

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) ('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*