

Latest arrangements of public services for Business Registration Office of Inland Revenue Department

The Inland Revenue Department today (February 25) said that because staff members who work in the Business Registration Office (BRO) on the 4th floor of Revenue Tower have tested preliminarily positive for COVID-19, the current limited services arrangement of the BRO will be continued from February 28 onwards until further notice.

Two of the staff members concerned, who last performed duties on February 21, provide services to the public at counters with glass partitions to maintain an appropriate social distance from the public. The other staff members concerned are responsible for internal clerical work without the need to have contact with the public. All the staff in the BRO have worn masks and followed disease prevention measures at work.

The department has arranged for relevant staff members to undergo COVID-19 testing and work from home until a negative test result is obtained. Thorough cleaning and sterilisation on the 4th floor of Revenue Tower has been completed. The department will maintain close liaison with the Centre for Health Protection of the Department of Health to take follow-up action as appropriate.

The BRO will continue to provide limited services until further notice with the following services suspended:

1. Instant services for new application and amendment of business registration (BR) particulars; and
2. Public search services in respect of application for BR documents over the counter.

The department encourages applicants of public search services to apply for BR documents via GovHK (www.gov.hk/en/business/registration/businesscompany/index.htm), which is available 24 hours a day. Moreover, for successful online applications for electronic extract of information on business register or duplicate of valid BR certificates, the applicants can download the information or documents in PDF format instantly.

The BRO will continue to provide BR counter services through ticket system and online appointment booking service (www.ird.gov.hk/brbooking). However, as the counter services will be provided at a reduced scale, the public should be prepared to experience a longer waiting time before they can be served.

In view of the epidemic situation and to reduce the flow of people and

social contact in the community so as to curb the further spread of the COVID-19 virus, the department urges members of the public to submit documents to the BRO by post or through the BRO Drop-in Boxes on G/F and at Central Enquiry Counter on 1/F of the Revenue Tower, 5 Gloucester Road, Wan Chai, to use the BR electronic services at GovHK (www.gov.hk/en/business/registration/businesscompany/index.htm) to handle their BR affairs and to make payment of the BR fee and levy by electronic means, such as by PPS, bank Automatic Teller Machine (ATM) or via internet, by sending cheques to the department by post, at post offices or convenience stores.

For enquiries on the above arrangements, please call the department's enquiry hotline 187 8088 during office hours.

The department will continue to implement disease prevention measures vigorously, and has reminded all staff members to pay attention to personal hygiene and stay vigilant at all times. They should seek medical advice immediately and inform the department if feeling unwell.