



## Frequently Asked Questions

### Third Party Software Interface

#### A General

##### Q1. What is Third Party Software Interface?

Answer: Third Party Software Interface (“TPSI”) is a service provided by the Registrar of Companies (“the Registrar”) at the e-Registry for interfacing with the Integrated Companies Registry Information System (“ICRIS”) of the Companies Registry. By using the TPSI functions, a user can submit the completed and signed electronic forms (“e-forms”) generated by third party software (i.e. software which is developed in-house or purchased from vendor) in standard interface file format with or without attachments to the Registrar.

##### Q2. How can I access the TPSI functions?

Answer: You must first register as a user of the e-Registry. For details on user registration and user account association, please refer to the Frequently Asked Questions on “User Registration and User Account Association” and the demonstrations at the e-Registry.

Company Users of the e-Registry who wish to use the TPSI functions must also register as TPSI Users. Please refer to Part B – Registration of TPSI Users below for more information.

If you are an Individual User of the e-Registry, you can access the TPSI functions if your user account is associated with a Company User which has registered to use the TPSI functions. You may also register as a TPSI User on your own.

##### Q3. What is the standard interface file format for TPSI?

Answer: You may make reference to the Third Party Software Interface Specification (“the TPSI Specification”) for the development of third party software to produce e-form files in the pre-defined file format which is capable of interfacing with ICRIS of the Companies Registry. The TPSI Specification is available under the “About Us > Development Programme > Third Party Software Interface with e-Registry” section of the Companies Registry’s website ([www.cr.gov.hk](http://www.cr.gov.hk)).

##### Q4. Must I register as a TPSI User before using the electronic submission services at the e-Registry?

Answer: No. The TPSI functions are provided for companies or document presentors who are used to generating specified forms by company secretarial software or software which is developed in-house. If you do not use the third party software, you can simply complete the relevant e-forms online by [[e-Submission Services > Online Submission](#)] function at the e-Registry.

##### Q5. Must I use the third party software provided by a specified vendor?

Answer: No. You may develop your own software which is compatible with the TPSI Specification or purchase the software from a vendor.

**Q6. How do I know if the e-form files generated by my software comply with the TPSI Specification?**

Answer: You can perform necessary tests at the TPSI testing environment set up for IT professionals of customers and software developers by the Companies Registry. For details, please refer to the “About Us > Development Programme > Third Party Software Interface with e-Registry” section of the Companies Registry’s website ([www.cr.gov.hk](http://www.cr.gov.hk)). You can send your enquiries relating to the TPSI testing environment by email to [tpsitestesting@pccw.com](mailto:tpsitestesting@pccw.com).

## **B Registration of TPSI Users**

### **Q1. How can I register as a TPSI User?**

Answer: After login to the e-Registry, you can select [[e-Submission Services](#) > [Third Party Software Interface \(TPSI\)](#) > [Register to use TPSI](#)], read and accept the Terms and Conditions for using the TPSI functions. A message confirming your registration will be displayed online for your records.

### **Q2. If my company is a TPSI User, do I need to register before using the TPSI functions?**

Answer: No. If your user account has been associated with your company's user account and your company has registered as a TPSI User, you can access the TPSI functions directly.

### **Q3. Can I deregister to use the TPSI functions?**

Answer: Yes. You can deregister to use the TPSI functions if you no longer wish to submit e-forms through the TPSI. After login to the e-Registry, you can select [[e-Submission Services](#) > [Third Party Software Interface \(TPSI\)](#) > [Deregister to use TPSI](#)] and acknowledge the message on the consequences of deregistration. A message confirming your deregistration will be displayed online for your records.

### **Q4. If a Company User deregisters to use the TPSI functions, will it affect the access rights of its associated users to use the TPSI functions?**

Answer: Yes. If a Company User deregisters as a TPSI User, its associated users will not be allowed to use the TPSI functions unless the associated users have registered as TPSI users themselves or they are associated with another Company User who is still a TPSI User.

## ***C*** **Payment**

### **Q1. Do I need to pay for the registration as a TPSI User?**

Answer: No. Registration is free of charge.

### **Q2. Do I need to pay for using TPSI functions?**

Answer: No. You do not need to pay for using TPSI functions. You only need to pay relevant registration fees for the documents you submit through the TPSI.

### **Q3. Do I need to pay in order to test the software in the TPSI Testing Environment?**

Answer: No. You can conduct tests at the TPSI Testing Environment free of charge.

### **Q4. How do I make payment of registration fees for the documents submitted through the TPSI?**

Answer: Registration fees (if required) for documents submitted through the TPSI will be deducted from your deposit account. Other payment methods (e.g. VISA/Master Card and PPS by Internet) are not acceptable. Users who submit documents through the TPSI must either have a deposit account or shared company deposit account(s) at the e-Registry. For details on creation and maintenance of deposit accounts, please refer to Part D – Fees and Payment of the Frequently Asked Questions on “User Registration and User Account Association”.

## **D Submission of e-Form Files through TPSI**

**Q1. I note from the TPSI Specification that there are two ways for interfacing with ICRIS. Can you briefly describe their differences?**

Answer: ICRIS only accepts e-form file(s) which are generated in standard interface file format with third party software through the internet. There are two ways for generating such e-form file(s) by third party software. You may either :-

- (i) acquire the software (Versitech e-Form Processor or compatible product) to handle all the operations for the e-form template(s) downloaded from the e-Registry; or
- (ii) provide the XML data file(s), an incomplete e-form file(s) generated from your own information system, and convert the incomplete XML data file(s) into complete e-form file(s) in VXF format by using the TPSI functions of the e-Registry.

**Q2. Will the e-forms support both Traditional Chinese and Simplified Chinese Character Set?**

Answer: The e-forms only support input in Traditional Chinese Character Set.

**Q3. Is the Versitech e-Form Processor software available in the market?**

Answer: The Versitech e-Form Processor software is available in the market. You may obtain further information at [www.versitech.hku.hk](http://www.versitech.hku.hk) or contact the company for details.

**Q4. What is the licensing scheme of the Versitech e-Form Processor?**

Answer: For details on the licensing scheme, please contact the developer of Versitech e-Form Processor direct. The contact information of the company is available at [www.versitech.hku.hk](http://www.versitech.hku.hk).

**Q5. How can I convert the XML data files into e-form files? Is there any limitation on the number of files to be converted each time?**

Answer: After login to the e-Registry, you can select [[e-Submission Services](#) > [Third Party Software Interface \(TPSI\)](#) > [Upload TPSI XML Data File](#)] to upload the XML data files. A maximum of 10 XML data files can be uploaded each time. The size of each file should not exceed 10 MB.

**Q6. How long does it take to convert an XML data file into an e-form file after it is uploaded onto the e-Registry? How do I know the conversion result?**

Answer: An XML data file will be converted into an e-form file after it is successfully uploaded onto the e-Registry. The uploaded XML files will be arranged in a queue for processing by the system. The time required for conversion will depend on the loading of the e-Registry and the conversion schedule at the time of uploading. Normally, the conversion result and the converted e-form file will be sent to the TPSI User's message box and registered email address within one day after a successful upload.

**Q7. What should I do if the XML data file failed to be converted into an e-form file?**

Answer: You should conduct syntax check on the failed XML data file in the TPSI Testing Environment. Moreover, you should perform a semantic check and ensure data accuracy of the XML data file before upload.

**Q8. What security measures are adopted by the Companies Registry to protect the XML data files delivered through the e-Registry?**

Answer: Two-level security measures are adopted at the e-Registry to protect the integrity of the XML data files submitted through the Internet. First, a customer has to register and be authenticated by the e-Registry system before using the TPSI functions. Secondly, the entire submission process is protected by an industry standard protocol such that the XML data files submitted through the Internet will be encrypted before they are sent to the e-Registry.

**Q9. For the 3 MB file attachment limit, what is the equivalent number of pages in terms of an e-form? For example, how many pages of an Articles of Association ("AA") can be included in a 3 MB text file?**

Answer: Based on the records of AA submitted to the Companies Registry, the average size of one page of an AA in Adobe Portable Document format (PDF) is less than 20 Kbytes. If there are lots of empty spaces or very few words within a page, the size would be about 10 Kbytes. Therefore, a 3 MB text file is equivalent to an AA of 180 pages. You may consider reducing the resolution of the PDF file if its size exceeds the maximum limit.

**Q10. Which digital certificates issued by recognised certification authorities will be accepted for signing TPSI generated e-forms?**

Answer: The digital certificates accepted for signing TPSI generated e-forms are the same as those accepted for online submission of e-forms, i.e.

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

**Q11. What is the signing process using the Versitech e-Form Processor (not the Versitech e-Form Filler)?**

Answer: A user can make use of the Versitech e-Form Processor Java API feature to sign e-forms. The API feature of the Versitech e-Form Processor supports two signing methods, i.e. 'password' or 'digital signature'. The parameters within the form signing APIs can be configured to specify the method to be used. Alternatively, a user can use the Versitech e-Form Filler to sign an e-form directly.

**Q12. Where can I download the Versitech e-Form Filler?**

Answer: The Versitech e-Form Filler is available for download at the e-Registry.

**Q13. How can I sign an e-form online (i.e. without downloading the Versitech e-Form Filler)?**

Answer: You can make use of the Versitech e-Form Processor Java API to sign e-forms. Since the API is a Java based application, you can make use of the Java capability to sign an e-form online.

**Q14. What type of validation will be performed in the TPSI Testing Environment when testing the XML data files generated by the third party software?**

Answer: Only syntax checking of the XML data files will be performed by the e-Registry system in the TPSI Testing Environment. The third party software developer should conduct semantic checking of the XML data files while the user has to ensure data accuracy before the e-form is submitted through the e-Registry.

**Q15. Can VB.net or ASP.net invoke the Versitech e-Form Processor Java API?**

Answer: The API design will depend on the architecture of the application system to be developed by the software developer.

**Q16. How to amend and resubmit a TPSI generated e-form?**

Answer: When a TPSI generated e-form is found not acceptable for registration, the Companies Registry will return the e-form to the TPSI User through the e-Registry. The TPSI User can amend or clarify the data entered in the e-form by :-

- (i) amending the data in the e-form online at the e-Registry; or
- (ii) downloading the e-form to amend the data offline using the e-Form Filler.

The revised TPSI generated e-form should be resubmitted together with its original or revised attachments by online or offline submission modes respectively through [[e-Submission Services > Document Status Enquiry](#)] and [[e-Submission Services > Offline Submission](#)] functions at the e-Registry. However, if alteration to TPSI e-form data is not allowed when using the e-Form Filler, you have to rectify the source data and regenerate the e-form for submission.

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