



## **SPECIFIED REQUIREMENTS**

### **Bankruptcy Ordinance (Cap. 6)**

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In exercise of the power conferred on me under section 122B of the Bankruptcy Ordinance (Cap. 6) (“Bankruptcy Ordinance”), I hereby specify that with effect from 29 December 2023:

- (a) In respect of any document to be sent in electronic form to the Official Receiver (“OR”) through the Electronic Submission System (“ESS”) for any purposes of the Bankruptcy Ordinance, the following requirements shall be complied with:--

#### **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.

- (b) In respect of a form specified by the OR under sections 43A(6A) and 86A(3) of the Bankruptcy Ordinance (“Relevant Form”) to be sent through electronic mail (“Email”) to the OR, the following requirements shall be complied with:--

### **Email Requirement**

The Relevant Form shall be sent through Email conforming to:-

- (i) Simple Mail Transfer Protocol (SMTP) or Simple Mail Transfer Protocol over Transport Layer Security (SMTP over TLS);
- (ii) Multipurpose Internet Mail Extension (MIME) or the Secure Multipurpose Internet Mail Extension (S/MIME) standard.

### **Format of Electronic Document**

The Relevant Form to be sent through Email shall be in the following formats:

- (i) PDF;
- (ii) JPG/JPEG;
- (iii) PNG.

### **Signature Requirement**

The Relevant Form to be sent through Email shall be authenticated, approved or certified by the relevant person(s) by including in or affixing to the Relevant Form his/her electronic signature or digital signature.

29 December 2023

*Ms. Lillian Chow, Acting Official Receiver*