

## **Enhancement to Online Appointment Booking Service for Business Registration Office Counter Services**

Our Online Appointment Booking Service for Business Registration Office Counter Services will be enhanced on 20 June 2022. Apart from making prior appointments for the next 5 working days, user of the following business registration (“BR”) counter services can make online appointment booking for the same day with effect from 7:00 a.m. on 20 June 2022:

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

### **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 / BR 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 to the Business Registration Office a printed copy or an electronic record of the acknowledgement 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. Cases listed on the acknowledgment are also required to be submitted for processing.

### **Enquiries**

Any enquiries can be made to the Business Registration Officer by email to [taxbro@ird.gov.hk](mailto:taxbro@ird.gov.hk).

Business Registration Office