



## About e-Registry

Welcome to e-Registry.

The **e-Registry** is a 24-hour portal developed by the Companies Registry to facilitate electronic submission, anytime and anywhere, of applications for incorporation of local companies, applications for registration of non-Hong Kong companies, specified forms and related documents under the Companies Ordinance (Chapter 622 of the Laws of Hong Kong) and the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Chapter 32 of the Laws of Hong Kong) to the Registrar of Companies for registration.

To provide our customers with a convenient and integrated service, the e-Registry also serves as a one-stop platform for company and business registration whereby any online application for incorporation of a local company or application for registration of a non-Hong Kong company will be deemed to be an application for business registration simultaneously. Moreover, upon submission of a Notice of Change of Address of Registered Office (e-Form NR1), an optional electronic one-stop notification service is also available for a local company to report the change of registered office address also as a change of business address to the Inland Revenue Department.

Registered users can submit specified forms and related documents individually or in bulk through the e-Registry. Companies can also deliver amended documents for rectifying the typographical or clerical errors contained in documents already registered with the Companies Registry.

Documents which are neither specified forms nor required to be delivered together with the specified forms cannot be submitted through the e-Registry and should be delivered to the Companies Registry in hard copy form.

You can [click here](#) to view the requirements for documents delivered to the Registrar of Companies for registration in electronic form.

To facilitate electronic filing at the e-Registry, the following services are also provided:

- ✧ **Annual Return e-Reminder Service** - This service is 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 of the e-Registry. 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).

- ✧ **Third Party Software Interface (“TPSI”) Service** - Registered users can use the TPSI Service to submit their duly completed and signed electronic files of specified forms which are generated by third party software (i.e. software which is developed in-house or purchased from software vendor), in specified interface file formats with or without attachments, to the Companies Registry.
- ✧ **Registration of Registered Agent Service** - Company Users (except Business Registration Company Users) and Individual Users of the e-Registry may appoint their Registered Agents (“RA”) free of charge at the e-Registry for the purpose of delivering commonly filed specified forms (other than applications for incorporation of local companies and registration of non-Hong Kong companies) in electronic form. An RA can be a company or a natural person. An RA, who has registered at the e-Registry, must be authorised and appointed by his/her/its appointer before the RA can act on behalf of the appointer for the purpose of electronic filing at the e-Registry.

Note: **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.** For details regarding application for a trust or company service provider licence, please visit the website of the Registry for Trust and Company Service Providers ([www.tcsp.cr.gov.hk](http://www.tcsp.cr.gov.hk)).

You can also make use of our “**e-Monitor**” service to keep track of the filing records of a company. Company Users of the e-Registry are provided with **e-Monitor (Self-Monitor)** service **free of charge** to help them to stay vigilant of unauthorised filings or alterations of information of their companies. Individual Users and Company Users can also subscribe to **e-Monitor (Other Companies)** service (subscriber) at a fee of HK\$35 per company per year to monitor the filing position of companies they specified. Through the e-Monitor service, electronic notifications will be sent to the relevant Company User and subscriber(s) instantly when a document is registered in the public record of the company concerned. The Company User and/or the subscriber may order the image record of the document at the Companies Registry’s Cyber Search Centre ([www.icris.cr.gov.hk](http://www.icris.cr.gov.hk)) or through the Company Search Mobile Service ([www.mobile-cr.gov.hk](http://www.mobile-cr.gov.hk)).

Register now for an e-Registry account to enjoy efficient, fast and user-friendly electronic services.

To understand more about our services at the e-Registry, please visit the “Frequently Asked Questions” section and demonstration videos. You may also contact our Helpdesk at (852) 8201 8273 or vide email at [cr.helpdesk@icris.cr.gov.hk](mailto:cr.helpdesk@icris.cr.gov.hk) if necessary.

***Our vision is to achieve world-wide recognition as an excellent Companies Registry giving the community a quality service.***