

Online Appointment Booking for Business Registration Office Counter Services

The Business Registration (“BR”) Office now provides BR counter services through ticket system. Apart from calling at the BR Office for tickets of the day, users of the following counter services can, with effect from 9:00 a.m. on 22 June 2020, make prior appointments for the next 5 working days through our [Online Appointment Booking Service](#):

- New business / branch registration
- Submission of BR forms / reissue of renewal demand notes / other enquiries

No more than 2 cases for new business / branch registration or 20 cases for submission of BR forms / reissue / enquiry cases will be processed in each appointment.

Online Appointment Booking

The [Online Appointment Booking Service](#) requires the service user to input his/her surname, part of his/her Hong Kong Identity Card Number or Passport Number (if no Hong Kong Identity Number) and business or branch names /business registration numbers of cases to be processed in the appointment. Upon successful booking, an acknowledgement with the input details of the service user and cases will be displayed. The service user has to bring along a printed copy or an electronic record of the acknowledgement to the BR Office on the appointed date and time slot for the required counter service. The service user may be requested to present his/her Hong Kong Identity Card or Passport for identification. Only cases listed on the acknowledgment will be processed over the counter.

Enquiries

Any enquiries can be made to the Business Registration Officer by email to taxbro@ird.gov.hk.

Business Registration Office