



COMPANIES REGISTRY
公 司 註 冊 處

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金鐘道政府合署十五樓

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27 September 2002

COMPANIES REGISTRY EXTERNAL CIRCULAR NO. 3 / 2002

Conversion of Paper Documents and Microfilm Records into Digitized Images

In order to establish a fully computerized system for providing quality service to our customers by late 2004, the Companies Registry is developing an “Integrated Companies Registry Information System” (ICRIS) to replace all the existing computer systems. ICRIS will be implemented in two phases to support the core business of the Registry and enable electronic delivery of services in filing, processing, storing and searching documents or information. The first phase includes, inter alia, a document imaging system, full conversion of existing microfilm records into digitized images and electronic searching. On the completion of this phase in November 2003, customers will be able to conduct online searches concurrently on current data and digitized document images of registered companies over the internet 24 hours a day.

2. Before the completion of the first phase of ICRIS, paper documents submitted to the Companies Registry in 2003 will be sent to the contractor for conversion into digitized images and reproduction into rollfilms for preparing microfiches. As a result, the availability of microfilm record of those documents may take one or two days longer than normal. However, the Registry will strive to maintain performance levels and keep inconvenience to customers to the minimum.

3. The conversion of existing microfilm records will start in early October 2002 and take about 12 months to complete. The conversion will be carried out in batches, and the processing time for each batch will be eight working days. Microfiches in the conversion batches will therefore not be available for public search for eight working days.

4. As the conversion schedule is very tight and to minimize the period when microfiches cannot be made available for search, it is essential that there are no interruptions to the conversion process. In view of this, urgent requests to search documents or microfiches in the converted batches will not be entertained under any circumstances. Notices advising customers of those microfiches being converted and the earliest date of their availability will be displayed in the Public Areas on the 13th Floor and 14th Floor of Queensway Government Offices and posted on the Companies Registry Home Page (web site: <http://www.info.gov.hk/cr/>). Subscribers to the Companies Registry On-line Public Search System (CROPS) will receive relevant messages through CROPS. Customers are advised to make prior arrangements for ordering microfiches to meet their needs. Any inconvenience caused by these temporary measures is regretted but they are necessary to ensure a very substantial improvement in the public search service.

5. Any enquiries concerning this circular may be directed to Ms Veronica Cheung, Acting Assistant Registry Manager (Customer Services) at telephone number 2867 4570.

G W E JONES
Registrar of Companies

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