



SPECIFIED REQUIREMENTS

Bankruptcy Ordinance (Cap. 6)

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 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 the Bankruptcy Ordinance, the Bankruptcy Rules (Cap. 6A) (“Bankruptcy Rules”) and the Proof of Debts Rules (Cap. 6E), the following requirements shall be complied with:--

(1) System Requirement for submission by ESS

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

- By members of the public comprising bankrupts and unregistered creditors at [<https://ess-public.oro.gov.hk>]
- By registered creditors at [<https://ess-creditor.oro.gov.hk/>]
- By registered insolvency practitioners [<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 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 sections 89 and 93 of the Bankruptcy Ordinance and rule 188 of the Bankruptcy Rules to be sent in electronic form to the OR, the electronic form of the document must be sent through the ESS.
- C. In respect of any document in a form specified by the OR under sections 43A(6A) and 86A(3) of the Bankruptcy Ordinance to be sent in electronic form through electronic mail ("Email") to the OR, the following requirements shall be complied with:--

(1) Protocol Requirement for submission by Email

The document 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); and
- (ii) Multipurpose Internet Mail Extension (MIME) or the Secure Multipurpose Internet Mail Extension (S/MIME) standard.

(2) Format of Electronic Document for submission by Email

The document to be sent through Email shall be in the following formats: PDF; JPG/JPEG; or PNG.

(3) Signature Requirement for submission by Email

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

This notice supersedes the ESS.01A/2023 notice published by the Official Receiver on 29 December 2023 with effect from 14 July 2025.

14 July 2025

Lillian CHOW, Official Receiver