



Registration of Registered Agent Service @ e-Registry



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

1. What is Registration of Registered Agent service?

The Registration of Registered Agent service is provided to facilitate delivery of commonly filed specified forms, other than applications for incorporation of local companies and registration of non-Hong Kong companies, **in electronic form** at the e-Registry (www.eregistry.gov.hk) to the Registrar of Companies (“the Registrar”) for registration. This service is not applicable to delivery of documents in hard copy form to the Registrar for registration.

2. What is the role of a Registered Agent (“RA”)? Who can register as an RA?

An RA may deliver documents in electronic form to the Registrar on behalf of a company or a natural person who appointed the RA (“the Appointer”). The RA can be a company or a natural person who must have already registered as an RA at the e-Registry before it/he/she can act on behalf of the Appointer.

Registration as an RA should not be regarded as conferring a licence on the RA or as providing any recognition of any qualification of the RA for provision of trust or company service.

To access the Register of Trust or Company Service Provider Licensees, please visit the website of the Registry for Trust and Company Service Providers (www.tcsp.cr.gov.hk).

3. Who can appoint RA?

Company Users (except Business Registration Company Users) and Individual Users of the e-Registry may appoint RAs for the purpose of electronic filing at the e-Registry.

4. Must all e-Registry users appoint RA?

No. Appointment of RA to act on behalf of a Company User or any Individual User is an entirely voluntary and optional administrative arrangement between the Appointer and the RA. e-Registry users are only required to appoint RAs if they wish to have their documents delivered in electronic form at the e-Registry to the Registrar by the RAs on their behalf. **In no circumstances shall the Registrar be held liable for any disputes arising therefrom.**

5. Can a registered user of the e-Registry appoint more than one RA?

No. A user can appoint only one RA. If the user wishes to appoint another RA, the appointment of the current RA should be terminated first.

6. How can I register as an RA?

Before you register as an RA, you must be a Company User or Individual User of the e-Registry. You can login the e-Registry portal [[Registered Agent \(RA\) > RA Registration](#)] to register as an RA. After you have read and accepted the Terms and Conditions for registration as RA, the process of registration is completed. A message confirming your registration together with your Agent Number will be displayed for your record. The registration process is illustrated at [Annex](#).

7. How can I notify the Companies Registry of the appointment and/or cessation of appointment of an RA?

You can login the e-Registry portal and select the appropriate type of notification from [[Registered Agent \(RA\) > Appointment/Cessation of RA](#)] to report the appointment and/or cessation of appointment of your RA. The [Form E-RAG1](#) “Notification of Appointment or Cessation of Appointment of a Registered Agent” with prefilled information will be generated by the system for your signing and submission electronically. The detailed process is illustrated at [Annex](#).

Registration as and Appointment of Registered Agent (RA)

8. How can I report my cessation to act as the RA of a company or a natural person?

You can login the e-Registry portal and select [Registered Agent (RA) > Appointment/Cessation of RA] and select “Ceasing to act as a Registered Agent” to report your cessation as an RA of a company or a natural person. The [Form E-RAG2](#) “Notification of Ceasing to Act as Registered Agent” with prefilled information will be generated by the system for your signing and submission electronically

9. I am not a registered user of the e-Registry, can I appoint an RA by using a hard copy form?

Yes. Any natural persons who have not registered as Individual Users at the e-Registry can appoint or cease the appointment of their RAs by delivering a [Form RAG1](#) “Notification of Appointment or Cessation of Appointment of a Registered Agent” in hard copy form. Form RAG1 is available under the “Download” section of the e-Registry and the “Electronic Services > Electronic Services at the e-Registry” section of the Companies Registry’s website (www.cr.gov.hk).

10. Do I need to pay for the Registration of RA service?

No. Registration and deregistration of an RA and appointment or cessation of appointment of RA are free of charge. The RA is only required to pay the relevant fees for documents and applications delivered through the e-Registry.

11. Where can I ask for further information?

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

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

You may also refer to the Frequently Asked Questions and step-by-step demonstration on “[Registration of RA](#)” service at the e-Registry.

