



# Electronic Incorporation & Electronic Filing

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11 December 2012



## Company Incorporation

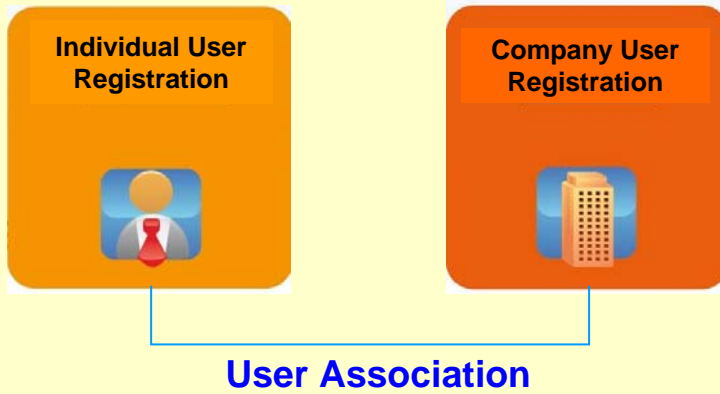
### Documents and Fees

- 📄 Incorporation Form (Form NC1 / Form NC1G)
- 📄 Copy of Memorandum and Articles of Association (M&A)
- 📄 Form IRBR1 - One-stop company incorporation and business registration service with Inland Revenue Department (IRD)
- \$ Incorporation Fee + Levy
- \$ Business Registration Fee (waived for 2012-2013)
- ~~\$ Capital Fee (abolished since 1 June 2012)~~



[www.eregistry.gov.hk](http://www.eregistry.gov.hk)

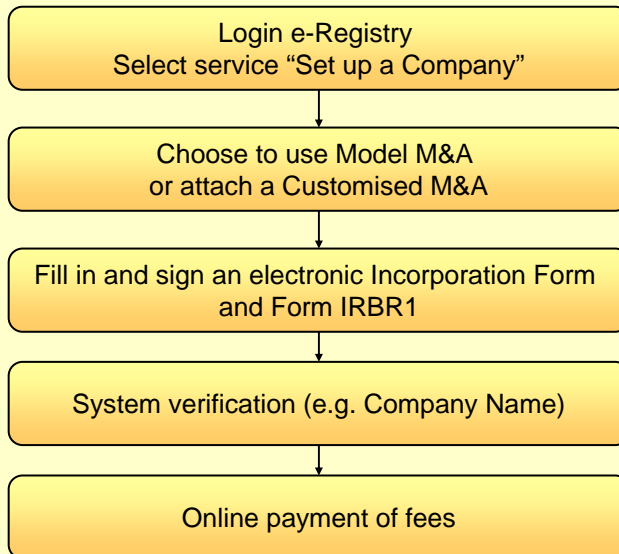
### User Registration



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### E-Incorporation (1)



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## E-Incorporation (2)

Issue of e-Certificate of Incorporation and  
e-Business Registration Certificate

**Electronic certificates and Paper certificates**



**SAME LEGAL EFFECT**



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## E-Incorporation (3)

- 👍 Incorporate a company anytime, anywhere
- 👍 Simple and user-friendly interactive interfaces, messages and instructions
- 👍 Enhance accuracy of data through on-line validations
- 👍 On-line company name checking
- 👍 Easy payment : deposit account, credit cards
- 👍 Fast : Certificates can be downloaded within an hour

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## Statistics Highlights

### Increasing use of e-Incorporation service

- March 2011 (7%)
- March 2012 (16%)
- October 2012 (over 20%)

### Highest single day records

- 1 April 2012 (Sunday) – 910 e-incorporations

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## E-Filing of documents

### 12 commonly filed specified forms

- 📄 Change of company name – Form **NC2**  
(Certificate of Change of Name issued within an hour)
- 📄 Reporting changes of company information -
  - *Directors/Reserve Directors/Company Secretaries and their particulars* - Forms **D2A, D2B, D4, D5, D6, D7 & D8**
  - *Share Capital* - Forms **SC1 & SC4**
  - *Registered Office Address* - Form **R1**
- 📄 Annual Return – Form **AR1** (for private companies having a share capital)

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## One-stop Notification of Change of Name and Business Address



CR will inform IRD of companies' changes of names and of business addresses (if same as registered office address and user selects the option to notify IRD in electronic Form R1)




IRD issues updated Business Registration Certificates to companies after receiving CR's information

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## Annual Return e-Reminder



-  Free of charge
-  Receive electronic notifications on the anniversary dates of incorporation of private companies having a share capital
-  Access to electronic submission of Annual Return (Form AR1)

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## Other Special Features



### Do a similar transaction

*Incorporate two companies with same founder members, directors and company secretaries without the need to re-enter the information*



### Bulk submission

*Offline completion of e-forms and upload in bulk (up to 10 files for each upload)*



### Report Changes of Same Particulars for Multiple Companies

*Up to 10 companies in one go*

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[www.cr.gov.hk](http://www.cr.gov.hk)

**Thank You!**

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