



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 14 July 2025:

- A. In respect of any document to be sent in electronic form to the Official Receiver (“OR”) through the Electronic Submission System (“ESS”) for the purposes of CWUMPO, the Companies (Winding-up) Rules (Cap. 32H) (“CWUR”) and the Companies (Reports on Conduct of Directors) Regulation (Cap. 32J) shall comply with the following requirements:--

(1) System Requirement for submission by ESS

The document shall be sent through the ESS as follows:-

- By unregistered creditors at [<https://ess-public.oro.gov.hk>]
- By registered creditors at [<https://ess-creditor.oro.gov.hk/>]
- By registered insolvency practitioners at [<https://ess-pip.oro.gov.hk>]

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, registered creditors and registered insolvency practitioners through the Internet. The ESS specifies the documents that may be sent in electronic form to the OR through the ESS.

(2) Format of Electronic Document for submission by ESS

The document to be sent through the ESS (whether in a form specified by the OR) shall be sent in a format using the electronic template as provided by the ESS.

(3) Format of Attachments to Documents for submission by ESS

Any attachments to the document thereto shall be in any of 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); or
- (v) Portable Network Graphics (PNG).

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

(4) Signature Requirement for submission by ESS

The document to be sent through the ESS shall be authenticated, approved or certified by such person(s) as specified in the ESS on the respective portals. For the purposes of authenticating, approving or certifying the document, the identity of a person shall be verified in accordance with the requirements specified in the ESS, and his/her electronic signature or digital signature shall be included in or affixed to the document as specified in the ESS.

- B. In respect of any document in a form specified by the OR under section 203 of CWUMPO and rule 159 of the CWUR to be sent in electronic form to the OR, the electronic form of the document must be sent through the ESS.

This notice supersedes the ESS.02/2023 notice published by the Official Receiver on 29 December 2023 with effect from 14 July 2025.

14 July 2025

Lillian CHOW, Official Receiver