check that the information input in the guided wizard is correct before generation of the e-form.

## How to use e-Incorporation service? (7)

### E-form filling and signing process

- **Java**
- ✓ Java version - version 6 or above
- ✓ Remove Java temporary files (clean cache)



## How to use e-Incorporation service? (8)

### E-form filling and signing process

- **Sign/Submit e-form**
  - ✓ Must be signed by an individual user
  - ✓ Name(s) of founder member / director signing the form has to match with his/her user profile at the e-Registry
  - ✓ User association must be built for the individual user who is authorised to sign on behalf of the corporate founder member / director.

## How to use e-Incorporation service? (9)

### E-form filling and signing process

- **Edit e-form after signing**
  - ✓ Remove the signature (by right clicking the PIN)



## How to use e-Incorporation service? (10)

### Payment process

- **EGIS – Credit cards (VISA / MASTER Cards)**
  - ✓ Some Visa card and MasterCard issuers do not support online payment
  - ✓ Some cards need additional security authentication
- **Deposit account @ e-Registry**
  - ✓ Account has been created
  - ✓ Company shares its account with the user
  - ✓ Sufficient deposits in the account



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## How to use e-Incorporation service? (11)

### Format of Certificate

- Electronic Certificate of Incorporation
  - Electronic Business Registration Certificate
- ✓ Provide correct email address
  - ✓ Download the certificates

### Electronic certificates and Paper certificates



**SAME LEGAL EFFECT**



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## Special features of e-Incorporation service

- Do a Similar Transaction

**Receipt**

Case No.: 142023132  
 Company No.: N.A.  
 Payment Order No.: N.A.  
 Payment Reference No.: A201204230000162  
 Paid Date: 23-Apr-2012  
 Paid By: VISA  
 Deposit Account No.: N.A.  
 Amount Paid: HK\$2,180.00

Receipt No.	Document	Code	Description	Amount (HK\$)
W7709202411	WEBR1	113	雜費/雜項	450.00
			Sub Total	450.00
W7709202412	NC1	02	名義股本註冊費 Capital fee	10.00
		114	公司註冊費 Registration fee of company	1,425.00
		115	法團成立表格存貯費 Lodgement fee for Incorporation Form	295.00
			Sub Total	1,730.00
			<b>Total Paid</b>	<b>2,180.00</b>

You may wish to save or print this receipt for reference.

[Do a Similar Transaction](#) [Return to Main Page](#) [Save](#) [Print](#)

**法團成立表格 (股份有限公司)**  
**Incorporation Form (Company Limited by Shares)**  
 (《公司條例》第 148 條)  
 (Companies Ordinance s. 148)  
 表格 Form NC1

請在填妥表格時閱讀有關的註釋。  
 Please read the accompanying Notes when completing this form.

1 擬採用的公司名稱 **Intended Company Name** [註冊](#)  
 擬採用的公司英文名稱 **Intended English Company Name**  
 201204231327 Limited

擬採用的公司中文名稱 **Intended Chinese Company Name**  
 201204231327 有限公司

2 公司類別 **Type of Company** [註冊](#)  
 請在表格內填寫。  
 Please tick the relevant box.



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## Special features of e-Incorporation service

- Bulk Submission (1)

**Main Page**

**Message Box**

- User Account Maintenance
- Deposit Services
  - Create Account & Change Deposit Limit
  - Terminate Deposit Account
- e-Statement
  - Adjust Deposit Amount
  - Enquire Account Balance
  - Direct Debit Authorization
- Registered Agent (RA)
- Company Code
- e-Submission Services
  - Local Companies
  - Offline Submission
  - Document Status Enquiry
  - Payment of Outstanding Fee
  - Bulk Submission
- Third Party Software Interface (TPSI)

**Bulk Submission**

如果您的提交包含可支付文件，請確保您有足夠的存款帳戶，以便在提交前支付。您可以一次最多上傳 10 個 e-表，每個文件的大小不應超過 10MB。

e-Form File(s)

[Back](#) [Upload](#)

瀏覽要於如下位置上傳的檔案: c:\isubmapp\st.gov.hk

選取要上傳的檔案

201204231327 Limited  
 Happyyspk Limited  
 Luckyyeed Limited  
 Wealthyhtiaew Limited



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## Special features of e-Incorporation service

- Bulk Submission (2)



[Main Page](#) > e-Submission Services > Bulk Submission

### Bulk Submission

If your submission contains payable document(s), please make sure that you have a deposit account with sufficient amount for payment before you proceed with the submission. You can upload a maximum of 10 e-forms each time, the size of each file should not exceed 10MB.

e-Form File(s)	Size	Status
<input checked="" type="checkbox"/> 201204231552 Limited.vxf	3.39M	accept
<input checked="" type="checkbox"/> Happyppah Limited.vxf	3.39M	accept
<input checked="" type="checkbox"/> Luckykcul Limited.vxf	3.39M	accept
<input checked="" type="checkbox"/> Wealthyhtaeuw Limited.vxf	3.39M	accept

[Browse](#)

[Back](#) [Upload](#)



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## Special features of e-Incorporation service

- Third Party Software Interface (1)



[Main Page](#) > Third Party Software Interface (TPSI) > Register to use TPSI

### Register to use the Third Party Software Interface (TPSI)

#### COMPANIES REGISTRY ELECTRONIC SERVICES THIRD PARTY SOFTWARE INTERFACE Terms and Conditions

##### Third Party Software Interface

1. The Third Party Software Interface ("TPSI") is an interface provided by the Registrar of Companies ("the Registrar") through the e-Registry for interfacing with the Integrated Companies Registry Information System ("the ICRIS") of the Companies Registry ("the Registry"). By using the TPSI, a user may submit a completed and signed electronic form ("e-Form") generated by third party software, in standard interface file formats with or without attachments to the Registrar.

I accept the above Terms and Conditions on using the Third Party Software Interface (TPSI) functions for document submission at the e-Registry. I also confirm that I shall conduct testing in the TPSI Testing Environment set up by the Companies Registry before using the TPSI functions, so as to ensure the compatibility of the data file prepared with the standard TPSI file format.

[Back](#) [Submit](#)



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## Special features of e-Incorporation service

- Third Party Software Interface (2)



## Statistics Highlights

- **Increasing use of e-Incorporation service**
  - March 2011 (7%)
  - March 2012 (16%)
  - April 2012 (19%)
- **Highest single day records**
  - 1 April 2012 (Sunday) – 910 e-incorporations

# News Update

With effect from **1 June 2012**, capital duty levied on local companies will be abolished.  
It applies to:

- New incorporation applications
  - Increase in nominal share capital
  - Issue of shares at a premium
- lodged or reported on or after 1 June 2012.

Note: Statutory period for reporting changes.

# Thank YOU !