



NOTICE

Latest arrangements for Companies Registry's public services starting from 24 August

To align with the announcement by the Government on 20 August to gradually resume the provision of basic public services in a safe and orderly manner to meet the needs of the public and enterprises, the Companies Registry will **reopen the Public Search Centre on Monday, Wednesday and Friday starting from 24 August, while maintaining the limited counter services which it provides currently from Monday to Friday.** Details of the limited public 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 appeals to 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 for registration of documents and public search services will continue to be provided electronically through the "e-Registry" (www.eregistry.gov.hk), "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**.

The waiting time for public services provided at the Registry's offices will be longer as the provision of services has been scaled down. The Registry will also take longer time to process the documents submitted in hard copy form.

We apologise that the standard performance pledges are not applicable to our services during this limited service period.

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

Companies Registry
21 August 2020

Limited Public Services

A. The limited opening hours of the Registry are as follows:

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

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

[QGO - 13/F Public Search Centre and Counter of Charges & Liquidation Section](#)

Monday, Wednesday and Friday
9:30 a.m. – 4:00 p.m.

B. The following limited public services will be provided:

[Public Service Hall on 14/F QGO](#)

- 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.

[Public Search Centre on 13/F QGO](#)

- Public Search Centre will be open for providing onsite search services and collection of search products.

[Collection of Certificates of Registration of Charge on 13/F QGO](#)

- Counter of the Charges and Liquidation Section will be open for collection of certificates of registration of charge.

[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.