

Business Registration Notice
Fillable PDF Forms with 2-dimensional barcode

1. Business operators are required to notify the Business Registration Office of any change in business particulars in writing within 1 month of such change. To facilitate the notifications, five new fillable PDF forms with 2-dimensional barcode are now introduced:

- (i) [Notification of Change of Business Nature \(Form IRBR193\)](#);
- (ii) [Notification of Commencement of Business by Corporation \(Form IRBR200\)](#);
- (iii) [Notification of Change of Business Name \(Form IRC3110A\)](#); and
- (iv) [Notification of Change of Business Address \(Form IRC3111A\)](#).
- (v) [Notification of Change of Business Address \(Form IRC3111A-Data Import\)](#).

Features of Fillable PDF Forms with 2-dimensional barcode

2. The new fillable PDF forms can be opened with Adobe Acrobat Reader which is available at the Adobe Systems Incorporated. These forms have the following new features:-

- (a) Embedded built-in checking to prompt user on an incorrect entry;
- (b) A 2-dimensional barcode containing key particulars filled up in the form. The data therein will be read by a scanner into our business registration system for scrutiny and updating. This will improve the efficiency and accuracy of updating the new business particulars concerned;
- (c) For the Form IRC3111A(Data Import), there is a data import function to facilitate simultaneous notification of business address / branch address of multiple businesses. You can input details of amendment into an Excel file (up to 200 rows) and save the Excel file into XML format at any directory location in your workstation;
- (d) To start data import, please open the Form IRC3111A(Data Import) select Edit > Form Options > Import Data and then select the XML file containing form data. A 'Validate' button is available at the top right corner of PDF form for checking whether the format of the data entered in specific data fields is correct. See [user manual](#) for details.

Submission of Notification

3. After completion, please print the form and sign before submission. You can either submit the duly completed and signed notifications of change in person or by post. To ensure the authenticity of the notifications received, submission by facsimile transmission is not accepted. The amended business registration certificate will be issued over the counter or by post depending on the mode of submission.

Enquiries

4. Enquiries can be made by email to taxbro@ird.gov.hk.