



公司註冊處  
COMPANIES REGISTRY

# NOTICE

## Companies Registry to resume normal public services starting from 19 April 2022

The Companies Registry will **resume normal public services from 19 April 2022** while continuing to adopt targeted measures to reduce social contact and implement infection control measures at the offices. Details of the normal service hours of the Registry are set out in **Annex**.

To reduce the flow of people and social contact in the community, the Registry appeals to its customers to continue to **deliver documents for registration and conduct searches electronically** through the “e-Registry” ([www.eregistry.gov.hk](http://www.eregistry.gov.hk)), Cyber Search Centre ([www.icris.cr.gov.hk](http://www.icris.cr.gov.hk)) and the website of the Registry for Trust and Company Service Providers ([www.tcsp.cr.gov.hk](http://www.tcsp.cr.gov.hk)). Customers may also **deliver documents by post or drop-in box**.

For enquiries, please call 2867 2600 or contact us by email at [crenq@cr.gov.hk](mailto:crenq@cr.gov.hk).

Companies Registry

14 April 2022

## Companies Registry at Queensway Government Offices

Service	Address	Telephone Numbers	Service Hours
Enquiry Hotline (IVRS)		(852) 2234 9933	<b>24-hour</b>
Customer Service	15/F	(852) 2867 4507	<b>Monday to Friday</b> 8:30 a.m. – 12:45 p.m. 1:45 p.m. – 5:45 p.m.
Receipt of documents in hard copy form and fees	14/F	(852) 2867 2600 #	<b>Normal Service</b> <b>Monday to Friday</b> 8:45 a.m. – 12:30 p.m. 2:00 p.m. – 5:00 p.m.  <b>Limited Service</b> (Each customer can deliver only up to six documents at one time) <b>Monday to Friday</b> 12:30 p.m. – 2:00 p.m. 5:00 p.m. – 5:30 p.m.
Receipt of applications and fees in relation to Money Lenders Licences	13/F	(852) 2867 2634	<b>Monday to Friday</b> 8:45 a.m. – 12:45 p.m. 1:45 p.m. – 5:00 p.m.
Registration of local companies and non-Hong Kong companies	14/F	(852) 2867 2587	<b>Monday to Friday</b> 8:30 a.m. – 12:45 p.m. 1:45 p.m. – 5:45 p.m.
Change of names of companies	14/F	(852) 2867 2587	<b>Collection of Certificates Counters</b> <b>Monday to Friday</b> 8:30 a.m. – 5:45 p.m.
Registration of general documents	12/F	(852) 2867 4579 #	
Registration of documents relating to charges and liquidation	13/F	(852) 2867 2578	
Deregistration of companies	14/F	(852) 2867 4699	
Money Lenders Licences	13/F	(852) 2867 2634	

Service	Address	Telephone Numbers	Service Hours
<b>Electronic Search Services</b> <ul style="list-style-type: none"> <li>• <b>Cyber Search Centre</b> (<a href="http://www.icris.cr.gov.hk">www.icris.cr.gov.hk</a>)</li> <li>• <b>Company Search Mobile Service</b> (<a href="http://www.mobile-cr.gov.hk">www.mobile-cr.gov.hk</a>)</li> </ul>		(852) 8201 8273 <sup>+</sup>	<b>24-hour</b>
<ul style="list-style-type: none"> <li>• <b>Public Search Centre</b></li> </ul>	13/F	(852) 2867 2571 <sup>#</sup>	<b><u>Search Stations, Collection Counters and Shroff Office</u></b> <b>Monday to Friday</b> 8:45 a.m. – 5:30 p.m.
<b>e-Registry Services</b> ( <a href="http://www.eregistry.gov.hk">www.eregistry.gov.hk</a> ) and “CR eFiling” Mobile App		(852) 8201 8273 <sup>+</sup>	<b>24-hour</b>

# Operator services provided by 1823 on a 24-hour basis

+ Operator services provided by Helpdesk on a 24-hour basis

## Registry for Trust and Company Service Providers at One Kowloon

Service	Address	Telephone Number	Service Hours
<b>Receipt of applications, notifications and documents in hard copy form and fees</b>	Unit 1208, 12/F, One Kowloon, 1 Wang Yuen Street, Kowloon Bay, Kowloon, Hong Kong	(852) 2867 2600 <sup>#</sup>	<b>Monday to Friday</b> 8:45 a.m. – 5:30 p.m.
<b>Enquiries relating to licensing matters</b>			<b>Monday to Friday</b> 8:30 a.m. – 5:45 p.m.
<b>Online submission of applications and inspection of the Register of Trust or Company Service Provider Licensees</b> ( <a href="http://www.tcsp.cr.gov.hk">www.tcsp.cr.gov.hk</a> )			<b>24-hour</b>

# Operator services provided by 1823 on a 24-hour basis