

**Required documents for registration as user of  
the Electronic Submission System (“ESS”)**

(A) Principal Administrator Account

Any person applying for registration of a Principal Administrator Account is required to submit a completed and signed application form by email, by post or by hand to the Help Centre of the Official Receiver’s Office (“**ORO**”) together with the following documents to the ORO:

- (a) a letter of authorization prepared on a letterhead of the organization that the applicant is affiliated with, with the signature of the authorized signatory of the organization, and affixed with the official stamp (if any) of the organization, authorizing the proposed Principal Administrator Account user to make a registration application; and
- (b) other relevant supporting documents set out below as appropriate:
  - (i) For the organization is a law firm:
    - a copy of a valid business registration certificate issued under the Business Registration Ordinance (Cap. 310).
  - (ii) For the organization is an organization other than a law firm:
    - a copy of Business Registration Application Form registered, or copy of an extract of information of a business on the Business Register issued under the Business Registration Ordinance (Cap. 310); and/or
    - Copy of latest Annual Return filed with the Companies Registry in accordance with the Companies Ordinance (Cap. 622).

(B) Documents required for completing identity authentication process

2. If an applicant is considered by the ORO to be eligible to register a Principal Administrator Account after the vetting process, he or she will be notified by email to

attend the identity authentication process at the Help Centre at a time to be specified by the ORO. The applicant will be required to bring along the following documents for completion of the identity authentication process at the Help Centre:

- (a) the original of the personal identity document of the applicant, for example Hong Kong Identity Card (“HKID card”) or passport; and
- (b) copies of documents/certificates showing the applicant’s professional qualification(s), if any.

3. If an applicant wishes to appoint an authorized representative to complete the identity authentication process on the applicant’s behalf, the appointed authorized representative is required to bring along the following documents for completion of the identity authentication process at the Help Centre:

- (a) a letter of authorization signed by the applicant duly authorizing the appointed authorized representative to complete the identity authentication process on the applicant’s behalf (a template of letter of authorization is provided under **Annex D**);
- (b) a copy of the personal identity document (such as HKID card or the passport) of the applicant;
- (c) the original of the personal identity document of the appointed authorized representative, for example HKID card or passport, for verification at the Help Centre in person; and
- (d) copies of documents/certificates showing the professional qualification(s) of the applicant, if any.