



## Electronic Company Incorporation

### Important

This pamphlet is intended to provide a general guide. It should be read in conjunction with the provisions of the Companies Ordinance (Chapter 622 of the Laws of Hong Kong) and should not be regarded as a substitute for reading it. You can purchase a hard copy of the Companies Ordinance from the Online Government Bookstore ([www.bookstore.gov.hk](http://www.bookstore.gov.hk)) or call the Publications Sales Section of the Information Services Department at (852) 2537 1910. You can also read the full text of the Companies Ordinance at [www.elegislation.gov.hk](http://www.elegislation.gov.hk). Companies are advised to seek independent professional advice as they see fit.

Address : 14th floor, Queensway Government Offices, 66 Queensway, Hong Kong.  
Website : [www.cr.gov.hk](http://www.cr.gov.hk)  
e-Registry: [www.eregistry.gov.hk](http://www.eregistry.gov.hk)  
Cyber Search Centre : [www.icris.cr.gov.hk](http://www.icris.cr.gov.hk)  
Company Search Mobile Service : [www.mobile-cr.gov.hk](http://www.mobile-cr.gov.hk)  
Email : [crenq@cr.gov.hk](mailto:crenq@cr.gov.hk)  
Enquiry Hotline (IVRS) : (852) 2234 9933

### 1. What is electronic company incorporation ?

Electronic company incorporation is a 24-hour online service provided by the Companies Registry to facilitate electronic submission of applications for company incorporation and business registration.

**Note:** Pursuant to section 5A of the Business Registration Ordinance, Chapter 310 of the Laws of Hong Kong, any person who applies for incorporation of a company under the Companies Ordinance is deemed to have made a simultaneous application for business registration. IRBR1 together with the appropriate business registration fee and levy must be delivered with the application documents. Otherwise, the application will be rejected.

### 2. How can I submit an application for company incorporation electronically ?

You can login our 24-hour electronic service portal “e-Registry” at [www.eregistry.gov.hk](http://www.eregistry.gov.hk). You can register as an Individual User or a Company User free of charge to enjoy the convenience of electronic services.

For details, please refer to the information pamphlet “*User Registration @ the e-Registry*”, answers to Frequently Asked Questions and step-by-step demonstrations at the e-Registry.

### 3. Are there any differences in the application documents delivered in electronic form and hard copy form for company incorporation ?

The application documents delivered in either electronic form or hard copy form are the same. The following documents with correct fees should be delivered:-

- Incorporation Form – **Form NNCl** (for company limited by shares) **or Form NNClG** (for company not limited by shares);
- A copy of the company’s articles of association; and
- A Notice to Business Registration Office (IRBR1)

For other requirements on incorporation of a local company, please refer to the information pamphlet “*Incorporation of a Local Limited Company*”.

For details on the requirements for delivery of documents in electronic form, please refer to the information pamphlet entitled “*Requirements for Documents Delivered in Electronic Form to the Registrar of Companies for Registration*”.

You can download the information pamphlets at [www.cr.gov.hk](http://www.cr.gov.hk); obtain hard copies at the Companies Registry or by fax through the 24-hour enquiry hotline (IVRS) (852) 2234 9933.

### 4. How can I submit the forms and Articles of Association at the e-Registry ?

After login the e-Registry, you can select from the [[e-Submission Services > Online Submission](#)] menu to form a company limited by shares or a company not limited by shares. You can input the required data in the electronic incorporation form and IRBR1 and complete the incorporation and business registration process through a guided wizard. The electronic forms can be completed online or downloaded for offline completion.

Sample articles of association for private companies limited by shares, public companies limited by shares and companies limited by guarantee are provided at the e-Registry. The mandatory information (e.g. company name, capital and initial shareholdings) provided in the electronic incorporation form will be automatically populated by the system into the mandatory provisions in the selected sample articles. You may also submit your own customised articles which should be in Adobe Portable Document format (PDF) and its file size should not exceed 3MB. **Please ensure that the mandatory provisions are included in the customised articles.**

### 5. How can I make online payment ?

You may make payments through your deposit accounts at the e-Registry, or by VISA / Master card or through PPS by Internet.

### 6. How can I get the Certificate of Incorporation and Business Registration Certificate ?

For company limited by shares, a Certificate of Incorporation and a Business Registration Certificate (the Certificates) in electronic form (PDF format) will normally be issued within 1 hour after submission of the documents at the e-Registry. Email notifications for download of the Certificates will be sent to the message box and registered email address of the registered user who submits the application.

**Certificates in electronic form or hard copy form (issued for application documents delivered in hard copy form) have the same legal effect.**

### 7. Where can I ask for further information ?

Please contact the 24-hour Help Desk Support Service Team :

Email : [cr.helpdesk@icris.cr.gov.hk](mailto:cr.helpdesk@icris.cr.gov.hk)  
Telephone : (852) 8201 8273  
Fax : (852) 8300 1004

You may also refer to the answers to Frequently Asked Questions and demonstrations on “*Electronic Company Incorporation and Business Registration*” at the e-Registry.