

An Update on Electronic Services @ e-Registry

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Online Submission - Local Companies

- Set Up a Company**
 - Company Limited by Shares (Form NNC1)
 - Company Not Limited by Shares (Form NNC1G)
- Report Changes of Company Particulars**
 - Company Name**
 - Change of Company Name (Form NNC2)
 - Company Secretary / Director / Reserve Director**
 - Appointment / Cessation of Company Secretary and Director (Form ND2A)
 - Particulars of Company Secretary and Director (Form ND2B) - for single company only
 - Particulars of Company Secretary and Director (Form ND2B) - for up to 10 companies
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 - Address of Registered Office (Form NR1) - for single company only
 - Address of Registered Office (Form NR1) - for up to 10 companies
- Share Capital**
 - Allotments of Shares (Form NSC1)
- Annual Return**
 - Annual Return (Form NAR1) - Private Company



Electronic Incorporation & Submission of Specified Forms (1)

- Company incorporation and business registration
 - **3** Forms : NNC1, NNC1G, NNC3
 - **4** Sample Articles of Association
 - Private companies (2), Public companies and Guarantee companies



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Electronic Incorporation and Submission of Specified Forms (2)

- **10** commonly filed specified forms
 - (a) Reporting changes of company information -
 - *Company Name* : NNC2
 - *Directors/Company Secretaries and their particulars* : ND2A, ND2B, ND4, ND5, ND7 & ND8
 - *Share Capital* : NSC1
 - *Registered Office Address* : NR1 (with an optional one-stop notification of change of business address service)



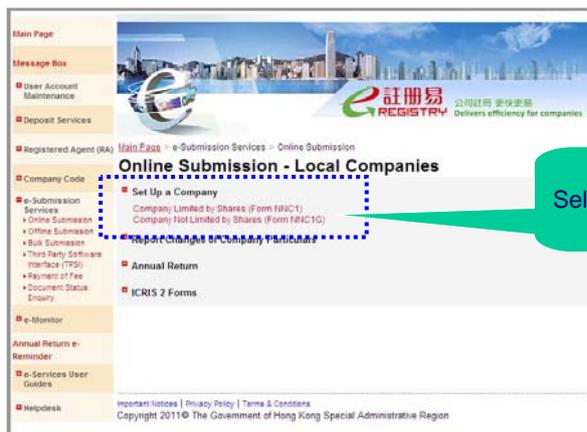
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Electronic Incorporation and Submission of Specified Forms (3)

- **10** commonly filed specified forms
 - (b) Annual Return –
 - NAR1 (for private companies having a share capital)
- individually or in bulk
- via Third Party Software Interface

e-Incorporation (1)



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Online Submission - Local Companies

- Set Up a Company**
 - Company Limited by Shares (Form NIIC1)
 - Company Not Limited by Shares (Form NIIC1G)
- Annual Return
- ICRIS 2 Forms

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e-Incorporation (2)

Guided Wizard

Step 1
Select Filling Language

Step 2
Select Company Type

Step 3
Select AA

Step 4
Input Co Particulars etc.

Step 5
Complete & submit

Form NNC1 - Incorporation Form (Company Limited by Shares)

Welcome to use our e-Incorporation service. The e-Incorporation 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.
- Step 2. Select Company Type** – Please select the type of the company for incorporation.
- Step 3. Select Articles of Association (AA)** – You may either select and submit the sample AA provided by the Companies Registry, or attach your own customized AA (in Adobe Portable Document Format (PDF)).
- Step 4. Input Company Particulars and Generate Incorporation Form** – The particulars inputted will be automatically filled in the electronic Incorporation Form (e-form) generated.
- Step 5. Complete, Sign, Submit and Pay** – Complete the Notice to Business Registration Office attached to the e-form. Sign and submit the e-form with the AA and appropriate fee online. You may save the e-form for later use and pay the fees afterwards.

Select Filling Language

English

Chinese (Traditional)

Back Continue



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e-Incorporation (3)

Filing of Form NNC1

The articles of association (AA) should be signed by each founder member. If you adopt the sample AA provided at the e-Registry, please ensure that each founder member has read the contents of the selected sample. After the signed information has been provided in the selected sample AA, please remember to sign and print the AA for signing by each founder member. The signed copy should be kept by the company.

The copy sample AA submitted for registration is not required to be a signed copy.

If you submit a customized AA, it must have included the mandatory clauses. Please refer to sections 4(1), 5(4) and 6(1) of the Companies Ordinance.

Select Type of Company

Private Public

Select AA

Model Articles

Customized AA prepared in English

Customized AA prepared in Chinese

AA

Sample AA

Sample A (Short Form)

Note

Companies may only professional advice the Articles of Ass

Explanatory Notes to Sample A

ARTICLES OF ASSOCIATION FOR PRIVATE COMPANY LIMITED BY SHARES

Sample A is a prepared on the possible under the small, owner-managed, not registered, not required to be signed by the members of the company.

Phvisions on the by shares present included in Sample

Companies may only professional advice the Articles of Ass

THE COMPANIES ORDINANCE (CHAPTER 622)

Private Company Limited by Shares

ARTICLES OF ASSOCIATION OF

[ENGLISH COMPANY NAME]

[CHINESE COMPANY NAME]

Company Name

The name of the company is

[ENGLISH COMPANY NAME]

[CHINESE COMPANY NAME]

Members' Liabilities

The liability of the members is limited.

Liabilities of Contributors of Members

The liability of the members is limited to any amount unpaid on the shares held by the members.

Share Capital and Initial Shareholdings (see the company's Memorandum)

The total number of shares that the company proposes to issue [10,000]

The total amount of share capital to be subscribed by the company's founder members [HK\$10,000]

(i) The amount to be paid up or to be registered as paid up [HK\$10,000]



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e-Incorporation (4)

Input Company Particulars

Proposed English Company Name: Health Life Development Limited

Proposed Chinese Company Name: 康樂發展有限公司

Proposed Address of the Company's Registered Office in Hong Kong: 1/F, Queensway Building, 32 Queensway, Hong Kong

Company's Email Address: ipfdere21@gmail.com

Class of Shares (e.g. Ordinary/ Preference etc.)	Total Number of Shares Proposed to be Issued	Currency	Total Amount of Share Capital to be Subscribed by Founder Members (A)	Total Amount to be Paid Up or to be Reported as Paid Up on the Shares Proposed to be Issued (B)	Total Amount to Remain Unpaid or to be Reported as Unpaid on the Shares Proposed to be Issued (A - (B))
Ordinary	100	HKD	100	100	0
Total	100	HKD	100	100	0

New Guided Wizard



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e-Incorporation (5)

Input Founder Member and Officer Information

Foundee Member / Officer Role: Founder Member

Name in Chinese: 黃耀輝

Address: 22/F, Lucky House Variation, 222 Nathan Road, Hong Kong

Class of Shares (e.g. Ordinary/ Preference etc.)	Total Number of Shares Proposed to be Issued	Currency	Total amount
Ordinary	10	HKD	10
Total	10	HKD	10

New e-NNC1 /e-NNC1G

Input of particulars of the same person holding various capacities in one screen

Click to copy address from founder member's field



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e-Incorporation (6)

Guided Wizard

- Step 1 Select Filing Language
- Step 2 Select Company Type
- Step 3 Select AA
- Step 4 Input Co Particulars etc.
- Step 5 Complete & submit**

Input Founder Member and Officer Information

Founder Member / Officer Type Capacity

Natural Person Founder Member Director

Body Corporate Director

Is the body corporate registered in Hong Kong? Yes No

Company No.

Company Name

Address

Country/Region

Email Address

The director will sign the Consent to Act as Director in the e-Form

Founder Member(s) / Officer(s) input from the above	Action
Director-Chen, Hong Yin 陳頌賢	Delete
Secretary-Chen, Hong Yin 陳頌賢	Edit
Founder Member-Angela	Delete
Director-Angela	Edit

Buttons: Add, Delete, Edit, Cancel, Back, Continue

System automatically retrieves company name of corporate officer

User can add, delete or edit the records of officer

e-Incorporation (7)

Guided Wizard

- Step 1 Select Filing Language
- Step 2 Select Company Type
- Step 3 Select AA
- Step 4 Input Co Particulars etc.
- Step 5 Complete & submit**

The e-form will be generated. After the e-form has been generated, please

- check and ensure the information on the e-form is correct;
- arrange for the director to sign the Consent to Act as Director if you have indicated that the director will sign the Consent on the e-form;
- click to select the year option for Business Registration Certificate; and
- arrange for a founder member to sign the e-form

Buttons: Cancel, Back, Generate e-Form

Press to generate the e-Form for review and completion

e-Incorporation (8)

The screenshot shows the 'Incorporation Form (Company Limited by Shares)' (Form NNC1) on the left and the 'Notice to Business Registration Office' on the right. The form includes fields for Proposed English and Chinese Company Names, Type of Company, Proposed Address, and Email Address. The notice on the right contains instructions in both Chinese and English regarding the submission process and the requirement for a business registration certificate.

CR 公司註冊處 COMPANIES REGISTRY

註冊局 REGISTRY

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e-Incorporation (9)

The screenshot illustrates the final steps of the e-Incorporation process. A text box states: "Founder member signs the e-form by e-Cert or PIN and save the vxf file for record". The main window shows the 'Submission Result' page with the following details:

Submission Time	09-Dec-2013 12:42 GMT+0800
Submission Result	成功 (Success)
Preliminary Check Result	Passed
Intended Company Name	Health Life Development Limited / 康活發展有限公司

Below the submission result is a 'Digital Order' section showing the payment details:

Item	Amount
Business Registration Fee	1,000.00
Company Registration Fee	1,000.00
Company Stamp Fee	100.00
Company Registration Fee for incorporation documents	1,000.00
Total	4,000.00

A 'Receipt' section is also visible, showing the payment details and the amount paid. A red circle highlights the 'Successful Submission' button in the receipt area.

CR 公司註冊處 COMPANIES REGISTRY

註冊局 REGISTRY

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e-Incorporation (10)

Electronic notification for downloading the electronic certificates of incorporation and business registration, information pamphlets etc.



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e-Submission of Annual Returns (1)



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e-Submission of Annual Returns (2)

Guided Wizard

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

Form NAR1 – Annual Return

Welcome to use our e-Submission service for filing annual return (Form NAR1). The process involves the following steps:

- Step 1. Select Filling language** – Please select either Chinese **OR** English as the language for filling in the form. Full stroke-traditional characters should be used for information in Chinese.
- Select Company** – Select the related company.
- Step 2. Input Year of Annual Return** – Input year of the annual return to be submitted.
- Step 3. Review Company Particulars** – Review information of the company registered with the Companies Registry as at the anniversary of date of incorporation.
- Step 4. Generate e-Form** – You can then generate the e-form, fill in required particulars, modify the pre-filled records (if necessary), sign and submit online. You may also save the generated e-form to fill in offline and submit later.

Select Filling Language

English
 Chinese (Traditional)

Select Company

Company No. : Search

Please select the company

Company No.	English Company Name	Chinese Company Name
6666668	THE KOWLOON MOTOR MAN COMPANY LIMITED	九龍摩打人有限公司
7777778	GOOD & UP LIMITED	好氣有限公司
8888889	EIGHT & NINE LIMITED	八八九有限公司

Results 1 - 3 of 3

CR 公司註冊處 COMPANIES REGISTRY

註冊易 REGISTRY 公司註冊 更快更易 Delivers efficiency for companies

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Select filling language and company

Enter the Year of annual return

For relodgement cases

e-Submission of Annual Returns (3)

Guided Wizard

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

Filling of Form NAR1

Input Year of Annual Return

Company No. : 7777778
 Company Name : 好氣有限公司
 GOOD & UP LIMITED

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

If this return is for relodgement of an electronic Form NAR1 returned to you, please input the document ref. no. of the returned electronic Form NAR1 in the box below. Otherwise, you should leave the box blank.

Document Ref. No.

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註冊易 REGISTRY 公司註冊 更快更易 Delivers efficiency for companies

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e-Submission of Annual Returns (4)

Review and Input Company Particulars

Company No.: 3459773
 Company Name: 六月廿四日有限公司
 The information in this return is made up to: 29/11/2011 (DDMMYYYY)

Registered Office: [Address]
 Share Capital: [Amount]
 Details of Members: [List]
 Secretary: [Name]
 Directors: [List]
 Reserve Director: [Name]
 Others: [List]

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

Review Company Particulars

Company No.: 277778
 Company Name: GOOD & UP LIMITED
 Date to which this Return is Made Up to: 04/12/2014 (DDMMYYYY)

(A) Directors to be reported in the Annual Return

Director (Natural Person):
 NG CHEUK SAU, H999999D
 YONG, BOI, A/B/E 10
 YAN, SHAN FRAG, D589348I, FP153790

Director (Body Corporate):
 EXCELLENT RAPTOR LIMITED, 888888

(B) Company Secretaries to be reported in the Annual Return

Company Secretary (Natural Person):
 SHU, SHU, H932099
 CHU, CHU, K4892988

Company Secretary (Body Corporate):
 3G PLAY LIMITED, 888888

New e-NAR1

Current e-AR1



e-Submission of Annual Returns (5)

Review Company Particulars

Company No.: 777778
 Company Name: GOOD & UP LIMITED
 Date to which this Return is Made Up to: 04/12/2014 (DDMMYYYY)

(A) Directors to be reported in the Annual Return

Director (Natural Person):
 NG CHEUK SAU, H999999D
 YONG, BOI, A/B/E 10
 YAN, SHAN FRAG, D589348I, FP153790

Director (Body Corporate):
 EXCELLENT RAPTOR LIMITED, 888888

(B) Company Secretaries to be reported in the Annual Return

Company Secretary (Natural Person):
 SHU, SHU, H932099
 CHU, CHU, K4892988

Company Secretary (Body Corporate):
 3G PLAY LIMITED, 888888

Add record of director(s)

Delete record of director(s)

Additional page will be generated for inputting details of additional director if indicated in the wizard



e-Submission of Annual Returns (6)

(C) Information of Share Capital and Members to be reported in the Annual Return

Class of Shares	Currency	Number of Members
Ordinary - 普通股	HKD - Hong Kong Dollar - 港元	<input checked="" type="radio"/> Particulars of the following number of members will be entered in the e-form (including those transferred out all shares during this reporting period) <input type="radio"/> A PDF containing particulars of the members will be attached to the e-form
		5

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

User can input shareholder details in e-Form NAR1 or attach the details in PDF

Press to generate the e-Form for review and completion



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e-Submission of Annual Returns (7)

Annual Return Form NAR1

1. 公司名稱 Company Name: GOOD & LUCK LIMITED 好運有限公司

2. 商業名稱(如有) Business Name (if any):

3. 公司類別 Type of Company: 私人公司 Private Company

4. 本申報表的截止日期 Date to which this Return is Made Up: 30/12/2016

5. 請填妥本申報表的財政年度及會計期間 Period Covered by Financial Statements Submitted with this Form

6. 註冊辦事處 Address of Registered Office

e-Form NAR1 with confirmed basic information will be generated for user's review and updating



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e-Submission of Annual Returns (8)

The screenshot shows the 'NAR1' form for a non-listed company. The 'Company Secretary' section includes fields for name, address, and contact information. The 'Registered Office' section includes fields for address, telephone, and fax. A green starburst graphic labeled 'New e-NA' points to the 'Company Secretary' section.

If correspondence address of company secretary (natural person) has not been reported at the time of snapshot generation, the company's registered office address will be prefilled by the system



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e-Submission of Annual Returns (9)

The screenshot shows the 'NAR1' form for a non-listed company, specifically the 'Particulars of Members of a Non-listed Company' section. It features a table with columns for Name, Address, Current Holding, and Remarks. A green starburst graphic labeled 'New e-NAR1' points to the table.

Name	Address	Current Holding	Remarks

If the class of shares input in wizard matches with e-AR1 or e-NAR1 registered in previous year, shareholder details will be prefilled for user's review and updating



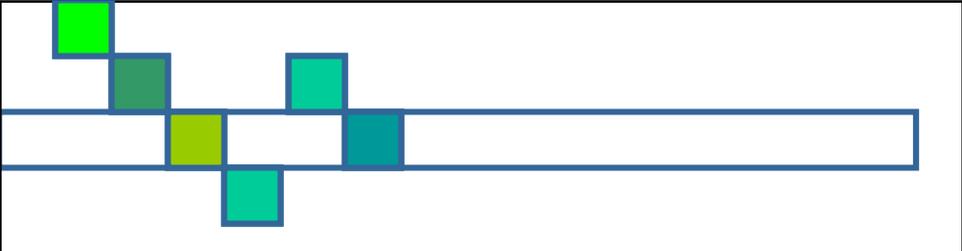
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References

- Frequently-asked-questions
- Step-by-step demonstrations
- 24-hour Helpdesk enquiry services
 - Telephone: 8201 8273
 - Email: cr.helpdesk@pccw.com



Thank You!

