



公 司 註 冊 處  
COMPANIES REGISTRY

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金鐘道政府合署十五樓

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24 June 2022

## Companies Registry External Circular No. 2 / 2022

### Extension of Electronic Submission Services to Documents Delivered under Various Ordinances and Miscellaneous Services

This circular announces the extension of coverage of electronic submission services to documents delivered to the Registrar of Companies (“the Registrar”) under various Ordinances and other miscellaneous services with effect from **27 June 2022**.

#### Extension of Electronic Submission Services

2. Currently, the Companies Registry (“the Registry”) provides electronic services for submission of applications for registration of companies, specified forms and related documents under the Companies Ordinance (Cap. 622) and the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32) at the e-Registry portal ([www.eregistry.gov.hk](http://www.eregistry.gov.hk)) (“the e-Registry”).

3. To meet the rising expectations and changing needs of businesses and the public, the Registry is going to extend electronic services to facilitate delivery of documents in electronic form to the Registrar under various Ordinances and other miscellaneous services. In addition to electronic submission services provided through the e-Registry, new electronic templates and submission services will also be provided through GovHK ([www.gov.hk](http://www.gov.hk)), which is the information system designated and used by the Government for providing specified public services or information online to, and receiving electronic information from, members of the community through the internet and other electronic means.

4. The newly covered documents which can be delivered through the e-Registry or GovHK are set out at **Annex 1** and **Annex 2** respectively.

### **Format of Electronic Document**

5. A document to be delivered through the e-Registry or GovHK shall be delivered in a format using the electronic template or the template in Adobe Portable Document Format (“PDF”) provided at the e-Registry or GovHK. Other documents to be delivered as an attachment to the document shall be delivered in PDF not exceeding the file size specified by the e-Registry or GovHK.

### **Signature Requirement**

6. A document to be delivered in electronic form to the Registrar shall be authenticated, approved or certified electronically by such person(s) as specified by the electronic template or the template in PDF provided at the e-Registry or GovHK.

### **Enquiries**

7. Enquiries concerning this circular should be directed to :

Miss Karen CHAN Assistant Registry Manager (New Companies) <sup>1</sup>	Tel.: (852) 2867 4790 Email: crenq@cr.gov.hk	For enquiries on documents relating to trust companies
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Ms Tina CHOI Assistant Registry Manager (Document Management)	Tel.: (852) 2867 2595 Email: crenq@cr.gov.hk	For enquiries on documents relating to registered trustees corporations, limited partnerships and limited partnership funds
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Mr Philip CHUI Assistant Registry Manager (Registration)1	Tel.: (852) 2867 4562 Email: crenq@cr.gov.hk	For enquiries on documents relating to open-ended fund companies
Mr Raymond FONG Assistant Registry Manager (Deregistration)	Tel.: (852) 2867 2631 Email: crenq@cr.gov.hk	For enquiries on documents relating to administrative restoration of registration of companies
Miss Maggie CHOW Assistant Registry Manager (Money Lenders)	Tel.: (852) 2867 2567 Email: crenq@cr.gov.hk	For enquiries on documents relating to money lenders
Ms Maggie LAI Assistant Registry Manager (Development)	Tel.: (852) 2867 2618 Email: crenq@cr.gov.hk	For enquiries on other issues relating to electronic submission services

**Ms Kitty TSUI**  
**Registrar of Companies**

可透過公司註冊處「註冊易」提交的新涵蓋的文件  
**Newly Covered Documents which can be Delivered through e-Registry**

**(A) 《受託人條例》(第 29 章) Trustee Ordinance (Cap. 29)**

文件 Document	有關條文 Section Number
根據《受託人條例》(第 29 章)第 8 部申請註冊為信託公司 Application for Registration as a Trust Company under Part 8 of the Trustee Ordinance (Cap. 29)	77

**(B) 《有限責任合夥條例》(第 37 章) Limited Partnerships Ordinance (Cap. 37)**

訂明表格 Prescribed Form	表格編號 Form Number	有關條文 Section Number
申請註冊為有限責任合夥 Application for Registration of a Limited Partnership	1	7
有限責任合夥更改事項通知書 Notice of Change in the Limited Partnership	2	8

**(C) 《註冊受託人法團條例》(第 306 章) Registered Trustees Incorporation Ordinance (Cap. 306)**

文件 Document	有關條文 Section Number
申請註冊受託人法團的註冊證書 Application for Certificate of Incorporation of Registered Trustees Corporation	3

**(D) 《公司條例》(第 622 章) Companies Ordinance (Cap. 622)**

文件 Document	有關條文 Section Number
本地公司申請以行政方式恢復註冊 Application for Administrative Restoration of a Local Company	760

**(E) 《有限合夥基金條例》(第 637 章) Limited Partnership Fund Ordinance (Cap. 637)**

指明表格 Specified Form	表格編號 Form Number	有關條文 Section Number
有限合夥基金註冊申請書 Application for Registration of Limited Partnership Fund	LPF1	11
將指明基金註冊為有限合夥基金的申請書 Application for Registration of a Specified Fund as a Limited Partnership Fund	LPF2	79
將非香港基金註冊為有限合夥基金的申請書 Application for Registration of a Non-Hong Kong Fund as a Limited Partnership Fund	LPF10	82B

**(F) 退款 Refund**

文件 Document
申請退還查冊服務費 Application for Refund of Search Service Fees
申請退款 Application for Refund

可透過政府一站通提交的新涵蓋的文件  
Newly Covered Documents that can be Submitted through GovHK

(A) 《放債人條例》(第 163 章) Money Lenders Ordinance (Cap. 163)

文件 Document	有關規定 Related Requirement
持牌放債人為批出貸款而委任的第三方詳情通知書 Notice of Particulars of Third Party Appointed by Licensed Money Lenders in relation to Granting of Loans	牌照條件 licensing condition
持牌放債人委任的第三方的詳情更改通知書 Notice of Changes in Particulars of Appointed Third Party of Licensed Money Lenders	牌照條件 licensing condition
持牌放債人委任的第三方的終止委任通知書 Notice of Termination of Appointment of Appointed Third Party of Licensed Money Lenders	牌照條件 licensing condition

(B) 《證券及期貨(開放式基金型公司)規則》(第 571AQ 章)

Securities and Futures (Open-ended Fund Companies) Rules (Cap. 571AQ)

指明表格 Specified Form	表格編號 Form Number	有關條文 Section Number(s)
開放式基金型公司 - 免任核數師通知書 Open-ended Fund Company - Notice of Removal of Auditor	OFCA1	140(4)
開放式基金型公司 - 核數師辭職通知書 Open-ended Fund Company - Notice of Resignation of Auditor	OFCA2	138(3)
開放式基金型公司 - 停任董事通知書 Open-ended Fund Company - Notice of Cessation of Appointment of Director	OFCD2	107(1)
開放式基金型公司 - 更改董事詳情通知書 Open-ended Fund Company - Notice of Change in Particulars of Director	OFCD3	107(1)
開放式基金型公司 - 董事辭職通知書(由辭職董事交付) Open-ended Fund Company - Notice of Resignation of Director (by Resigning Director)	OFCD4	107(2)
開放式基金型公司 - 法團成立文書修改通知書 Open-ended Fund Company - Notice of Alteration of Instrument of Incorporation	OFCIN1	14 & 15
開放式基金型公司 - 更改法律程序文件代理人詳情通知書(董事) Open-ended Fund Company - Notice of Change in Particulars of Process Agent (Director)	OFCPA1	102(6)
開放式基金型公司 - 註冊辦事處地址更改通知書 Open-ended Fund Company - Notice of Change of Address of Registered Office	OFRC1	20(1)
開放式基金型公司 - 登記冊及紀錄備存地點通知書 Open-ended Fund Company - Notice of Location of Registers and Records	OFRC2	68(2) & (4), 98(2) & (3) & 104(3) & (4)
開放式基金型公司 - 委任接管人或經理人或承按人行使財產管有權通知書 Open-ended Fund Company - Notice of Appointment of Receiver or Manager or Mortgagee Entering into Possession of Property	OFRC1	174(1) & (3)
開放式基金型公司 - 停任接管人或經理人或承按人不再管有財產通知書 Open-ended Fund Company - Notice of Cessation of Appointment of Receiver or Manager or Mortgagee Going out of Possession of Property	OFRC2	175(1) & (2)

指明表格 Specified Form	表格編號 Form Number	有關條文 Section Number(s)
開放式基金型公司 - 更改接管人、經理人或管有財產的承接人的詳情通知書 Open-ended Fund Company - Notice of Change in Particulars of Receiver, Manager or Mortgagee in Possession of Property	OFCRC3	175(3)
開放式基金型公司 - 資產負債狀況說明書 Open-ended Fund Company - Statement of Affairs	OFCRC4	172
開放式基金型公司 - 接管人或經理人的收支摘要 Open-ended Fund Company - Receiver or Manager's Abstract of Receipts and Payments	OFCRC5	172
開放式基金型公司 - 有償債能力證明書 Open-ended Fund Company - Certificate of Solvency	OFCW1	177 & 188
開放式基金型公司 - 因無能力繼續業務而依循特別程序自動清盤的陳述書 Open-ended Fund Company - Statement of Voluntary Winding Up under Special Procedure in Case of Inability to Continue Business	OFCW2	177 & 188
開放式基金型公司 - 委任清盤人或臨時清盤人通知書 Open-ended Fund Company - Notice of Appointment of Liquidator or Provisional Liquidator	OFCW3	177 & 188
開放式基金型公司 - 更改清盤人或臨時清盤人詳情通知書 Open-ended Fund Company - Notice of Change in Particulars of Liquidator or Provisional Liquidator	OFCW4	177 & 188
開放式基金型公司 - 清盤人或臨時清盤人停任通知書 Open-ended Fund Company - Notice of Cessation to Act as Liquidator or Provisional Liquidator	OFCW5	177 & 188

(C) 《公司(清盤及雜項條文)條例》(第 32 章)

Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32)

指明表格 Specified Form	表格編號 Form Number	有關條文 Section Number(s)
開放式基金型公司 - 委任清盤人或臨時清盤人通知書 Open-ended Fund Company - Notice of Appointment of Liquidator or Provisional Liquidator	OFCW3	195(a), 228A(10) & 253(1)(b)
開放式基金型公司 - 免除清盤人職務證明書 Open-ended Fund Company - Certificate of Release of Liquidator	OFCW6	226A(1)

(D) 《公司條例》(第 622 章) Companies Ordinance (Cap. 622)

文件 Document	有關條文 Section Number
非香港公司申請以行政方式恢復註冊 Application for Administrative Restoration of a Non-Hong Kong Company	799

(E) 《有限合伙基金條例》(第 637 章) Limited Partnership Fund Ordinance (Cap. 637)

指明表格 Specified Form	表格編號 Form Number	有關條文 Section Number(s)
更改有限合伙基金名稱通知 Notification of Change of Name of Limited Partnership Fund	LPF3	40
有限合伙基金地址、紀錄的保存地點及投資範圍的更改通知 Notification of Change in Address, Location of Records and Investment Scope of Limited Partnership Fund	LPF4A	25 & 31
有限合伙基金普通合夥人、獲授權代表、投資經理及負責人詳情更改通知 Notification of Change in Particulars of General Partner, Authorized Representative, Investment Manager and Responsible Person of Limited Partnership Fund	LPF4B	23(6) & 25
有限合伙基金普通合夥人、獲授權代表、投資經理及負責人更改通知 Notification of Change of General Partner, Authorized Representative, Investment Manager and Responsible Person of Limited Partnership Fund	LPF4C	23(6) & 25
有限合伙基金周年申報表 Annual Return of Limited Partnership Fund	LPF5	24
法院命令禁制有限合伙基金使用名稱通知書 Notice of Court Order Restraining a Limited Partnership Fund from Use of Name	LPF6	42(2)
有限合伙基金撤銷註冊申請書 Application for Deregistration of Limited Partnership Fund	LPF7	68
有限合伙基金解散通知 Notification of Dissolution of Limited Partnership Fund	LPF8	70(6)
有限合伙基金獲授權代表辭任通知 Notification of Resignation of Authorized Representative of Limited Partnership Fund	LPF9	23(10)