



公 司 註 冊 處
COMPANIES REGISTRY

NOTICE

Companies Registry adjusts counter service hours starting from 25 January 2022

In view of the latest local epidemic situation and the special work arrangements for government employees, the **Companies Registry will adjust counter service hours to 9:30 a.m. – 4:00 p.m. from 25 January 2022** for receiving documents delivered in hard copy and collection of certificates for company incorporation. The **Public Search Centre will be open on Monday, Wednesday and Friday (9:30 a.m. – 4:00 p.m.)**. The Registry's services on registration of documents and public search services 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) will not be affected. Details of the Registry's public services and electronic 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 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 waiting time for public services provided at the Registry's offices will be longer as the counter service hours will be shortened. The Registry will also take a 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 period.**

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

Companies Registry
24 January 2022

Companies Registry's Public Services Starting from 25 January 2022

A. The opening hours of the Registry's counter services are as follows:

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

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

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

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 Incorporation on 14/F QGO](#)

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

[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.