



# Electronic Submission of Specified Forms and other Services at the e-Registry

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## Electronic Submission of Specified Forms

- 11 commonly filed specified forms
  - (a) Reporting changes of company information -
    - *Directors/Company Secretaries and their particulars:* **D2A, D2B, D4, D5, D6, D7 & D8**
    - *Share Capital:* **SC1 & SC4**
    - *Registered Office Address:* **R1** (with an optional one-stop notification of change of business address service)
  - (b) Annual Return –  
**AR1** (for private companies having a share capital only)
- individually or in bulk
- via Third Party Software Interface





## Other Services

- Annual Return e-Reminder
- Registration and Appointment of Registered Agents
- E-Monitor



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## e-Submission of Commonly Filed Specified Forms

The screenshot shows the Companies Registry website interface. On the left is a navigation menu with options like Main Page, Message Box, User Account Maintenance, Deposit Services, Registered Agent (RA), Company Code, e-Submission Services, e-Monitor, Annual Return e-Reminder, e-Services User Guides, and Helpdesk. The main content area is titled 'Local Companies' and lists various forms for submission, including 'Set up a New Company', 'Report Changes of Company Particulars', 'Report Changes of Same Particulars for Multiple Companies', and 'File Annual Return'. A blue arrow points from the 'Simple flow' text to the 'Select the form to be submitted' step.

**Main Page**

**Message Box**

- User Account Maintenance
- Deposit Services

**Registered Agent (RA)** [Main Page](#) > e-Submission Services > Local Companies

**Company Code**

**e-Submission Services**

- Local Companies
- Offline Submission
- Payment of Outstanding Fee
- Document Status Enquiry
- Bulk Submission

**Third Party Software Interface (TPSI)**

**e-Monitor**

**Annual Return e-Reminder**

**e-Services User Guides**

**Helpdesk**

**Local Companies**

- Set up a New Company**
- Report Changes of Company Particulars**
  - Company Name (Form NC2)
  - Address of Registered Office (Form R1)
  - Appointment/Cessation of Secretary and Director (Form D2A)
  - Particulars of Secretary and Director (Form D2B)
  - Resignation of Secretary and Director (Form D4)
  - Nomination/Cessation of Reserve Director (Form D5)
  - Particulars of Reserve Director (Form D7)
  - Resignation of Reserve Director (Form D8)
  - Allotment of Shares (Form SC1) – applicable to shares allotted for cash only
  - Increase in Nominal Share Capital (Form SC4)
- Report Changes of Same Particulars for Multiple Companies**
  - Address of Registered Office (Form R1)
  - Particulars of Secretary and Director (Form D2B)
- File Annual Return**
  - Private Company Having a Share Capital (Form AR1)

**Simple flow**

- Select the form to be submitted

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## e-Submission of Commonly Filed Specified Forms

- Select language for filling in form
- Select company

**Guided Wizard**

Step 01  
Select Filling Language and Company

Step 02  
Generate e-Form

**Filling of Form R1**

Welcome to use our e-Submission service. The e-Submission process involves the following steps:

Step 1. **Select Filling language** – Please fill in all particulars and complete all items in either Chinese *OR* English. Traditional Chinese characters should be used if the form is completed in Chinese.

**Select Company** – Select the company you represent.

Step 2. **Generate e-Form** – You can generate the e-form and then sign and submit it online after inputting the details. Or you may save the e-form for offline signing and submit it afterwards.

**Select Filling Language**

☒ English  
☐ Chinese (Traditional)

**Select Company**

Company No. :

Please select the company for reporting changes

Company No.	English Company Name	Chinese Company Name
2459773	JUNE 20 (INC1-3E) COMPANY LIMITED	六月廿日(英文標準本三)有限公司
6460478	SEPTEMBER 13 (INC1G-1E) PRIVATE COMPANY LIMITED	九月十三日英文私人有限公司
6460479	SEPTEMBER 13 (INC1G-0E) NON-PRIVATE COMPANY LIMITED	九月十三日英文非私人有限公司
6460480	SEPTEMBER 13 (INC1G-1C) PRIVATE COMPANY LIMITED	九月十三日中文私人有限公司

Results 16 - 19 of 19.

## e-Submission of Commonly Filed Specified Forms

- Complete e-Form online or save it for completion offline

**Guided Wizard**

Step 01  
Form Filing

Step 02  
System Check

Step 03  
Preliminary Check Result

Step 04  
Proceed with Submission and Payment (if any)

**註冊辦事處地址更改通知書**  
**Notification of Change of Address of Registered Office**  
(《公司條例》第90(3)條)  
(Companies Ordinance s. 90(3))

**表格 Form R1**

公司編號 Company Number: 5443225

1 公司名稱 Company Name  
MAY29 (NC1-3E) COMPANY LIMITED  
五月廿九日(英文標準本三)有限公司

2 更改詳情 Details of Change  
註冊辦事處地址 Address of Registered Office  
香港 Hong Kong  
生效日期 Effective Date: 日 DD / 月 MM / 年 YYYY

3 電郵地址 E-mail Address  
生效日期 Effective Date: 日 DD / 月 MM / 年 YYYY

簽署 Signed: Please sign by e-Con or PIN  
姓名 Name:   
日期 Date: 日 DD / 月 MM / 年 YYYY

不處專用 For Official Use: Document Ref. No.:   
Submission Date:

## e-Submission of Commonly Filed Specified Forms

- Sign e-Form digitally by password or digital certificate
- Submit the e-Form

The screenshot shows a web form for 'Details of Change' (更改詳情) for a company's registered office. A modal dialog box titled 'Your Digital Signature Information' is open, asking for 'User ID' and 'Password'. The background form includes fields for 'Effective Date' (生效日期), 'E-mail Address' (電郵地址), and 'Signed' (簽署) section with a signature line and date. At the bottom, there are 'Cancel', 'Back', and 'Submit' buttons.

## e-Submission of Commonly Filed Specified Forms

**Guided Wizard**

- Step 01 Form Filling
- Step 02 System Check
- Step 03 Preliminary Check Result**
- Step 04 Proceed with Submission and Payment (if any)

### Preliminary Check Result

Submission time	03-May-2012 16:34 GMT +0800
Preliminary Check Result	Accepted
Company No	5443225
Company Name	MAY20 (NC1-3E) COMPANY LIMITED 五月廿日 (英文標準本三) 有限公司

[Return to Main Page](#) [Cancel](#) [Proceed](#)

- System performs preliminary validation
- Confirm submission if preliminary checking result is accepted

- Print or save acknowledgement or digital receipt (if fee is paid)

[Main Page](#)

**Message Box**

- User Account Maintenance
- Deposit Services
- Registered Agent (RA)
- Company Code
- Local Companies
- Offline Submission
- Bulk Submission
- Document Status Enquiry
- Payment of Outstanding Fee

The screenshot shows an 'Acknowledgement' page with a city skyline background. It displays the following details: Case No. 118286326, Company No. 5443225, Submission Date: 03-May-2012, and Document Description: Form R1 - Notification of Change of Address of Registered Office. Below the details, it says 'You may wish to save or print this acknowledgement for reference.' and provides buttons for 'Return to Main Page', 'Save', and 'Print'.

## Report Changes of Same Particulars for Multiple Companies



- e-Forms R1 and D2B
  - change of registered office to the same address
  - change of same particulars of a specified director or secretary
- Generate e-forms for up to 10 companies in one go
- Download e-forms for completion offline, e-signing and bulk submission



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## Report Changes of Same Particulars for Multiple Companies

**Main Page**

**Message Box**

- User Account Maintenance
- Deposit Services
- Registered Agent (RA)
- Company Code
- e-Submission Services
  - ▶ Local Companies
  - ▶ Offline Submission
  - ▶ Payment of Outstanding Fee
  - ▶ Document Status Enquiry
  - ▶ Bulk Submission
- Third Party Software Interface (TPSI)
- e-Monitor

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

### Local Companies

- Set up a New Company
- Report Changes of Company Particulars
- **Report Changes of Same Particulars for Multiple Companies**
  - Address of Registered Office (Form R1)
  - Particulars of Secretary and Director (Form D2B)
- File Annual Return



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## Report Changes of Same Particulars for Multiple Companies

### Guided Wizard

- Step 01 Select Filling Language and Capacity
- Step 02 Input Details of Changes
- Step 03 Select Companies
- Step 04 Download System Generated e-Forms



### Filling of Form D2B

#### – Report Changes of Same Particulars for Multiple Companies

Welcome to our e-Submission service for reporting changes of the same particulars of a specific director / secretary for multiple companies. The e-Submission process involves the following steps:

- Step 1. **Select Filling language** – Please fill in all particulars and complete all items in either Chinese **OR** English. Traditional Chinese characters should be used if the form is completed in Chinese.
- Select Capacity** – Select the capacity of the person whose particulars have been changed.
- Step 2. **Input Details Of Changes** – Input details of the changes of the director / secretary concerned. Please ensure that the details of changes are correct as amendments cannot be made after the forms are generated by the system.
- Step 3. **Select Companies** – You can select up to 10 companies for each generation of e-forms.
- Step 4. **Download System Generated e-Forms** – You can download the system generated e-forms after inputting the details of changes and save the e-forms for offline signing before submission.

#### Select Filling Language

- ☒ English
- ☐ Chinese (Traditional)

#### Select Capacity

Report Change of Particulars of:

- ☐ Individual Director
- ☒ Individual Secretary
- ☐ Corporate Director
- ☐ Corporate Secretary

Select Capacity

Cancel Next



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## Report Changes of Same Particulars for Multiple Companies



### Filling of Form D2B

#### – Report Changes of Same Particulars for Multiple Companies

#### Details of Change

Identity of the Individual Secretary whose Particulars have Changed

*Please state the relevant particulars currently registered with the Companies Registry*

Name in Chinese :

Surname in English :

Other Names in English :

HKID No. :

Passport No. :

Name in Chinese :	
Surname in English :	CHOU
Other Names in English :	JAY
HKID No. :	M999999 (B)
Passport No. :	

Fill in the particular

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## Report Changes of Same Particulars for Multiple Companies

**Filling of Form D2B**  
– Report Changes of Same Particulars for Multiple Companies

**Select Companies**

Please select not more than 10 companies for each generation of e-form

Company No.	English Company Name	Chinese Company Name
<input checked="" type="checkbox"/> 2459772	MAY 31 (NC1-2E) COMPANY LIMITED	五月卅一日(英文標準樣本二)有限公司
<input type="checkbox"/> 3459773	JUNE 20 (NC1-3E) COMPANY LIMITED	六月廿日(英文標準樣本三)有限公司
<input checked="" type="checkbox"/> 6460478	SEPTEMBER 13 (NC1G-1E) PRIVATE COMPANY LIMITED	九月十三日英文私人擔保有限公司
<input type="checkbox"/> 6460479	SEPTEMBER 13 (NC1G-0E) NON-PRIVATE COMPANY LIMITED	九月十三日英文非私人擔保有限公司
<input checked="" type="checkbox"/> 6460480	SEPTEMBER 13 (NC1G-1C) PRIVATE COMPANY LIMITED	九月十三日中文私人擔保有限公司
<input type="checkbox"/> 6460499	SEPTEMBER 23 (NC1G-0E) NON-PRIVATE COMPANY LIMITED	

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## Report Changes of Same Particulars for Multiple Companies

**Filling of Form D2B**  
– Report Changes of Same Particulars for Multiple Companies

**Download Generated e-Forms**

No of e-Form: 3  
Receive Time: 04/05/2012 09:10:34 GMT+08:00

No	Company No.	File Name (vxf)	e-Form Generation Status	Remark
1	2459772	D2B_2459772.vxf	Generated	
2	6460478	-	Unsuccessful	The reported officer is not a current secretary of the company.
3	6460480	-	Unsuccessful	The reported officer is not a current secretary of the company.

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## Report Changes of Same Particulars for Multiple Companies



### Filling of Form D2B

#### – Report Changes of Same Particulars for Multiple Companies

#### Download Generated e-Forms

The e-forms generated by the system are ready for download. Please follow the steps below to download, complete and submit the e-forms :

1. Press 'Download' button to download and save the e-forms to your PC.
2. Open the e-form by using "e-Form Filler". You can press [Download e-Form Filler](#) to download and install the "e-Form Filler" free of charge.
3. Complete and sign the e-form digitally.
4. Submit the e-form through the following modes –
  - a **Offline Submission** – You can submit only one e-form each time using [e-Submission Services > Offline Submission] function.
  - b **Bulk Submission** – You can submit e-forms in bulk using [e-Submission Services > Bulk Submission] function. A maximum of 10 e-form files in VXF format with the size of each file not exceeding 10 MB can be uploaded each time.

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Download e-Forms for completion, signing and submission

## One-stop Notification of Change of Business Address



- Optional service applicable to submission of electronic Form R1 only
- Additional and a convenient means to notify IRD of any change in business address which is the same as the registered office address
- CR informs IRD of companies' requests for changes of business addresses
- IRD issues updated Business Registration Certificates on the next working day after registration of e-Forms R1
- If the option is not taken, companies must notify IRD of the change in writing or in Form IRC3111A



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## One-stop Notification of Change of Business Address

**Main Page**

**Message Box**

- User Account Maintenance
- Deposit Services
- Registered Agent (RA)
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  - Payment of Outstanding Fee
  - Document Status Enquiry
  - Bulk Submission
- Third Party Software Interface (TPSI)
- e-Monitor
- Annual Return e-Reminder
- e-Services User Guides
- Helpdesk

**Local Companies**

**Set up a New Company**

**Report Changes of Company Particulars**

- Company Name (Form NC2)
- Address of Registered Office (Form R1)**
- Appointment/Cessation of Secretary and Director (Form D2A)
- Particulars of Secretary and Director (Form D2B)
- Resignation of Secretary and Director (Form D4)
- Nomination/Cessation of Reserve Director (Form D5)
- Particulars of Reserve Director (Form D7)
- Resignation of Reserve Director (Form D8)
- Allotment of Shares (Form SC1) – applicable to shares allotted for cash only
- Increase in Nominal Share Capital (Form SC4)

**Report Changes of Same Particulars for Multiple Companies**

**File Annual Return**

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**2 更改詳情 Details of Change**

**註冊辦事處地址 Address of Registered Office**

3/F, TIF F BUILDING,  
132 JAVA ROAD, KOWLOON

生效日期 Effective Date

**3 電郵地址 E-mail Address**

生效日期 Effective Date

簽署 Signed:

姓名 Name:

日期 Date:

本處專用 For Official Use

**JavaScript Message Window**

變更商業登記處的業務地址

- 公司註冊處與稅務局共同推出一項選擇性的一站式服務，以讓公司申報註冊辦事處地址同時從商業登記處的業務地址。公司可使用這項服務，要求公司註冊處處長，代表公司向稅務局局長，公司從《商業登記條例》(第310條)登記的業務地址已在電子表格R1所述的生效日期起，變更為此表格上的新註冊辦事處地址。
- 公司註冊處於登記電子表格R1後會向稅務局局長作出有關通知。
- 稅務局商業登記處一般會在公司註冊處登記電子表格R1後的下一個工作天寄出已更新的商業登記證書予公司。
- 商業登記處會更新商業登記冊內的業務地址，以供公眾人士查閱。

\*\*\*\*\*

Change of business address on Business Registration Certificate

- The Companies Registry and the Inland Revenue Department have jointly introduced an optional electronic one-stop notification service for a company to report the change of registered office address also as a change of business address on Business Registration Certificate. By using this service, the company requests the Registrar of Companies to notify the Commissioner of Inland Revenue on its behalf that its place of business as registered under the Business Registration Ordinance (Cap. 310) has changed to its new address of registered office with effect from the effective date of change as stated in the electronic Form R1.
- The notification to the Commissioner of Inland Revenue will be made after the electronic Form R1 has been registered with the Companies Registry.
- The Business Registration Office of the Inland Revenue Department will normally issue an updated Business Registration Certificate to the company by post on the next working day following the date when the Companies Registry registers the electronic Form R1.
- The Business Registration Office will update the business address in the business register for public inspection.

請參閱詳情 Please read the details ☒ 是 Yes ☐ 否 No

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Indicate if you wish to choose this one-stop notification service

## e-Submission of Annual Returns



**Main Page**

**Message Box**

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  - Bulk Submission
- Third Party Software Interface (TPSI)
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- Helpdesk



**Local Companies**

- Set up a New Company
- Report Changes of Company Particulars
- Report Changes of Same Particulars for Multiple Companies
- File Annual Return**
  - Private Company Having a Share Capital (Form AR1)

→

Select the service




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## e-Submission of Annual Returns



### Filling of Form AR1

Welcome to our e-Submission service for filing annual return. The e-Submission process involves the following steps:

- Select Filling Language** – Select to fill in all particulars and all items in either Chinese (traditional) **OR** English.
- Select Company** – Select the company for submission of annual return.
- Input Year of Annual Return** – Input the year of annual return for submission.
- Review and Input Company Particulars** – Key particulars of the company as at the anniversary of its date of incorporation (at 0:00 GMT+0800) as registered in the Companies Registry's record will be displayed. You should review and update (if required) and complete all details online for generation of e-Form AR1.
- Generate e-Form** – You can generate the completed e-form for signing and submission online or save it for offline signing before submission.

For annual returns which are made up to anniversary dates of incorporation **before 22 April 2012** (section 4 in Form AR1), you have to complete all the details online.

**Select Filling Language**

☒ English  
☐ Chinese (Traditional)

**Select Company**

Company No. :  Search

→


**List All Associated Companies**

**Please select the company for reporting changes**

Company No.	English Company Name	Chinese Company Name
3459773	JUNE 20 (NC1-3E) COMPANY LIMITED	六月廿日(英文)德盛泰三有限公司
6460478	SEPTEMBER 13 (NC1G-1E) PRIVATE COMPANY LIMITED	九月十三日英文私人擔保有限公司
6460479	SEPTEMBER 13 (NC1G-9E) NON-PRIVATE COMPANY LIMITED	九月十三日英文非私人擔保有限公司
6460480	SEPTEMBER 13 (NC1G-1C) PRIVATE COMPANY LIMITED	九月十三日中文私人擔保有限公司


Results: 10 - 19 of 19.

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## e-Submission of Annual Returns

### Guided Wizard

- Step 01  
Select Filing Language  
and Company
- Step 02  
Input Year of Annual  
Return
- Step 03  
Review and Input  
Company Particulars
- Step 04  
Generate e-Form

**Filling of Form AR1**

**Input Year of Annual Return**

Company No. : 3459773  
 Company Name : 六月廿日(英文標準樣本三)有限公司  
 JUNE 20 (NC1-3E) COMPANY LIMITED

Please input the year of annual return to be filed:  (Year)

If you wish to re-lodge a returned electronic Form AR1 by submitting a fresh electronic form, please input the document ref. no. of the returned Form AR1 in the box below. Otherwise, you can leave it blank.

Document Ref. No.



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## e-Submission of Annual Returns

### Guided Wizard

- Step 01  
Select Filing Language  
and Company
- Step 02  
Input Year of Annual  
Return
- Step 03  
Review and Input Company  
Particulars
- Step 04  
Generate e-Form

**Review and Input Company Particulars**

Company No. : 3459773  
 Company Name : 六月廿日(英文標準樣本三)有限公司  
 JUNE 20 (NC1-3E) COMPANY LIMITED

The information in this return is made up to : 29/11/2011 (DD/MM/YYYY)

Registered Office and E-mail Address	Share Capital	Details of Members	Secretary	Directors	Reserve Director	Others
--------------------------------------	---------------	--------------------	-----------	-----------	------------------	--------

Address of Registered Office

(Region) Hong Kong - 香港

E-mail Address



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## e-Submission of Annual Returns

### Review and Input Company Particulars

Company No.: 3459773  
 Company Name: 六月廿日(英文標準樣本三)有限公司  
 JUNE 20 (INC1-3E) COMPANY LIMITED  
 The information in this return is made up to: 29/11/2011 (DD/MM/YYYY)

Current share capital information is displayed; user fills in the details of share capital

Registered Office and E-mail Address	Share Capital	Details of Members	Secretary	Directors	Reserve Director
The share capital information of the company as registered in our records.					
Currency	Authorized Share Capital	Issued Share Capital			
	Total Nominal Value	Total Nominal Value of Shares Issued (a) x (b)	Total Paid up Value of Shares Issued (excluding premium)		
HKD	10000	10000	10000		
Please fill in the following share capital information					
Class of Shares	Currency	Authorized Share Capital	As at 29/11/2011 (DD/MM/YYYY)		
		Total Nominal Value	Number of Shares Issued (a)	Nominal Value of Each Share Issued (b)	Total Paid up Value of Shares Issued (excluding premium)
Ordinary - 1	HKD - Hoi	10000	10000	1	10000
<div>Cancel Save</div>					



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## e-Submission of Annual Returns

### Review and Input Company Particulars

Company No.: 3459773  
 Company Name: 六月廿日(英文標準樣本三)有限公司  
 JUNE 20 (INC1-3E) COMPANY LIMITED  
 The information in this return is made up to: 29/11/2011 (DD/MM/YYYY)

User fills in the details of members here or chooses to attach a list to the e-form

Registered Office and E-mail Address	Share Capital	Details of Members	Secretary	Directors	Reserve Director
Please input details of member(s) as at 29/11/2011 (DD/MM/YYYY)					
<input checked="" type="radio"/> Input details online <input type="radio"/> Attach list of members (in PDF format) to e-form later					
Class of Shares					
Class: Ordinary - 普通股					
Name	Address	Current Holding	Shares Transferred	Remarks	
		Number	Date		
1	Name Address	10000			
2					
3					
4					
5					
<div>Cancel Save</div>					



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## e-Submission of Annual Returns

**Guided Wizard**

Step 01  
Select Filing Language and Company

Step 02  
Input Year of Annual Return

**Step 03  
Review and Input Company Particulars**

Step 04  
Generate e-Form

**Review and Input Company Particulars**

Company No.: 3459773

Company Name: 六月廿日(英文標準樣本三)有限公司  
JUNE 20 (INC1-3E) COMPANY LIMITED

The information in this return is made up to: 29/11/2011 (DD/MM/YYYY)

Registered Office and E-mail Address   Share Capital   **Details of Members**   Secretary   Directors   Reserve Director   Others

Please input details of member(s) as at 29/11/2011 (DD/MM/YYYY)

[Input details online](#)

☐ Attach list of members (in PDF format) to e-form later

Cancel   Save

Exit and Cancel All Changes   Generate e-Form after Reviewing Details



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## e-Submission of Annual Returns

Step 04  
Generate e-Form

### Review and Input Company Particulars

Company No.: 3459773

Company Name: 六月廿日(英文標準樣本三)有限公司  
JUNE 20 (INC1-3E) COMPANY LIMITED

The information in this return is made up to: 29/11/2011 (DD/MM/YYYY)

Registered Office and E-mail Address   Share Capital   **Details of Members**   Secretary   Directors   Reserve Director   Others

Please input the following information (if there is no information to be reported, you can leave the related box blank.)

#### (A) Business Name

Chinese:

English:

#### (B) Mortgages and Charges

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

#### (C) Registers

Address where the following registers of the company are kept (if not kept at the registered office, please specify the address and region.)

(i) Register of Members

Address:

(Region) Hong Kong - 香港

(ii) Register of Debenture Holders

Address:

(Region) Hong Kong - 香港

Click to proceed with e-form completion and submission



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## Annual Return e-Reminder

- Free of charge
- Receive electronic notifications on the anniversary date of incorporation of private companies having a share capital
- Access to electronic submission of Form AR1



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## Annual Return e-Reminder

Main Page

Message Box

User Account Maintenance

Deposit Services

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[Main Page](#) > [Message Box](#) > View Message

Message Date/Time 20-Aug-2012 08:11

Subject e-Registry - Notification to File Annual Return

Dear Customer,

Thank you for using our e-Registry services!

According to the Registry's records, the most recent anniversary of the date of incorporation of the following company is 20-Aug-2012. The company should file its annual return 2012 within 42 days after the anniversary date :-

Name of Company: SEPTEMBER 13 (INC1G-1E) PRIVATE COMPANY LIMITED  
Company Number: 0460478

To facilitate completion and filing of annual return (Form AR1), key particulars of the company as at the anniversary date of incorporation as registered in the Registry's records are available at the e-Registry. An Individual User or Registered Agent who has established account association with the company at the e-Registry can click [here](#) to review or update (as appropriate) and complete all the required details online for generation of an e-Form AR1 for submission.

Every registered company should file a duly completed and signed annual return together with the correct **annual registration fee** within the prescribed statutory time period with the Companies Registry. A substantially higher registration fee will be payable for the late filing of an annual return. Companies which fail to comply with their reporting obligations in filing annual returns and other statutory returns under the Companies Ordinance are liable to prosecution and, if convicted, default fines.

For enquiries, please contact the Help Desk Support Service Team at Tel. (852) 8201 8273 or via email at [cr.helpdesk@pcw.com](mailto:cr.helpdesk@pcw.com).

Companies Registry

Back Print



公司註冊處  
COMPANIES REGISTRY

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○ **Company Users :**  
automatically receive



## Annual Return e-Reminder

- Individual Users :  
accounts already associated with company users may subscribe
- No limit on the number of subscribers for a local private company

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Main Page > Annual Return e-Reminder  
**Annual Return e-Reminder**  
Subscribers of the Annual Return e-Reminder Service will receive electronic notifications for filing annual returns on the most recent anniversary of the date of incorporation of the company. You may subscribe to the service for local private companies having a share capital which have set up account association with your account. Your subscription of Annual Return e-Reminder Service for a company will be terminated when the company is dissolved or no longer a private company having a share capital on the register. The service will also be terminated when the account association between the company and you has ceased.  
A local private company having a share capital which has already registered a CR Company User account with the e-Registry will **automatically** receive the electronic notifications for filing annual returns.  
Subscription of Annual Return e-Reminder Service  
Continue

## Annual Return e-Reminder



Main Page > Annual Return e-Reminder

### Subscription of Annual Return e-Reminder Service

Terms and Conditions

COMPANIES REGISTRY ELECTRONIC SERVICES  
Annual Return e-Reminder Service  
Terms and Conditions

#### Application

- The registered user subscribes ("Subscriber") and requests the Registrar of Companies ("the Registrar") and the Registrar upon receiving the Subscriber's acceptance of the terms and conditions hereinafter set out, agrees to provide Annual Return e-Reminder Service ("e-Reminder Service") in respect of any local private company having a share capital specified by the Subscriber ("Specified Company") through the e-Registry during the period of subscription.

☒ accept the above Terms and Conditions to subscribe Annual Return e-Reminder Service.

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## Annual Return e-Reminder



**Subscription of Annual Return e-Reminder Service**

Select Company (can select more than one company)  
Associated local private companies having a share capital on the register are shown below.  
Attention: The selection that you have made will be cleared automatically if you go to another page in the table.

100

CR Number	Company Name	Remarks	<input type="checkbox"/>
6460478	SEPTEMBER 23 (NC1G-1E) PRIVATE COMPANY LIMITED	-	<input checked="" type="checkbox"/>
6460499	JUNE 17 (NC1-2C) COMPANY LIMITED 六月十七日(中文標準樣本二)有限公司	-	<input checked="" type="checkbox"/>
6460878	MAY 21 (NC1-2E) COMPANY LIMITED	-	<input checked="" type="checkbox"/>
6460979	JUNE 27 (NC1-2C) COMPANY LIMITED 六月廿七日(中文標準樣本二)有限公司	-	<input checked="" type="checkbox"/>
6468478	SEPTEMBER 23 (NC1G-2E) PRIVATE COMPANY LIMITED	-	<input type="checkbox"/>
6490479	JUNE 20 (NC2-3E) COMPANY LIMITED 六月廿日(英文標準樣本三)有限公司	-	<input type="checkbox"/>

Results 1 - 6 of 6...

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## Annual Return e-Reminder



**Subscription of Annual Return e-Reminder Service**

**View particulars**  
You have selected the following company(ies) for subscription of Annual Return e-Reminder Service. Please confirm your subscription.

100

CR Number	Company Name	Start Date	Registered Email Address in e-Registry	Action
6460478	SEPTEMBER 23 (NC1G-1E) PRIVATE COMPANY LIMITED	27-Aug-2012	ICRISTEST@GMAIL.COM	<input type="button" value="Remove"/>
6460499	JUNE 17 (NC1-2C) COMPANY LIMITED 六月十七日(中文標準樣本二)有限公司	27-Aug-2012	ICRISTEST@GMAIL.COM	<input type="button" value="Remove"/>
6460878	MAY 21 (NC1-2E) COMPANY LIMITED	27-Aug-2012	ICRISTEST@GMAIL.COM	<input type="button" value="Remove"/>
6460979	JUNE 27 (NC1-2C) COMPANY LIMITED 六月廿七日(中文標準樣本二)有限公司	27-Aug-2012	ICRISTEST@GMAIL.COM	<input type="button" value="Remove"/>

Results 1 - 4 of 4.

Back Confirm subscription(s)

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## Annual Return e-Reminder



[Main Page](#) > Annual Return e-Reminder

### Subscription of Annual Return e-Reminder Service

#### Confirmation

You have subscribed Annual Return e-Reminder Service for the following company(ies). Email notifications will be sent to you on the anniversary date(s) of incorporation of the company(ies).

100			
CR Number	Company Name	Result	Description
6460478	SEPTEMBER 13 (NC1G-1E) PRIVATE COMPANY LIMITED	Subscribed	-
6460499	JUNE 17 (NC1-2C) COMPANY LIMITED 六月十七日(中文標準樣本二)有限公司	Subscribed	-
6460878	MAY 21 (NC1-2E) COMPANY LIMITED	Subscribed	-
6460979	JUNE 27 (NC1-2C) COMPANY LIMITED 六月廿七日(中文標準樣本二)有限公司	Subscribed	-

Results 1 - 4 of 4.

[Return to Main Page](#)



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## Registration & Appointment of Registered Agents



- Voluntary administrative arrangement to facilitate electronic filing of forms/documents
- Not applicable to e-submission of incorporation applications
- Registered agents can be Company or Individual Users of e-Registry
- List of Registered Agents available for public inspection



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## Registration & Appointment of Registered Agents

The screenshot displays the Companies Registry e-Registry portal. The left sidebar contains a navigation menu with items like 'Main Page', 'Message Box', 'User Account Maintenance', 'Deposit Services', 'Registered Agent (RA)', 'Company Code', 'e-Submission Services', 'Third Party Software Interface (TPSI)', 'e-Monitor', 'Annual Return e-Reminder', 'e-Services User Guides', and 'Helpdesk'. The 'Registered Agent (RA)' section is highlighted with a red dashed box. The main content area shows a banner for the e-Registry, followed by a 'Welcome' message to JOPHIELUI, a 'Search Company Information' button, a 'Download e-Form Filler' button, and a 'List of Registered Agents' button. Below these, there is a 'What's New' section and a '30-July-2012 Launch of e-Form AR1 and e-Reminder Service' announcement. The bottom of the page features the Companies Registry logo and the text '公司註冊處 COMPANIES REGISTRY'.

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## E-Monitor

- e-Monitor (Self-Monitor) – by Company Users
- e-Monitor (Other Companies) – by any Individual / Company Users
- Payable service :  
\$35 per year per company

The advertisement for the E-Monitor service features a yellow background with the title '監察易 e-MONITOR' in large, bold, black and red characters. Below the title, it says '協助你關注公眾登記冊上公司資料的更新' and 'Helps you keep an eye on updating of company information on the public register'. There are two buttons: '監察易 (自行監察) e-Monitor (Self-Monitor)' and '監察易 (其他公司) e-Monitor (Other Companies)'. At the bottom, there is a magnifying glass icon over a document, with the text '詳情請查詢 For details, please visit' and the Companies Registry logo. The bottom right corner includes the text '查詢 Enquiry : (852) 8201 8273'.

## E-Monitor

**Main Page**

**Message Box**

☐ User Account Maintenance

☐ Deposit Services

☐ Registered Agent (RA)

☐ Company Code

☐ e-Submission Services

☐ Third Party Software Interface (TPSI)

☒ **e-Monitor**

☒ Self-Monitor  
☐ Other Companies

☐ e-Services User Guides

註冊易  
e-REGISTRY

公司註冊 更快更易  
Delivers efficiency for companies

Main Page > e-Monitor > e-Monitor (Self-Monitor)

### e-Monitor (Self-Monitor)

You may subscribe to e-Monitor (Self-Monitor) at a non-refundable annual subscription fee of \$35 to monitor your own company and receive email notifications when documents are filed in the public record of your company with the Companies Registry.

☒ Subscription of e-Monitor (Self-Monitor)

Continue

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## E-Monitor

**Main Page**

**Message Box**

☐ User Account Maintenance

☐ Deposit Services

☐ Registered Agent (RA)

☐ Company Code

☐ e-Submission Services

☐ Third Party Software Interface (TPSI)

☒ **e-Monitor**

☐ Self-Monitor  
☒ **Other Companies**

☐ e-Services User Guides

☐ Helpdesk

註冊易  
e-REGISTRY

公司註冊 更快更易  
Delivers efficiency for companies

Main Page > e-Monitor > e-Monitor (Other Companies)

### Subscription of e-Monitor (Other Companies)

**Search Company to Monitor by**

☒ CR Number:

☐ Search Mode: Exact Name Search English

Company Name:

Left Partial Search: User can enter any number of initial characters of the company name. Please do not input the full company name i.e. ending terms like "Company", "Company Limited", "Limited", "有限公司", "公司", etc. should be excluded.

Clear Search

Name Type: 1-Corporate name; 2-Other name; 3-Approved name for carrying on business in H.K.

CR Number	Company Name	Name Type (for non-Hong Kong Company)	Name Status	Company Active Status	Action
6480478	MAY 21 (INC1-2E) COMPANY LIMITED	-	Current		Select

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## E-Monitor

**Main Page**

**Message Box**

- User Account Maintenance
- Deposit Services
- Registered Agent (RA) [Main Page](#) > e-Monitor > e-Monitor (Self-Monitor)
- Company Code
- e-Submission Services
- Third Party Software Interface (TPSI)
- e-Monitor
  - ▶ Self-Monitor
  - ▶ Other Companies
- e-Services User Guides



### e-Monitor (Self-Monitor)

Please select one of the following:

- ☒ Modification of Additional Email Address
- ☐ Unsubscription of e-Monitor (Self-Monitor)
- ☐ Renewal of e-Monitor (Self-Monitor)

Continue



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## References


- CR External Circulars No. 2/2011, 6/2011, 1/2012, 2/2012 and 6/2012 (available at [www.cr.gov.hk](http://www.cr.gov.hk))
- Frequently-asked-questions
- Step-by-step demonstrations
- 24-hour Helpdesk enquiry services



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# Thank You!

