



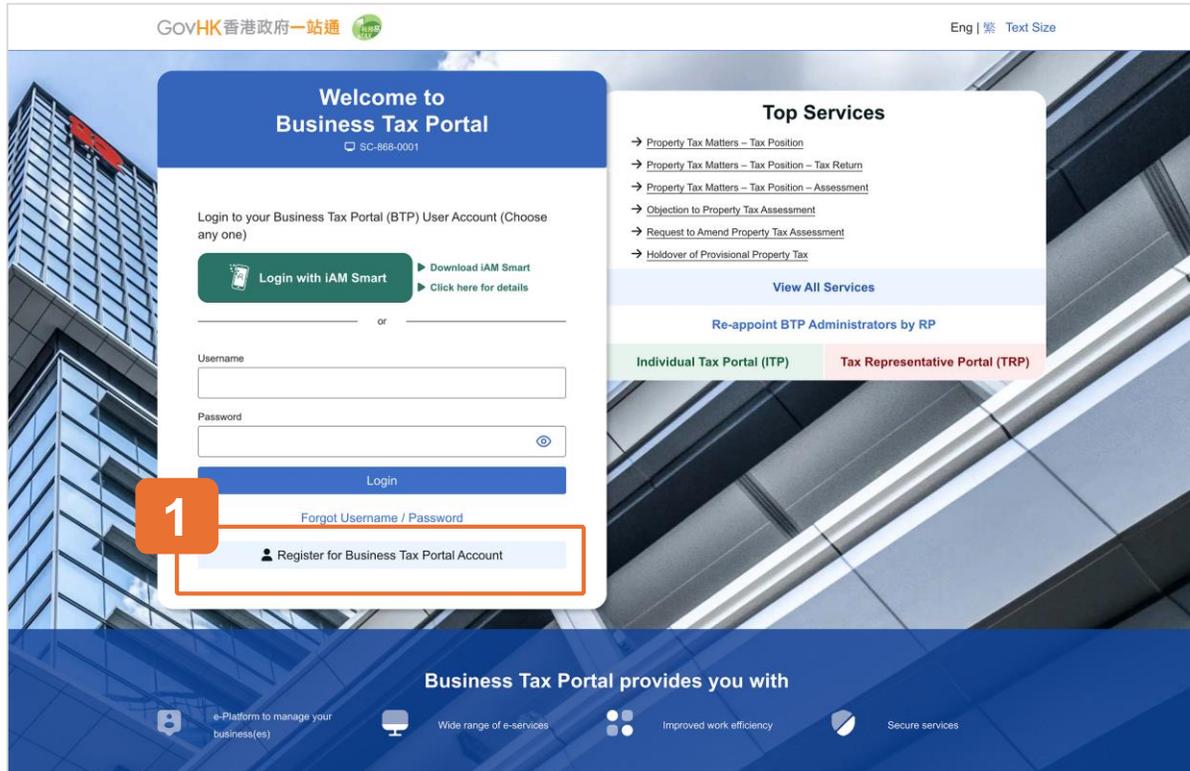
Inland Revenue Department

The Government of the Hong Kong Special Administrative Region
of the People's Republic of China



BTP Business Account Registration

Guide to BTP Business Account Registration

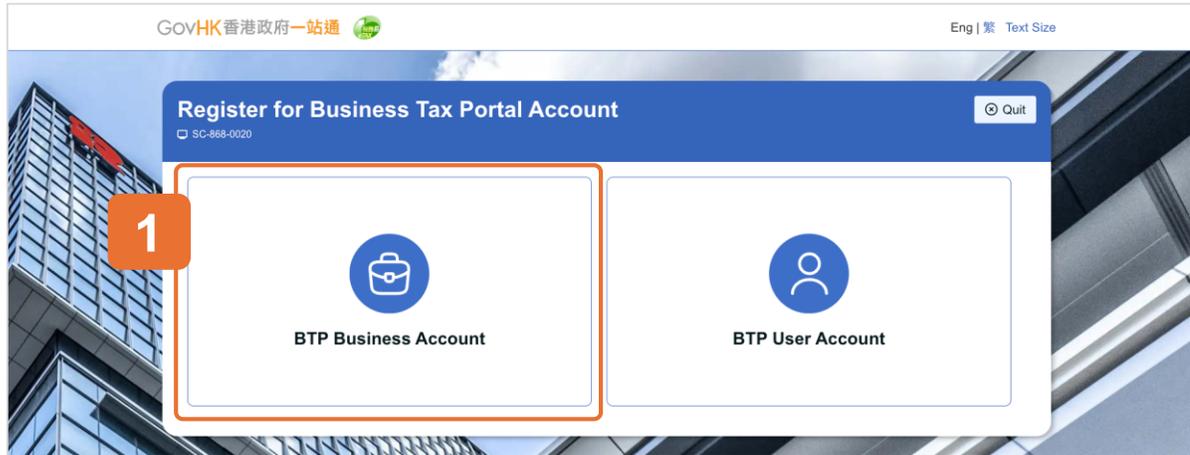


Getting Started

This document will guide you through the process of registering for a BTP Business Account.

- 1 Click the “Register for Business Tax Portal Account” button to begin.

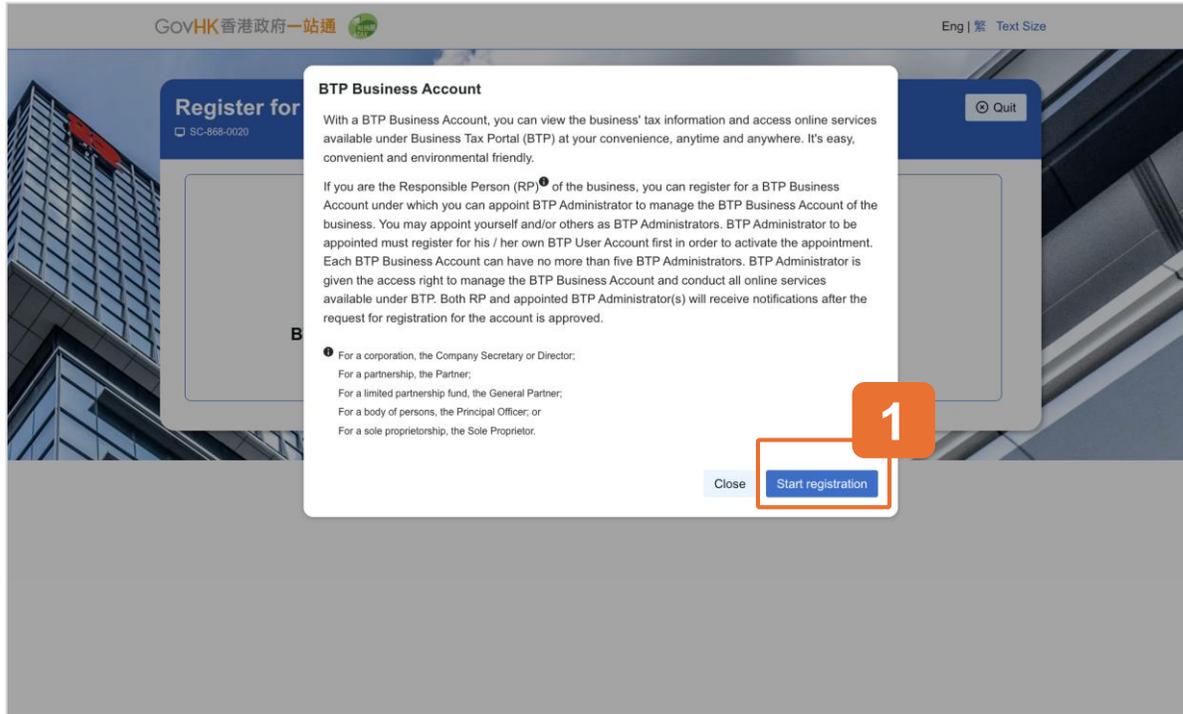
Guide to BTP Business Account Registration



Select BTP Business Account

- 1 Select "BTP Business Account".

Guide to BTP Business Account Registration



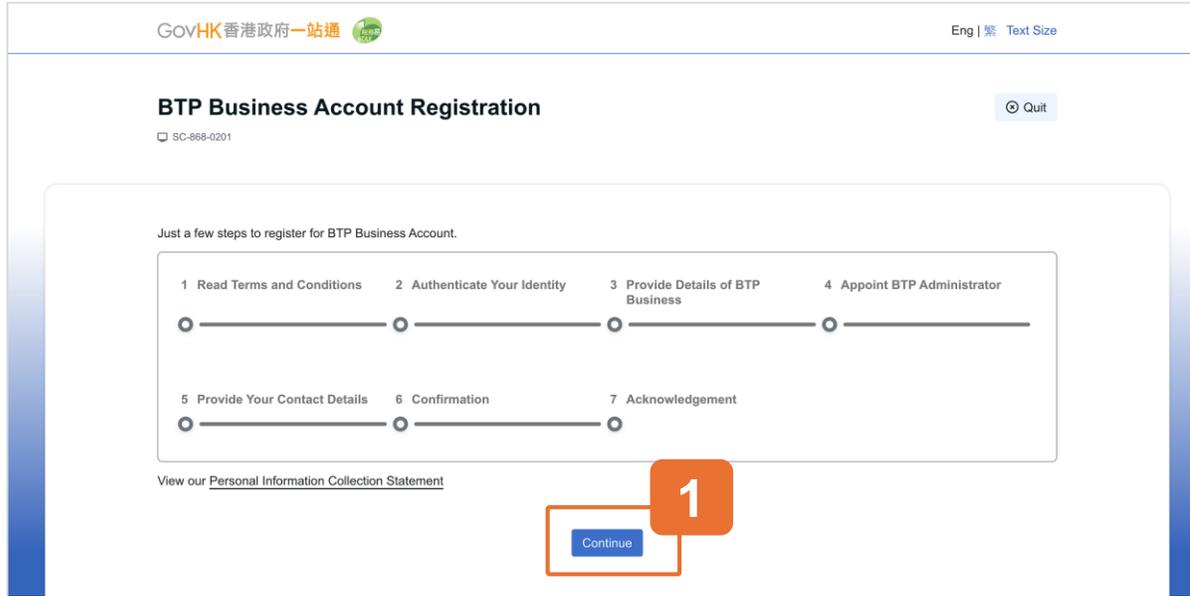
Overview of BTP Business Account

Please read the overview of BTP Business Account.

BTP Business Account must be opened by the Responsible Person of the business. The Responsible Person may then appoint yourself and/or others as BTP Administrators to manage the BTP Business Account.

1 Click “Start registration”.

Guide to BTP Business Account Registration



7 Steps to Register for BTP Business Account

- 1 Click “Continue” to start the registration process.

Guide to BTP Business Account Registration

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BTP Business Account Registration

SC 888-0202

1 Read Terms and Conditions 2 Authenticate Your Identity 3 Provide Details of BTP Business 4 Appoint BTP Administrator

Inland Revenue Department
Terms and Conditions for the Use of Business Tax Portal

1. Definitions

1.1 In these Terms and Conditions ("T&C"), unless the context otherwise defines, the terms set out below have the following definitions:

"Authorized BTP Users" means the BTP Administrator(s) and BTP Authorized User(s) collectively.
 "BTP" means the Business Tax Portal provided by the Inland Revenue Department ("IRD").
 "BTP Services" means the electronic services provided under the BTP through the GovHK.
 "GovHK" means the GovHK system which is one-stop portal of The Government which features links to information and services provided by participating government bureaux and departments.

17.2 The IRD will not be responsible or held accountable in any way for any damage, or loss whatsoever, arising directly or indirectly from any errors, omissions, delay or failure in the transmission of the contents, or as a result (direct or indirect) of, or in connection with the use of the BTP Services or reliance on any information, materials, tools, online services provided in the BTP regardless of the form of action.

18. Modifications of the Terms and Conditions

18.1 The IRD reserve the right to modify these T&C at any time. The revised T&C when displayed, advertised or brought to the attention of the Registered Entity and BTP User(s) by appropriate means shall become effective and be binding on the Registered Entity and BTP User(s).

18.2 An updated version of the T&C will be displayed when the Registered Entity and the BTP User(s) log into the BTP and they must read the T&C. By clicking the button "I read & accept" in the BTP, the Registered Entity and the BTP User(s) agree to be bound by the T&C. The use or continued use of the BTP Services shall also constitute the acceptance of the T&C.

19. Governing Law and Dispute Resolution

19.1 The T&C shall be governed by and construed in accordance with the laws of the Hong Kong Special Administrative Region.

19.2 Any dispute arising from these T&C shall be subject to the exclusive jurisdiction of the courts of Hong Kong Special Administrative Region.

Back I read & accept

Step 1: Read Terms and Conditions

Read the Terms and Conditions for use of the Business Tax Portal.

1

Click the "I read & accept" to proceed to the next step.

Guide to BTP Business Account Registration

The screenshot displays the 'BTP Business Account Registration' page. At the top, it shows 'GovHK 香港政府一站通' and 'Eng | 繁 Text Size'. The page title is 'BTP Business Account Registration' with a 'Quit' button. Below the title is a progress indicator with four steps: 1. Read Terms and Conditions (completed), 2. Authenticate Your Identity (current step), 3. Provide Details of BTP Business, and 4. Appoint BTP Administrator. The main content area contains a message: 'You can choose one of the three authentication methods to verify your identity'. There are three radio button options: 'iAM Smart' (with an icon), 'Individual Tax Portal (ITP) TIN & Password', and 'Personal Digital Certificate'. At the bottom of the form, there are 'Back' and 'Continue' buttons. A large orange '1' is placed over the first step indicator, and a large orange '2' is placed over the 'Continue' button.

Step 2: Authenticate Your Identity

There are three authentication methods to verify your identity, including iAM Smart, Taxpayer Identification Number (TIN) & Password under Individual Tax Portal (ITP), and Personal Digital Certificate.

- 1 Choose ONE authentication method.
- 2 Click “Continue” to proceed to the next step.

Guide to BTP Business Account Registration

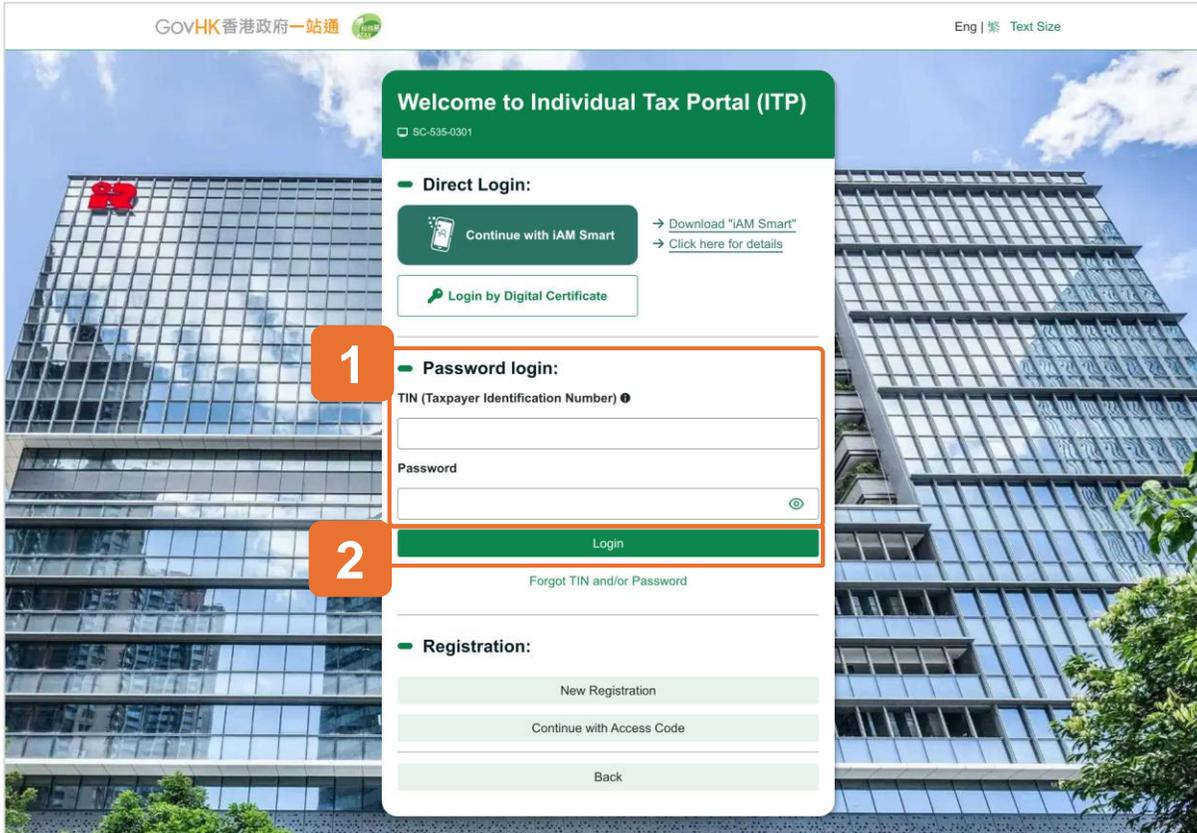
The screenshot displays the 'BTP Business Account Registration' page. At the top, there is a progress bar with four steps: 1. Read Terms and Conditions, 2. Authenticate Your Identity (highlighted), 3. Provide Details of BTP Business, and 4. Appoint BTP Administrator. A modal dialog box is open, titled 'Authentication of your identity with TIN & Password'. The dialog contains the text: 'You will be redirected to Individual Tax Portal (ITP) to authenticate your identity.' Below this text are two buttons: 'Close' and 'Continue'. The 'Continue' button is highlighted with an orange box and a large orange number '1' in the top right corner. At the bottom of the page, there are 'Back' and 'Continue' buttons.

Authentication of Your Identity with TIN & Password

If you use Individual Tax Portal (ITP) TIN & Password for authentication, after clicking “Continue”, you will be redirected to Individual Tax Portal (ITP).

1 Click “Continue” to proceed to the next step.

Guide to BTP Business Account Registration



Authentication of Your Identity with TIN & Password

- 1 Enter your TIN and Password.
- 2 Click "Login".

Guide to BTP Business Account Registration

The screenshot shows the 'BTP Business Account Registration' page. A modal window titled 'Please select File Location and enter PIN' is displayed. It contains the following fields and buttons:

- 1** Hong Kong Identity Card number: A123456(7)
- 2** File Location: A 'Browse' button.
- 3** PIN: A text input field with a visibility toggle.
- 4** Confirm: A 'Confirm' button.

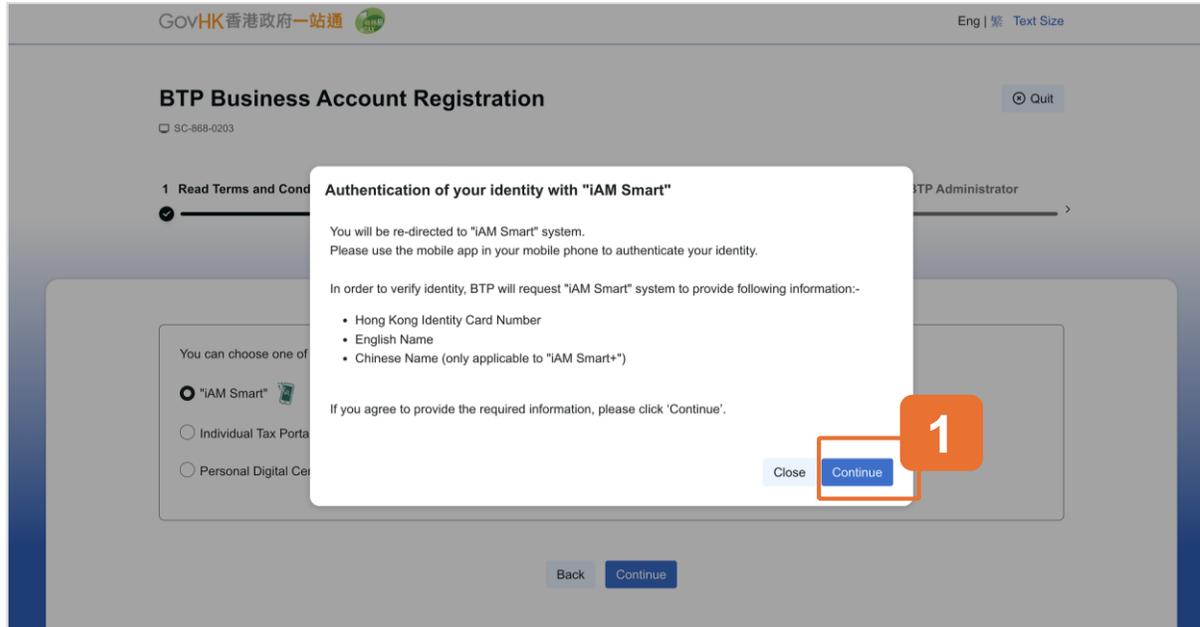
Other visible elements include 'Clear', 'Close', 'Back', and 'Continue' buttons, and a 'Quit' button in the top right of the main page.

Authentication of Your Identity with Personal Digital Certificate

If you use Personal Digital Certificate for authentication.

- 1** Enter your HKID Card Number.
- 2** Click the “Browse” button to search for the Personal Digital Certificate.
- 3** Enter the PIN of the Personal Digital Certificate.
- 4** Click the “Confirm” button to proceed to the next step.

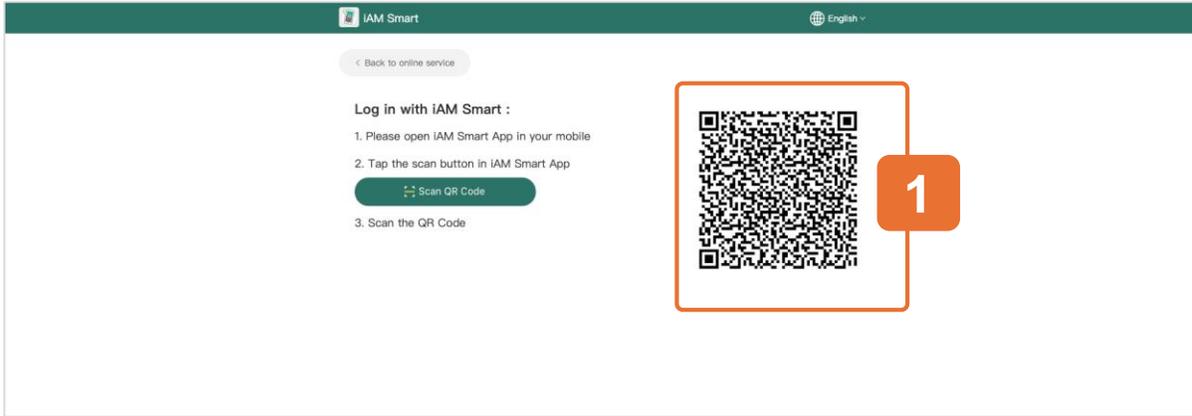
Guide to BTP Business Account Registration



If you use iAM Smart for authentication, BTP will request your personal information from iAM Smart system for your identity verification.

1 Click the “Continue” to give your consent and proceed to iAM Smart system.

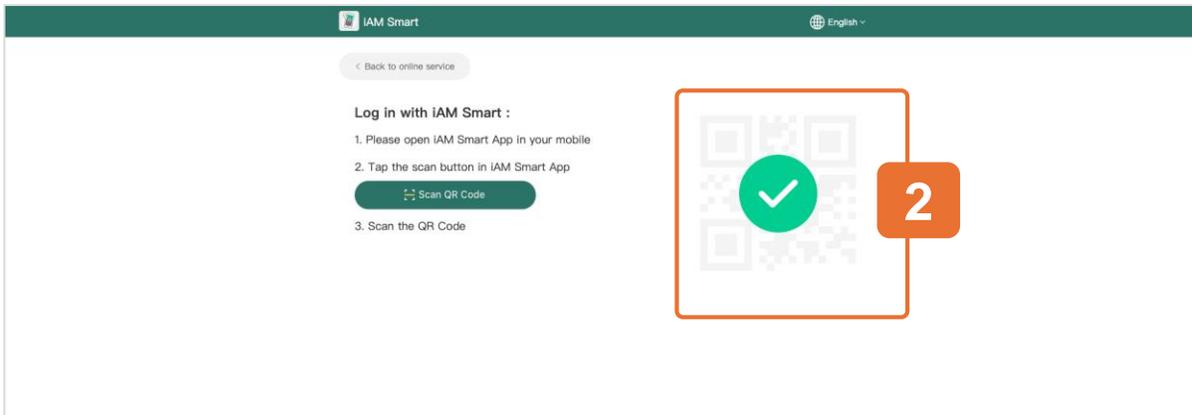
Guide to BTP Business Account Registration



Login via iAM Smart

1 Use the iAM Smart App in your mobile to scan the QR Code to log in with iAM Smart.

2 Login Success.



Guide to BTP Business Account Registration

The screenshot shows the 'BTP Business Account Registration' page. At the top, there is a progress bar with five steps: 1. Authenticate Your Identity, 2. Provide Details of BTP Business (current step), 3. Appoint BTP Administrator, 4. Provide Your Contact Details, and 5. Provide Your Contact Details. The current step is highlighted with a blue circle. Below the progress bar, there is a section titled 'Enter Business Details' with a label 'Business Registration Number:' and an input field. A red box with the number '1' highlights the input field. Below the input field, there are two buttons: 'Back' and 'Continue'. A red box with the number '2' highlights the 'Continue' button.

Step 3: Provide Details of BTP Business

Based on the business type, including Corporation, Partnership, Limited Partnership Fund, Joint Venture and Other Body of Persons etc, you will be redirected to different screens to provide further business details.

We will show you the screens related to Corporation and Partnership.

- 1** Enter the Business Registration Number (BRN) of the Business.
- 2** Click “Continue” to proceed to the next step.

Guide to BTP Business Account Registration

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BTP Business Account Registration

SC-868-0205

Quit

2 Authenticate Your Identity 3 Provide Details of BTP Business 4 Appoint BTP Administrator 5 Provide Your Contact Details

Corporation Details

Business Registration Number: 99999995

Business Name: TAXPAYER A COMPANY LIMITED

Enter Your Particulars

Full Name: TAXPAYER A

Hong Kong Identity Card Number: QQ123456(7)

Your capacity in the Corporation: Director

Data is provided by "IAM Smart"

Back Continue

Corporation

Step 3: Provide Details of BTP Business

This screen is related to Corporation.

Scroll down to check Corporation Details and Your Personal Particulars carefully, select your capacity in the Corporation, either “Director” or “Company Secretary”.

If the business name shown is incorrect, check whether the entered Business Registration Number is correct or not.

- 1 Select your capacity in the Corporation.
- 2 Click “Continue” to proceed to the next step.

Guide to BTP Business Account Registration

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Eng | 繁 | Text Size

BTP Business Account Registration

SC-868-0205 [Quit](#)

2 Authenticate Your Identity 3 Provide Details of BTP Business 4 Appoint BTP Administrator 5 Provide Your Contact Details

Corporation Details

Business Registration Number: 99999995

Business Name: TAXPAYER A COMPANY LIMITED

Enter Your Particulars

Full Name: TAXPAYER A

Passport Number: 12345678
(excludes spaces, punctuation marks and symbols)

Issuing Country/Region: GERMANY

Your capacity in the Corporation: Director

Back [Continue](#)

Corporation

Step 3: Provide Details of BTP Business

In case you are not HKIC holder, you will be required to provide your passport information.

- 1 Input "Passport Number".
- 2 Select "Issuing Country".
- 3 Click "Continue" to proceed to the next step.

Guide to BTP Business Account Registration

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BTP Business Account Registration

SC-888-0206

3 Provide Details of BTP Business 4 **Appoint BTP Administrator** 5 Provide Your Contact Details 6 Confirmation

Corporation Details

Business Registration Number: 99999995

Business Name: TAXPAYER A COMPANY LIMITED

Enter Particulars of BTP Administrator(s)

Appoint Myself as BTP Admin

	Username of BTP User Account	Full Name	Other Name	Designation
1	<input type="text"/> Search			Please Select
2	<input type="text"/> Search			Please Select
3	<input type="text"/> Search			Please Select
4	<input type="text"/> Search			Please Select
5	<input type="text"/> Search			Please Select

Back Continue

Corporation

Step 4: Appoint BTP Administrator

Provide particulars of BTP Administrator(s).

To enable the appointment, the BTP Administrator must first possess the BTP User Account and add your business to the serving business list.

Appoint Myself as BTP Admin - You may appoint yourself as BTP Administrator. If you have already been a BTP User Account holder, the system will fill in your BTP Username, Other Name and Designation automatically. Otherwise, you will be redirected to “BTP User Account Registration”.

Each BTP Business Account can have no more than five BTP Administrators.

After opening a BTP Business Account, the appointed BTP Administrators can update the list of BTP Administrator(s) at any time.

- 1 Enter BTP Username & click “Search”.
- 2 Select the BTP Administrator’s Designation.
- 3 Click “Continue” to proceed to the next step.

Guide to BTP Business Account Registration

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BTP Business Account Registration

SC-868-0207

Quit

4 Appoint BTP Administrator 5 Provide Your Contact Details 6 Confirmation 7 Acknowledgement

Please enter your contact details.

Hong Kong Mobile Number:

Re-enter Hong Kong Mobile Number:

Email (Required):

Re-enter Email (Required):

If your registration for BTP business account cannot be approved immediately, and is subject to further verification, you and the appointed BTP Administrator(s) will receive notifications by SMS (on the condition that HK mobile no. is given) or email when the registration is approved.

Back 1

Corporation

Step 5: Provide Your Contact Details

In some cases, the account cannot be opened instantly, please enter your contact information to receive notification of registration result.

1

Click “Continue” to proceed to the next step.

Guide to BTP Business Account Registration

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BTP Business Account Registration

Out

4 Appoint BTP Administrator 5 Provide Your Contact Details 6 Confirmation 7 Acknowledgement

Please verify Business, BTP Administrator(s) and your details

Corporation Details

Business Registration Number: 99999995

Business Name: TAXPAYER A COMPANY LIMITED

Your Particulars

Full Name: TAXPAYER A

Hong Kong Identity Card Number: QQ123456(7)

Your capacity in the Corporation: Director

Appointed BTP Administrator(s)

#1

Username: BTPUSERNAME01

Full Name: TAXPAYER A

Other Name: USER A OTHER NAME

Designation: Director

Your Contact Details

Hong Kong Mobile Number: 12345678

Email: taxpayer@ird.gov.hk

Declaration

I, TAXPAYER A, being Director of TAXPAYER A COMPANY LIMITED, declare that:

(i) I have been authorized by TAXPAYER A COMPANY LIMITED to register for the BTP Business Account; and

(ii) to the best of my knowledge and belief, the information given in this application is true, correct and complete.

1 2 Back Confirm 3

Corporation

Step 6: Confirmation

Scroll down to check all information in this page carefully.

- 1 You are required to declare by checking the box that the information given in this application for BTP Business Account is true, correct and complete.
- 2 Click “Back” if you need to correct any information.
- 3 Click “Confirm” to complete your registration.

Guide to BTP Business Account Registration

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BTP Business Account Registration

SC-868-0209

4 Appoint BTP Administrator 5 Provide Your Contact Details 6 Confirmation 7 Acknowledgement

Your registration for BTP Business Account has been submitted and awaits approval. Once the registration is approved, you and appointed BTP Administrator(s) will receive notifications by SMS (if HK mobile no. is given) or email.

Transaction Reference Number (TRN): 9999 9999 9999 9999

Transaction Date/Time: 26 Mar 2025 12:49:53

Corporation Details

Business Registration Number: 99999995

Business Name: TAXPAYER A COMPANY LIMITED

Your Particulars

Full Name: TAXPAYER A

Hong Kong Identity Card Number: QQ123456(7)

Your capacity in the Corporation: Director

Appointed BTP Administrator(s)

#1

Username: BTPUSERNAME01

Full Name: TAXPAYER A

Other Name: USER A OTHER NAME

Designation: Director

Your Contact Details

Hong Kong Mobile Number: 12345678

Email: taxinfo@ird.gov.hk

Declaration

I, TAXPAYER A, being Director of TAXPAYER A COMPANY LIMITED, hereby declare that I have authorized by TAXPAYER A COMPANY LIMITED to register for the BTP Business Account; and to the best of my knowledge and belief, the information provided in this application is true, correct and complete.

1 Print 2 Save 3 Register for Another Account

Corporation

Step 7: Acknowledgement

In case of Corporation, registration is subject to approval. Once the registration is approved, you and appointed BTP Administrator(s) will receive notifications by SMS (if HK mobile no. is given) or email.

- 1 Click “Print” if you wish to print the acknowledgement.
- 2 Click “Save” if you wish to save the acknowledgement.
- 3 Click “Register for Another Account” to make BTP Business Account Registration for another Business.

Guide to BTP Business Account Registration

The screenshot shows the 'BTP Business Account Registration' page on the GovHK website. The page title is 'BTP Business Account Registration' with a 'Quit' button. Below the title is a progress bar with five steps: 1. Authenticate Your Identity, 2. Provide Details of BTP Business (current step), 3. Appoint BTP Administrator, 4. Provide Your Contact Details, and 5. Provide Your Contact Details. The main content area is titled 'Enter Business Details' and contains a form with a 'Business Registration Number:' label and an input field. A red box highlights the input field with the number '1'. Below the input field are 'Back' and 'Continue' buttons, with a red box highlighting the 'Continue' button with the number '2'.

Partnership

Step 3: Provide Details of BTP Business

Now, we turn to the account registration process for Partnership.

- 1 Enter the Business Registration Number (BRN) of the Business.
- 2 Click “Continue” to proceed to the next step.

Guide to BTP Business Account Registration

GovHK 香港政府一站通

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BTP Business Account Registration

SC-868-0206

3 Provide Details of BTP Business 4 Appoint BTP Administrator 5 Provide Your Contact Details 6 Confirmation

Partnership Details

Business Registration Number: 99999995

Business Name: TAXPAYER A COMPANY

Enter Particulars of BTP Administrator(s)

Appoint Myself as BTP Admin

Username of BTP User Account	Full Name	Other Name	Designation
1 BTPUSERNAMEC <input type="button" value="Search"/>	TAXPAYER A	USER A OTHER NAME	Partner <input type="button" value="v"/>
2 <input type="text"/> <input type="button" value="Search"/>			Please Select <input type="button" value="v"/>
3 <input type="text"/> <input type="button" value="Search"/>			Please Select <input type="button" value="v"/>
4 <input type="text"/> <input type="button" value="Search"/>			Please Select <input type="button" value="v"/>
5 <input type="text"/> <input type="button" value="Search"/>			Please Select <input type="button" value="v"/>

Back

Partnership

Step 4: Appoint BTP Administrator

If you are verified as a partner for this business, you only need to provide the details of BTP Administrator(s) here.

To enable the appointment, the BTP Administrator must first possess the BTP User Account and add your business to the serving business list.

Appoint Myself as BTP Admin - You may appoint yourself as BTP Administrator. If you have already been a BTP User Account holder, the system will fill in your BTP Username, Other Name and Designation automatically. Otherwise, you will be redirected to “BTP User Account Registration”.

Each BTP Business Account can have no more than five BTP Administrators.

After opening a BTP Business Account, the appointed BTP Administrators can update the list of BTP Administrator(s) at any time.

- 1 Enter BTP Username & click “Search”.
- 2 Select the BTP Administrator’s Designation.
- 3 Click “Continue” to proceed to the next step.

Guide to BTP Business Account Registration

The screenshot shows the 'BTP Business Account Registration' page on the GovHK portal. The page title is 'BTP Business Account Registration' with a 'Quit' button. A progress bar indicates four steps: 4. Appoint BTP Administrator, 5. Provide Your Contact Details (current step), 6. Confirmation, and 7. Acknowledgement. The main form area contains the following fields:

- Hong Kong Mobile Number:
- Re-enter Hong Kong Mobile Number:
- Email (Required):
- Re-enter Email (Required):

Below the form, there is a note: "If your registration for BTP business account cannot be approved immediately, and is subject to further verification, you and the appointed BTP Administrator(s) will receive notifications by SMS (on the condition that HK mobile no. is given) or email when the registration is approved." At the bottom, there are 'Back' and 'Continue' buttons. The 'Continue' button is highlighted with a red box and a red circle containing the number '1'.

Partnership

Step 5: Provide Your Contact Details

Please enter your contact information.

- 1 Click "Continue" to proceed to the next step.

Guide to BTP Business Account Registration

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BTP Business Account Registration

4 Appoint BTP Administrator 5 Provide Your Contact Details 6 Confirmation 7 Acknowledgement

Please verify Business, BTP Administrator(s) and your details

Partnership Details

Business Registration Number: 99999995

Business Name: TAXPAYER A COMPANY

Your Particulars

Full Name: TAXPAYER A

Hong Kong Identity Card Number: QQ123456(7)

Appointed BTP Administrator(s)

#1

Username: BTPUSERNAME01

Full Name: TAXPAYER A

Other Name: USER A OTHER NAME

Designation: Partner

Your Contact Details

Hong Kong Mobile Number: 12345678

Email: taxinfo@ird.gov.hk

Data is provided by "IAM Smart"

Declaration

I, TAXPAYER A, being Partner of TAXPAYER A COMPANY, declare that:-

(i) I have been authorized by TAXPAYER A COMPANY to register for the BTP Business Account; and

(ii) to the best of my knowledge and belief, the information given in this application is true, correct and complete.

1

2 Back Confirm 3

Partnership

Step 6: Confirmation

Scroll down to check all information in this page carefully.

- 1 You are required to declare by checking the box that the information given in this application for BTP Business Account is true, correct and complete.
- 2 Click “Back” if you need to correct any information.
- 3 Click “Confirm” to complete your registration.

Guide to BTP Business Account Registration

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BTP Business Account Registration

SC-868-0209 Quit

4 Appoint BTP Administrator 5 Provide Your Contact Details 6 Confirmation 7 Acknowledgement

Your BTP Business Account is ready for use.

Transaction Reference Number (TRN):	9999 9999 9999 9999
Transaction Date/Time:	26 Mar 2025 13:02:12

Partnership Details

Business Registration Number:	99999995
Business Name:	TAXPAYER A COMPANY

Your Particulars

Full Name:	TAXPAYER A
Hong Kong Identity Card Number:	QQ123456(7)

Appointed BTP Administrator(s)

#1	
Username:	BTPUSERNAME01
Full Name:	TAXPAYER A
Other Name:	USER A OTHER NAME
Designation:	Partner

Your Contact Details

Hong Kong Mobile Number:	12345678
Email:	taxinfo@ird.gov.hk

Declaration

I, TAXPAYER A, being Partner of TAXPAYER A COMPANY, declare that:

- I have been authorized by TAXPAYER A COMPANY to register the BTP Business Account; and
- to the best of my knowledge and belief, the information provided in this application is true, correct and complete.

1 Print 2 Save 3 Register for Another Account

Partnership

Step 7: Acknowledgement

Congratulations! You have successfully completed the registration process. Your BTP Business Account is ready for use now.

- 1 Click “Print” if you wish to print the acknowledgement.
- 2 Click “Save” if you wish to save the acknowledgement.
- 3 Click “Register for Another Account” to make BTP Business Account Registration for another Business.



Inland Revenue Department

The Government of the Hong Kong Special Administrative Region
of the People's Republic of China

