



SPECIFIED REQUIREMENTS

Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32)

In exercise of the power conferred on me under section 2AC of the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32) (“CWUMPO”), I hereby specify that with effect from 29 December 2023, any document to be sent in electronic form to the Official Receiver (“OR”) through the Electronic Submission System (“ESS”) for any purposes of the CWUMPO shall comply with the following requirements: --

System Requirement

The document shall be sent through the ESS at <https://ess-public.oro.gov.hk> by the general public or at <https://ess-pip.oro.gov.hk> by insolvency practitioners. The ESS is the information system designated and used by the Official Receiver's Office for providing public services or information online to, and receiving information or documents in electronic form from members of the public and insolvency practitioners through the Internet. The ESS specifies the documents that may be sent in electronic form to the OR through the ESS.

Format of Electronic Document

The document to be sent through the ESS (whether in a form specified by the OR or not) shall be sent in a format using the electronic template as provided by the ESS and any attachments thereto shall be in the following formats:-

- (i) Portable Document Format (PDF);
- (ii) Joint Photographic Experts Group (JPG/JPEG);
- (iii) Microsoft Word (DOC/DOCX);
- (iv) Microsoft Excel (XLS/XLSX);
- (v) Portable Network Graphics (PNG).

The documents including any attachments thereto shall not exceed the file size specified by the ESS.

Signature Requirement

The document to be sent through the ESS shall be authenticated, approved or certified by such person(s) as specified by the ESS. For the purposes of authenticating, approving or certifying the document, the identity of a person shall be verified by means of a one-time password (for members of the public) or by account registration with the ESS (for insolvency practitioners); and his/her electronic signature or digital signature shall be included in or affixed to the document as appropriate.