



以電子形式交付公司註冊處處長登記的文件 須符合的規定

系統的規定

以電子形式交付公司註冊處處長（下稱「處長」）登記的文件（但連同有關的周年申報表或股份配發申報書（印本形式）而以唯讀光碟（CD-ROM）或唯讀型數碼多功能光碟（DVD-ROM）交付的股東名單除外）必須藉公司註冊處：

- (i) 「註冊易」網站 (www.eregistry.gov.hk) (下稱「註冊易」); 或
- (ii) 「CR交表易」（下稱「CR交表易」）(可從App Store 或 Google Play下載)

提交。註冊易及CR交表易分別是公司註冊處所指定和使用的資訊系統和流動應用程式，以便透過互聯網向公眾提供特定的公共服務或資訊和接收由公眾發送的電子資料。註冊易及CR交表易會訂明可以電子形式交付處長登記的文件。

電子文件的格式

凡以處長指明的格式（下稱「指明格式」）交付的文件，必須以註冊易或CR交表易指明的電子範本格式或Adobe Portable Document Format (PDF) 格式提交，至於其他並非以指明格式交付的文件則必須採用 PDF 格式製備。以 PDF 格式製備的文件，其檔案容量不得超過系統訂明的大小。

簽署方面的規定

以電子形式交付處長登記的文件須由註冊易或CR交表易及有關之電子範本格式（或指明格式）所訂明的人士予以認證、批准或核證。為認證、批准或核證該文件，該人士必須在註冊易登記，將其數碼簽署或密碼附貼於或包括在該文件內。

在「註冊易」或「CR交表易」提供的電子表格只可分別經「註冊易」系統或「CR交表易」提交
本處不會接納將電子表格作其他用途

地址：香港金鐘道 66 號金鐘道政府合署 14 樓
網址：www.cr.gov.hk
註冊易：www.eregistry.gov.hk
網上查冊中心：www.icris.cr.gov.hk
公司查冊流動服務：www.mobile-cr.gov.hk
電郵：crenq@cr.gov.hk
電話諮詢熱線：(852) 2234 9933





Requirements for Documents Delivered in Electronic Form to the Registrar of Companies for Registration

System Requirement

A document to be delivered in electronic form (other than a shareholders' list on CD-ROM or DVD-ROM that accompanies the relevant Annual Return or Return of Allotment in hard copy form) to the Registrar of Companies ("Registrar") for registration shall be delivered through:

- (i) the e-Registry at www.eregistry.gov.hk ("e-Registry") or
- (ii) the CR eFiling ("CR eFiling") (available for downloading from App Store or Google Play)

The e-Registry and the CR eFiling are respectively the information system and the mobile application designated and used by the Companies Registry for providing specified public services or information to, and receiving electronic information from, the public through the internet. The e-Registry and the CR eFiling specify the documents that may be delivered in electronic form to the Registrar for registration.

Format of Electronic Document

A document to be delivered in a form specified by the Registrar ("specified form") shall be provided in a format using the electronic template or in Adobe Portable Document Format ("PDF") as specified at the e-Registry or the CR eFiling. Other documents not to be delivered in specified forms shall be delivered in PDF. PDF documents shall not exceed the file size specified by the system.

Signature Requirement

A document to be delivered in electronic form to the Registrar for registration shall be authenticated, approved or certified by such person(s) as specified at the e-Registry or the CR eFiling, and in the relevant electronic template (or specified form). For the purpose of authenticating, approving or certifying the document, a person must register with the e-Registry and his/her digital signature or password shall be affixed to or included in the document.

An electronic form provided at the e-Registry or CR eFiling is for submission through the e-Registry system or CR eFiling respectively and will **NOT** be accepted for other purposes

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

