



OFFICIAL RECEIVER'S OFFICE

破 產 管 理 署

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Internet Homepage Address
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<http://www.oro.gov.hk>

來函請註明本署檔號

IN REPLY PLEASE QUOTE THIS REF.: ORO CMD/1-80/30/2

來函檔號 YOUR REF.:

電 話 TEL. NO.: 2867 2515

圖文傳真 FAX NO.: 2110 0315

- (i) The Hong Kong Institute of Certified Public Accountants
- (ii) The Law Society of Hong Kong
- (iii) The Hong Kong Chartered Governance Institute

14 July 2025

Dear Sirs,

Launch of Phase 2 of the Official Receiver's Office ("ORO") **Electronic Submission System ("ESS")**

We would like to inform you that Phase 2 of the ESS is launched today along with the commencement of the remaining provisions in Part 2 of the Bankruptcy and Companies Legislation (Miscellaneous Amendments) Ordinance 2023 relating to specified forms and requirements for the submission of documents. For information on the relevant specified forms and specified requirements, please refer to my letter issued to you of even date.

This letter serves to provide insolvency practitioners with the main features of Phase 2 of the ESS. Insolvency practitioners who have registered as a user of the ESS can make use of the following additional functions for their cases via the PIP Portal of the ESS:

(I) Submission of accounts, cash books and statement of proceedings

Insolvency practitioners can prepare, digitally sign, and submit accounts, cash books, and statements of proceedings electronically using ready-made templates within the ESS. The ESS not only streamlines the initial submission process but also facilitates subsequent submission by automatically prefilling figures from prior submissions thereby saving time, reducing costs and minimizing errors. Requests for amendments or supporting documents can also be communicated directly through the PIP Portal.

Where Ad Valorem Fees ("AV Fees") become payable, insolvency practitioners can enter the cheque number during the account submission process and then forward the cheque together with a system-generated cover page to the ORO.

(II) Reporting Insolvency Offences

The ESS provides electronic versions of Form D1 and Form D2, in addition to the existing Forms B1, B2 and B3, enabling insolvency practitioners to prepare, sign and submit reports or returns readily through a single and streamlined portal.

(III) Notification of Intention to Release

Insolvency practitioners can notify the ORO electronically of their intention to apply for release in bankruptcy or court winding-up cases. Responses and requests for additional information or documentation can also be managed directly via the portal.

(IV) Acknowledgement of Proofs of Debt (“POD”) Submitted Online


Upon receipt of a POD from a creditor by the ESS, insolvency practitioners will receive a daily notification regarding the incoming PODs and if necessary, can promptly download copies through the ESS.

(V) Automated Notification of Charge of AV Fees

Upon receipt of accounts and verification of the calculation of the amount of AV Fees payable, the Official Receiver will proceed to charge and collect the AV Fees from the funds of the case kept in the Companies Liquidation Account or Bankruptcy Account directly. Insolvency practitioners will receive payment notifications and may download receipts of the fees charged for record-keeping purposes through the ESS.

(VI) Easy Access to Case Information

Insolvency practitioners can handle various tasks, including gaining access to basic case details, detailed ledgers, and proof of debt indexes on computers at any time via the PIP Portal.

We highly encourage all insolvency practitioners to register for the ESS at the earliest opportunity in order to take full advantage of its functionalities. For further information on the ESS and the PIP Portal, please refer to our website at: https://www.oro.gov.hk/eng/our_services/electronic_submission_system/pip_portal.html . For registration or assistance, please contact the ORO Helpdesk at ess-helpdesk@oro.gov.hk. Our staff will be pleased to provide support.

Please circulate this letter to your members who are insolvency practitioners for their attention. Should there be any query on this letter or the PIP Portal of the ESS, please contact Ms. Doris Woo of this office at 2867 2460 or the undersigned at 2867 2515.

Yours faithfully,

Signed

(Patrick Chan)

for Official Receiver