



公司註冊處
COMPANIES REGISTRY

香港金鐘道六十六號
金鐘道政府合署十五樓

QUEENSWAY GOVERNMENT OFFICES
15TH FLOOR, 66 QUEENSWAY
HONG KONG

檔號 REF.: CR HQ/1-50/15 Pt. 5

傳真 FAX: (852) 2869 6817

電郵 E-MAIL: crenq@cr.gov.hk

網址 WEBSITE: www.cr.gov.hk

10 November 2023

Companies Registry External Circular No. 4 / 2023

Launch of Revamped Integrated Companies Registry Information System and New e-Services Portal of the Companies Registry

This circular is to announce the launch of the Revamped Integrated Companies Registry Information System (the “Revamped ICRIS”) and the new e-Services Portal (www.e-services.cr.gov.hk)¹ of the Companies Registry (the “Registry”) on **27 December 2023**.

The Revamped ICRIS

2. The existing ICRIS, which is the core information system of the Registry, has been enhanced over the years to cater for legislative and procedural changes and to provide a wide range of electronic services through the Cyber Search Centre, the Company Search Mobile Service, the e-Registry and the CR e-Filing Mobile Application.

3. To remain responsive to evolving business needs and meet public expectations for more stable, secured and efficient services, the Registry is announcing the **rollout of the Revamped ICRIS on 27 December 2023**. The Revamped ICRIS, which will replace the existing information systems, will support the Registry’s main business operations and provide convenient round-the-clock electronic search and document submission services to customers through a new single integrated online platform, namely the e-Services Portal.

¹ The portal link will be effective **after** the launch of the Revamped ICRIS on 27 December 2023.

The New e-Services Portal

4. Unlike the existing system, where online services are provided on different platforms for document submission and search on company information, all electronic services of the Registry will be accessible through the **new e-Services Portal** by a single log-on with the new unified user account, saving the need to log out and log in again for switching to different services.

5. Salient features / services of the new e-Services Portal are highlighted in the **Annex**.

The New e-Services Centre

6. Customers visiting the office of the Registry are welcome to use the facilities provided at our **new e-Services Centre** which will be open **on 13th Floor of Queensway Government Offices** on 27 December 2023 with the launch of the Revamped ICRIS to access the e-Filing, e-Search and Access to WI/PI Services. Our onsite staff will also provide general assistance and guidance to customers in using the Registry's e-Services.

Termination of Existing ICRIS Services

7. The existing electronic services of the Registry provided under the Cyber Search Centre, the Company Search Mobile Service, the e-Registry and the CR e-Filing Mobile Application will continue until the close of business on 22 December 2023 (Friday). The exact time of cessation of the existing ICRIS services will be announced nearer the time at the websites of the Registry, the Cyber Search Centre and the e-Registry.

8. Migration of registered users of our existing e-services to the new e-Services Portal will be automatic. Existing registered users can continue using their current registered accounts for accessing the e-Services Portal. However, they will need to change their passwords and follow some steps at the first logon to convert their accounts for the new system. Registered users will be informed of further details for the launch of the e-Services Portal and the updated terms and conditions for use of the services under the e-Services Portal separately.

Customer Service Support

9. Step-by-step demonstrations on registration of the new unified user account, submission of different documents electronically and migration of existing registered accounts to the new e-Services Portal will be provided under the “Electronic Services > Implementation of Revamped Integrated Companies Registry Information System (ICRIS)” section of the Registry’s website (www.cr.gov.hk) successively starting from 10 November 2023.



10. A new Help Desk Support Service Team will be available from 27 December 2023 to assist customers in using the e-Services Portal around the clock.

Enquiries

11. Enquiries concerning this circular can be directed to :-

Issues relating to :

- | | | |
|--|--|------------------------------------|
| • Enquiries on general matters | Ms Cindy LEUNG
Assistant Registry Manager
(Customer Services and Management) | (852) 2867 4570
crenq@cr.gov.hk |
| • User registration | Mr Paul NG
Assistant Registry Manager
(Systems Administration) | (852) 2867 5485
crenq@cr.gov.hk |
| • e-Filing Services | Miss Clara CHAN
Assistant Registry Manager
(Development)1 | (852) 2867 2797
crenq@cr.gov.hk |
| • e-Search Services and Access to WI/PI Services | Mr Terence MOK
Assistant Registry Manager
(Public Search) | (852) 2867 1466
crenq@cr.gov.hk |

Miss Helen TANG
Registrar of Companies

Salient Features / Services of New e-Services Portal

The new e-Services Portal (www.e-services.cr.gov.hk)² of the Registry will include, among others, the following new features / services for customers:

(a) General Feature

- (i) Customers can access different e-Services, such as e-Filing, e-Search and Application for Disclosure of Withheld Information / Protected Information (the “Access to WI/PI Services”) by a single log-on.
- (ii) A unified account structure will be implemented for customers to register and subscribe for different e-Services under a single account. User may settle the required fees for different services by the same deposit account or other available online payment methods.
- (iii) Apart from account password and digital certificate, iAM Smart will also be adopted for logging on the e-Services Portal and for signing documents submitted electronically.
- (iv) The responsive design of the e-Services Portal allows users to access different e-Services with desktop and mobile hand-held devices with different screen sizes. The new design will give users the optimal viewing and interaction experience by automatically adjusting the contents to perfectly fit the screen sizes, resolutions and orientation for smooth navigation and enhanced usability.

(b) e-Filing Services

- (i) The e-Filing functions for making applications for incorporation of local companies and registration of non-Hong Kong companies will be provided on a dedicated page for easy access by frequent users.
- (ii) Users may save the completed electronic incorporation form at the e-Services Portal as a template for subsequent submissions of similar applications for incorporations in future. A user may save up to 10 different templates for use.

² The portal link will be effective **after** the launch of the Revamped ICRIS on 27 December 2023.

- (iii) Web forms will be provided for completion online and the “drafts” can be saved at the e-Services Portal for subsequent review and update before submission.
- (iv) e-Filing Services will be extended to cover delivery of documents other than specified forms.
- (v) The new Third Party Software Interface (TPSI) will support the commonly used specified forms and allow submission for reporting the same change across multiple companies seamlessly with a new automated process. A TPSI API Specification has already been sent to the TPSI service vendors for reference.
- (vi) A new service is available for data subjects to apply for withholding his/ her full personal identification number (except the first part) and residential address contained in a registered document from public inspection pursuant to section 49 of the Companies Ordinance which will be effective on 27 December 2023.

(c) e-Search Services

- (i) The Register of Money Lenders and particulars of the third parties appointed by licensed money lenders can be searched electronically under the e-Search services.
- (ii) Information of shareholders of a local company will be included in the Company Particulars Search.
- (iii) With the implementation of Unique Business Identifier (“UBI”) whereby the Business Registration Number (“BRN”) will replace the company registration number (“CR No.”) as the key number for searching and identifying a company or entity, a new quick search function is provided under the e-Search Services at the e-Services Portal to facilitate customers to look up the corresponding BRN of companies or entities incorporated or registered before the implementation of UBI by their CR No. and vice versa.
- (iv) As evidence of the change to use BRN as an identification number of every company on the Companies Register, an Information Sheet will be made available for public inspection after the launch of the Revamped ICRIS. The Information Sheet can be purchased in the form of an image record via the e-Search Services.

- (v) Application can be made for a Letter of Confirmation to be issued by the Registry as evidence of the change to use BRN after the launch of the Revamped ICRIS via the e-Search Services.
- (vi) Members of the public and companies can apply with a fee of HK\$170 to obtain a list for checking the records of companies where they are reported as the company secretary.

(d) Access to WI/PI Services

The persons specified by section 8 of the Companies (Residential Addresses and Identification Numbers) Regulation (Cap. 622N) (which will be effective on 27 December 2023) can make an online application for disclosure of personal information withheld from public inspection through the Access to WI/PI Services at the e-Services Portal.