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Subject: CR News (25 March 2024)



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新資訊(2024 年 3 月 25 日)

預期成立公司申請增加

根據《2024 年公共收入保障（商業登記）令》和《2024 年商業登記條例（修訂附表 2）令》，由 2024 年 4 月 1 日起，將調整須繳付的訂明商業登記費及豁免商業登記徵費(為期兩年)*。

由 2024 年 4 月 1 日起，所有在一站式公司註冊及商業登記服務下交付本處的成立公司申請及非香港公司註冊申請必須隨附正確的商業登記費及徵費。詳情請參閱隨附的[商業登記費及徵費收費表](#)。

本處預期成立公司的申請在 2024 年 3 月下旬將會增加，因而對本處所提供的服務可能造成影響，排隊輪候交付文件及處理申請的時間亦可能需要延長。

本處會調配資源力求在切實可行的情況下維持優質服務。然而當成立公司的申請數量倍增時，本處或許未能達到我們的服務承諾。

有見及此，本處懇請閣下考慮採取以下的措施：

- 透過本處「[電子服務網站](#)」(www.e-services.cr.gov.hk) 以電子形式交付成立公司的申請。若屬簡單個案，可於 1 小時內獲發電子公司註冊證明書及商業登記證。你亦可透過「[電子服務網站](#)」以電子形式交付其他的指明表格（例如：周年申報表）及相關文件。
- 如以印本形式交付申請，預留充足時間予本處處理申請。請盡早交付備妥的成立公司申請及其他文件（包括周年申報表）。
- 把文件及支票放入本處設於金鐘道政府合署 14 樓公眾服務大堂的文件投遞箱內，以節省排隊輪候的時間。本處會把正式收據或收條郵寄給提交人。

有關申請成立公司的查詢，請聯絡本處助理公司註冊處經理（新公司註冊）黃志霞女士（電話：2867 4790 電郵：helenwong@cr.gov.hk）。

煩請盡早通知貴會會員。

*有關法例修訂建議有待立法會審議。

公司註冊處

News Update: 25 March 2024

Anticipated Upsurge of Applications for Company Incorporation

According to the Public Revenue Protection (Business Registration) Order 2024 and the Business Registration Ordinance (Amendment of Schedule 2) Order 2024, the prescribed business registration fees will be adjusted and business registration levy will be waived for 2 years with effect from 1 April 2024*.

With effect from 1 April 2024, all applications for incorporation of local companies and applications for registration of non-Hong Kong companies delivered to the Registry using the One-stop Company and Business Registration Service must be accompanied by the correct business registration fee and levy. Please refer to the attached [business registration fee & levy table](#) for details.

The Registry anticipates that there will be an increase of incorporation applications in the last week of March 2024. We envisage that this will have a significant impact on the services delivered by the Registry and may entail longer queuing time for document submissions and longer processing time for incorporation applications.

The Registry will redeploy resources to maintain a quality service as far as practicable. However, it is possible that we may not be able to meet the performance pledges for our services at times of huge influx of incorporation applications.

In this connection, we would appreciate your assistance and strongly recommend that you consider adopting the following measures:-

- Deliver incorporation applications electronically by using our electronic incorporation service at the “**e-Services Portal**” (www.e-services.cr.gov.hk). For straight-forward cases, the electronic certificates of incorporation and business registration certificates can be issued within one hour. You may also deliver other specified forms (e.g. annual returns) and related documents electronically at our **e-Services Portal**.
- For applications delivered in hard copy form, make sufficient time for the period of processing of the applications. As far as possible, deliver applications and other documents, including annual returns, once they are ready.
- Deposit documents and cheques into the Registry's Drop-in box at the Public Service Hall on the 14th floor of Queensway Government Offices. This will save queuing time. The Registry will issue official receipts or acknowledgement slips to the document presentors by post.

For enquiries relating to applications for incorporation, please contact our Assistant Registry Manager (New Companies), Ms Helen WONG, at 2867 4790 or helenwong@cr.gov.hk.

Please inform your members at your earliest convenience.

*The relevant legislative amendment is subject to the scrutiny of the Legislative Council.

Companies Registry

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