

## Records Destruction Information of Companies Registry in 2025

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	7.91	<ul style="list-style-type: none"> <li>• Finance and Accounting</li> <li>• Human Resources</li> <li>• Management of Information, Information Services and Information Technology</li> </ul>
Programme Records	1 651.34	<ul style="list-style-type: none"> <li>• File Relating to Publicity Arrangements Regarding the Electronic Transactions Ordinance (ETO)</li> <li>• File Relating to Publicity Arrangements Regarding the Companies (Amendment) Ordinance</li> <li>• Correspondence Paper and Documents Submitted Under the Companies Ordinance Which Are Not Registrable</li> <li>• Documents submitted by companies for registration pursuant to the provisions of Companies Ordinance</li> <li>• A file relating to Enforcement – Policy &amp; Operation</li> </ul>
<b>Total</b>	<b>1 659.25</b>	

*For enquiries concerning the above destruction information, please approach Companies Registry at [crenq@cr.gov.hk](mailto:crenq@cr.gov.hk).*