



## User Registration @ e-Registry



### 1. What is e-Registry ?

**e-Registry** is a 24-hour portal developed by the Companies Registry to facilitate delivery of applications for incorporation of local companies or registration of non-Hong Kong companies, specified forms and related documents required under the Companies Ordinance (Cap. 622) and the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32) in electronic form to the Registrar of Companies for registration.

### 2. How to access the e-Registry ?

Customers can access the e-Registry at [www.eregistry.gov.hk](http://www.eregistry.gov.hk) round the clock.

### 3. Is user registration required? Is there any user registration fee ?

Customers have to register for a user account before using the e-Registry services. User registration is free of charge.

### 4. Who can register as an e-Registry user ?

#### ▪ Individual User Account

Any person who wishes to use the e-Registry services can register for an individual user account. A director/company secretary/authorized representative /manager/authorized person of a company who is a natural person and is authorised to sign documents electronically on behalf of the company must register as an Individual User.

#### ▪ Company User Account

A local or a registered non-Hong Kong company registered with the Companies Registry under the Companies Ordinance, and any unincorporated business registered with the Inland Revenue Department under the Business Registration Ordinance (Cap. 310) can register as a Company User.

### 5. Where can I apply for user registration ?

Online user registration service is available at the e-Registry. Details of the user registration process are illustrated at **Annex**.

### 6. Is identification document required? How to submit the identification document ?

#### ▪ Individual User Account

- attach a digital certificate; or
- attach a certified true copy of the identification document (e.g. Hong Kong Identity Card or overseas passport); or
- present the original identification document in person at the Public Search Centre of the Companies Registry on the 13th floor, Queensway Government Offices, 66 Queensway, Hong Kong.

#### ▪ Company User Account

- For companies registered with the Companies Registry, input the company number and the company code.

Company code is a system-generated code which is used as an additional identifier for a company in addition to its company number. A company registered electronically at the e-Registry will automatically be assigned with a company code. Other registered companies may apply for a company code through their directors / company secretaries /authorized persons who have registered as Individual Users of the e-Registry.

- For unincorporated businesses registered with the Inland Revenue Department under the Business Registration Ordinance such as firms or partnerships, attach a copy of the valid business registration certificate.

**User Registration Process**

**7. Which digital certificates are accepted ?**

- Hongkong Post e-Cert (Personal) certificate; or
- Personal ID-Cert issued by Digi-Sign Certification Services Limited.

**8. Who can certify the copy of identification document ?**

- A notary public practising in Hong Kong;
- A solicitor practising in Hong Kong;
- A certified public accountant (practising) within the meaning of section 2 of the Professional Accountants Ordinance (Cap. 50);
- An officer of the court in Hong Kong who is authorised by law to certify documents for any judicial or other legal purpose;
- A professional company secretary practising in Hong Kong; or
- A consular officer of user’s home country, in the case of a non-Hong Kong resident.

**9. Where can I ask for further information ?**

Customers can contact the 24-hour Help Desk Support Service Team :

Email : cr.helpdesk@pccw.com  
 Telephone : (852) 8201 8273  
 Fax : (852) 8300 1004

**Note :**

For information on the hardware and software requirements and other details of the user registration process, please refer to the information sheet on “Equipment Specifications for Using Services of the e-Registry” and the “Frequently Asked Questions” at [www.cr.gov.hk](http://www.cr.gov.hk) or [www.eregistry.gov.hk](http://www.eregistry.gov.hk).

