

## **Inland Revenue Department**

### **Format of Business Registration Certificates, Branch Registration Certificates and Renewal Notices**

Business Registration Certificates, Branch Registration Certificates and renewal notices, whether original or duplicate, for all types of business are issued in A4 size white paper. A supplementary information sheet containing the relevant requirements under the Business Registration Ordinance (Cap. 310) and Companies Ordinance (Cap. 622) will also be provided together with the certificates and renewal notices.

Please click the following links for the respective specimens of Business Registration Certificates, Branch Registration Certificates and Renewal Notices:

- (1) [Valid Business Registration Certificate \(PDF: 126KB\)](#);
- (2) [Valid Branch Registration Certificate \(PDF: 127KB\)](#);
- (3) [Renewal notice for business registration \(PDF: 148KB\)](#); and
- (4) [Renewal notice for branch registration \(PDF: 148KB\)](#).

The specimen documents are in pdf format which can be viewed and printed by using the Adobe Acrobat Reader 5.0 or above and Adobe Asian Fonts Packs which are available free at the [Adobe Systems Incorporated website](#).