



Annual Return e-Reminder 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 Annual Return e-Reminder Service ?

Annual Return e-Reminder Service (e-Reminder Service) is a simple and user-friendly service which is provided at the e-Registry (www.eregistry.gov.hk) free of charge.

Electronic notifications for delivering annual returns will be sent by the system to the message boxes and registered email addresses of users. Users can readily access the e-Registry through a hyperlink provided in the notifications for electronic submission of annual returns (e-Forms NAR1 or NN3).

You can refer to the step-by-step demonstration on “e-Reminder” and Frequently Asked Questions at the e-Registry.

2. Do I need to subscribe to the e-Reminder Service ?

Company Users

The following types of companies which have registered Company User accounts with the e-Registry will automatically receive electronic notifications for delivering annual returns :

- local private companies;
- local public companies or companies limited by guarantee of which the Companies Registry has records of their accounting reference periods; and
- registered non-Hong Kong companies.

Individual Users

Individual Users of the e-Registry who have established account association with relevant Company Users may subscribe to the e-Reminder Service free of charge to receive electronic notifications for delivery of annual returns of the companies.

You can login the e-Registry portal [[Annual Return e-Reminder > Subscription](#)] and select “Local Private Company / Registered Non-Hong Kong Company” or “Public Company / Company Limited by Guarantee” to complete the subscription process.

3. When will I receive the e-Reminder for delivering annual return of my company ?

For *local private companies and registered non-Hong Kong companies*, electronic notifications will be sent on the anniversaries of their dates of incorporation and dates of registration respectively.

For *local public companies and companies limited by guarantee*, you will receive the electronic notifications either :

- on the date specified by you (Specified Date) in your subscription; or
- if the Companies Registry has records of the companies’ accounting reference periods, on the dates to which the companies’ annual returns are made up which is 6 months (for public companies) or 9 months (for companies limited by guarantee) after the end of the accounting reference periods of the companies (whichever is appropriate).

4. How many companies can I subscribe for the e-Reminder Service ?

There is no restriction on the number of companies you wish to subscribe.

5. Can I change the date of receiving the e-Reminder for delivering annual return ?

You can only change your Specified Dates for receiving electronic notifications for local public companies and companies limited by guarantee by using the [[Annual Return e-Reminder > Change Specified Date](#)] function.

6. Where can I ask for further information ?

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

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