



COMPANIES REGISTRY

Third Party Software Interface Specification

(Part 2 – Versitech e-Form Data)

of

Integrated Companies Registry Information System

Version 1.5

Mar 2014

Amendment History

Date	Version	Description
Sep 2010	1.0	First release.
Apr 2011	1.1	Revised.
Jan 2012	1.2	Revise with changes due to the launch of e-forms D2A, D2B, D4 and R1
Apr 2012	1.3	Revise with changes due to the launch of e-forms D5D6, D7, D8, SC1 and SC4
Jun 2012	1.4	Revise the section “Re-submission”
Mar 2014	1.5	Replace “Custom M&A” by “Customized AA”

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1. INTRODUCTION

The Third Party Software Interface (“TPSI”) Specification for the Integrated Companies Registry Information System (“ICRIS”) for the Companies Registry (“CR”) outlines the processes and procedures for TPSI Users to generate specified forms of the CR in electronic format (“e-Forms”) by third party software and then submit the completed e-Forms to the CR via the TPSI function of the CR’s ICRIS portal (“e-Registry”). The TPSI Specification also details the data specifications of individual e-Forms of the CR.

The TPSI Specification consists of three parts, namely

- **Part 1 - Overview,**
- **Part 2 - Versitech e-Form Data, and**
- **Part 3 - ICRIS XML Data.**

Part 2 (this document) provides a detailed account of the data requirements for e-Forms that TPSI Users generated using the Versitech e-Form Processor.

For details on **Part 1** and **Part 3** of the TPSI Specification, please refer to **ICRIS Third Party Software Interface Specification (Part 1 - Overview)** and **ICRIS Third Party Software Interface Specification (Part 3 - ICRIS XML Data)** respectively.

2. DATA SPECIFICATION

The data specification for each e-Form is provided in an Excel spreadsheet format as referred in the **Appendix** at the end of this document. Each specification spreadsheet contains the following columns of details:

Item No.	Reference Number for internal use.
Field Label	The text appearing on the e-Form when it is opened with the Versitech e-Form Filler.
Field Name	The ID used for setting or getting values through the EformWrapper Java class.
Mandatory	This column indicates if the field is mandatory to fill in. Y = Mandatory; D = Dependence; N = optional Where a data field is assigned with “N/A” as value, this indicator is not applicable.
Max. Length	The maximum length of the field. When the filled data exceeds this length, ICRIS will reject the e-Form. Where a data field is assigned with “NA” as value, this requirement is not applicable.
Required in XML Data File	Specifies the data field requirement for the preparation of the XML data file which can be uploaded through TPSI upload XML data file function.
Data Type (XML Data)	The corresponding data type if using ICRIS XML Data File submission.
Required in API	Specifies the data field requirement for the preparation of e-form using Versitech e-form API.
Data Type (e-Form Filler)	The type of data displayed on the Versitech e-Form Filler. This serves as a reference for developers to be aware of how the input data is displayed.
Input Method (e-Form Filler)	*Input method used in e-Form Filler.
Read Only (Y/N) (e-Form Filler)	This column indicates if the field should be editable by e-Form Filler. Y = not editable, the field is for read-only access N = editable
Data Masking (e-Form Filler)	Specifies how the data would be masked in e-Form Filler.

Field Format (e-Form Filler)	Specifies the format of the data field in e-Form Filler.
Field Description	A description of the data field
Validation/ Logic	This column lists out rules on the data element which the input data must comply with. If any of the specified rules is not followed, ICRIS will reject the e-Form.

*The following describe the meaning of EACH possible Input Methods used in e-Form Filler:

	Input Methods used in e-Form Filler	Meaning
1.	Auto Fill	Pre-filled by e-Form Filler
2.	Auto Fill after submission	Pre-filled by e-Form Filler after e-Form submission
3.	Auto Fill, can further Manual Input	Pre-filled by e-Form Filler, but users can further overwrite
4.	Hidden	The data field is not displayed in the e-Form
5.	Manual Import	The data field requires user attached Customized AA pdf file
6.	Manual Input	The data field requires user manual input
7.	Manual Select	The data fields requires user manual select from the drop down list
8.	N/A	The data field does not require input method

Please refer to **Appendix B** for the e-form templates.

3. E-FORM SUBMISSION

Submission of e-Forms to the CR can be in two different modes:

- **First submission** refers to the first time submission of an e-Form that is a newly generated copy to the CR.
- **Re-submission** refers to the second (or more) time submission of an e-Form that is previously returned from the CR to the TPSI User for clarification or amendment.

3.1 FIRST SUBMISSION

For first submission of an e-Form, all data input fields on the e-Form except the three listed below are required to be filled in by the TPSI User according to the data specification:

- 1) Case Number
- 2) Barcode Number on the main e-Form
- 3) Barcode Number for each attachment file

The Case Number is a distinct reference code for the e-Form submission process, and can be used by the TPSI User to track the status of the process through the online e-Monitor functions of e-Registry. Moreover, an individual e-Form and each of its attachment files submitted will be associated with a unique barcode number, which is similar to that for paper submission.

On first submission of an e-Form, all the Case Number and Barcode Numbers will be automatically assigned by ICRIS to the e-Form and its attachments, if any. The TPSI User should therefore leave the data fields of Case Number and Barcode Number blank on first submission of an e-Form, otherwise the submission will then be rejected by ICRIS. A notification message will be sent to the TPSI User on the status of submission, for both success and failure cases.

3.2 RE-SUBMISSION

Resubmission of an e-Form with its original / revised attachments by a TPSI User is required when the e-Form is found not acceptable for filing upon the first submission. The Companies Registry will return the e-Form concerned to the TPSI User through e-Registry. The TPSI User has to amend or clarify the data entered in the e-Form before resubmission. The TPSI User can either:

- directly amend the data in the e-Form online via e-Registry; or
- download the e-Form to amend the data offline using the e-Form Filler before resubmission through e-Registry together with its original or revised attachments.

Resubmission of revised TPSI generated e-Form can only be made by online or offline submission modes respectively through “e-Submission Services > Document Status Enquiry” and “e-Submission Services > Offline Submission” functions at the e-Registry. However, if alteration to TPSI e-Form data is not allowed when using e-Form Filler, you have to rectify the source data and regenerate the e-Form for submission.

APPENDIX A - DATA SPECIFICATIONS

Please refer to the e-Registry website (www.eregistry.gov.hk) for the list of data specifications, under the section “Home > Download”.

APPENDIX B – E-FORM TEMPLATES

Please refer to the e-Registry website (www.eregistry.gov.hk) for the list of e-form templates, under the section “Home > Download”.

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