



司法機構政務處

Judiciary Administration

電話 Tel: 2867 1010

傳真 Fax: 2426 2262

本函檔號 Our Ref.:

來函檔號 Your Ref.:

26 June 2026

Mr Roden Tong
President
The Law Society of Hong Kong
26/F, The Center
99 Queen's Road Central
Hong Kong

Dear President,

**Rollout of e-Appointment Service
for Application for Registration of Enduring Power of Attorney**

We write to inform you that the Judiciary's **e-Appointment service will be extended to applications for registration of Enduring Power of Attorney ("EPoA") in the High Court Registry on 3 July 2026 (Friday) for booking of appointments from 6 July 2026 (Monday)**. Following the rollout of the service, advance booking of appointments will be required for all applicants, whether legally represented or not ("Applicants"). Applicants will also be required to specify any variations or additions made to the prescribed forms under the Enduring Powers of Attorney (Prescribed Form) Regulation (Cap. 501A) when they submit applications for registration.

Need for e-Appointment Service

The Judiciary sees the need for introducing an e-Appointment service (already available in a wide range of existing services¹) to applications for registration of EPoAs, having regard to the substantial increase in these applications over the years which has put undue pressure on the competing demand for all other core judicial services in the High Court Registry. The above booking arrangement seeks to save court users' time for queuing and ensure a more orderly submission of applications which allows more time for preliminary checking at the counter and vetting of the applications by the Registrar and his Masters. This is conducive to enhancing the operational efficiency of this service.

Requirement of advance booking

With effect from 6 July 2026, when attending the High Court Registry to submit an application for registration of an EPoA, the Donor and/or his/her Attorney(s) of the EPoA, or their Solicitors, are required to book an appointment in advance. **Walk-in applications without an appointment will not be accepted.** The applicant will have to book an appointment for another day, unless there are remaining timeslots in the afternoon of the same day.

Starting from 3 July 2026, booking of appointments (as from 6 July 2026) can be made via the e-Appointment System of the Judiciary by visiting: www.judiciary.hk/en/court_services_facilities/hcr_index.html. An applicant can book an appointment up to 30 days in advance, and each appointment timeslot is for an application for registration of **one EPoA**. To ensure fair access to the service for all applicants, each Solicitors firm can book an appointment for a maximum of four timeslots and up to four timeslots per day.

¹ The e-Appointment service has been made available in a wide range of services, including those in the Appeals Registry at the Clerk of Court's Office of the High Court, the Apostille Service Office of the High Court Registry, the High Court Registry, the Probate Registry, the District Court Registry, the Family Court Registry, the Lands Tribunal Registry, the Labour Tribunal Registry and the Integrated Mediation Office.

Ensuring compliance with statutory requirements

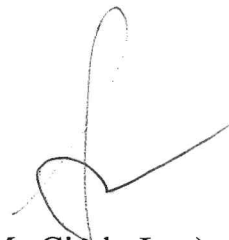
It is noted that, from time to time, some of the applications submitted by Solicitors for registration of EPoA are not in compliance with the statutory requirements set out in the Enduring Powers of Attorney Ordinance (Cap. 501) and the Enduring Powers of Attorney (Prescribed Form) Regulation (Cap. 501A), as well as the relevant guidelines issued by the Judiciary². Much time has to be spent on issuing requisitions seeking further inputs or clarifications from the Solicitors firms, resulting in delays and inefficient use of court resources.

To ensure efficient processing of applications, **with effect from 6 July 2026**, when submitting an application for registration of an EPoA, the Solicitors representing the applicant is required to **specify in the covering letter, whether there are any variations or additions made to clauses 2 and 3 of Part A of the prescribed Form 1 or clauses 3 and 4 of Part A of the prescribed Form 2 under Cap. 501A.**

We would appreciate your assistance in bringing the above arrangements to the attention of your members. For enquiries, please contact Ms Wendy Chui, Chief Judicial Clerk of the High Court Registry at 2825 4571.

Thank you for your continued support.

Yours sincerely,



(Ms Cindy Lee)
for Judiciary Administrator

² The relevant guidelines issued by the Judiciary are available at:
https://www.judiciary.hk/en/court_services_facilities/epa.html