



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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17 November 2023

## Companies Registry External Circular No. 5 / 2023

### Requirements for Documents Delivered for Registration under Various Ordinances

This circular announces the requirements specified by the Registrar of Companies (“the Registrar”) in respect of documents to be delivered to the Registrar for registration under various Ordinances upon the launch of the Revamped Integrated Companies Registry Information System (“the Revamped ICRIS”) on **27 December 2023**.

#### Delivery of Documents in Electronic Form

2. Currently, the Registry provides electronic submission services for delivery of different forms and related documents under the Companies Ordinance (Cap. 622), the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32), and various Ordinances administered by the Registrar through the e-Registry portal ([www.eregistry.gov.hk](http://www.eregistry.gov.hk)) of the Registry and GovHK ([www.gov.hk](http://www.gov.hk)) of the Government.

3. Starting from **27 December 2023** upon the launch of the Revamped ICRIS, electronic submission services provided through the e-Filing Services under the Registry’s new e-Services Portal ([www.e-services.cr.gov.hk](http://www.e-services.cr.gov.hk))<sup>1</sup> will replace the current electronic submission services provided under the e-Registry and GovHK.

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

4. The e-Services Portal of the Registry is the information system designated and used by the Registry for providing specified public services or information to, and receiving electronic information from, users. The e-Services Portal also specifies the documents that may be delivered in electronic form to the Registrar for registration under the following Ordinances:

- (i) Companies Ordinance (Chapter 622)
- (ii) Companies (Winding Up and Miscellaneous Provisions) Ordinance (Chapter 32) - except for sections 38D and 342C
- (iii) Trustee Ordinance (Chapter 29)
- (iv) Limited Partnerships Ordinance (Chapter 37)
- (v) Registered Trustees Incorporation Ordinance (Chapter 306)
- (vi) Securities and Futures (Open-ended Fund Companies) Rules (Chapter 571AQ)
- (vii) Limited Partnership Fund Ordinance (Chapter 637)

#### ***Specification of Requirements for Documents in Electronic Form***

5. To facilitate the launch of the Revamped ICRIS, the Registrar has, in exercise of the power under various Ordinances, specified that **with effect from 27 December 2023**:

- (a) Documents to be delivered in **electronic form** to the Registrar for registration under the **Companies Ordinance** or the **Companies (Winding Up and Miscellaneous Provisions) Ordinance** (other than (i) the particulars of members / details of allottees in the form of CD-ROM or DVD-ROM as part of an Annual Return or a Return of Allotment in hard copy form and (ii) a prospectus and its accompanying documents) shall comply with the requirements published in the Gazette (**G.N. 6874**) on 17 November 2023 set out in **Annex 1**;
- (b) Documents to be delivered in **electronic form** to the Registrar for registration under the **Securities and Futures (Open-ended Fund Companies) Rules** or the **Companies (Winding Up and Miscellaneous Provisions) Ordinance** (insofar as an open-ended fund company is concerned) shall comply with the requirements published in the Gazette (**G.N. 6930**) on 17 November 2023 set out in **Annex 2**; and
- (c) Documents to be delivered in **electronic form** to the Registrar for registration under the **Limited Partnership Fund Ordinance** shall comply with the requirements published in the Gazette (**G.N. 6928**) on 17 November 2023 set out in **Annex 3**.

6. Documents to be delivered in **electronic form** to the Registrar under section 77 of the **Trustee Ordinance**, sections 7 and 8 of the **Limited Partnerships Ordinance** and section 3 of the **Registered Trustees Incorporation Ordinance** will continue to be accepted through the application systems designated by the Registry as specified in the Gazette (**G.N. 3076**) under section 11(2) of the Electronic Transactions Ordinance (Chapter 553) [**Annex 4**]. With effect from 27 December 2023, the designated application system will be the e-Services Portal of the Registry.

7. The requirements previously specified by the Registrar and published in the Gazette on 3 February 2017 (**G.N. 562**) and on 24 June 2022 (**G.N. 3203** and **G.N. 3169**) will be superseded with effect from 27 December 2023.

### **Delivery of Documents in Other Form**

8. Under the Revamped ICRIS, the format for reporting the particulars of members of companies under the Companies Ordinance will be revised. Accordingly, the specified forms “Annual Return” and “Return of Allotment” containing particulars of members / allottees have been revised for use with effect from 27 December 2023.

### ***Specification of Requirements for Documents in Other Form***

9. Correspondingly, the Registrar has, in exercise of the power under the Companies Ordinance, specified that **with effect from 27 December 2023:**

- (a) the **particulars of members / details of allottees** to be delivered **in the form of CD-ROM or DVD-ROM** to the Registrar for registration under the Companies Ordinance as part of an Annual Return or a Return of Allotment in hard copy form shall comply with requirements published in the Gazette (**G.N. 6875**) on 17 November 2023 set out in **Annex 5**; and
- (b) any document to be delivered **in hard copy form** to the Registrar for registration under the **Companies Ordinance** or the **Companies (Winding Up and Miscellaneous Provisions) Ordinance** shall comply with the requirements published in the Gazette (**G.N. 6876**) on 17 November 2023 set out in **Annex 6**.

10. The requirements previously specified by the Registrar and published in the Gazette on 24 January 2014 (**G.N. 485** and **G.N. 486**) will be superseded with effect from 27 December 2023.

## Enquiries

11. Enquiries concerning this circular can be directed to:

*Issues relating to:*

- Delivery of documents via e-Filing Services      Miss Clara CHAN      (852) 2867 2797  
Assistant Registry Manager  
(Development)1      crenq@cr.gov.hk
  
- Delivery of particulars of members / allottees in CD-ROM or DVD-ROM      Ms Mendy LAM      (852) 2867 4562  
Assistant Registry Manager  
(Registration)1      crenq@cr.gov.hk
  
- Delivery of documents in paper form      Ms Tina CHOI      (852) 2867 2595  
Assistant Registry Manager  
(Document Management)      crenq@cr.gov.hk

**Miss Helen TANG**  
**Registrar of Companies**

G.N. 6874

COMPANIES REGISTRY

## COMPANIES ORDINANCE (Chapter 622)

In exercise of the power conferred on me under section 32 of the Companies Ordinance (Chapter 622) ('the Companies Ordinance'), I hereby specify that with effect from 27 December 2023, any document to be delivered in electronic form (other than (i) the particulars of members/details of allottees in the form of CD-ROM or DVD-ROM as part of an Annual Return or a Return of Allotment in hard copy form and (ii) a prospectus and its accompanying documents) to the Registrar of Companies ('the Registrar') for registration under:—

- (a) the Companies Ordinance; or
- (b) the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Chapter 32)

shall comply with the following requirements:—

**System Requirement**

Documents to be delivered in electronic form to the Registrar for registration must be delivered through the e-Filing Services under the e-Services Portal of the Companies Registry at ([www.e-services.cr.gov.hk](http://www.e-services.cr.gov.hk)) ('the Portal'). The Portal is the information system designated and used by the Companies Registry for providing specified public services or information to, and receiving electronic information from, users. The Portal also specifies the documents that may be delivered in electronic form to the Registrar for registration.

**Format of Electronic Document**

Documents to be delivered in electronic form to the Registrar for registration must be delivered in a format using the electronic template, the template in Microsoft Excel format or the template in Adobe Portable Document Format ('PDF') as provided at the Portal, or PDF files. PDF and Microsoft Excel documents must not exceed the file size specified by the Portal.

**Signature Requirement**

Documents to be delivered in electronic form to the Registrar for registration must be authenticated, approved or certified electronically by such person(s) as specified in the relevant electronic template or the template in PDF provided at the Portal. For the purpose of authenticating, approving or certifying the document, the digital signature, or the password of user account registered with the Portal, of such person must be affixed to or included in the document.

This notice supersedes the Gazette notice G.N. 562 published by the Registrar on 3 February 2017 with effect from 27 December 2023.

17 November 2023

Helen TANG *Registrar of Companies*

G.N. 6930

COMPANIES REGISTRY

SECURITIES AND FUTURES (OPEN-ENDED FUND COMPANIES) RULES  
(Chapter 571AQ)

In exercise of the power conferred on me under rule 29 of the Securities and Futures (Open-ended Fund Companies) Rules (Chapter 571AQ) ('the OFC Rules') and section 32 of the Companies Ordinance (Chapter 622), I hereby specify that with effect from 27 December 2023, any document to be delivered in electronic form to the Registrar of Companies ('the Registrar') for registration under:—

- (a) the OFC Rules; or
- (b) the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Chapter 32) insofar as an open-ended fund company is concerned

shall comply with the following requirements:—

**System Requirement**

Documents to be delivered in electronic form to the Registrar for registration must be delivered through the e-Filing Services under the e-Services Portal of the Companies Registry at ([www.e-services.cr.gov.hk](http://www.e-services.cr.gov.hk)) ('the Portal'). The Portal is the information system designated and used by the Companies Registry for providing specified public services or information to, and receiving electronic information from, users. The Portal also specifies the documents that may be delivered in electronic form to the Registrar for registration.

**Format of Electronic Document**

Documents to be delivered in electronic form to the Registrar for registration must be delivered in a format using the electronic template or the template in Adobe Portable Document Format ('PDF') as provided at the Portal, or PDF files. PDF documents must not exceed the file size specified by the Portal.

**Signature Requirement**

Documents to be delivered in electronic form to the Registrar for registration must be authenticated, approved or certified electronically by such person(s) as specified in the relevant electronic template or the template in PDF provided at the Portal. For the purpose of authenticating, approving or certifying the document, the digital signature, or the password of user account registered with the Portal, of such person must be affixed to or included in the document.

This notice supersedes the Gazette notice G.N. 3203 published by the Registrar on 24 June 2022 with effect from 27 December 2023.

17 November 2023

Helen TANG *Registrar of Companies*

G.N. 6928

COMPANIES REGISTRY

## LIMITED PARTNERSHIP FUND ORDINANCE (Chapter 637)

In exercise of the power conferred on me under section 94 of the Limited Partnership Fund Ordinance (Chapter 637) ('the Ordinance'), I hereby specify that with effect from 27 December 2023, any document to be delivered in electronic form to the Registrar of Companies ('the Registrar') for registration under the Ordinance shall comply with the following requirements:—

**System Requirement**

Documents to be delivered in electronic form to the Registrar for registration must be delivered through the e-Filing Services under the e-Services Portal of the Companies Registry at ([www.e-services.cr.gov.hk](http://www.e-services.cr.gov.hk)) ('the Portal'). The Portal is the information system designated and used by the Companies Registry for providing specified public services or information to, and receiving electronic information from, users. The Portal also specifies the documents that may be delivered in electronic form to the Registrar for registration.

**Format of Electronic Document**

Documents to be delivered in electronic form to the Registrar for registration must be delivered in a format using the electronic template or the template in Adobe Portable Document Format ('PDF') as provided at the Portal, or PDF files. PDF documents must not exceed the file size specified by the Portal.

**Signature Requirement**

Documents to be delivered in electronic form to the Registrar for registration must be authenticated, approved or certified electronically by such person(s) as specified in the relevant electronic template or the template in PDF provided at the Portal. For the purpose of authenticating, approving or certifying the document, the digital signature, or the password of user account registered with the Portal, of such person must be affixed to or included in the document.

This notice supersedes the Gazette notice G.N. 3169 published by the Registrar on 24 June 2022 with effect from 27 December 2023.

*17 November 2023**Helen TANG Registrar of Companies*

G.N. 3076

INNOVATION AND TECHNOLOGY BUREAU

## ELECTRONIC TRANSACTIONS ORDINANCE (Chapter 553)

Pursuant to section 11(2) of the Electronic Transactions Ordinance, NOTICE is hereby given that the following requirements shall apply with effect from 27 June 2022 ('Effective Date'):-

(I) The information given or presented, document served or the signature made in the form of an electronic record, as the case may be, for the purposes of an ordinance (including any subsidiary legislation made thereunder) (the Ordinance) to which the Electronic Transactions Ordinance applies will not satisfy the Ordinance unless it complies with all the requirements herein specified, subject to any respective requirement or relaxation stipulated in (II) below.

1. Electronic records which contain English characters only shall be coded in American Standard Code for Information Interchange (ASCII), ISO/IEC 10646-1:2000, ISO/IEC 10646:2003 with Amendment 1 or ISO/IEC 10646:2011.
2. Electronic records which contain Chinese characters shall be coded as follows:
  - (a) Chinese and English characters shall be coded in ISO/IEC 10646-1:2000, and the set of Chinese characters is restricted to the Chinese characters within the Chinese-Japanese-Korean (CJK) Unified Ideographs defined in ISO/IEC 10646-1:2000 or the characters included in the Hong Kong Supplementary Character Set - 2001 (HKSCS-2001);
  - (b) Chinese and English characters shall be coded in ISO/IEC 10646:2003 with Amendment 1, and the set of Chinese characters is restricted to the Chinese characters within the CJK Unified Ideographs defined in ISO/IEC 10646:2003 with Amendment 1 or the characters included in HKSCS-2004; or
  - (c) Chinese and English characters shall be coded in ISO/IEC 10646:2011, and the set of Chinese characters is restricted to the Chinese characters within the CJK Unified Ideographs defined in ISO/IEC 10646:2011.
3. Where electronic records are compressed, the following compression standards shall be followed:
  - (a) Zip file (.zip);
  - (b) GNU zip file (.gz);
  - (c) 7-Zip file (.7z); or
  - (d) RAR file (.rar).
4. Electronic records shall be sent as follows:-
  - (a) through electronic mail conforming to:-
    - i. Simple Mail Transfer Protocol (SMTP) or Simple Mail Transfer Protocol over Transport



- Layer Security (SMTP over TLS);
  - ii. Multipurpose Internet Mail Extension (MIME) or Secure Multipurpose Internet Mail Extension (S/MIME) standard; and
  - iii. size not exceeding 25 MB;
  - (b) in the form of CD-ROM in ISO 9660 format;
  - (c) in the form of DVD-ROM in ISO/IEC 13346:1995 format;
  - (d) in the form of USB Mass Storage Device in FAT format; or
  - (e) through electronic transfer means conforming to:-
    - i. HyperText Transfer Protocol (HTTP); or
    - ii. File Transfer Protocol (FTP).
5. An electronic record and all electronic records contained in it shall be given, served and presented in the following file format standards:-

<b>File Format</b>	<b>Standard(s)</b>
(a) Text Format	Plain text format (TXT)
(b) Formatted Document File Format	Microsoft Rich Text Format (RTF); HyperText Markup Language (HTML); Extensible Markup Language (XML); JavaScript Object Notation (JSON); Microsoft Word format (.doc); ISO/IEC 29500-1 format (.docx); or OpenOffice.org format (.odt)
(c) Presentation File Format	Microsoft PowerPoint format (.ppt); ISO/IEC 29500-1 format (.pptx); or OpenOffice.org format (.odp)
(d) Spreadsheet File Format	Microsoft Excel format (.xls); ISO/IEC 29500-1 format (.xlsx); or OpenOffice.org format (.ods)
(e) Portable Document Format	Adobe Portable Document Format (PDF); or PDF/A format
(f) Graphics or Image Format	Encapsulated PostScript Files (EPSF); Tag Image File Format (TIFF); Portable Network Graphics (PNG); Graphics Interchange Format (GIF); or Joint Photographic Experts Group (JPEG)

<b>File Format</b>	<b>Standard(s)</b>
(g) Computer Aided Design Drawings Format	Autodesk Drawing Exchange Format (DXF)

6. An electronic record given, presented or served under a statutory provision must be signed with a digital signature if:—
  - (a) the provision expressly requires the signature of a person; or
  - (b) the provision requires the submission to be made in a specified form and the specified form has a signature requirement.
  
7. When a digital signature is used, it shall be attached to an electronic record in accordance with the following standards:—
  - (a) Secure Multipurpose Internet Mail Extension (S/MIME) standard;
  - (b) Public-Key Cryptography Standards (PKCS#7);
  - (c) PDF v1.5/1.6/1.7 (ISO 32000-1) or v2.0 (ISO 32000-2:2017); or
  - (d) XML Signature Syntax and Processing standard.
  
8. For an electronic record which comprises multiple electronic records and which has to be signed, each individual record shall be separately signed digitally.
  
9. Electronic records given, presented or served shall not contain any computer instructions, including but not limited to:—
  - (a) computer viruses; and
  - (b) macros, scripts and fields that depend on the execution environment and the execution of which will cause changes to the electronic record itself or the information system displaying the electronic record.
  
10. For submission of Government forms to Government, the Electronic Government Forms should be used to generate relevant electronic records and, if required, to make digital signatures. The format of individual supporting document, if any, attached in an electronic record should comply with all the relevant requirements specified in (I)1 to (I)9.
  
- (II) The following relaxation and requirement, as the case may be, shall apply as specified:—
  1. For the ordinance listed below, electronic records and any digital signatures associated with the electronic records, given or presented through the information systems designated by the Building Authority are acceptable.

Chapter 123                      Buildings Ordinance and its subsidiary legislation
  
  2. For the provision listed below, electronic records in any format are acceptable.

Chapter 448B                      Hong Kong Civil Aviation (Investigation of Accidents) Regulations, Regulation 9(a)

3. For the ordinance listed below, electronic records given through application systems designated by or in format using templates provided by the Commissioner for Census and Statistics are acceptable.
  - Chapter 316            Census and Statistics Ordinance
  
4. For the ordinances listed below, electronic records in format using templates provided by the Mandatory Provident Fund Schemes Authority are acceptable.
  - Chapter 426            Occupational Retirement Schemes Ordinance
  - Chapter 485            Mandatory Provident Fund Schemes Ordinance
  
5. For the ordinances listed below, electronic records in MicroStation DGN Format and Initial Graphic Exchange Specification (IGES) Format are acceptable for submission of Computer Aided Design (CAD) drawings.
  - Chapter 147            Sand Ordinance
  - Chapter 285            Mining Ordinance
  - Chapter 438            Sewage Tunnels (Statutory Easements) Ordinance
  - Chapter 446            Land Drainage Ordinance
  - Chapter 463            Sewage Services Ordinance
  
6. For the ordinances listed below, electronic records in Initial Graphic Exchange Specification (IGES) Format are acceptable for submission of Computer Aided Design (CAD) drawings.
  - Chapter 51             Gas Safety Ordinance
  - Chapter 102            Waterworks Ordinance
  - Chapter 211            Aerial Ropeways (Safety) Ordinance
  - Chapter 265            Peak Tramway Ordinance
  - Chapter 327            Lifts and Escalators (Safety) Ordinance
  - Chapter 406            Electricity Ordinance
  - Chapter 449            Amusement Rides (Safety) Ordinance
  - Chapter 470            Builders' Lifts and Tower Working Platforms (Safety) Ordinance
  
7. For the ordinances listed below, electronic records in AutoCAD Release 14 for Windows Format are acceptable for submission of Computer Aided Design (CAD) drawings. Scanned image of size larger than A3 is not acceptable.
  - Chapter 311            Air Pollution Control Ordinance
  - Chapter 354            Waste Disposal Ordinance
  - Chapter 358            Water Pollution Control Ordinance
  - Chapter 400            Noise Control Ordinance
  - Chapter 403            Ozone Layer Protection Ordinance
  - Chapter 466            Dumping At Sea Ordinance
  
8. For the ordinances listed below, electronic records in MicroStation DGN Format and Initial Graphic Exchange Specification (IGES) Format are acceptable for submission of Computer Aided Design (CAD) drawings.
  - Chapter 28             Land (Miscellaneous Provisions) Ordinance
  - Chapter 107            Tramway Ordinance
  - Chapter 215            Eastern Harbour Crossing Ordinance

- |             |   |
|-------------|---|
| Chapter 374 | Road Traffic Ordinance<br>[except Road Traffic (Registration and Licensing of Vehicles) Regulations (Chapter 374E)] |
| Chapter 393 | Tate's Cairn Tunnel Ordinance   |
| Chapter 436 | Western Harbour Crossing Ordinance  |
| Chapter 474 | Tai Lam Tunnel And Yuen Long Approach Road Ordinance  |
| Chapter 498 | Tsing Ma Control Area Ordinance   |
| Chapter 520 | Discovery Bay Tunnel Link Ordinance   |
9. For the ordinances listed below, electronic records in diskette, CD-ROM, DVD-ROM and USB Mass Storage Device are not acceptable.
- |              |   |
|--------------|---|
| Chapter 115  | Immigration Ordinance   |
| Chapter 174  | Births and Deaths Registration Ordinance                          |
| Chapter 177  | Registration of Persons Ordinance                                 |
| Chapter 181  | Marriage Ordinance  |
| Chapter 374E | Road Traffic (Registration and Licensing of Vehicles) Regulations |
10. For the ordinances listed below, electronic records in MicroStation DGN Format, Initial Graphic Exchange Specification (IGES) Format, Arc/Info Export Format (E00) and Arc/Info Native Format (COV) are acceptable for submission of Computer Aided Design (CAD) drawings and spatial data.
- |             |   |
|-------------|---|
| Chapter 124 | Lands Resumption Ordinance  |
| Chapter 125 | Government Rent and Premium (Apportionment) Ordinance                   |
| Chapter 126 | Government Rights (Re-entry and Vesting Remedies) Ordinance             |
| Chapter 127 | Foreshore and Sea-bed (Reclamations) Ordinance                          |
| Chapter 130 | Land Acquisition (Possessory Title) Ordinance                           |
| Chapter 276 | Mass Transit Railway (Land Resumption and Related Provisions) Ordinance |
| Chapter 495 | New Territories Land Exchange Entitlements (Redemption) Ordinance       |
11. For the provisions listed below, electronic records and any digital signatures associated with the electronic records, given or presented to Government through GovHK are acceptable.
- |              |  |
|--------------|--|
| Chapter 112  | Inland Revenue Ordinance, Sections 41, 51(4)(a), 51(8), 52(2), 52(4), 52(5), 52(6), 63E, 63J, 63O, 64 and 70A  |
| Chapter 117  | Stamp Duty Ordinance, Section 19(12A)  |
| Chapter 174  | Births and Deaths Registration Ordinance, Section 22   |
| Chapter 175  | Births Registration (Special Registers) Ordinance, Section 7   |
| Chapter 176  | Deaths Registration (Special Registers) Ordinance, Section 7   |
| Chapter 178  | Marriage Reform Ordinance, Section 13  |
| Chapter 181  | Marriage Ordinance, Section 26   |
| Chapter 310  | Business Registration Ordinance, Section 8   |
| Chapter 374  | Road Traffic Ordinance, Section 78   |
| Chapter 374B | Road Traffic (Driving Licences) Regulations, Regulations 12B, 15, 18 and 31  |
| Chapter 374E | Road Traffic (Registration and Licensing of Vehicles) Regulations, Regulations 4, 13, 14, 19 and 21  |
| Chapter 539  | Hong Kong Special Administrative Region Passports Ordinance, Section 7   |
| Chapter 541A | Electoral Affairs Commission (Registration of Electors) (Legislative Council Geographical Constituencies) (District Council Constituencies) Regulation |

Chapter 541B           Electoral Affairs Commission (Registration) (Electors for Legislative Council Functional Constituencies) (Voters for Election Committee Subsectors) (Members of Election Committee) Regulation

12. For the ordinances listed below, CAD drawings in the form of electronic records given or presented to Civil Engineering and Development Department shall follow requirements set out in ‘CAD Standard for Works Projects’ promulgated by the Development Bureau.

Chapter 28            Land (Miscellaneous Provisions) Ordinance  
Chapter 147          Sand Ordinance  
Chapter 285          Mining Ordinance  
Chapter 295          Dangerous Goods Ordinance

13. For the ordinances listed below, CAD drawings in the form of electronic records given or presented to Drainage Services Department shall follow requirements set out in ‘CAD Standard for Works Projects’ promulgated by the Development Bureau.

Chapter 436          Western Harbour Crossing Ordinance  
Chapter 438          Sewage Tunnels (Statutory Easements) Ordinance  
Chapter 446          Land Drainage Ordinance

14. For the ordinances listed below, CAD drawings in the form of electronic records given or presented to Electrical and Mechanical Services Department shall follow requirements set out in ‘CAD Standard for Works Projects’ promulgated by the Development Bureau.

Chapter 51            Gas Safety Ordinance  
Chapter 211          Aerial Ropeways (Safety) Ordinance  
Chapter 265          Peak Tramway Ordinance  
Chapter 327          Lifts And Escalators (Safety) Ordinance  
Chapter 406          Electricity Ordinance  
Chapter 449          Amusement Rides (Safety) Ordinance  
Chapter 470          Builders' Lifts And Tower Working Platforms (Safety) Ordinance

15. For the ordinances listed below, CAD drawings in the form of electronic records given or presented to Environmental Protection Department shall follow requirements set out in ‘CAD Standard for Works Projects’ promulgated by the Development Bureau.

Chapter 311          Air Pollution Control Ordinance  
Chapter 354          Waste Disposal Ordinance  
Chapter 358          Water Pollution Control Ordinance  
Chapter 400          Noise Control Ordinance  
Chapter 403          Ozone Layer Protection Ordinance  
Chapter 466          Dumping At Sea Ordinance

16. For the ordinances listed below, CAD drawings in the form of electronic records given or presented to Highways Department shall follow requirements set out in ‘CAD Standard for Works Projects’ promulgated by the Development Bureau.

Chapter 28            Land (Miscellaneous Provisions) Ordinance  
Chapter 107          Tramway Ordinance  
Chapter 215          Eastern Harbour Crossing Ordinance  
Chapter 374          Road Traffic Ordinance  
Chapter 393          Tate's Cairn Tunnel Ordinance  
Chapter 436          Western Harbour Crossing Ordinance  
Chapter 474          Tai Lam Tunnel And Yuen Long Approach Road Ordinance

Chapter 498      Tsing Ma Control Area Ordinance  
Chapter 520      Discovery Bay Tunnel Link Ordinance

17. For the ordinances listed below, CAD drawings in the form of electronic records given or presented to Transport Department shall follow requirements set out in ‘CAD Standard for Works Projects’ promulgated by the Development Bureau.

Chapter 104      Ferry Services Ordinance  
Chapter 230      Public Bus Services Ordinance  
Chapter 368      Road Tunnels (Government) Ordinance  
Chapter 374      Road Traffic Ordinance

18. For the ordinances listed below, CAD drawings in the form of electronic records given or presented to Transport and Housing Bureau shall follow requirements set out in ‘CAD Standard for Works Projects’ promulgated by the Development Bureau.

Chapter 372      Kowloon-Canton Railway Corporation Ordinance  
Chapter 556      Mass Transit Railway Ordinance

19. For the ordinances listed below, CAD drawings in the form of electronic records given or presented to Lands Department shall follow requirements set out in ‘CAD Standard for Works Projects’ promulgated by the Development Bureau.

Chapter 125      Government Rent and Premium (Apportionment) Ordinance  
Chapter 126      Government Rights (Re-entry and Vesting Remedies) Ordinance  
Chapter 495      New Territories Land Exchange Entitlements (Redemption) Ordinance

20. It is acceptable for electronic records to be given or presented and digital signatures associated with the electronic records to be made to the Director-General of Trade and Industry through the E-applications System for Strategic Commodities Licensing (E-SC) in relation to the application and issuance of licences for the purposes of Section 6A(2) and (4) of the Import and Export Ordinance (Cap. 60).

21. For the section of the ordinance listed below, duplicates of land boundary plans in the form of electronic records deposited with the Land Survey Authority shall be generated by scanning the original land boundary plans that are both signed and certified by hand in the specified form by the authorized land surveyor and shall follow the Adobe Portable Document Format (PDF).

Section 30(4) of Land Survey Ordinance, Chapter 473

22. For the section of the ordinance listed below, survey record plans in the form of electronic records deposited with the Land Survey Authority shall be generated by scanning the survey record plans that are both signed and certified by hand in the specified form by the authorized land surveyor and shall follow the Adobe Portable Document Format (PDF).

Section 30(4) of Land Survey Ordinance, Chapter 473

23. For the ordinances listed below, electronic records in the format using templates provided by or specified by the Monetary Authority are acceptable.

Chapter 155      Banking Ordinance  
Chapter 356      Monetary Statistics Ordinance  
Chapter 581      Deposit Protection Scheme Ordinance

24. For the ordinance listed below, electronic records and digital signatures associated with the electronic records, given or presented to the secretary to the Town Planning Board through the Electronic Planning Application Submission System (EPASS) are acceptable.

Chapter 131            Town Planning Ordinance

25. For the provisions listed below, electronic records and any digital signatures associated with the electronic records given or presented to the Registrar of Companies through application systems designated by the Registrar of Companies are acceptable.

Chapter 29            Trustee Ordinance, Section 77

Chapter 37            Limited Partnerships Ordinance, Sections 7 and 8

Chapter 306          Registered Trustees Incorporation Ordinance, Section 3

(III) The following words or terms used in this Notice shall have the meanings as stipulated below:-

Adobe Portable Document Format (PDF)            The document format promulgated by Adobe Systems Incorporated [Document reference and version: PDF Reference, Version 1.2, Version 1.3, Version 1.4, Version 1.5, Version 1.6, Version 1.7 (ISO 32000-1) and Version 2.0 (ISO 32000-2:2017)].

American Standard Code for Information Interchange (ASCII)            The standard for the coding of characters promulgated by the American National Standards Institute (ANSI) [Document reference: ANSI-X3.4-1986 (R1997)] and the International Organization for Standardization [Document reference: ISO/IEC 646].

Arc/Info Export Format (E00)            The format for the exchange of spatial data for the use in Arc/Info, which is a Geographical Information System (GIS) software developed by the Environmental Systems Research Institute, Inc. (ESRI).

Arc/Info Native Format (COV)            The format for the exchange of spatial data for the use in Arc/Info, which is a Geographical Information System (GIS) software developed by the Environmental Systems Research Institute, Inc. (ESRI).

AutoCAD Format            The graphics file format for the use in AutoCAD, which is a Computer Aided Design (CAD) software developed by Autodesk, Inc.

Autodesk Drawing Exchange Format (DXF)            The three-dimensional graphics file format for the use in Computer Aided Design (CAD) systems promulgated by Autodesk, Inc. [Document reference: AutoCAD Release 13 DXF Ref. – v.u13.1.01, AutoCAD Release 14 DXF Ref. – v.u14.1.04 and AutoCAD 2000 DXF Ref – v.u15.0.02 & v.u16.1.01].

CAD Standard for Works Projects (CSWP)            The common set of CAD standards used for CAD files and drawings for works projects promulgated by the Development Bureau [Document reference and version: CSWP Document Version 1.03.00 (November 2007)].



Chinese-Japanese-Korean (CJK) Unified Ideographs	The Chinese, Japanese and Korean unified ideographs coded in the ISO/IEC 10646-1:2000, ISO/IEC 10646:2003 with Amendment 1 or ISO/IEC 10646:2011.
E-applications System for Strategic Commodities Licensing (E-SC)	E-applications System for Strategic Commodities Licensing (E-SC) is the information system designated and used by the Trade and Industry Department for providing specific public services online to, and receive electronic information from, members of the community through the Internet in relation to the application and issuance of licences for the purpose of Section 6A(2) and (4) of the Import and Export Ordinance (Cap. 60).
Electronic Government Forms	Government forms, in the form of a software, an electronic service or an electronic process, provided or defined by Government to generate electronic records in a pre-defined format for members of the public to fill in electronically and submit to Government through electronic means.
Electronic Planning Application Submission System (EPASS)	Electronic Planning Application Submission System (EPASS) is an information system designated by the Planning Department for on-line submission of planning applications and information to the secretary to the Town Planning Board for the purpose of the Town Planning Ordinance (Cap. 131).
Encapsulated Postscript Files (EPSF)	The graphics file format promulgated by Adobe Systems Incorporated [Document reference and version: Encapsulated PostScript File Format Specification Version 3.0 (May 1992)].
Extensible Markup Language (XML)	XML is a markup language that defines a set of rules for encoding documents in human-readable and machine-readable format.
FAT	The File Allocation Table (FAT) is a computer file system supported by popular operating systems. Also, the FAT format refers to the variants of the file system, namely FAT12, FAT16, FAT32 and exFAT.
File Transfer Protocol (FTP)	FTP is a standard Internet protocol to exchange files between computers. Use of Secure Shell File Transfer Protocol (SFTP) or FTP over a secure channel supported by Government would enhance the security of file transfer.
GNU Zip File Compression Standard	GNU Zip (gzip) is a compression utility. [Document reference and version: The format of the GNU Zip file (.gz) version 4.3 (IETF RFC 1952) (May 1996)].
GovHK	The information system designated and used by Government for providing specified public services or information online to, and receive electronic information from, members of the community through the internet and other electronic means.



Graphics Interchange Format (GIF)	The graphics file format version 89a promulgated by CompuServe Incorporated [Document reference and version: Graphics Interchange Format Version 89a (July 1990)].
HKSCS-2001 (Hong Kong Supplementary Character Set - 2001)	The set of Chinese characters promulgated by the Government of the Hong Kong Special Administrative Region [Document reference: Document of HKSCS-2001 (December 2001)].
HKSCS-2004 (Hong Kong Supplementary Character Set - 2004)	The set of Chinese characters promulgated by the Government of the Hong Kong Special Administrative Region [Document reference: Document of HKSCS-2004 (May 2005)].
HyperText Markup Language (HTML)	The document format promulgated by the World Wide Web Consortium (W3C) [Only those features of HTML that are implemented in common by the prevailing versions of popular browsers should be used.].
HyperText Transfer Protocol (HTTP)	The protocol used by web servers and browsers for formatting and transmitting messages. Use of HTTP over a secure channel supported by Government, such as HTTP over Transport Layer Security, would enhance the confidentiality, authenticity and integrity of messages.
Initial Graphics Exchange Specification (IGES)	The graphics file format for the exchange of information in Computer Aided Design (CAD) systems promulgated by the American National Standards Institute (ANSI) [Document Reference: ANSI/US PRO/IPO 100-1996].
ISO 9660	The universal standard for the volume and file structure of CD-ROM for information interchange promulgated by the International Organization for Standardization (ISO) [Document reference: ISO 9660:1988].
ISO/IEC 10646:2011	The universal standard for the coding of characters in a multi-language environment promulgated by the International Organization for Standardization (ISO) [Document reference: ISO/IEC 10646:2011 (March 2011)].
ISO/IEC 10646:2003 with Amendment 1	The universal standard for the coding of characters in a multi-language environment promulgated by the International Organization for Standardization (ISO) [Document reference: ISO/IEC 10646:2003 (December 2003) and ISO/IEC 10646:2003 Amendment 1 (November 2005)].
ISO/IEC 10646-1:2000	The universal standard for the coding of characters in a multi-language environment promulgated by the International Organization for Standardization (ISO) [Document reference: ISO/IEC 10646-1:2000]. The standard is compatible with the commonly known Unicode.

ISO/IEC 13346:1995	The universal standard for the volume and file structure of write-once and rewritable media using non-sequential recording for information interchange promulgated by the International Organization for Standardization (ISO) [Document reference: ISO/IEC 13346:1995].
ISO/IEC 29500-1	The universal standard for document formats with file extensions, namely .docx, .pptx and .xlsx, represent files created by office applications using the ISO/IEC 29500-1 standard.
JavaScript Object Notation (JSON)	JSON is a lightweight, text-based, language-independent data interchange format.
Joint Photographic Experts Group (JPEG)	The graphics file format promulgated by the International Organization for Standardization (ISO) [Document Reference: ISO/IEC 10918-1:1994] and the International Telecommunication Union (ITU) [Document Reference: ITU-T T.81 (09/92)].
MB	The measure of the size of an electronic record. A byte is a standard unit for computer information. One MB (mega-byte) means 1 048 576 bytes of information.
Microsoft Excel format	The Microsoft spreadsheet format (.xls) used by Microsoft Excel 97 and later versions.
Microsoft PowerPoint format	The Microsoft presentation format (.ppt) used by Microsoft PowerPoint 97 and later versions.
Microsoft Rich Text Format (RTF)	The document format promulgated by Microsoft Corporation [Document reference and version: RTF Version 1.6 (May 1999)].
Microsoft Word format	The Microsoft Word document format (.doc) used by Microsoft Word 97 and later versions.
MicroStation DGN Format	The two-dimensional and three-dimensional graphics file format for the exchange of information in Computer Aided Design (CAD) systems used in the MicroStation software developed by Bentley Systems.
Multipurpose Internet Mail Extension (MIME)	MIME is an extension of the SMTP protocol that enables the exchange of different kinds of data files on the Internet: audio, video, images, application programs, and other kinds, as well as ASCII handled in the original protocol. [Document reference: IETF RFCs 2045, 2046, 2047, 2049, 2231, 2387, 2392, 2557, 3676, 4289, 6838 and 7303].
OpenOffice.org format	The document formats with file extensions, namely .odt, .odp and .ods, represent files created for OpenOffice.org v2.0 or later, which are based on OpenDocument 1.0.

PDF/A	A constrained form of PDF under ISO 19005 standard, including PDF/A-1a (ISO 19005-1 Level A) and PDF/A-1b (ISO 19005-1 Level B), for long-term archiving of electronic documents.
Plain Text (TXT)	The document format in which a sequence of characters and the words they form are encoded into computer-readable format using language encoding schemes (i.e. American Standard Code for Information Interchange (ASCII), ISO/IEC 10646-1:2000 with HKSCS-2001, and ISO/IEC 10646:2003 with Amendment 1 with HKSCS-2004) specified in this Notice. Plain text does not contain formatting or structural information. It can be in the form of "content-type:text/plain" in an electronic mail or a file that can be opened by common text editors.
Portable Network Graphics (PNG)	The standard for image compression published by the Internet Engineering Task Force (IETF) [Document reference and version: PNG second edition (ISO/IEC 15948:2003) (November 2003)].
Public-Key Cryptography Standards (PKCS#7)	A general syntax defined by RSA Security, Inc. for data that may have cryptography applied to it. [Document reference and version: PKCS #7: Cryptographic Message Syntax Standard Version 1.5 (IETF RFC 2315 (March 1998))].
RAR File Compression Standard	RAR is a compressed archive file format that supports multipart archives, several compression/encryption algorithms, and Unicode filenames.
Secure Multipurpose Internet Mail Extension (S/MIME)	S/MIME is the standard of the format of electronic mail message promulgated by the Internet Engineering Task Force (IETF) [Only those S/MIME (version 3) enabled e-mail client software should be used.].
Simple Mail Transfer Protocol (SMTP)	The standard for the protocol for the exchange of electronic mail among computer systems promulgated by the Internet Engineering Task Force (IETF) [Document reference and version: IETF RFCs 5321 and 5322 (October 2008)].
Simple Mail Transfer Protocol over Transport Layer Security (SMTP over TLS)	Simple Mail Transfer Protocol over Transport Layer Security (SMTP over TLS) is to enhance the confidentiality and authenticity of Internet e-mail exchange on top of SMTP [Document reference and version: IETF RFC 3207 (February 2002)].
Tag Image File Format (TIFF)	The graphics file format promulgated by Adobe Systems Incorporated [Document reference and version: TIFF Version 6.0 (June 1992)].
Universal Serial Bus (USB) Mass Storage Device	A mass storage device with an integrated USB interface to become accessible to a host computing device for file storage and transfers.
XML Signature Syntax and Processing	XML Signature standard provides data integrity and signer authentication. XML Signature Syntax and Processing defines an XML syntax for digital signing of XML documents.

Zip File Compression  
Standard

The standard for file compression promulgated by WinZip Computing Incorporated [Document reference and version: IETF RFC 1951 (May 1996)]

7-Zip File Compression  
Standard

7-Zip is a file archiver with a high compression ratio.

This NOTICE shall not apply unless the information is given or presented, the document is served or the signature is made, in the form of an electronic record, to a government entity as defined in the Electronic Transactions Ordinance, or a person acting on behalf of that government entity.

This NOTICE supersedes the NOTICE G.N. 2528 published by the Permanent Secretary for Innovation and Technology on 27 May 2022, which shall cease to have effect upon the Effective Date.

*21 June 2022*

*Annie CHOI Permanent Secretary for Innovation and Technology*

G.N. 6875

COMPANIES REGISTRY

## COMPANIES ORDINANCE (Chapter 622)

In exercise of the power conferred on me under section 32 of the Companies Ordinance (Chapter 622) ('the Companies Ordinance'), I hereby specify that with effect from 27 December 2023, the particulars of members/details of allottees to be delivered in the form of CD-ROM or DVD-ROM to the Registrar of Companies ('the Registrar') for registration under the Companies Ordinance as part of an Annual Return or a Return of Allotment in hard copy form shall comply with the following requirements:—

- (1) Any CD-ROM must be in ISO 9660 format.
- (2) Any DVD-ROM must be in ISO/IEC 13346:1995 format.
- (3) The CD-ROM or DVD-ROM must be properly labelled, showing the company name, the business registration number, the name of the document to which it relates (Annual Return or Return of Allotment) and the date to which the document is made up.
- (4) A director or the company secretary of the company must certify the records contained in the CD-ROM or DVD-ROM by signing on the label.
- (5) The required information provided on the CD-ROM or DVD-ROM must be in Microsoft Excel Format specified by the Companies Registry which is available for downloading from the Companies Registry's website ([www.cr.gov.hk](http://www.cr.gov.hk)).
- (6) Electronic records which contain English characters only must be coded in American Standard Code for Information Interchange (ASCII), ISO/IEC 10646-1:2000 or ISO/IEC 10646:2003 with Amendment 1 or ISO/IEC 10646:2011.
- (7) Electronic records which contain Chinese characters must be coded as follows:—
  - (a) Chinese and English characters must be coded in ISO/IEC 10646-1:2000, and the set of Chinese characters is restricted to the Chinese characters within the Chinese-Japanese-Korean (CJK) Unified Ideographs defined in the ISO/IEC 10646-1:2000 or the characters included in the Hong Kong Supplementary Character Set—2001 (HKSCS-2001);
  - (b) Chinese and English characters must be coded in ISO/IEC 10646:2003 with Amendment 1, and the set of Chinese characters is restricted to the Chinese characters within the CJK Unified Ideographs defined in the ISO/IEC 10646:2003 with Amendment 1 or the characters included in the Hong Kong Supplementary Character Set—2004 (HKSCS-2004); or
  - (c) Chinese and English characters must be coded in the ISO/IEC 10646:2011, and the set of Chinese characters is restricted to the Chinese characters within the CJK Unified Ideographs defined in the ISO/IEC 10646:2011.
- (8) Particulars of current and past members must be provided in a single file on the CD-ROM or DVD-ROM.
- (9) The CD-ROM or DVD-ROM must not contain any computer instructions, including but not limited to:—
  - (a) computer viruses; and
  - (b) macros, scripts and fields that depends on the execution environment and the execution of which will cause changes to the electronic record itself or the information system displaying the electronic record.

This notice supersedes the Gazette notice G.N. 485 published by the Registrar on 24 January 2014 with effect from 27 December 2023.

17 November 2023

Helen TANG *Registrar of Companies*

G.N. 6876

COMPANIES REGISTRY

## COMPANIES ORDINANCE (Chapter 622)

In exercise of the power conferred on me under section 32 of the Companies Ordinance (Chapter 622) ('the Companies Ordinance'), I hereby specify that with effect from 27 December 2023, any document to be delivered in hard copy form to the Registrar of Companies ('the Registrar') for registration under:—

- (a) the Companies Ordinance; or
- (b) the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Chapter 32)

shall comply with the following requirements:—

- (i) The paper must be plain white with a matt surface and of medium weight (grammage not less than 76 gsm) and A4 size (210 mm x 297 mm).
- (ii) The text must be printed or typed clearly and legibly on paper in portrait format (i.e. with the shorter edge across the top) in permanent black ink, of uniform density, and the font must be of at least size 10. Carbon copies and documents printed by dot matrix printers are not acceptable.
- (iii) There must be a blank margin of at least 5 mm on all sides of each page of a document except that the top and bottom portion of the first page of a document that is not presented in a specified form must have a margin of at least 35 mm and 50 mm respectively.
- (iv) A document which comprises 2 or more sheets must be fastened together securely at the top left corner.
- (v) Duplex printing is acceptable. Information on the second page of a document may be printed on the reverse side of the first page of the document. Paper with irrelevant information printed on the back side is not acceptable.
- (vi) For the particulars of members/details of allottees which may be delivered to the Registrar in the form of CD-ROM or DVD-ROM as part of an Annual Return or a Return of Allotment in hard copy form, the requirements as specified in G.N. 6875 published by the Registrar on 17 November 2023 must be complied with.

This notice supersedes the Gazette notice G.N. 486 published by the Registrar on 24 January 2014 with effect from 27 December 2023.

17 November 2023

Helen TANG *Registrar of Companies*