



NOTICE

Companies Registry to provide limited counter services from 23 March

To align with the announcement by the Government on 21 March to provide essential, emergency and limited public services only starting from 23 March in order to reduce the risk of a large-scale outbreak of COVID-19 in the community, **the Companies Registry will provide limited counter services every working day starting from 23 March** for receiving documents delivered in hard copy and collection of certificates for company incorporation. Details of the limited counter services are set out in **Annex**.

To achieve social distancing with a view to reducing the risk of the spread of the COVID-19 virus in the community, the Registry urges all its customers to continue to deliver documents electronically or by post. **Customers should avoid visiting the Registry's office premises unless they require urgent service.** The Registry's services on registration of documents and public search services will continue to be provided electronically through the "e-Registry" (www.eregistry.gov.hk), the "Cyber Search Centre" (www.icris.cr.gov.hk) and the website of the Registry for Trust and Company Service Providers (www.tcsp.cr.gov.hk). Details of the Registry's electronic services are also set out in **Annex**.

As the services of the Registry will be scaled down from 23 March, the Registry requires longer processing time for documents submitted in hard copy form.

For enquiries, please call 2867 2600 or contact us at email: crenq@cr.gov.hk.

Companies Registry
22 March 2020

Limited Counter Services

The limited opening hours of the Registry are as follows:

[Queensway Government Offices - 14/F Public Service Hall and 12/F One Kowloon, Kowloon Bay](#)

Monday to Friday
9:30 a.m. – 4:00 p.m.

The following limited public services will be provided:

[Limited public services at Queensway Government Offices \(QGO\) – 14/F Public Service Hall](#)

- Shroff counters will be open for receiving documents delivered in hard copy form.
- Information counters will be open for answering general enquiries.

[Collection of Certificates for Company Incorporations on 14/F QGO](#)

- Counters of the New Companies Section will be open for collection of certificates of incorporations.

[Limited public services at 12/F One Kowloon, Kowloon Bay](#)

- The Registry for Trust and Company Service Providers will be open for counter enquiry service and receiving documents delivered in hard copy form.

Electronic Services of the Companies Registry

Delivery of documents for registration under the Companies Ordinance

- Deliver incorporation applications at “**e-Registry**” (www.eregistry.gov.hk) or via “**CR eFiling**” mobile application.
- Deliver specified forms (including annual returns) and related documents at “**e-Registry**”.
- Deliver the commonly used specified forms (e.g. annual returns) via “**CR eFiling**” mobile application.

Search on company information

- Conduct online company searches at Cyber Search Centre (www.icris.cr.gov.hk) or via the Company Search Mobile Service (www.mobile-cr.gov.hk) using your smartphones or mobile devices.

Electronic Services of the Registry for Trust and Company Service Providers (TCSPs)

- Use the online services provided at the website of the Registry for TCSPs (www.tcsp.cr.gov.hk) to submit applications and conduct searches on the Register of TCSP Licensees.