THE PARALEGAL DESK

Reference — calendars, deadlines and forms

A printable reference pack for Hong Kong paralegals and legal executives.

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Reference edition, fees checked to 14 November 2026. Educational material only, not legal advice. Fees, time limits and practice directions change: verify against the current ordinance, practice direction or registry guidance before relying on anything in this pack for a live matter.

About the desk

Six working guides, built around the questions that actually come up at 5pm the day before a hearing: what goes in, in what order, on what form, and by when.

Start here Pick the desk you are sitting at

THE ONE-PAGE ANSWER

For the date rather than the form, the deadline calendar puts court, conveyancing, company secretarial and offshore dates in one view — with the fixed year, the trigger tables, a worked month and a printable planner.

If you only need the form number, the deadline and the fee, go straight to the Forms register — one table for every Companies Registry form, then the court and criminal documents, the land and stamp duty documents, the Family Court forms and the Probate Registry series. To find a form by its number instead, the form finder groups all of them by issuing body and puts the probate code meanings in one place.

Pack The printable pack

One document for the whole desk, or six for the parts of it. The complete file runs every page in practice-area order — title page, one contents page with page numbers, a divider before each part, and the site's bookmarks in the PDF so you can jump straight to a section. Print the lot for a new joiner, or print one part to hand over.

THE WHOLE DESK IN ONE FILE

The complete desk — 434 pages, A4, 1,462 KB. Thirteen parts: litigation, family, conveyancing, corporate, insolvency, obligations, business associations, the Basic Law, intellectual property, wills and trusts, mental capacity, private client and reference. The parts are self-contained, so any one of them prints and binds on its own.

Download — the whole desk, or one part at a time

Document	What is in it	Pages
The complete desk	Every page on the site, all thirteen parts, with one contents page	434
Litigation	Civil procedure, the litigation documents, sample forms, court bundles, criminal procedure	61
Family law	Family law guide, the Family Court forms, matrimonial practice	35
Conveyancing and property	Conveyancing, land and title, stamp duty, conveyancing forms	34
Company secretarial	Company setup, secretarial practice, share transfers, filings, offshore incorporation and forms	81
Liquidation	The winding-up routes, the compulsory and voluntary procedures, the forms and specimens, the timeline, worked examples and the checklist	28
Law of obligations	Contract, tort and restitution, with the limitation rules, the court forms, fees and the route from demand to judgment	13
Business associations	Sole trader, partnership, limited partnership, company and society — forms, fees and deadlines for each	12
The Basic Law	Rights, interpretation, judicial review under Order 53, the forms, the fees and the timetable	9
Intellectual property	Trade marks, patents, designs, copyright, passing off, domain names, opposition and data protection	17
Wills and trusts	Execution, codicils, trust deeds, the trustee year, the enduring power of attorney, the official forms and the deadlines	27
Mental capacity and guardianship	The Guardianship Board, the committee of the estate, consent to treatment and the enduring power of attorney beside them	17
Private client	Succession, probate and personal bankruptcy	41
Reference	About the desk, the compliance calendar, deadlines, the forms register, and the form finder with the probate codes	56
Fee and deadline sheet	Every official fee and every deadline across the desk, on one side of A4	1

A4, print-ready, no internet needed once downloaded. The complete file and the twelve parts carry the same disclaimer as the site: reference material, not legal advice, and fees checked to 14 November 2026 — re-check before a live filing.

Also on the desk Twelve more practice areas

Quick answers Five deadlines worth memorising

The questions asked most often

Question	Answer	Authority
When must a trial bundle be lodged?	At least **72 hours** before the hearing, excluding Saturdays, Sundays and general holidays.	PD 5.6, para 8
When is a Hong Kong private company's annual return due?	Within **42 days** after the anniversary of incorporation, every year.	Companies Ordinance (Cap 622), s 662
How long do I have to stamp a sale and purchase agreement?	**30 days** after execution (calendar days).	Stamp Duty Ordinance (Cap 117)
How long to register a charge over company assets?	**One month** from creation of the charge; late registration does not save the security.	Cap 622, Part 8
How soon must a BVI company appoint and file its first directors?	Appoint within **15 days** of incorporation; file the register of directors within **15 days** of that appointment.	BVI Business Companies Act, as amended 2024

How to use it Built for checking, not for citing

Each guide follows the same shape: the rule and where it comes from, the practical steps, a worked example with dates and documents, then the mistakes that get bundles rejected or filings bounced. The forms pages name the form, the deadline, who signs and what it costs, so you can work from a checklist rather than memory.

Two habits make the whole site more useful:

- **Work from the source, not from this page.** Every section names the practice direction, ordinance or rule. Open it. Practice directions are re-issued, fees change, and a page like this is only ever as good as its last check — which is stated at the top of every page.
- **Read the directions in the order they were made.** A specific direction for your list (a judge's own directions, a pilot scheme, a listing checklist) beats the general practice direction every time. The general rule tells you what is normal; the specific direction tells you what this court wants on Thursday.

IMPORTANT — PLEASE READ

This is an educational reference for paralegals and legal executives. It is **not legal advice** and it does not create a solicitor–client relationship. Procedure, fees, stamp duty rates and filing requirements change, and courts and registries apply them with local variations. Always confirm against the current practice direction, ordinance, Companies Registry guidance or a supervisor before you rely on a deadline, a form or a rate. Where a figure is given, the date it was checked is stated.

Coverage What each guide contains

Court bundles

- Which practice direction applies: trial (PD 5.6), applications and appeals (PD 5.4), company and bankruptcy e-bundles (PD 3.8), EBPDF guidelines.
- The eight mandatory features of a paper bundle, and the three-way marking of document status.
- Pagination conventions, including index pages numbered *0-1* and supplementary pages numbered *88-1*.
- Electronic bundles: OCR, bookmarks, the A–E file structure, page caps and the 7-working-day deadline.
- Worked examples: a three-day trial, a 30-minute summons and a winding-up petition.

Civil procedure

- Commencing by writ, originating summons, petition or originating motion — and limitation periods.
- Pleadings, statements of truth, default and summary judgment, unless orders.
- The post-CJR timetable: timetabling questionnaire at 28 days, case management summons at 14 days, mediation certificate.
- Discovery, witness statements, expert evidence, trial, costs, appeal and enforcement.

Conveyancing

- The resale timeline from provisional agreement to keys, with the deposit and cooling-off mechanics.
- Title investigation: Government lease, occupation permit, deed of mutual covenant, encumbrances, unauthorised building works.
- Requisitions on title, the vendor's right to annul, and acceptance of title.
- Ad valorem stamp duty at the scales effective 26 February 2026, and the 30-day stamping rule.
- Completion mechanics, solicitors' undertakings, and post-completion registration.

Company setup and company secretarial

- Hong Kong: NNC1 with IRBR1, articles, first director's consent (NNC3), business registration, significant controllers register.
- Cayman Islands: exempted company, memorandum and articles, registered office provider, January annual return and economic substance.
- BVI: business company formed only by a licensed registered agent, the 2025 register filings, annual fee dates, financial return.
- Company secretarial: every statutory register, resolution thresholds, share transfers and allotments, charges, and the annual compliance calendar.

The compliance calendar

MASTER REFERENCE · ONE PAGE

Three different kinds of clock run at once. Court deadlines are triggered by a step in the action, conveyancing deadlines by the signature on a document, and company deadlines by the calendar and the company's own anniversaries. The detailed guides go further — deadlines, civil procedure, conveyancing, company secretarial — but this is the page to pin up.

READ THE DATE OFF THE DOCUMENT, NOT OFF THIS PAGE

Most of what follows is statutory and does not move. Where a period comes from a court order, a contract or an IRD extension, the date on the document governs. Public holidays, severe weather and the last day falling on a Sunday are dealt with by the rules of court and by practice directions — never assume a weekend buys an extra day without checking.

1 Every month, whatever else is happening

Monthly obligations

By when	What	Whose clock
10th of the following month	MPF contributions for the previous wage period reach the scheme	Any employer
Within the month	Wages, payroll records and any IR56B for a departing employee	Any employer
On the anniversary month	Business registration renewal if the certificate expires that month	Any business
As they arise	SCR entries within 7 days of a change in control; register kept at the registered office or a notified place	Any company

2 The fixed points in the year

Dates that are the same for everyone

When	What happens	What you owe
1 April	New year of assessment begins	Nothing filed, but the tax year turns
First working day of April	IRD issues profits tax returns and employer's returns (BIR56A / BIR51) in bulk	Diary the issue date — the clock runs from it, not from 1 April
Within 1 month of issue (about 4 May)	Employer's return filed with an IR56B for every employee and director paid	BIR56A plus IR56B; a nil return is still a return
Within 1 month of issue	Profits tax return, unless a block extension applies	Return, audited accounts, tax computation
Early May	Individual tax returns issued	Within 1 month of issue
Mid-August	Block extension expires for 31 December year-ends (code D)	Later again if e-filed
Mid-November	Block extension expires for 31 March year-ends (code M)	1 February following for loss cases, on application
31 December	AGM deadline for a private company with a 31 March year-end — 9 months after the end of the accounting reference period (s 610)	AGM; or, where s 612 applies, a written resolution with the documents circulated to members; or a s 613 resolution dispensing with AGMs, which must itself be filed within 15 days

The block extension scheme only applies if a tax representative has been appointed; an unrepresented company stays at one month from the date of issue printed on the return. The employer's return gets no block extension at all.

3 Court and litigation

Trigger, deadline, sanction

The clock starts when	Deadline	Source	If missed
The cause of action accrues — simple contract or tort	**6 years**	Limitation Ordinance (Cap 347) s 4	Claim statute-barred
Personal injury, or date of knowledge if later	**3 years**	Cap 347 s 27	Claim barred; extension needs a good reason
Accident at work, employees' compensation	**2 years**	Employees' Compensation Ordinance (Cap 282) s 14	Claim barred
Breach of a contract under seal, or recovery of land	**12 years**	Cap 347	Claim barred
Writ served on the defendant	Notice of intention to defend within **14 days** of service	The indorsement on the writ	Default judgment
Notice of intention to defend given	Statement of claim within **14 days**	RHC O 18 r 1	Application to strike out
Statement of claim served	Defence within **28 days**	RHC O 18 r 2	Judgment in default
Defence served	Pleadings deemed closed **14 days** later	RHC O 18	—
Pleadings closed	Case management questionnaire within **28 days**	RHC O 25 r 1	Sanctions and costs at the case management conference
Questionnaire filed, directions not agreed	Case management summons returnable in not less than **14 days**	RHC O 25 r 1(1B)	Action stalls; the plaintiff carries the risk
Grounds for judicial review arise	Leave sought **promptly and within 3 months**	RHC O 53 r 4	Leave refused unless the court extends time
Judgment or order	Notice of appeal within **28 days**	RHC O 59; CFA procedure	Appeal lost
Action set down for trial	Notice to admit facts or documents not later than **21 days** after setting down	RHC O 27 rr 2–3	Late notice can be ignored; costs risk
Case management order made	Each dated step in the timetable	The order	Unless order, then strike out or debarment
Unless order made	The date and time stated in the order	The order	Sanction takes effect automatically
Interlocutory summons issued	Affirmation filed and served before the hearing as directed	RHC O 38, O 41	No evidence; application dismissed or adjourned with costs

4 Conveyancing

From signature to registration

The clock starts when	Deadline	Source	If missed
Provisional agreement signed	Formal agreement, usually **14 days**	The agreement itself — a contract term, not a statute	Forfeiture of deposit under the agreement
Agreement for sale and purchase executed	Stamped within **30 days**	Stamp Duty Ordinance (Cap 117)	Penalty of 2× the duty if stamped within 1 month late, 4× within 2 months, 10× beyond; unstamped document inadmissible in evidence
Provisional agreement superseded	Only if superseded **within 14 days** does the second agreement's date govern the stamping clock	Stamp Office practice	The first agreement's date governs, so the 30 days may already be running out
Assignment or conveyance executed	Stamped within **30 days**	Cap 117	As above; completion cannot be registered cleanly
Deed or instrument executed	Registered at the Land Registry within **1 month** to keep priority from the date of the deed	Land Registration Ordinance (Cap 128) s 5	Priority runs only from the date of actual registration; an unregistered deed is void against a later bona fide purchaser or mortgagee for value
Lease or tenancy agreement executed	Stamped within **30 days** of execution, whatever the commencement date	Cap 117	Penalty scale as above; cannot be received in evidence
Hong Kong stock sold or purchased	Contract note stamped within **2 days** if effected in Hong Kong, 30 days if elsewhere	Cap 117	Penalty; the transfer cannot be registered
Instrument of transfer of stock	Stamped **before execution** if executed in Hong Kong; 30 days if executed outside	Cap 117	Transfer rejected by the company's registrar
Charge or mortgage executed	Stamp the charge document; register the memorial with the Land Registry within **1 month** for priority	Cap 117; Cap 128	Loss of priority; the charge may be void against a later purchaser

There is no statutory deadline to register a deed — the Land Registry will accept a late one. What you lose is priority, and priority is usually the whole point.

5 Company secretarial

Trigger, deadline, fee, sanction

The clock starts when	Deadline	Fee	If missed
Anniversary of incorporation	Annual return **NAR1 within 42 days**	HK$105 on time	HK$870 up to 3 months late, HK$1,740 to 6, HK$2,610 to 9, HK$3,480 beyond; offence, up to HK$50,000 plus HK$1,000 a day; no power to extend
End of the accounting reference period — private company	AGM within **9 months** (6 months for other companies)	Nil	Offence by the company and every responsible officer
Financial year end	Audit completed and accounts laid before the AGM	Auditor's fee	AGM cannot properly be held; tax return cannot be filed
Business registration certificate expiry	Renewed **before expiry**	HK$2,350 for one year, HK$6,170 for three, HK$230 for a branch	Penalty, and prosecution for carrying on business unregistered
31 March year end	Employer's return within **1 month of issue** (issued 1 April)	Nil	Fine; the return is due even with nothing to report
Profits tax return issued	Within **1 month**, or the block extension date	Nil	Estimated assessment; penalty
Employee starts	MPF enrolment within **60 days**; contributions by the 10th of the following month	5% each side	Surcharge and financial penalty
Shares allotted	Form **NSC1 within 1 month**	Nil	Offence; the allotment never reaches the public record
Charge created	Particulars within **1 month** of creation	As prescribed	Charge void against the liquidator and creditors
Director or secretary changes	Form **ND2A / ND2B within 15 days**	Nil	Offence; the register is wrong
Registered office changes	Form **NR1 within 15 days**	Nil	Offence; documents served at the old address still count
Business address changes	Form **IRC 3111A within 1 month**	Nil	Fine up to HK$5,000
Name changed	NNC2 within **15 days**, then the BR Office within **1 month**	HK$295	Offence; two registries out of step
Control of the company changes	SCR entry within **7 days**	Nil — never filed	Fine of HK$25,000 plus HK$700 a day

6 Liquidation and winding up

Nothing here is a date in the year — every clock in a winding up starts from an event, and the events come in a fixed order. Set the whole chain the day instructions arrive; the deposit, the advertising and the affidavit are all capable of being missed before anyone has been to court.

Trigger, deadline, fee, sanction

The clock starts when	Deadline	Fee	If missed
Statutory demand served on the company	**3 weeks** (21 days) to pay, secure or compound the debt	Nil	The company is deemed unable to pay its debts and a petition can be presented. A company that disputes the debt must move quickly — in practice an application to restrain the petition, made before the three weeks expire
Petition filed at the High Court	Copies to the Official Receiver and the Chief Bailiff **within 24 hours**; affidavit verifying the petition **within 4 days**	HK$1,045 court fee; **HK$11,250** deposited with the Official Receiver *before* filing	Petition not received without the deposit receipt; a late verifying affidavit is a procedural default the Registrar will take up
Hearing date fixed	Advertise **7 clear days** before the hearing — Gazette plus one Chinese and one English daily	Advertising rates	Adjournment and wasted costs; the Registrar's certificate will not issue
Provisional liquidator appointed or winding-up order made	Directors' statement of affairs (Form 23) **within 28 days**	Nil	Offence by the officers: up to HK$50,000 plus HK$300 a day
Winding-up order made	First meetings of creditors and contributories **within 3 months**	Nil	Delay to the appointment of the liquidator; the court can give directions
Directors resolve to wind up a solvent company (members' voluntary)	Certificate of solvency (NW1) must be issued **within the 5 weeks before** the resolution is passed, and the meeting must be held **within 5 weeks after** the certificate — outside that window the certificate has no effect	Nil	The route collapses: the winding up becomes a creditors' voluntary winding up, with a creditors' meeting and a statement of affairs, and the directors' certificate is worthless
Special resolution for a voluntary winding up passed	Certificate of solvency (NW1) and the resolution filed **within 15 days**; liquidator's appointment (NW3) notified **within 15 days** of appointment — or within 15 days after commencement where the provisional liquidator was appointed under s 228A	No filing fee	Offence; and if the certificate is late or invalid the winding up is a creditors' voluntary winding up
Liquidator's release in a court winding up	Notice of intention to apply, with **21 days** for objections	Nil	Release cannot be applied for; the estate stays open
Affairs fully wound up — final meeting	Notice published **1 month** ahead; return and account filed **within 1 week** of the meeting	Nil	Offence by the liquidator; dissolution delayed
Return of the final meeting registered	**3 months** later the company is dissolved (2 years after the certificate of release in a court winding up)	Nil	The company remains on the register in the meantime
Inland Revenue Department issues the Notice of No Objection (Form IR1263) to deregistration	Application for deregistration (Form NDR1) **within 3 months** of the date of the notice — the window is not extendable	**HK$420** to the Registrar, plus **HK$270** to the IRD for the notice	The notice lapses and the whole clearance is begun again: a fresh IR1263, a fresh 3-month window

The clock starts when	Deadline	Fee	If missed
Deregistration application accepted	The Registrar publishes the notice of deregistration in the Gazette, and the company is dissolved on that publication — no further filing, and no return to the register without a court order	Included in the HK$420	Assets left in a deregistered company vest in the Government as bona vacantia; recovery needs a restoration application

The full procedure, the forms and the worked examples are on the liquidation page. Two traps in this table: the 3 weeks runs from service of the demand, not from the invoice; and the 28 days for the statement of affairs runs from the appointment or the order, which is often the same week the directors stop answering the phone.

7 The deadlines that catch firms out

- **The annual return and the business registration renewal are separate.** Paying one does not discharge the other, and they fall on different dates — the return on the incorporation anniversary, the certificate on its own expiry month.
- **The stamping clock runs from the first agreement.** A provisional agreement superseded more than 14 days later does not reset the 30 days; the first signature still governs.
- **Priority needs registration within the month.** An assignment stamped on day 29 still has to reach the Land Registry by day 30 to relate back.
- **The 42 days for NAR1 is not extendable.** Neither the Registrar nor a good excuse moves it; the fee ladder starts immediately after.
- **Pleadings close quietly.** The 28 days for the case management questionnaire run from close of pleadings, which is 14 days after the defence — a date nobody writes down unless the diary is built from the rules.
- **Unless orders execute themselves.** No hearing, no warning; the sanction bites at the stated time.
- **The employer's return has no block extension.** Only the profits tax return benefits from the scheme.
- **The 5-week certificate window is a two-way gate.** A certificate of solvency signed six weeks before the meeting is as useless as one signed after it, and either way the solvent route is gone.
- **The 3 months for NDR1 runs from the IRD's notice, not from the last tax return.** Firms wait for clearance and then wait again; the clock has already started.

8 How to run it

PRINT THIS

- Every date diarised at the *trigger* — the signature, the service, the anniversary — with the deadline calculated, not remembered
- Two diaries: the fee earner's and the firm's central one, because one of them will be ignored
- Company anniversaries entered permanently at incorporation: return date, accounting reference date, business registration expiry
- For every new matter, the limitation date recorded before anything else is done
- A weekly look-ahead at the next 30 days, and a monthly look at the next 90
- Any period that comes from an order or a contract read off the document and checked against the rule
- Fees and penalties re-checked at the start of each financial year — the figures on this page are as at 14 November 2026

9 Sources

- Rules of the High Court (Cap 4A), O 18, O 25, O 27, O 38, O 41, O 53, O 59; Rules of the District Court (Cap 336H).
- Limitation Ordinance (Cap 347), ss 4, 27; Employees' Compensation Ordinance (Cap 282), s 14.
- Stamp Duty Ordinance (Cap 117); Stamp Office guidance on time limits and late stamping; Land Registration Ordinance (Cap 128), ss 3 and 5.
- Companies Ordinance (Cap 622), ss 610, 662, 664 and the registers and filing provisions; Companies Registry compliance guidance and pamphlets 5 and 8A.
- Inland Revenue Department guidance on profits tax returns, employer's returns and the block extension scheme; MPFA guidance on contribution days.
- Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap 32), ss 178, 190, 228A, 233 (the certificate of solvency and its 5-week window), 239, 248 and 253; Companies (Winding-up) Rules (Cap 32H), rr 22A, 24 and 26; Official Receiver's Office, *Simple Guide on Compulsory Winding-up of Companies*.
- Companies Ordinance (Cap 622), ss 750 and 751 (deregistration: the 3-month window after the notice of no objection, and dissolution on publication of the notice); Companies Registry, *Deregistration of a Defunct Solvent Company*, and the Inland Revenue Department's guidance on Form IR1263.

Deadlines

REFERENCE · DEADLINES

Two kinds of deadline live in a legal file: the ones fixed by the calendar, and the ones created by an event. Confusing the two is how a 42-day annual return becomes a HK$3,480 fee.

ONE PAGE TO PIN UP

The compliance calendar puts every recurring deadline — court, conveyancing and company secretarial — on a single printable page, arranged by the event that starts the clock.

1 How to count, before you count

Three different kinds of period

Type	How it is counted	Examples
Calendar days	Every day counts, including weekends and general holidays	30 days to stamp an instrument; 42 days for an annual return; 15 days for a change notice
Clear days	Exclude the day of the event and the day of the hearing; in practice also exclude Saturdays, Sundays and general holidays	3 clear days for a hearing bundle under PD 5.4
Working days	Exclude Saturdays, Sundays and public holidays	7 working days for a PD 3.8 e-bundle; 7 working days for requisitions, if the contract says so

FIVE TRAPS THAT ACCOUNT FOR MOST MISSED DATES

- **Wrong trigger.** The 28-day defence clock runs from the time for acknowledging service or from service of the statement of claim, whichever is later — not from the day you received instructions.
- **Wrong anniversary.** The annual return runs from the anniversary of *incorporation*, not the financial year end.
- **Wrong event for stamping.** The 30 days run from execution of the instrument, not from completion or from the date the file arrived.
- **Contract mistaken for rule.** The requisition period and the completion date are contract terms. They can be 7 days, 14 days or something else entirely.
- **"Three days" said out loud.** A bundle due "three clear days" before a Monday hearing is not due on Friday. Write the rule, then count.

Calc Work out a due date

Put in the date that starts the clock, choose how the period is counted, and read the date off. It counts forward: service of a document, execution of an instrument, the anniversary of incorporation, a judgment or an order.

Working days and clear days exclude Saturdays, Sundays and the general holidays gazetted for 2026 and 2027. Dates beyond that are counted on weekends alone and the result says so. Court and registry practice sometimes excludes further days, and a rule may allow the period to be extended where the last day falls on a day the registry is closed — the calculator shows the next working day but does not decide the question.

2 The fixed year

These are the deadlines that fall on the same date or month every year, regardless of when a matter opened. Everything else in this page is triggered by an event.

- 31 JanCayman annual return and annual fee for every exempted company
- All monthConfirm Cayman fee band and signatory before filing
- —Quiet month: reconcile registers and share ledgers
- —Check companies with March year ends and April BR renewals
- 31 MarLast day of the business registration year for certificates commencing 1 April
- —Prepare BR renewals and accounts for December year ends
- 1 AprNew business registration fee and levy year begins
- 1 AprCayman late penalty starts at 33.33% for an unfiled January return
- Early AprIRD employer's returns issued — file within one month
- 31 MayBVI annual government fee for companies incorporated 1 January to 30 June
- 30 JunBVI economic substance information for a 31 December year end (6 months)
- 30 JunLast day of the 33.33% Cayman penalty window
- 1 JulCayman penalty rises to 66.67% of the annual fee
- —Mid-year check: NAR1s falling due in the second half
- —Prepare BVI financial returns for December year ends
- —Review litigation timetables against the December break
- 30 SepBVI annual financial return to the registered agent for a 31 December year end (9 months)
- 30 SepLast day of the 66.67% Cayman penalty window
- 1 OctCayman penalty becomes 100% of the annual fee — strike-off risk
- —Diarise January Cayman filings for every offshore company
- 30 NovBVI annual government fee for companies incorporated 1 July to 31 December
- —Freeze registers at year end; collect appointment and cessation dates
- —Confirm next year's fee bands and any Budget changes

Anniversary-driven deadlines deliberately do not appear here. A company incorporated on 14 March has its annual return due 25 April (42 days); a company incorporated on 2 September has its due 14 October. That is why the calendar needs the trigger tables below.

3 Court and litigation

Litigation triggers

Trigger event	Deadline	Rule
Writ issued	Serve within **12 months**; renewable with leave	RHC O.6
Writ served	**14 days** to acknowledge service	RHC O.12
Notice of intention to defend	**14 days** to serve the statement of claim, if not indorsed	RHC O.18 r.1
Time for acknowledgment expires, or statement of claim served	**28 days** for the defence	RHC O.18 r.2
Defence served	**14 days** for any reply	RHC O.18 r.3
Close of pleadings	**28 days** for the timetabling questionnaire and mediation certificate	PD 5.2, PD 31
Other side's TQ received, or the 28-day TQ period expires	**14 days** to file a consent summons or take out a case management summons	PD 5.2
Directions given	Discovery, witness statements and experts as ordered — usually 4 to 12 weeks apart	Case management order
Trial date	Bundle lodged at least **72 hours** before, excluding Saturdays, Sundays and general holidays	PD 5.6
Interlocutory hearing or appeal	Hearing bundles and chronology at least **3 clear days** before	PD 5.4
Company or bankruptcy substantive hearing	e-Bundle **7 working days**; applicant's skeleton **72 hours**; respondent's **48 hours**	PD 3.8
Judgment or order	**28 days** to serve notice of appeal	RHC O.59
Judgment	Enforcement; leave needed after **6 years**	RHC O.46

THE CHAIN, IN ONE LINE

Writ → **14** days to acknowledge → **28** days to defend → pleadings close → **28** days for the TQ → **14** days for the CMS → directions → **72 hours** for the bundle. If you diarise only one date at the start of a claim, diarise the acknowledgment date and let the rest cascade from proof of service.

4 Conveyancing

Property triggers

Trigger event	Deadline	Source
Provisional agreement signed	Formal agreement on the date the PASP states — commonly about **14 days**	Contract
Title documents received	Requisitions within the contractual period — commonly **7 working days**	Formal agreement
Formal agreement signed	Completion on the contractual date — commonly **45 to 60 days**	Formal agreement
Instrument executed	Stamp within **30 calendar days**	Stamp Duty Ordinance
Completion	Register the assignment promptly — priority runs from the date of registration	Land Registration Ordinance
Completion	Notify the management office, and update rates and Government rent records	Practice
Vendor's solicitor's undertaking	Deliver the receipted discharge and deeds within the stated period — commonly **21 days**	Undertaking
Mortgage facility letter issued	Drawdown and charge executed at completion	Facility letter

Two of these are not deadlines you can extend: the 30-day stamping period and the priority that follows registration. The requisition period can be extended by agreement, but only if the vendor agrees before it expires.

5 Company secretarial

Hong Kong triggers

Trigger event	Deadline	Filing
Director or secretary appointed or ceases	**15 days**	ND2A
Change in an officer's particulars	**15 days**	ND2B
Resignation of a director or secretary	Within the statutory period	ND4
Reserve director nominated, changed or ceasing	**15 days**	ND5 · ND7
Reserve director resigns	**15 days** after the cessation	ND8 (ND4 if already in office)
Auditor removed by ordinary resolution	**15 days** from the date the resolution is passed	NA1
Auditor's resignation received	**15 days** from receipt — a level 5 offence if missed	NA2
Registered office changed	**15 days**	NR1
Special resolution to change the name	**15 days**	NNC2
Articles altered	**15 days**	NAA1
Allotment of shares	**1 month**	NSC1
Charge created	**1 month** — late registration voids the security	NM1
Charge satisfied or released	As prescribed; update the register at once	NM2
Anniversary of incorporation	**42 days** for the annual return	NAR1
Commencement of business	**1 month** to apply for business registration	IRBR1 / BR application
Receipt of the IRD employer's return	**1 month**	Employer's return
Any change in significant controllers	Promptly, and in any event as the regulations require	SCR entry

6 Cayman and BVI

Offshore triggers

Trigger event	Deadline	Jurisdiction
Year end	Annual return and annual fee in **January**	Cayman
1 April / 1 July / 1 October	Late penalty **33.33% / 66.67% / 100%** of the annual fee	Cayman
Incorporation	Appoint first directors within **15 days**	BVI
First directors appointed	File the register of directors within **15 days**	BVI
Incorporation	File the register of members and beneficial ownership information within **30 days**	BVI
Any change to either register	File within **30 days**	BVI
Incorporated 1 January to 30 June	Annual fee by **31 May**	BVI
Incorporated 1 July to 31 December	Annual fee by **30 November**	BVI
Financial year end	Annual financial return to the agent within **9 months**	BVI
Financial year end	Economic substance information within **6 months**	BVI

7 Family

Family Court triggers

Trigger event	Deadline	Form
First Appointment fixed	Serve notice on the respondent promptly	Form C
First Appointment	Financial statement filed and exchanged at least **28 days** before	Form E
Questionnaire stage	As the court directs at the First Appointment	Questionnaire and answers
FDR hearing fixed	Serve notice of the appointment	Form D
CMC, pre-trial review or trial	Costs estimate at least **3 clear days** before	Form H2 (children); H3/H4 (ancillary relief)
Trial of an ancillary relief application	Bundle limited to documents relevant and necessary	PD 15.11 bundle

8 One month, six matters

This is what the combined view looks like in practice. The value is not the individual entries — it is seeing that the trial bundle, the Form E and the BVI filing all land in the same week, and moving work forward before they collide.

March 2027 — a mixed caseload

Date	Matter	What is due	Rule	If missed
Mon 1 Mar	Aurora Holdings (BVI)	Director change effective today; register of directors must be filed	30 days, so by 31 March	Administrative breach; agent reports non-compliance
Wed 3 Mar	HCA 1234/2026	Defence and counterclaim	28 days from acknowledgment on 3 Feb	Default judgment; counterclaim lost
Fri 5 Mar	Harbour View Gardens	Completion; assignment executed	Contract date	Forfeiture or double deposit
Mon 8 Mar	Company incorporated 25 Jan 2026	Annual return	42 days from anniversary	Fee rises to HK$870 immediately
Wed 10 Mar	FCJA 5678/2026	Form E filed and exchanged	28 days before the First Appointment on 7 April	Adjournment; costs; credibility
Fri 19 Mar	HCA 1234/2026	Trial bundle lodged and served	72 hours before the 24 March trial, excluding the weekend	Adjournment; wasted costs
Wed 24 Mar	HCA 1234/2026	Trial begins	Listing	—
Wed 31 Mar	Two companies	Business registration renewals for certificates commencing 1 April	Before expiry	Offence; fine and possible imprisonment
Wed 31 Mar	Aurora Holdings (BVI)	Register of directors filing deadline	30 days from 1 March	Breach; possible fine
Thu 1 Apr	Pacific Rim (Cayman)	If the January return is still unfiled, the 33.33% penalty starts today	Companies Act s 169(3)	Penalty and strike-off risk

READING THE MONTH

The 19 March bundle deadline and the 10 March Form E sit in the same week as the 8 March annual return. A calendar that showed only court dates would hide two of them; a calendar that showed only annual filings would hide the trial. The collision — not the individual date — is what you are looking for.

9 Your planner

Print this and fill it in per matter, or copy the column structure into your practice management system. The rule column matters: when someone asks why a date is what it is, the answer should be a period and a source, not a memory.

Matter deadline planner

Matter / reference	Trigger event and date	Period	Due date	Rule or source	Owner	Done

10 Building the habit

- **Diarise the trigger, not just the deadline.** When the writ is served, the defence date exists. When the title documents arrive, the requisition period starts. When the director signs, the 15 days start.
- **Enter two dates: the real one and a warning.** Ten working days before is late enough to be accurate and early enough to do something.
- **Write the rule in the entry.** "ND2A — 15 days from appointment" survives a handover; "file form" does not.
- **Do an end-of-month sweep.** Next month's annual returns, Cayman January, BVI fees on 31 May and 30 November, and any BR certificate expiring.
- **Check the order or the contract before the rule of thumb.** A specific direction or a bespoke clause beats the general period every time.
- **Keep proof.** The acknowledgement, the receipt, the filed copy. A deadline met without evidence is a deadline you may have to prove twice.

11 Sources

- Rules of the High Court (Cap 4A), Orders 6, 12, 18, 46, 59; PD 5.2, PD 5.4, PD 5.6, PD 3.8, PD 31.
- Companies Ordinance (Cap 622), ss 107, 645, 652, 662; Companies Registry guidance on annual returns and specified forms.
- Stamp Duty Ordinance (Cap 117); Land Registration Ordinance (Cap 128); business registration requirements.
- Cayman Islands Companies Act (2026 Revision), ss 168–170; General Registry fee schedule effective 1 January 2027.
- BVI Business Companies Act (as amended 2024), ss 41, 43A, 98A; BVI Financial Services Commission guidance.
- Family Court Practice Directions 15.9, 15.11 and 15.13.

Forms register

REFERENCE · FORMS AND DEADLINES

Fees are the item most likely to have changed since this page was checked. Confirm the current amount on the registry or court fee schedule before you tell a client what a filing will cost.

1 Companies Registry — incorporation and constitution

Forming and changing the constitution

You need to…	Form	Deadline	Fee
Incorporate a company limited by shares	**NNC1** with **IRBR1**	Before the company exists	HK$1,545 electronic / HK$1,720 hard copy, plus business registration fees
Incorporate a company not limited by shares	**NNC1G** with **IRBR1**	Before the company exists	No fee
Record the first director's consent	**NNC3**	Filed with the incorporation	No separate fee
Change the company name	**NNC2**	Within 15 days of the special resolution	HK$295
Alter the articles — with a certified copy of the articles as altered	**NAA1**	15 days after the alteration takes effect	No fee
Alter the objects	**NAA2**	Within 15 days	No fee
Change company status	**NAA4**	Within 15 days	No fee
Re-register as a company limited by shares — unlimited companies only, registered on or after 31 Aug 1984	**NU1**	On or after the special resolution reaches the Registrar	HK$1,545 electronic · HK$1,720 hard copy
Register an eligible company as an unlimited or guarantee company — not re-domiciliation	**NNC5**	No statutory deadline	HK$1,545 / HK$1,720 unlimited; guarantee by membership, HK$155 to HK$925 / HK$170 to HK$1,025
Consent to be a director of a re-domiciled company — for a director who did not sign the consent in NNC6	**NNC3RD**	15 days after the re-domiciliation date	No fee
Re-domicile a non-Hong Kong corporation to Hong Kong	**NNC6** + IRBR5	Board certificate and legal opinion within 35 days before the application	HK$6,050 electronic / HK$6,725 hard copy
Return the members and share capital as at the re-domiciliation date	**NSC21**	15 days after the re-domiciliation date	No fee
Notify a court order restraining use of a name	**NNC4**	As ordered	No fee

2 Companies Registry — officers and registered office

Changes that must be reported within 15 days

You need to…	Form	Deadline	Fee
Report a director or secretary appointed or ceasing to act	**ND2A**	15 days after the appointment or cessation	No fee
Report a change in a director's or secretary's particulars	**ND2B**	15 days after the change	No fee
The resigning director's or secretary's own notice of resignation, used where the company is not expected to file ND2A	**ND4**	As soon as practicable after the resignation; the company's own 15-day duty to file ND2A continues	No fee
Nominate or record cessation of a reserve director	**ND5**	15 days after the nomination or cessation	No fee
Change a reserve director's particulars	**ND7**	15 days after the change	No fee
Record a reserve director's resignation (ND4 if he or she has already taken office)	**ND8**	15 days after the cessation	No fee
Change the registered office address	**NR1**	15 days after the change	No fee
Remove an auditor — ordinary resolution, after special notice	**NA1**	15 days beginning on the date the resolution is passed	No fee
Notify an auditor's resignation — a level 5 offence, with imprisonment, if missed	**NA2**	15 days beginning on the date the company receives the notice	No fee

*Most of these notices carry **no Companies Registry fee** — the Registry charges only for incorporation, the annual return, a change of name, registration of charges, deregistration, prospectuses, certificates and searches. Lateness on a notice is an offence, not a surcharge: there is no "higher fee" to pay for a late ND2A, which is why a missed notice can sit unnoticed until an annual return or a due diligence exercise exposes it. The only late fee that escalates is the annual return.*

3 Companies Registry — shares and capital

Allotments, transfers and capital changes

You need to…	Form	Deadline	Fee
Return an allotment of shares	**NSC1**	Within one month of the allotment	No fee
Return a redemption or buy-back	**NSC2**	Within **15 days** after the shares are delivered to the company	No fee
Notify an alteration of share capital	**NSC11**	Within **one month** after the alteration	No fee
Notify a redenomination of share capital	**NSC13**	As prescribed	No fee
Notify reconversion of stock into shares	**NSC14**	As prescribed	No fee
Notify a variation of class rights	**NSC15**	As prescribed	No fee
Make a solvency statement for a capital reduction — every director signs; the resolution must follow within 15 days	**NSC17**	No later than the earliest of the Gazette, newspaper or creditor notices	No fee
Return a reduction supported by a solvency statement — with a statement of capital; effective on registration	**NSC19**	No earlier than 5 weeks, no later than 7 weeks after the resolution	No fee
Return a reduction confirmed by the court — with an office copy of the order and the approved minute	**NSC20**	15 days after the order, or as the court allows	No fee
Return an allotment of debentures	**NDB1**	Within **one month** after the allotment	No fee
Apply for a new share certificate, or to hold shares in uncertificated form — listed companies only	**NS1**	On loss of the certificate	No registry fee — not filed with the Registrar
Publish notice of intention to issue a new certificate or record uncertificated shares — website, and Gazette above HK$200,000	**NS3**	Gazette within one month of the website notice	No registry fee

A SHARE TRANSFER IS NOT A REGISTRY FILING

For a private company, a transfer of existing shares is recorded in the register of members and the instrument is stamped; there is no Companies Registry form. The filings arise on *allotment* (NSC1) or on a change of capital (NSC11), not on a transfer between existing holders.

4 Companies Registry — charges

Security over company assets

You need to…	Form	Deadline	Fee
Register particulars of a charge	**NM1**	Within one month of creation	HK$340
Notify payment, satisfaction or release of a charge	**NM2**	As prescribed	HK$190
Notify a mortgagee entering into possession	**NM3**	Within **7 days** after entering into possession (s 349(1))	HK$40
Notify a mortgagee going out of possession	**NM4**	Within **7 days** after going out of possession (s 350(3))	No fee
Notify appointment of a receiver or manager	**NM5**	Within **7 days** of the order or appointment (s 348(1)), filed by the appointor	HK$40
Notify cessation of a receiver or manager	**NM6**	Within **7 days** after ceasing to act (s 350(2)), filed by the receiver	No fee
Record a change in the particulars of a receiver, manager or mortgagee in possession	**NM7**	Within **15 days** after the change (s 350(4))	No fee
Register particulars of a debenture series	**NM8**	Within **one month** of the instrument, or of the first debenture if there is none	No fee
Notify issue of debentures of a series	**NM9**	Within **one month** after the issue date for a later tranche	No fee
Register charges of a company that has re-domiciled to Hong Kong, created before the re-domiciliation date	**NM10**	Within **1 month** after the re-domiciliation date (ss 338A(4), 342(2))	HK$340

The one-month period runs from the date the charge is created, not the date the instrument is dated or executed in escrow. A charge created outside Hong Kong by instrument runs from the date the instrument would have been received in Hong Kong in the ordinary course of post.

5 Receivership — the forms most firms never see

Receivership is not winding up, and it runs on different forms: **NRC1** to **NRC3** under Cap 32, and the **NM** forms under Cap 622 for the charge and the appointment itself. A firm that only acts in liquidations can go years without filing one, which is exactly why they get missed when a bank appoints a receiver over a client's assets.

Receiver or manager appointed over a company's property

You need to…	Form	Deadline	Fee
Notify the company that a receiver or manager has been appointed	**NRC1** — sent by the receiver or manager to the company, *not* filed with the Registrar	Forthwith on appointment; the section sets no number of days	No fee
Make out the company's statement of affairs for the receiver	**NRC2**, signed by the directors and the company secretary	Within **14 days** after the company receives the notice of appointment, unless the court or the receiver allows longer; the receiver then sends it to the Registrar within **2 months** of receiving it	No filing fee
File the receiver's abstract of receipts and payments	**NRC3**, signed by the receiver or manager	Every **12 months** (s 300A(2)) within 2 months after the period, or every **6 months** (s 301(1)) within 1 month after it, depending on the appointment; a final abstract to the date of cessation	No filing fee
Notify the Registrar that a receiver or manager has been appointed	**NM5** (in the charges table above)	Within **7 days** of the order or appointment (s 348(1))	HK$40
Record a change in the receiver's, manager's or mortgagee's particulars	**NM7**	Within **15 days** after the change (s 350(4))	No fee

*Two different audiences, two different duties. The **NM** forms go to the Registrar and build the public record of who is in possession; **NRC1** goes to the company, and **NRC2** and **NRC3** reach the Registrar only through the receiver. A receiver who files NM5 and stops there has told the world he is in office but has not delivered the statement of affairs or the receipts and payments.*

6 Companies Registry — annual and termination

The annual, winding-up and end-of-life filings

You need to…	Form	Deadline	Fee
File the annual return of a local private company	**NAR1**	Within 42 days after the anniversary of incorporation	**HK$105** on time; late fee **HK$870** (to 3 months), **HK$1,740** (to 6), **HK$2,610** (to 9), **HK$3,480** (beyond 9)
Certify that a company being wound up voluntarily can pay its debts in full	**NW1**	Issued within the 5 weeks before the resolution; delivered to the Registrar no later than the resolution itself	No fee

You need to…	Form	Deadline	Fee
State that the company cannot continue in business, and start a creditors' winding up under the special procedure	**NW2**	Delivered within **7 days** after it is made; the members' meeting within 28 days after delivery	No fee
Notify the Registrar of a liquidator's or provisional liquidator's appointment	**NW3**	Within **15 days** after the appointment; where the court appoints, notify as soon as possible	No fee
Record a change in the liquidator's or provisional liquidator's particulars — a new address, name or identity document	**NW4**	Within **15 days** after each change	No fee
Notify the Registrar that a liquidator or provisional liquidator has ceased to act	**NW5**	Within **15 days** after ceasing to act (ss 228A(11)(b), 253(2)(b)) — one form for each person who ceases	No fee
File the certificate of release in a court winding up	**NW6**	Once the affairs are fully wound up and the court has granted the liquidator's release under s 205; no fixed deadline. The company is dissolved **2 years** after the certificate is registered (s 226A)	No fee
Obtain the Inland Revenue Department's clearance before deregistration	**IR1263** (IRD)	Before applying for NDR1; the Notice of No Objection is then valid for 3 months	HK$270, non-refundable
Deregister a private company or company limited by guarantee	**NDR1**	Within 3 months of the Notice of No Objection from the Inland Revenue Department	HK$420
Notice of appointment of an inspector — filed by the **inspector**, not the company	**NIN1**	Within **15 days** after the date of the appointment (s 842(2))	No fee
Notice that an inspector's interim (NIN3) or final (NIN2) report has been delivered to the Financial Secretary — the report itself is not registered	**NIN2** / **NIN3**	Within a **reasonable time** after delivery to the Financial Secretary (ss 855(4), 856(4)) — no fixed number of days	No fee

*Winding up and deregistration run through two registries. **NW1** and **NW3** go to the Companies Registry and carry no filing fee; the voluntary winding-up routes and their deadlines are on the liquidation page. **IR1263** is an Inland Revenue Department form, not a Companies Registry one: it is lodged with the Commissioner of Inland Revenue with HK$270, and the resulting Notice of No Objection is what the Registrar asks for before accepting an **NDR1**. The return of the **final meeting** is the one winding-up filing with no numbered form: under s 239(3) the liquidator*

*sends the account and a return of the meeting within **one week**, and the company is dissolved three months after they are registered. Budget HK$690 in government fees to deregister a company — $270 to the IRD and $420 to the Registry — before the Gazette notice and the three-month objection period.*

7 Registered non-Hong Kong companies

Overseas companies with a place of business in Hong Kong

You need to…	Form	Deadline	Fee
Register as a non-Hong Kong company	**NN1** with **IRBR2**	Within one month of establishing a place of business	HK$1,545 electronic / HK$1,720 hard copy
File the annual return	**NN3**	Within 42 days after the anniversary of registration	**HK$180** within the 42 days; HK$1,200–HK$4,800 late
Report a change in the charter, statutes or memorandum	**NN5**	Within **1 month** after the change (s 791(1), (2)(a))	No fee
Report appointment or cessation of a director or secretary	**NN6**	Within **1 month** after the change (s 791(1), (2)(b))	No fee
Report a change in a director's or secretary's particulars	**NN7**	Within **1 month** after the change (s 791(1), (2)(c))	No fee
Report the termination of an authorised representative's authorisation	**NN2**	Within 1 month of the termination (s 787)	No fee
Report the appointment or cessation of an authorised representative	**NN8**	Within **1 month** after the change (ss 791(1), 791(2)(b))	No fee
Report a change in an authorised representative's particulars	**NN8C**	Within 1 month after the change	No fee
Change the registered address	**NN9**	Within **1 month** after the change (s 791(1), (2)(d))	No fee
Report an alteration of corporate name	**NN10**	Within **1 month** after the alteration (s 778(8))	**HK$1,425**
Return an approved name for carrying on business	**NN12**	No statutory period — deliver once the Registrar approves the name (s 782(4), 785(4))	**HK$1,425**
Notify the commencement of a liquidation, and the appointment, cessation or change of a liquidator or provisional liquidator	**NN11**	Within **15 days** after the later of the commencement of the liquidation and service of notice of it (s 793); a later appointment, cessation or change is also due within 15 days — one form covers all four events	No fee
Notify that the company has ceased to have a place of business in Hong Kong	**NN13**	Within **7 days** after cessation (s 794(1))	No fee

You need to…	Form	Deadline	Fee
Notice of dissolution	**NN14**	Within **15 days** after the dissolution (s 795(1))	No fee
Deliver the warning statement that accounts already filed are going to be revised	**NN15**	Within **15 days** after the directors decide to revise (s 790(4))	No fee
Report a change in the company's place of incorporation	**NN16**	Within **1 month** after the change (s 791(1), (2)(e))	No fee

8 Court documents

Court forms are prescribed in Appendix A to the Rules of the High Court and the Rules of the District Court, and the numbering differs between the two courts. Always take the current form from the Judiciary's website or the registry counter rather than from a precedent folder.

Documents you will prepare regularly

Document	When	Notes	Fee
Writ of summons	Commencing an action with a factual dispute	Indorse the statement of claim or a concise endorsement; valid for service 12 months	HK$1,045 HC · HK$630 DC
Originating summons	Question of law or construction	Evidence by affidavit	HK$1,045 HC · HK$630 DC
Acknowledgment of service	Within 14 days of service of the writ	States whether the claim is contested; failure opens default judgment	No fee
Statement of claim	With the writ, or within 14 days after notice of intention to defend	Material facts, remedy, interest; statement of truth	No fee
Defence and counterclaim	Within 28 days	Admissions, denials, positive case; statement of truth	No fee
Reply and defence to counterclaim	Within 28 days of the defence or of the counterclaim, and in the same document	Only new matter; statement of truth; close of pleadings 14 days later	No fee
Request for further and better particulars	Before close of pleadings, or as ordered	Identify the pleading and the paragraph	No fee
Summons	Any interlocutory application	Supported by affirmation or affidavit; returnable before a master or judge	No separate fee in most cases
Timetabling Questionnaire	Within 28 days after close of pleadings	Form in Appendix A to PD 5.2; mediation certificate filed at the same time	No fee
Consent summons / case management summons	Within 14 days of receiving the TQ or of the TQ period expiring	Samples in Appendix B to PD 5.2	No separate fee in most cases
List of documents	Per directions after close of pleadings	Forms 26 and 27 in the District Court practice	No fee
Witness statement	Per directions; exchanged simultaneously	Stands as evidence in chief; statement of truth	No fee
Notice of appeal	Within 28 days of the judgment or order	Order 59; appeal does not stay enforcement without an order	HK$1,045, and HK$1,045 to set down
Writ of execution (fi fa)	After judgment; leave needed after six years or a change of parties	Praecipe filed first; Forms 53–63 in Appendix A; valid 12 months	HK$1,045 HC · HK$630 DC on sealing, plus the bailiff's deposit
Garnishee summons	To attach a debt owed to the judgment debtor	Order nisi, then absolute	No separate fee in most cases
Charging order	Over land or shares	Order nisi, then absolute; register the charge	No separate fee in most cases
Oral examination summons	To examine the debtor's means	Non-attendance is contempt	No separate fee in most cases

Criminal proceedings — Magistrates' Court and appeals

Form	Used for	Deadline	Fee
Summons (magistrates' court)	Requiring a defendant to appear to answer a complaint; the charge sheet is issued separately	Served personally; the date on the summons is the first appearance	No fee
Bail bond / recognizance	Recording the amount, sureties and conditions on which the defendant is released	Operative from the moment bail is granted; every reporting date diarised	No fee
Form 101 / Form 102	Notice of appeal to a judge of the Court of First Instance from the Magistrates' Court	Within **14 days** of conviction, sentence or order — lodged with the magistrates' clerk, who serves the respondent	Confirm with the clerk
Form XI	Notice of appeal, and application for leave to appeal, to the Court of Appeal — filed at the Appeals Registry after conviction in the District Court or the Court of First Instance	Within **28 days** of conviction or sentence; leave needed except on a question of law alone (Cap 221, s 82)	No filing fee
Review of a magistrate's decision (no separate form)	Written application to the same magistrate to reconsider, under s 104 of the Magistrates Ordinance	Within **14 clear days**; if dismissed, 14 days to appeal from the dismissal; the sentence can be varied upwards	No fee

9 Property and stamp duty documents

The conveyancing file

Document	Purpose	Deadline or note
Provisional agreement for sale and purchase	Binds the parties at the outset	Initial deposit, usually 3–5%
Formal agreement for sale and purchase	Adds the standard conditions and completion mechanics	Usually about 14 days after the PASP, as the PASP provides
Requisitions on title	Requires the vendor to prove title or cure defects	Within the contractual period, commonly 7 working days
Assignment / deed of assignment	Transfers the legal title	Executed at completion; stamped within 30 days
Legal charge / mortgage	Security for the purchaser's loan	Executed at completion; registered at the Land Registry
Memorial	Registration of the deed at the Land Registry	Priority runs from the date of registration
Land search	Registered owner, encumbrances, pending actions	Search again shortly before completion
Stamp duty return / e-stamping	Payment of AVD	Within 30 days of execution
Solicitor's undertaking	Discharge of the vendor's mortgage and delivery of deeds	In writing, at completion

Land Registry — documents, searches and copies

Document or search	Used for	Deadline	Fee
Memorial (with the instrument)	Registering an assignment, charge, discharge or other dealing against the lot	Lodge **within one month of execution** — inside the month, priority relates back to the date of the deed (s 5)	**HK$305** where the consideration does not exceed HK$750,000; **HK$605** above that, or where there is no consideration
Land search — current	Registered owner, encumbrances, pending memorials	Before exchange, and again shortly before completion	HK$10
Land search — historical and current	The full history of dealings affecting the lot	For title investigation rather than a completion check	HK$25
Copy of a memorial and the annexed instrument	Proving what was registered, and in what terms	As required for the title bundle	HK$100
Copy of the Government lease	Term, user restriction, building covenant	At the outset of every leasehold transaction	HK$120; HK$10 for each further sheet of a Block Government Lease
Copy of plans attached to a memorial or lease	Defining the property and any encroachment	Where the description is by plan	HK$15
Certification of a document	Producing a certified copy for court or for a counterparty	On request	HK$150
Search of a Memorial Day Book	Checking what was lodged on a given day, before it is posted to the register	Where a dealing is known to have been lodged but is not yet registered	HK$150

Stamp Office — returns, claims and the forms that carry them

Form	Used for	Deadline	Fee or duty
e-stamping / stamp certificate (no paper form)	Stamping an agreement for sale and purchase or an assignment, and obtaining the certificate that must be referred to on the instrument	**Within 30 days of execution** — or of the relevant date where a formal agreement supersedes a provisional one executed within 14 days	AVD at Scale 2 / Part 1 of Scale 1 (residential) or Scale 3 (non-residential); no SSD or BSD for instruments on or after 28 February 2024
IRSD 112 / 113	Stamping an assignment where the duty was already paid on the agreement	With the assignment, within 30 days of execution	**Fixed HK$100**
IRSD 115 with declaration **IRSD 131**	Nomination in favour of a close relative who acts on his own behalf and owns no other residential property	At the time of the nomination, before the assignment is stamped	No separate AVD on the nomination; adjudication fee **HK$50**
IRSD 118 (+ statutory declaration where required)	Conveyance between closely related persons; transfers by court order, on divorce, on bankruptcy, to a charity or to the Government	Before registration of the instrument	Adjudication fee **HK$50**; the exempt categories bear no AVD, and a closely related conveyance is charged at Scale 2 with no reduction in practice
Adjudication (no numbered form)	Mixed residential and non-residential instruments, and cases where the consideration is not arm's length	Before registration	Adjudication fee **HK$50**, plus the duty on each part on its own scale

10 Family Court forms

Forms prescribed by the PD 15 series

Form	Used for	Deadline or note	Fee
Form A	Notice of application for ancillary relief	Starts the financial claim	HK$630
Form C	Notice of the First Appointment	Served by the applicant once the appointment is fixed	No separate fee
Form E	Financial statement	Filed and exchanged not less than 28 days before the First Appointment	No separate fee
Form D	Notice of the FDR appointment	Served once the FDR hearing is fixed	No separate fee
Form F	Notice of allegation in proceedings for ancillary relief — indorsed on an affidavit that alleges adultery or an improper association with a named person, and served on that person (PD 15.11; formerly Form 20)	Served with the affidavit by the party who filed it; the named person has **8 days** from service, inclusive, to apply to intervene (r 92(5), applied by r 76)	No separate fee
Form G	Notice to dispense with the paginated bundle — the applicant's notice of intention to seek leave, on the ground that the claim is insubstantial and uncomplicated	Filed and served **not later than 21 days** before the First Appointment (PD 15.11 para 4A); leave is granted or refused at that appointment, and the bundle is otherwise due at 14 days	No separate fee
Form H1	Costs estimate — defended matrimonial causes and related interlocutory applications	Per PD 15.9	No separate fee
Form H2	Costs estimate — children proceedings	3 clear days before a CMC, PTR or trial	No separate fee
Form H3	Costs estimate — ancillary relief up to the FDR	Per PD 15.9	No separate fee
Form H4	Costs estimate — ancillary relief after the FDR to trial	Per PD 15.9	No separate fee
Form J	The Children's Form — the present arrangements for each child, each party's proposals, and a statement of truth	Filed at court and simultaneously exchanged **14 days** before the Children's Appointment (PD 15.13 para 9), with a concise statement of issues	No separate fee

Matrimonial Causes Rules (Cap 179A) — the forms that start and finish the cause

Form	Used for	Deadline	Fee
Form 2	Petition for divorce	To start the cause, with the marriage certificate and the mediation certificate	**HK$630**
Form 2B	Statement as to arrangements for children — petition	Filed with the petition where there are children	No separate fee
Form 2C	Joint application	To start the cause	**HK$630**
Form 2D	Statement as to arrangements for children — joint application	Filed with the joint application	No separate fee
Form 3	Notice of proceedings	Served with the petition	No separate fee
Form 4	Acknowledgment of service — the respondent's form, and the proof that service was effected	**Within 8 days** of service, counting the day of service	No separate fee
Form 5	Notice of application for decree nisi to be made absolute — petition	Not before **6 weeks** after the decree nisi	None
Form 5A	Same, for a joint application	Not before **6 weeks** after the decree nisi	None
Form 8A, also called **Form B**	Financial protection for a respondent — s 17A Matrimonial Causes Ordinance, r 56B	As prescribed; not an acknowledgment of service	None
Form I	Notice of a Children's Appointment (PD 15.13)	Court notice; served by the applicant on the respondent once the date is fixed — Form J, issues, chronology and list of orders 14 days before	None
Form K	Notice of a Children's Dispute Resolution appointment (PD 15.13)	Court notice; served by the applicant on **all parties concerned** — Statement of Proposals 14 days before the CDR	None
Setting down (no form of its own)	Entering the cause for hearing — undefended or defended list	Once service is proved, on application to the registrar	**HK$630** undefended; **HK$1,045** defended

11 Probate Registry forms

Probate forms are specified by the Registrar under r 2A of the Non-Contentious Probate Rules (Cap 10A) and are coded by the kind of application: **W** for a will, **L** for an intestacy, **N** for the forms introduced when estate duty was abolished, **C** for caveat and citation, **F** for a deceased domiciled abroad, with **M** and **S** for miscellaneous and special grants. The suffix is the date of death: **"a"** for a death on or after **11 February 2006**, **"b"** for a death before it. The suffix is not the choice between affirming and swearing — each form offers both.

Applications for a grant

Form	Used for	Deadline	Fee
W1.1a / W1.1b	Executor's affirmation or affidavit — the executor's own application for probate	No statutory time limit to apply, but the form asks for any delay to be explained; **no grant within 7 days** of the death	**HK$265** on filing
W1.2	Power of attorney given by a sole executor residing outside Hong Kong	Filed with the attorney's application	None
W1.2a / W1.2b	Application by that attorney for a grant with the will annexed	As above; **14 days** minimum after the death for administration with will annexed	**HK$265** on filing
W1.3a / W1.3b	Application where the sole executor has died without proving, or has renounced	With the death certificate or the renunciation exhibited	**HK$265** on filing
W1.4a / W1.4b	Application where the will appoints no executor — administration with the will annexed	**14 days** minimum after the death	**HK$265** on filing
W2.1	Renunciation of probate by an executor	Before the grant issues; signed and attested	None
L1.1a/b — L1.2a/b	Administration by the husband or the wife of the intestate — first in priority	**14 days** minimum after the death	**HK$265** on filing
L1.3a/b	Administration by a child of the intestate	Where there is no surviving spouse, or the spouse has renounced	**HK$265** on filing
L1.4a/b	Administration by a parent of the intestate	Where no spouse or issue survives	**HK$265** on filing
L1.5a/b	Administration by a brother or sister of the intestate	Where no person of higher priority survives or will act	**HK$265** on filing
L1.6a/b	Administration by another person entitled — the Judiciary's *Other Applications* form	Where every person of higher priority has been cleared off	**HK$265** on filing
L2.1	Renunciation of administration by a person entitled in priority	Before the grant issues	None
L3.1 — L3.4	Nomination of an attorney administrator; nomination of a co-administrator; election of a guardian to nominate a co-administrator; election of a guardian to take the grant	Filed with the application	None
N2.1	Affirmation or affidavit verifying the **schedule of assets and liabilities** — the grant application	Filed with the application; the grant is not sealed until it is	No separate fee
N2.2 / N2.3	Corrective affirmation of an additional schedule, before or after the grant	As soon as an asset or liability is discovered	No separate fee
N1.1 — N1.3	Summary administration under s 15, the counterpart of N2.1: **N1.1** affirms the schedule of assets (form N4.1), **N1.2** and **N1.3** are the corrective additional schedules sworn before and after the order	With the application to the Official Administrator; no grant issues	No separate fee
N3.1	Schedule of assets for the sealing of a foreign grant	With the resealing application	**HK$265** on filing
N4.1 / N4.2	Schedule of assets and liabilities of the deceased in Hong Kong as at the date of death, and the additional schedule — the exhibit that N1.1 and N2.1 verify	Filed with the summary administration application or the grant application, whichever is being made	No separate fee
F1.1 — F1.3	Applications where the deceased was domiciled in a foreign country	With the application, and with evidence of foreign law where formal validity is in question	**HK$265** on filing

Caveats, citations and the charges that go with a grant

Form	Used for	Deadline	Fee
C1.1	Caveat — prevents a grant being sealed without notice to the caveator	In force for **6 months** from entry, then lapses; a further caveat may be entered	**HK$72**
C1.2	Withdrawal of a caveat	At any time before the grant issues	**HK$36**
C1.3	Warning to the caveator	Issued by any person with an interest in the estate	**HK$145**; service of the warning **HK$44**
C1.4	Appearance to a warning	Within **8 days** of service of the warning	None
C2.1 / C2.2	Citation to accept or refuse administration, or to accept or refuse probate	Where a person with priority will not act and will not renounce	**HK$72** each
C2.3	Appearance to a citation	Within the time stated in the citation	None
Engrossment	Not a form — the charge for engrossing the grant and any will	Payable when the grant issues	**HK$72** per page
Double, cessate, de bonis non, duplicate grant	The further grants that follow a change in the personal representative	On application	**HK$145**
Search of the Probate Registry	Confirming whether a grant has issued, and to whom	Before applying, and again before distribution	**HK$18**

12 Guardianship Board — the mental capacity track

These are the Board's own forms, not court forms, and none of them carries a Board fee. Only Form 1 starts a case; the others are used while an order is in force, or when the applicant changes their mind. The procedure itself is on the mental capacity page.

Applications to the Guardianship Board under the Mental Health Ordinance (Cap 136)

Form	Used for	Deadline	Fee
Form 1	Application for a guardianship order — the ordinary route	Within **14 days** after the applicant last personally saw the person, and the application with both medical reports must reach the Board within **14 days** of the last medical examination	No Board fee; the applicant pays the two doctors
Form 2	Request for review of an order — by the person, the guardian, the Director of Social Welfare, or anyone with a genuine interest in the person's welfare	At any time before the order expires; the review hearing is listed on **14 days'** notice unless the parties agree to shorter	None
Form 3	Application for directions on the extent of a guardian's powers	At any time while the order is in force — no fixed period; most issues are left to the next review	None
Form 4	Application for an emergency guardianship order	Immediately, and only with **Form 1** filed first or at the same time; an emergency order lasts no more than **3 months**	None
Form 13	Request to withdraw a guardianship application	At any time, before or at the hearing, by **written request** — the withdrawal takes effect only if the **Board agrees** (r 22, Cap 136E)	None

The 14 days for Form 1 are counted twice, and both must be met: the applicant must have personally seen the person within the 14 days before applying, and the application and both reports must reach the Board within 14 days of the last medical examination. One report must be by an approved doctor, and the applicant cannot be either reporting doctor. A Form 1 that misses either limit, or arrives without two reports, is not a late application but an invalid one, and the dates have to be run again. The hearing notice itself carries a third limit — at least 14 days before the hearing, to the person concerned, the applicant and the Director of Social Welfare.

13 How and where to file

Filing channels

Filing	Channel	Practical notes
Companies Registry forms	e-Services Portal, or hard copy at the Shroff, 14/F Queensway Government Offices	Electronic filing is cheaper for incorporation and generates an acknowledgement; keep the receipt with the filed copy
Business registration	With NNC1/IRBR1 at incorporation; renewal at the Inland Revenue Department	Display the certificate at the place of business
Stamp duty	Inland Revenue Department e-stamping or Stamp Office	Keep the stamped instrument and the assessment
Land Registry	Memorial and deed delivered for registration	Priority from the date of registration; check the search afterwards
Court documents	Registry counter, by post where permitted, or e-Litigation/e-Lodgement for participating lists	Seal copies for service; keep the sealed original
Electronic bundles	e-Lodgement platform or USB to the judge's clerk	PD 3.8; OCR and bookmarks are mandatory

ONE LAST CHECK BEFORE YOU FILE

Confirm four things: the form is the current version, the deadline is calculated from the correct event, the signatory is authorised and has signed in the right capacity, and the fee is the current fee. Those four failures account for most rejected filings.

14 The audit — every form, its specimen, and the reminder to set

This section is the check, not another list. The register runs to **176 rows across 15 sections** — the Companies Registry, the courts, criminal appeals, the Land Registry, the Stamp Office, the Family Court, the Probate Registry and the Guardianship Board — and every entry was compared against the issuing body's own list before it was written down. Across the desk there are **262 filled-in specimens and worked examples**: 33 on the sample forms page, 18 on liquidation, 16 on wills and trusts, 18 on probate, 12 on family forms, 10 each on civil procedure and the two offshore pages, 9 on conveyancing forms, 8 on litigation documents and 13 on matrimonial, 7 each on bankruptcy and intellectual property, 13 on company secretarial, 37 on company filings, 8 on mental capacity, 6 on business associations, 7 on stamp duty and 5 on obligations, 4 on criminal, 3 each on land and share transfers, 2 each on succession and the Basic Law, and 1 on court bundles.

The court, land, stamp, family and probate entries are in sections 8 to 11. They follow the same three columns as the Companies Registry tables — what the form is for, the deadline calculated from the event that starts it, and the fee — because a register that omits the fee is a register someone has to check against a second source before they can use it.

Nothing has been assumed complete. A form that appears only in the register is not a form the desk can hand to a client with confidence, because the register tells you the number, the deadline and the fee, and says nothing about what to write in the box. Those 8 are listed here by form and deadline so the gap is visible at the point of use.

Forms with a completed specimen

NAR1, NA1, NA2, NAA1, ND2A, ND2B, ND4, ND5, ND7, ND8, NDR1, IR1263, NM1, NM10, NNC3RD, NNC5, NNC6, NSC21, NM2, NM3, NM4, NM5, NM6, NM7, NM8, NM9, NN1, NN2, NN3, NN5, NN6, NN7, NN8, NN8C, NN9, NN10, NN11, NN12, NN13, NN14, NN15, NN16, NIN1, NIN2, NIN3, NNC1, NNC2, NNC3, NR1, NRC1, NRC2, NRC3, NSC1, NSC17, NSC19, NSC20, NS1, NS3, NU1, NW1, NW2, NW3, NW4, NW5, NW6. The share-capital returns — NSC11, NSC2, NDB1 and the reduction forms NSC17, NSC19 and NSC20 — and the re-domiciliation forms NNC6, NNC3RD and NSC21 are on the company filings page. The specimens are field by field: the company, the identity documents, the addresses, the figures and the dates, with the deadline and the trap in the note underneath each one.

Forms with a register entry only

- **NAA2** — alter the objects Within 15 days
- **NAA4** — change company status Within 15 days
- **NNC1G** — incorporate a company not limited by shares Before the company exists
- **NNC3R** — consent to be a director of a re-domiciled company 15 days after the re-domiciliation date
- **NNC4** — notify a court order restraining use of a name As ordered
- **NSC13** — notify a redenomination of share capital As prescribed
- **NSC14** — notify reconversion of stock into shares As prescribed
- **NSC15** — notify a variation of class rights As prescribed

The reminders to set, by length of deadline

Diarise on receipt of the instructions, not when the file is next opened. These are the standing entries across the register, with the lead the desk uses:

What to put in the diary, and when to act

Deadline	Forms	Reminder to set
7 days	NM3, NM4, NM5, NM6, NN13	Same day, with the 7th day as the outside date — the shortest deadline in the register, and one that cannot be met if the file waits for the weekly review
14 days	NRC2	Day 7: has the company received the notice, and has the statement been started? The 14 days run from receipt, not from the appointment
15 days	NW3, NW4, NW5, ND2A, ND2B, ND4, NR1, NM7, NN11	Two reminders: day 5 to collect the signed form, day 12 to file, because a form signed on day 14 cannot be corrected in time
1 month	NM1, NM2, NM10, NN8, NN8C, NSC1	Diary three weeks; the Registry rejects a form with a defect and a re-filing after the month has expired needs a court application
42 days	NAR1, NN3	Diary the anniversary date itself, then day 35 — the late fee starts at 42 days and climbs in stages
5 weeks	NW1	Diary backwards from the meeting: the certificate must be inside the 5 weeks before the resolution, so the order is certificate, then meeting
3 months	NDR1	Diary from the date of the IRD notice, not the date it reaches the file — the 3 months run from issue and are not extendable
12 or 6 months	NRC3	Two dates on every receivership file: the period end and the filing deadline, 2 months or 1 month after it depending on the appointment

Checked on 15 November 2026 *against the Companies Registry fee page and specified-forms list, the Official Receiver's Office guides, the Inland Revenue Department tables, the Judiciary fee rules and the Stamp Duty Ordinance. Figures move with each Budget and each fees regulation: confirm before quoting one to a client.*

The pattern across the whole register is that the deadline runs from the event, not from the moment the firm learns of it: the appointment, the change, the receipt of a notice, the issue of a clearance. A reminder set from the instruction date is a reminder set late.

15 Sources

*Coverage check against the Registrar's own list: it specifies **9 forms** under Cap 32 — NW1 to NW6 and NRC1 to NRC3 — and this register now carries all nine. The 90 forms under Cap 622 are listed by subject; the ones a civil practice meets are here, from NAR1 to NN14, so a gap is visible rather than assumed.*

- Companies Registry, *Specified Forms* list (90 forms under Cap 622 and 9 under Cap 32, each with the section under which it is specified), the Registry's price list of specified forms, and the filing-requirement pamphlet for registered non-Hong Kong companies; Companies Ordinance (Cap 622).
- Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap 32), ss 226A (certificate of release), 228A(11) and 253(2) (cessation of a liquidator), 300A and 301 (receivership: notice to the company, statement of affairs, abstracts of receipts and payments).
- Judiciary: Rules of the High Court (Cap 4A) and Rules of the District Court (Cap 336H), Appendix A; PD 5.2; PD 3.8; PD 5.6.
- Inland Revenue Department, stamp duty rates and time limits; Land Registry memorial requirements.
- Family Court Practice Directions 15.9, 15.11 and 15.13.
- Guardianship Board, *Procedural Guidelines* (6 March 2025), Chapters 3 to 6 and Appendices 1 to 3 (Form 1 and its two 14-day limits, Form 2 reviews, Form 3 directions, Form 4 emergency orders, Form 13 withdrawal); Mental Health Ordinance (Cap 136), Part IVB; Mental Health Guardianship Board Rules (Cap 136E), rr 8, 22 and 23.

Fees and deadlines — one page

MASTER REFERENCE

This sheet is designed to print on one side of A4. Use your browser's print dialogue, choose A4 portrait, and set margins to default — the layout is built for it.

One page · A4 · PDF · no internet needed once saved — download this sheet as a PDF.

Courts — fees

Writ or originating process sealed	HK$1,045 HC · HK$630 DC
The same, filed electronically	HK$835 · HK$505
Setting down for trial	HK$1,045 · HK$630
Notice of appeal, and setting down	HK$1,045 each
Copy per page · certified copy per page	HK$4 · HK$5.5
Search of a court file	HK$18
Magistrates' appeal, Forms 101/102 · Court of Appeal, Form XI	No fee · no filing fee

Family Court — fees (Cap 179B)

Petition or joint application (Form 2 / 2C)	HK$630
Form A — appointment before a judge	HK$630
Setting down	HK$630 undefended · HK$1,045 defended
Transfer between DC and CFI	HK$1,045
Notice of appeal, and setting down	HK$1,045 each
Forms C, D, E, H1–H4, questionnaire	No separate fee
Typed copy 36/pg · extra copy 4/pg · certified 5.5 · seal 28 · search 18	

Probate Registry — fees

Filing the application, and the grant	HK$265
Engrossment of the grant	HK$72 per page
Caveat HK$72 · withdrawal HK$36 · warning HK$145 (+HK$44 service)	
Appearance to warning, appearance to citation	No fee
Citation to accept or refuse	HK$72 each
Search HK$18 · further grant (double, cessate, de bonis non, duplicate)	HK$145

Land Registry — fees

Memorial	HK$305 · HK$605 by consideration
Land search	HK$10 current · HK$25 other
Copy of memorial HK$100 · of Government lease HK$120 · of plans HK$15	
Certification of a document	HK$150
Search of a Memorial Day Book	HK$150

Stamp duty

AVD, from 26 Feb 2026 — to 4m	HK$100
— to 4.5m · to 6m · to 9m	1.5% · 2.25% · 3%
— to 20m · to 100m · above	3.75% · 4.25% · 6.5%
Transitional bands just above each step	HK$100 + 20% of excess, or fixed sum + 10%
Adjudication	HK$50
SSD and BSD	Abolished, 28 Feb 2024

Companies Registry — fees

NNC1 incorporation	HK$1,545 e-filed · HK$1,720 paper
NNC2 change of name	HK$295
NAR1 annual return, on time	HK$105
NAR1 late	HK$870 · 1,740 · 2,610 · 3,480 by band
NM1 charge HK$340 · NM2 satisfaction HK$190	
NN10 / NN12, registered non-HK company	HK$1,425 each
IR1263 clearance before deregistration	HK$270
ND2A, ND2B, ND4, NR1, NSC1, NDR1	No fee
Business registration, one year · three years · branch	HK$2,350 · HK$6,170 · HK$230

Wills, trusts and the EPA

Will: court fee · registration	None · no registry
Probate: application and grant · engrossment	HK$265 · HK$72 per page
Caveat HK$72 · warning HK$145 (+HK$44) · citation HK$72	
Small estate, Home Affairs, HK$50,000 or less	No court fee
EPA: register the instrument at the High Court	HK$440
EPA: medical certificate to solicitor's signature	28 days at most
EPA: nothing may be done before registration	Apply as soon as practicable
Trust deed · funded with shares · with property	No fee · 2 days · 30 days

Insolvency — fees

Winding-up petition, court fee	HK$1,045
Deposit with the Official Receiver	HK$11,250
Statutory demand	No fee

Deadlines — court

Notice of intention to defend	14 days
Defence · reply	28 days · 14 days
Close of pleadings	14 days after defence or reply
Timetabling questionnaire	28 days after close
Case management summons returnable in	Not less than 14 days
Notice to admit	21 days after setting down
Notice of appeal	28 days
Magistrates' appeal	14 days (judge) · 28 days (CA)
Judicial review	3 months, promptly

Deadlines — company

NAR1 annual return	42 days after the anniversary
ND2A · ND2B · ND4 · NR1	15 days
NSC1 return of allotment	1 month
NM1 charge · NM3–NM6 · NM7	1 month · 7 days · 15 days
AGM, private company	9 months after the accounting period ends
Business registration renewal	Before expiry

Deadlines — property, probate, family

Register a memorial	1 month, to keep priority
Stamp the instrument	30 days
Probate: earliest application	14 days after death
Caveat · appearance to warning	6 months · 8 days
Acknowledgment of service (Form 4)	8 days
Decree nisi to decree absolute	Not before 6 weeks

Limitation periods

Simple contract	6 years
Tort, including negligence	6 years
Personal injuries	3 years

Fees checked 14 November 2026 · High Court figures under Cap 4D, District Court under Cap 336C, family under Cap 179B, company under Cap 622 · verify against the current Schedule before quoting a client · educational material, not legal advice.

Form finder and site index

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A The pages

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- ConveyancingPASP to completion, requisitions, stamping
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- Company setupHong Kong, Cayman, BVI incorporation
- Company secretarialRegisters, resolutions, annual cycle
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- Share transferInstrument, resolution, certificate, duty
- LiquidationWinding up, the petition, the deposit, the deadlines
- BankruptcyThe demand, both petitions, the deposit, the discharge
- Forms registerEvery Companies Registry form with fee and deadline
- Sample formsNNC1, ND2A, NM1 and the rest, filled in
- Conveyancing formsPASP, formal agreement, assignment, requisitions
- Offshore formsCayman and BVI documents, filled in
- Offshore setupCayman and BVI incorporation
- ObligationsContract, tort, restitution, limitation
- Business associationsSole trader, partnership, company, society
- The Basic LawRights, interpretation, judicial review
- Intellectual propertyTrade marks, patents, designs, copyright, data
- Wills and trustsExecution, codicils, trust deeds, the trustee year
- Mental capacityGuardianship, committee of the estate, EPA
- SuccessionWills, estates, intestacy
- ProbateGrant applications, W1.1a, N2.1

B Form finder

Every form the desk covers, grouped by the body that issues it — Companies Registry, the courts, the Land Registry and Stamp Office, the Family Court and the Probate Registry — with the fee stated beside it, taken from the forms register. Court fees are the High Court and District Court figures under Cap 4D and Cap 336C. The probate series letters and the a/b suffix are explained at the end of this section.

Companies Registry · 74

- NNC1 / IRBR1Incorporate a company limited by shares · HK$1,545 electronic / HK$1,720 ha…
- NNC1G / IRBR1Incorporate a company not limited by shares · No fee
- NNC3Record the first director's consent · No separate fee
- NNC2Change the company name · HK$295
- NAA1Alter the articles — with a certified copy of the articles as… · No fee
- NAA2Alter the objects · No fee
- NAA4Change company status · No fee
- NU1Re-register as a company limited by shares — unlimited compan… · HK$1,545 electronic · HK$1,720 ha…
- NNC5Register an eligible company as an unlimited or guarantee com… · HK$1,545 / HK$1,720 unlimited; gu…
- NNC3RDConsent to be a director of a re-domiciled company — for a di… · No fee
- NNC6Re-domicile a non-Hong Kong corporation to Hong Kong · HK$6,050 electronic / HK$6,725 ha…
- NSC21Return the members and share capital as at the re-domiciliati… · No fee
- NNC4Notify a court order restraining use of a name · No fee
- ND2AReport a director or secretary appointed or ceasing to act · No fee
- ND2BReport a change in a director's or secretary's particulars · No fee
- ND4The resigning director's or secretary's own notice of resigna… · No fee
- ND5Nominate or record cessation of a reserve director · No fee
- ND7Change a reserve director's particulars · No fee
- ND8Record a reserve director's resignation (ND4 if he or she has… · No fee
- NR1Change the registered office address · No fee
- NA1Remove an auditor — ordinary resolution, after special notice · No fee
- NA2Notify an auditor's resignation — a level 5 offence, with imp… · No fee
- NSC1Return an allotment of shares · No fee
- NSC2Return a redemption or buy-back · No fee
- NSC11Notify an alteration of share capital · No fee
- NSC13Notify a redenomination of share capital · No fee
- NSC14Notify reconversion of stock into shares · No fee
- NSC15Notify a variation of class rights · No fee
- NSC17Make a solvency statement for a capital reduction — every dir… · No fee
- NSC19Return a reduction supported by a solvency statement — with a… · No fee
- NSC20Return a reduction confirmed by the court — with an office co… · No fee
- NDB1Return an allotment of debentures · No fee
- NS1Apply for a new share certificate, or to hold shares in uncer… · No registry fee — not filed with…
- NS3Publish notice of intention to issue a new certificate or rec… · No registry fee
- NM1Register particulars of a charge · HK$340
- NM2Notify payment, satisfaction or release of a charge · HK$190
- NM3Notify a mortgagee entering into possession · HK$40

- NM4Notify a mortgagee going out of possession · No fee
- NM5Notify appointment of a receiver or manager · HK$40
- NM6Notify cessation of a receiver or manager · No fee
- NM7Record a change in the particulars of a receiver, manager or… · No fee
- NM8Register particulars of a debenture series · No fee
- NM9Notify issue of debentures of a series · No fee
- NM10Register charges of a company that has re-domiciled to Hong K… · HK$340
- NRC1Notify the company that a receiver or manager has been appoin… · No fee
- NRC2Make out the company's statement of affairs for the receiver · No filing fee
- NRC3File the receiver's abstract of receipts and payments · No filing fee
- NAR1File the annual return of a local private company · HK$105 on time; late fee HK$870 (…
- NW1Certify that a company being wound up voluntarily can pay its… · No fee
- NW2State that the company cannot continue in business, and start… · No fee
- NW3Notify the Registrar of a liquidator's or provisional liquida… · No fee
- NW4Record a change in the liquidator's or provisional liquidator… · No fee
- NW5Notify the Registrar that a liquidator or provisional liquida… · No fee
- NW6File the certificate of release in a court winding up · No fee
- IR1263Obtain the Inland Revenue Department's clearance before dereg… · HK$270, non-refundable
- NDR1Deregister a private company or company limited by guarantee · HK$420
- NIN1Notice of appointment of an inspector — filed by the inspecto… · No fee
- NIN2 / NIN3Notice that an inspector's interim (NIN3) or final (NIN2) rep… · No fee
- NN1 / IRBR2Register as a non-Hong Kong company · HK$1,545 electronic / HK$1,720 ha…
- NN3File the annual return · HK$180 within the 42 days; HK$1,2…
- NN5Report a change in the charter, statutes or memorandum · No fee
- NN6Report appointment or cessation of a director or secretary · No fee
- NN7Report a change in a director's or secretary's particulars · No fee
- NN2Report the termination of an authorised representative's auth… · No fee
- NN8Report the appointment or cessation of an authorised represen… · No fee
- NN8CReport a change in an authorised representative's particulars · No fee
- NN9Change the registered address · No fee
- NN10Report an alteration of corporate name · HK$1,425
- NN12Return an approved name for carrying on business · HK$1,425
- NN11Notify the commencement of a liquidation, and the appointment… · No fee
- NN13Notify that the company has ceased to have a place of busines… · No fee
- NN14Notice of dissolution · No fee
- NN15Deliver the warning statement that accounts already filed are… · No fee
- NN16Report a change in the company's place of incorporation · No fee

Court and criminal · 22

- Writ of summonsCommencing an action with a factual dispute · HK$1,045 HC · HK$630 DC
- Originating summonsQuestion of law or construction · HK$1,045 HC · HK$630 DC
- Acknowledgment of serviceWithin 14 days of service of the writ · No fee
- Statement of claimWith the writ, or within 14 days after notice of intention to… · No fee
- Defence and counterclaimWithin 28 days · No fee

- Reply and defence to counterclaimWithin 28 days of the defence or of the counterclaim, and in… · No fee
- Request for further and better particularsBefore close of pleadings, or as ordered · No fee
- SummonsAny interlocutory application · No separate fee in most cases
- Timetabling QuestionnaireWithin 28 days after close of pleadings · No fee
- Consent summons / case management summonsWithin 14 days of receiving the TQ or of the TQ period expiri… · No separate fee in most cases
- List of documentsPer directions after close of pleadings · No fee
- Witness statementPer directions; exchanged simultaneously · No fee
- Notice of appealWithin 28 days of the judgment or order · HK$1,045, and HK$1,045 to set down
- Writ of execution (fi fa)After judgment; leave needed after six years or a change of p… · HK$1,045 HC · HK$630 DC on sealin…
- Garnishee summonsTo attach a debt owed to the judgment debtor · No separate fee in most cases
- Charging orderOver land or shares · No separate fee in most cases
- Oral examination summonsTo examine the debtor's means · No separate fee in most cases
- Summons (magistrates' court)Requiring a defendant to appear to answer a complaint; the ch… · No fee
- Bail bond / recognizanceRecording the amount, sureties and conditions on which the de… · No fee
- Form 101 / Form 102Notice of appeal to a judge of the Court of First Instance fr… · Confirm with the clerk
- Form XINotice of appeal, and application for leave to appeal, to the… · No filing fee
- Review of a magistrate's decision (no separate form)Written application to the same magistrate to reconsider, und… · No fee

Property and stamp duty · 22

- Provisional agreement for sale and purchaseBinds the parties at the outset
- Formal agreement for sale and purchaseAdds the standard conditions and completion mechanics
- Requisitions on titleRequires the vendor to prove title or cure defects
- Assignment / deed of assignmentTransfers the legal title
- Legal charge / mortgageSecurity for the purchaser's loan
- MemorialRegistration of the deed at the Land Registry
- Land searchRegistered owner, encumbrances, pending actions
- Stamp duty return / e-stampingPayment of AVD
- Solicitor's undertakingDischarge of the vendor's mortgage and delivery of deeds
- Memorial (with the instrument)Registering an assignment, charge, discharge or other dealing… · HK$305 where the consideration do…
- Land search — currentRegistered owner, encumbrances, pending memorials · HK$10
- Land search — historical and currentThe full history of dealings affecting the lot · HK$25
- Copy of a memorial and the annexed instrumentProving what was registered, and in what terms · HK$100
- Copy of the Government leaseTerm, user restriction, building covenant · HK$120; HK$10 for each further sh…
- Copy of plans attached to a memorial or leaseDefining the property and any encroachment · HK$15
- Certification of a documentProducing a certified copy for court or for a counterparty · HK$150
- Search of a Memorial Day BookChecking what was lodged on a given day, before it is posted… · HK$150

- e-stamping / stamp certificate (no paper form)Stamping an agreement for sale and purchase or an assignment,… · AVD at Scale 2 / Part 1 of Scale…
- IRSD 112 / 113Stamping an assignment where the duty was already paid on the… · Fixed HK$100
- IRSD 115 with declaration IRSD 131Nomination in favour of a close relative who acts on his own… · No separate AVD on the nomination…
- IRSD 118 (+ statutory declaration where required)Conveyance between closely related persons; transfers by cour… · Adjudication fee HK$50; the exemp…
- Adjudication (no numbered form)Mixed residential and non-residential instruments, and cases… · Adjudication fee HK$50, plus the…

Family Court · 23

- Form ANotice of application for ancillary relief · HK$630
- Form CNotice of the First Appointment · No separate fee
- Form EFinancial statement · No separate fee
- Form DNotice of the FDR appointment · No separate fee
- Form FNotice of allegation in proceedings for ancillary relief — in… · No separate fee
- Form GNotice to dispense with the paginated bundle — the applicant'… · No separate fee
- Form H1Costs estimate — defended matrimonial causes and related inte… · No separate fee
- Form H2Costs estimate — children proceedings · No separate fee
- Form H3Costs estimate — ancillary relief up to the FDR · No separate fee
- Form H4Costs estimate — ancillary relief after the FDR to trial · No separate fee
- Form JThe Children's Form — the present arrangements for each child… · No separate fee
- Form 2Petition for divorce · HK$630
- Form 2BStatement as to arrangements for children — petition · No separate fee
- Form 2CJoint application · HK$630
- Form 2DStatement as to arrangements for children — joint application · No separate fee
- Form 3Notice of proceedings · No separate fee
- Form 4Acknowledgment of service — the respondent's form, and the pr… · No separate fee
- Form 5Notice of application for decree nisi to be made absolute — p… · None
- Form 5ASame, for a joint application · None
- Form 8A, also called Form BFinancial protection for a respondent — s 17A Matrimonial Cau… · None
- Form INotice of a Children's Appointment (PD 15.13) · None
- Form KNotice of a Children's Dispute Resolution appointment (PD 15.… · None
- Setting down (no form of its own)Entering the cause for hearing — undefended or defended list · HK$630 undefended; HK$1,045 defen…

Probate Registry · 28

- W1.1a / W1.1bExecutor's affirmation or affidavit — the executor's own appl… · HK$265 on filing
- W1.2Power of attorney given by a sole executor residing outside H… · None
- W1.2a / W1.2bApplication by that attorney for a grant with the will annexed · HK$265 on filing
- W1.3a / W1.3bApplication where the sole executor has died without proving,… · HK$265 on filing
- W1.4a / W1.4bApplication where the will appoints no executor — administrat… · HK$265 on filing
- W2.1Renunciation of probate by an executor · None
- L1.1a/b — L1.2a/bAdministration by the husband or the wife of the intestate —… · HK$265 on filing
- L1.3a/bAdministration by a child of the intestate · HK$265 on filing
- L1.4a/bAdministration by a parent of the intestate · HK$265 on filing

- L1.5a/bAdministration by a brother or sister of the intestate · HK$265 on filing
- L1.6a/bAdministration by another person entitled — the Judiciary's O… · HK$265 on filing
- L2.1Renunciation of administration by a person entitled in priori… · None
- L3.1 — L3.4Nomination of an attorney administrator; nomination of a co-a… · None
- N2.1Affirmation or affidavit verifying the schedule of assets and… · No separate fee
- N2.2 / N2.3Corrective affirmation of an additional schedule, before or a… · No separate fee
- N1.1 — N1.3Summary administration under s 15, the counterpart of N2.1: N… · No separate fee
- N3.1Schedule of assets for the sealing of a foreign grant · HK$265 on filing
- N4.1 / N4.2Schedule of assets and liabilities of the deceased in Hong Ko… · No separate fee
- F1.1 — F1.3Applications where the deceased was domiciled in a foreign co… · HK$265 on filing
- C1.1Caveat — prevents a grant being sealed without notice to the… · HK$72
- C1.2Withdrawal of a caveat · HK$36
- C1.3Warning to the caveator · HK$145; service of the warning HK…
- C1.4Appearance to a warning · None
- C2.1 / C2.2Citation to accept or refuse administration, or to accept or… · HK$72 each
- C2.3Appearance to a citation · None
- EngrossmentNot a form — the charge for engrossing the grant and any will · HK$72 per page
- Double, cessate, de bonis non, duplicate grantThe further grants that follow a change in the personal repre… · HK$145
- Search of the Probate RegistryConfirming whether a grant has issued, and to whom · HK$18

Guardianship Board · 5

- Form 1Application for a guardianship order — the ordinary route · No Board fee; the applicant pays…
- Form 2Request for review of an order — by the person, the guardian,… · None
- Form 3Application for directions on the extent of a guardian's powe… · None
- Form 4Application for an emergency guardianship order · None
- Form 13Request to withdraw a guardianship application · None

How the probate codes work

- **W**Probate — there is a will and an executor applies. W1 is the executor; W1.2 an attorney acting for an executor abroad; W1.3 where the executor has died or renounced; W1.4 where the will appoints no executor; W2 a renunciation by an executor.
- **L**Letters of administration where there is no will. The number is the applicant’s place in the order of priority: 1 husband or wife, 2 child, 3 father or mother, 4 brother or sister, 5 others. L2 renounces and L3 nominates.
- **N**The schedule of assets and liabilities and its verification. N2.1 is the schedule filed with the application; N2.2 corrects it or adds an asset found after the grant; N2.3 a further correction; N1.1 to N1.3 the summary administration versions; N3.1 the schedule for sealing a foreign grant.
- **C**Caveat and citation — the contentious steps. C1.1 the caveat, C1.2 its withdrawal, C1.3 a warning to the caveator, C1.4 the appearance to that warning, C2.1 to C2.3 citations and the appearance to one.
- **F**The deceased was domiciled outside Hong Kong — the extra forms, and the evidence of foreign law the Registry requires before it will seal a grant.
- **M**Sureties. M3.1 is the affidavit justifying a surety and M3.2 the surety’s guarantee, used where the Registrar requires security from an administrator.
- **a**Death on or after 11 February 2006 — the current version, and the one to use in almost every application. The suffix follows the date of death, not the date of the form or of the application.
- **b**Death before 11 February 2006 — the earlier version, kept for estates where the death predates the change.

C Filled-in specimens

Each link opens the page at the specimen itself.

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- Charging order nisi over land — Order 50Civil procedure
- Garnishee order nisi — Order 49, attaching a bank balanceCivil procedure
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- Acknowledgment of service (O.12)Civil procedure
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- Timetabling Questionnaire — PD 5.2, Appendix ACivil procedure
- Consent summons — PD 5.2, Appendix BCivil procedure
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