

# Appointment Booking for Attestation Services of Debtor's Bankruptcy Petition

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Step-by-Step Guide



**Official Receiver's Office**

The Government of the Hong Kong Special Administrative Region

<https://www.gov.hk/en/business/registration/bankruptcy/attestation.htm>

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Bankruptcy & Winding-up



## Online Appointment Booking for Attestation

Share:      

A debtor who intends to file a petition for his/her own bankruptcy is required to complete the Debtor's Bankruptcy Petition ("Petition"), Statement of Affairs, pay to the Official Receiver a deposit for the Petition, have the Petition attested and the Statement of Affairs sworn, and pay a court fee for fixing a hearing. Please refer to the [Debtor's Bankruptcy Petition Procedural Guide](#) which stipulates the detailed requirements and procedures for filing a petition by a debtor. A debtor who wishes to have the Petition attested before the authorized staff of the Official Receiver's Office ("ORO") can use this online service to book appointment for attestation. Pursuant to relevant provision, the Petition could also be attested before the Registrar or a solicitor in Hong Kong.

This online service offers an additional means for simple and time-saving service around the clock to facilitate the general public to book the appointment anytime and anywhere. You may book an appointment in the next 7 working days and change or cancel the appointment not later than one day before the scheduled appointment.

When making an appointment, you should provide your name, gender, Hong Kong Identity Card number, contact phone number and email address. The staff of ORO may contact you by phone or email for matter relating to and in connection with the application and the appointment.

[Book Appointment for Attestation Service](#) 

### Application Fee

This online service is free of charge.

### Enquiry and Assistance



If you need assistance in using this online service, you can call the Enquiry Hotline at 2867 2448 during office hours from 8:30 a.m. to 5:45 p.m. (Monday – Friday, except public holidays). If you call during non-office hours, you will hear a recorded message asking you to leave a message with your name and telephone number. The office will get back to you as soon as possible.

Enquiries can also be made by fax to 3105 1814 or by email to [roadmin@oro.gov.hk](mailto:roadmin@oro.gov.hk).

Read the contents on this webpage and press  
“Book Appointment for Attestation Service” button



# Step 1: Read Content in the Information Page

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Appointment Booking for Attestation Services

**Step 1**  
Read content in the Information Page

**Step 2**  
Select service

**FAQs**

**Tips and Tools**  
Info Page

For enquiries, please contact us at 2867 2448 (Tel) or oroadmin@oro.gov.hk (Email)

 **Official Receiver's Office**  
The Government of the Hong Kong Special Administrative Region

**Major Steps**

This form might take 5 - 10 minutes to complete.

<b>Step 1</b> Read content in the Information Page	<b>Step 4</b> Enter applicant's details
<b>Step 2</b> Select service	<b>Step 5</b> Confirm application
<b>Step 3</b> Select timeslot	<b>Step 6</b> Acknowledgement

**Required Items**

	<b>Hong Kong Supplementary Character Set (HKSCS)</b> For input, display and processing of Chinese characters specific to Hong Kong.	<a href="#">Download</a>
	<b>Printer</b> For printing of acknowledgement.	
	<b>"IAM Smart"</b> For pre-filling application form using "IAM Smart" ( <a href="#">More Info</a> )	

**System Requirements**  
Please refer to the [System Requirements for GovHK Online Services](#). (Note: Users using some versions of software may have problems accessing GovHK Online Services. Please refer to the suggestions through the above link.)

**Terms & Conditions**

The service provides an online appointment booking for attestation services. The corresponding terms and conditions (including the [Personal Information Collection Statement](#) and [Access and Correction of personal information](#)) from the website of Official Receiver's Office apply.

I have read, understood and agreed to the above terms and conditions.

**Authentication**

  
75NX

[Continue](#)  
Step 1 of 6

Read the contents in the Information Page

Read the Terms & Conditions and check the checkbox to confirm

Input the authentication characters on screen or click the speaker icon to input them via audio

Press "Continue" button to proceed to Step 2



## Step 2: Select Service



**Step 1**

Read content in the Information Page

**Step 2**

Select service

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2867 2448 (Tel) or  
oroadmin@oro.gov.hk  
(Email)

**Step 2**

Please select the following service -

Please select the following service -

- a) Book Appointment
- b) Enquire / Change / Cancel Appointment

Step 2 of 6

Press "Book Appointment" option to proceed to Step 3

# Step 3: Select Timeslot

**Step 1**  
Read content in the Information Page

**Step 2**  
Select service

**Step 3**  
Select timeslot

**Step 4**  
Enter applicant's details

**Step 5**  
Confirm application

**Step 6**  
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2867 2448 (Tel) or  
oroadmin@oro.gov.hk (Email)

## Step 3 Select timeslot

### Select Timeslot in the Next 7 Working Days

Fields with \* are mandatory.

Location Official Receiver's Office

Address 10/F., High Block, Queensway Government Offices, 66 Queensway, Hong Kong.

Available Date \*

April 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		30				

May 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			01	02	03	04
05	06	07	08	09		

Available Time *	
10:00	10:30
11:00	11:30
14:00	14:30
15:00	15:30

Available Time \*

Clear Back Continue

Step 3 of 6

Select available date

Select available time

Press "Continue" button to proceed to Step 4



# Step 4: Enter Applicant's Details

Step 1  
Read content in the Information Page

Step 2  
Select service

Step 3  
Select timeslot

Step 4  
Enter applicant's details

Step 5  
Confirm application

Step 6  
Acknowledgement

### FAQs

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For enquiries, please contact us at 2867 2448 (Tel) or oroadmin@oro.gov.hk (Email)

## Step 4 Enter applicant's details

### Enter Applicant Information

Please enter the necessary information of the concerned application below.

Fields with \* are mandatory.

You can either use "Form Filling with iAM Smart e-Me" or type in your personal information.

 [Form Filling with iAM Smart e-Me](#) [More Info](#)

English Name *	<input type="text"/>
Chinese Name	<input type="text"/>
Gender *	--Please Select--
HK Identity Card Number *	<input type="text" value="E.g. A123456"/> ( <input type="text" value="E.g. 3"/> )
HK Telephone Number *	<input type="text"/>
Email Address *	<input type="text"/>
Re-type Email Address *	<input type="text"/>

 This item is automatically filled by "iAM Smart".

Enquiry Code *	<input type="text"/>
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(Please input a personalized 4-digit alphanumeric code. You may input this enquiry code to enquire, change or cancel the appointment booking.)

#### Points to note:

1. All information submitted in this online appointment booking for attestation services must be correct so that the Official Receiver's Office ("the ORO") can process the application and provide the requested attestation service.
2. The personal data provided by the applicant to the ORO in this online application will be used by the ORO for the purpose of carrying out the Official Receiver's functions relating to the provision of services by the ORO.
3. Provision of the applicant's personal data is voluntary. If the personal data are not provided, the applicant will not be able to access the online services.
4. The personal data provided by the applicant may be disclosed or transferred to relevant parties where such disclosure or transfer is necessary for the purpose as stated in paragraph 1 above. Such personal data may also be disclosed or transferred to law enforcement agencies as permitted under the Personal Data (Privacy) Ordinance (Cap. 486).
5. The applicant has the right to request access to and correction of his/her personal data held by the ORO pursuant to sections 18 and 22 of the Personal Data (Privacy) Ordinance (Cap. 486). Any such request for access to and correction of such personal data may be made to any officer acting for or on behalf of the Official Receiver at the ORO, 10th Floor, High Block, Queensway Government Offices, 66 Queensway, Hong Kong.

I have read and understood the above points to note.

Clear Back Continue

For registered iAM Smart user, you may press this button for filling in part of your personal information. The next 3 slides will show you the steps on how to use the iAM Smart "e-Me" Form Filling to auto-fill in part of your personal information.



# Use iAM Smart “e-ME” Form Filling

iAM Smart

English

< Back to online service

## Form-filling via iAM Smart :

1. Please open iAM Smart App in your mobile
2. Tap the scan button in iAM Smart App

Scan QR Code

3. Scan the QR Code



After pressing the “Form Filling with iAM Smart e-ME” button, you will be directed to this webpage which is host in iAM Smart system.

Open your iAM Smart mobile app and use your mobile phone to scan the QR code displayed.



## Use iAM Smart “e-ME” Form Filling

6:11 5G

### Select e-ME Profile

to fill form for "Appointment Booking for Attestation Services" >

Official Receiver's Office

Your e-ME has the following 4 data (selectable) : [Edit e-ME](#)

- ✓ Chinese name  
陳大文
- ✓ English name  
Chan Tai Man
- ✓ Gender  
male
- ✓ HKIC no.  
A123456(3)

You e-ME does not have the following 2 data. Please click Edit e-ME button to add the data to e-ME.

- Primary email
- Mobile phone no.

[Agree to use](#)

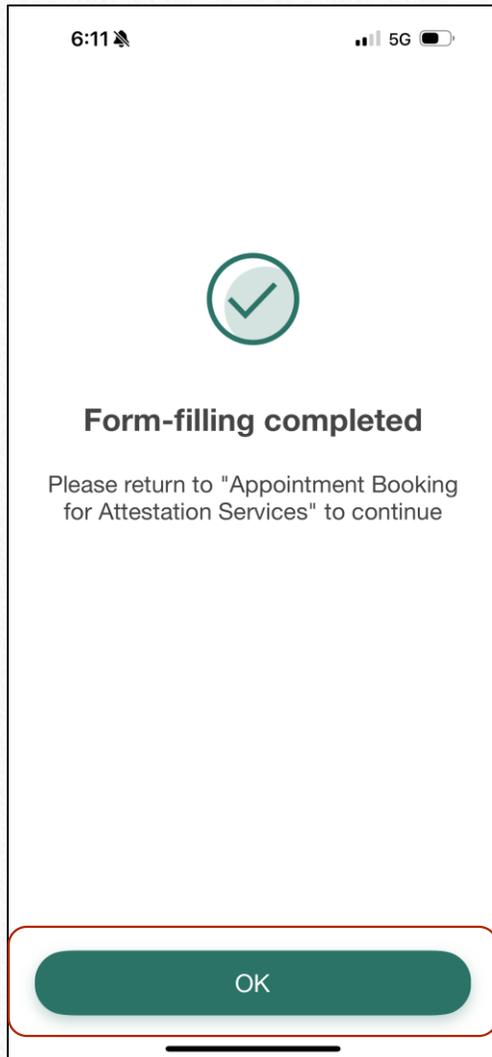
Cancel

After scanning the QR code, the iAM Smart mobile app will display the personal information that will be used to auto-fill the application form.

Press “Agree to use” button to authorize the auto-filling of your personal information in the application form



## Use iAM Smart “e-ME” Form Filling



“Form-filling completed” shall be displayed

Press “OK” button to revert to the application form



# Step 4: Enter Applicant's Details

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Appointment Booking for Attestation Services

Step 1  
Read content in the  
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Step 2  
Select service

Step 3  
Select timeslot

**Step 4  
Enter applicant's details**

Step 5  
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contact us at  
2867 2448 (Tel) or  
oroadmin@oro.gov.hk  
(Email)

Step 4 - Enter applicant's details

Enter Applicant Information

Please enter the necessary information of the concerned application below:

Fields with \* are mandatory.

You can either use "Form Filling with iAM Smart e-ME" or type in your personal information.

 Form Filling with iAM Smart e-ME [More Info](#)

English Name *	<input type="text" value="Chan Tai Man"/>
Chinese Name	<input type="text" value="陳大文"/>
Gender *	<input type="text" value="Male"/>
HK Identity Card Number *	<input type="text" value="A123456"/> ( <input type="text" value="3"/> )
HK Telephone Number *	<input type="text"/>
Email Address *	<input type="text"/>
Re-type Email Address *	<input type="text"/>

 This item is automatically filled by "iAM Smart".

Enquiry Code \*

(Please input a personalized 4-digit alphanumeric code. You may input this enquiry code to enquire, change or cancel the appointment booking.)

Points to note:

1. All information submitted in this online appointment booking for attestation services must be correct so that the Official Receiver's Office ("the ORO") can process the application and provide the requested attestation service.
2. The personal data provided by the applicant to the ORO in this online application will be used by the ORO for the purpose of carrying out the Official Receiver's functions relating to the provision of services by the ORO.
3. Provision of the applicant's personal data is voluntary. If the personal data are not provided, the applicant will not be able to access the online services.
4. The personal data provided by the applicant may be disclosed or transferred to relevant parties where such disclosure or transfer is necessary for the purpose as stated in paragraph 1 above. Such personal data may also be disclosed or transferred to law enforcement agencies as permitted under the Personal Data (Privacy) Ordinance (Cap. 486).
5. The applicant has the right to request access to and correction of his/her personal data held by the ORO pursuant to sections 18 and 22 of the Personal Data (Privacy) Ordinance (Cap. 486). Any such request for access to and correction of such personal data may be made to any officer acting for or on behalf of the Official Receiver at the ORO, 10th Floor, High Block, Queensway Government Offices, 66 Queensway, Hong Kong.

I have read and understood the above points to note.

Clear Back Continue

The following information has been auto-filled by iAM Smart e-ME:

- 1) English Name
- 2) Chinese Name
- 3) Gender
- 4) HK Identify Card number

Fill in the contact phone number and email address by yourself

Fill in a self-customized enquiry code for changing or cancelling your booking as appropriate

Read "Points to note"

Press "Continue" button to proceed to Step 5



# Step 5: Confirm Application

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Appointment Booking for Attestation Services

**Step 1**  
Read content in the Information Page

**Step 2**  
Select service

**Step 3**  
Select timeslot

**Step 4**  
Enter applicant's details

**Step 5**  
Confirm application

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[Info Page](#)

For enquiries, please contact us at 2867 2448 (Tel) or [oroadmin@oro.gov.hk](mailto:oroadmin@oro.gov.hk) (Email)

**Step 5 Confirm application**

Please confirm the following information -

Transaction Details	
Reference Number	8142 4042 9100 4082
Date of Submission	29/04/2024 (DD/MM/YYYY)
Time of Submission	09:58:57 (HH:MM:SS)

Applicant's Particulars	
English Name	CHAN TAI MAN
Chinese Name	陳大文
Gender	Male
HK Identity Card Number	A123456(3)
HK Telephone Number	21231234
Email Address	CHANTAIMAN.TEST.71@GMAIL.COM
Enquiry Code	1234

Appointment Details	
Appointment Location	Official Receiver's Office
Appointment Address	10/F., High Block, Queensway Government Offices, 66 Queensway, Hong Kong.
Appointment Date and Time	30/04/2024 10:30 (DD/MM/YYYY HH:MM)

[Exit Application](#) [Continue](#)

If your personal particulars or the appointment details displayed are incorrect, press the "Amend" button to make necessary amendments.

Press "Continue" button to proceed to Step 6



# Step 6: Acknowledgement

**Step 1**  
Read content in the Information Page

**Step 2**  
Select service

**Step 3**  
Select timeslot

**Step 4**  
Enter applicant's details

**Step 5**  
Confirm application

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For enquiries, please contact us at 2867 2448 (Tel) or [oroadmin@oro.gov.hk](mailto:oroadmin@oro.gov.hk) (Email)

## Step 6 Acknowledgement

Your appointment is booked successfully and an acknowledgement email is sent to your email address.

Please bring along your Hong Kong Identity Card, the acknowledgement notice of your booking, a duly completed Petition accompanied with a duly completed Statement of Affairs, together with the deposit for Petition and attend the appointment on time. Applicant arriving late or without all the required documents and payment will not be entertained.

### Transaction Details

Reference Number	8142 4042 9100 4082
Date of Submission	29/04/2024 (DD/MM/YYYY)
Time of Submission	09:58:57 (HH:MM:SS)

You may **Save** a copy of the acknowledgement for reference.

### Applicant's Particulars

English Name	CHAN TAI MAN
Chinese Name	陳大文
Gender	Male
HK Identity Card Number	A123****
HK Telephone Number	21231234
Email Address	CHANTAIMAN.TEST.71@GMAIL.COM
Enquiry Code	1234

### Appointment Details

Appointment Location	Official Receiver's Office
Appointment Address	10/F., High Block, Queensway Government Offices, 66 Queensway, Hong Kong.
Appointment Date and Time	30/04/2024 10:30 (DD/MM/YYYY HH:MM)

Exit

Step 6 of 6

Press "Save" button to save a copy of the acknowledgement for reference and print a copy

Press "Exit" button to leave the application

## On the Scheduled Appointment Date

To enable the Official Receiver's Office to process the application and provide the requested attestation service, you need to bring along:-

- Hong Kong Identity Card;
- The acknowledgment notice of your booking;
- A duly completed Petition accompanied with a duly completed Statement of Affairs; and
- a sum of HK\$8,000 for settlement of the deposit for Petition\*.

(\* N.B. Please note that you are also required to pay a court fee of HK\$1,045 at the High Court Accounts Office when you file the Petition with court.)



Please attend the ORO's Public Services Counter at 10/F, High Block, Queensway Government Offices, 66 Queensway, Hong Kong **15 minutes before the scheduled appointment time.**

A numbered tag will be given to you showing the following information: -

- Queue Number
- English Name
- Date/Time



破產管理署見證服務  
**ORO Attestation Service**

輪候編號 Queue Number :

**P4**

英文姓名 English Name :

**CHAN TAI MAN**

日期/時間 Date/Time:

**30/04/2024 10:30 a.m.**

請於上述時段於宣誓室外等候，當輪候編號於螢幕閃爍時，請進入宣誓室。

Please wait outside the Attestation Room at the aforementioned time. Please enter the Attestation Room when the Queue Number flashes on the screen.



When your tag number flashes on the electronic display panel, you should knock the door and enter the Attestation Room for processing the application and the requested attestation service.



Official Receiver's Office, The Government of the Hong Kong SAR

ORO Workstation (Version 0.1)

(N.B. In case you need any assistance, please approach our staff at the Counter.)

