

Inland Revenue Department

One-stop Company and Business Registration

Under the one-stop company and business registration service, any person who submits an incorporation form of a local company (Form NNC1 or NNC1G) or an application form for registration of a non-Hong Kong company (Form NN1) at the [Companies Registry](#) (“the Registry”) will be deemed to have made a business registration application at the same time. Under the one-stop service, companies will only be required to lodge one single application for both company and business registration.

To make an application under the one-stop service, an applicant is required to submit the following documents and fees to the Registry:

For local companies

- Incorporation Form (Form NNC1 or NNC1G)
- A copy of the company’s Articles of Association
- Notice to Business Registration Office (IRBR1)
 - to indicate whether it elects for a 3-year certificate
- Prescribed [business registration fee and levy](#) and other fees payable under the Companies (Fees) Regulation (Cap. 622K)

For non-Hong Kong companies

- Application for registration as Registered Non-Hong Kong Company (Form NN1)
- Notice to Business Registration Office (IRBR2)
 - (a) state whether the company has already been registered under the Business Registration Ordinance (Cap. 310) and, if so, provide its business registration number;
 - (b) If not yet registered, indicate whether it elects for a 3-year certificate and state:
 - business name (if different from its corporate name)
 - description and nature of business
 - date of commencement of business
- Prescribed [business registration fee and levy](#) and other fees payable under the Companies (Fees) Regulation (Cap. 622K)

IRBR1 and IRBR2 in electronic form or paper form can be obtained free of charge from the Registry. You may download specimen copies of [IRBR1 \(PDF:104KB\)](#), [IRBR2 \(PDF:118KB\)](#) and [application information sheet \(PDF:92KB\)](#) for reference. The specimen is 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](#).

Issue of Business Registration Certificates

The one-stop company and business registration service applies to both paper and electronic applications. Upon the approval of the application in paper form, the Registry will issue a Certificate of Incorporation together with a Business Registration Certificate both in A4 size white paper to the applicant. For applications lodged through the e-incorporation service at the “e-Services Portal” (<https://www.e-services.cr.gov.hk>), if approved, the Registry will issue both Certificate of Incorporation and Business Registration Certificate in electronic form (in pdf format) and will not entertain any request for issue of paper certificates.

Format of Business Registration Certificates

Specimen copies of Business Registration Certificates can be found in “[Format of Business Registration Certificates, Branch Registration Certificates and Renewal Notices](#)”.

Display of Business Registration Certificates issued in electronic form

Where a company obtains its Business Registration Certificate in electronic form, it must display a printed copy of the registration certificate at the place of business to which such certificate relates.

Notification of business particulars

All local companies registered under the one-stop company and business registration service are required to notify the Commissioner in writing of the relevant business particulars after they commence their business. Please refer to “[Notification of Change of Business Registration Particulars](#)”.

Application for business registration documents

As companies registered their business under the one-stop company and business registration service are no longer required to complete Form 1(b), the Business Registration Office will provide to the applicant for a certified extract of information the same information now available in Form 1(b) on an application information sheet. Please click “[Application for Business Registration Documents](#)” for further details.

Applicability of the one-stop company and business registration service

The one-stop company and business registration service is not applicable to application for business registration by other types of businesses such as sole proprietorship, partnership businesses, and branch registration etc. Therefore, applications for business or branch registrations in respect of businesses other than companies shall be lodged directly with the Business Registration Office as before.