



High Court Registry
Guidance Notes for e-Appointment System for
Application for Registration of Enduring Power of Attorney

1. This e-Appointment System is for booking an appointment for the purpose of attending the High Court Registry to submit an application for registration of an Enduring Power of Attorney.
2. Registered users of “iAM Smart” may use the auto form-filling function of “iAM Smart” to provide relevant personal data when booking the appointment.
3. Walk-in application without an appointment will not be accepted normally. The applicant will have to book an appointment for another day via the system, unless there are remaining quotas in the afternoon of the same day.
4. Before making an appointment, an applicant is advised to read the information provided on the Judiciary website about the application for registration of an Enduring Power of Attorney through this link:

https://www.judiciary.hk/en/court_services_facilities/epa.html
5. Each appointment time slot is for submitting an application for registration of one Enduring Power of Attorney.
6. For unrepresented applicant, the applicant must be either the Donor or the Attorney of the Enduring Power of Attorney to be registered. An unrepresented applicant can make appointment for a maximum of two time slots per booking.
7. For law firm applicant, the law firm should be the one which represents the Donor and/or the Attorney(s) of the Enduring Power of Attorney to be registered. A law firm can make appointment for a maximum of four time slots per booking and up to four time slots per day.
8. Applicant who wishes to receive an e-Appointment confirmation email should provide a valid email address when booking/amending an appointment. The confirmation email will be sent to the email address provided automatically after an appointment/amendment is made. The applicant may also choose to receive an email reminder on the appointment, which will be sent to the email address provided three working days before the appointment date. The applicant should ensure that the email account has sufficient available storage and that no blocking rules or filters are active which may affect the receipt of the confirmation/reminder email.
9. Applicant who is unable to attend the appointment as scheduled or no longer requires the appointment should amend or cancel the appointment as appropriate through the e-Appointment system at least two hours in advance so that the reserved time slot can be made available to other applicants.

10. Applicant who has made an appointment should arrive at Room LG158, LG1/F of the High Court Building at the specified date and time of the appointment, and present the appointment record at the counter.
11. Please be reminded that making an appointment does not necessarily guarantee a successful application for registration of an Enduring Power of Attorney. Acceptance of application is subject to whether the submitted documents are complete and in order.
12. Applicant who is late for the appointment by 15 minutes or more will be regarded as “absent”. The applicant will have to make another appointment for another day, unless there are remaining quotas in the afternoon of the same day.
13. Applicants who have repeated records of being absent from scheduled appointments may be restricted from making further appointment bookings for a certain period of time.
14. The High Court Registry reserves the right to revise the arrangements as set out above and to take proper measures, without further notice, to prevent, stop or otherwise remedy any abusive use of the system.

Personal Information Collection Statement

1. The personal information provided will only be used for the processing of the appointment application in e-Appointment System and other related purposes. If the applicant does not provide sufficient information, it will not be possible to process the booking.
2. Personal data in the booking will not be disclosed or transferred to other parties unless relevant and necessary for the purposes as stated in note 1 of this Statement.
3. According to the Personal Data (Privacy) Ordinance (Cap. 486) (“PD(P)O”), applicant for e-Appointment has the right to request access to and correction of personal data provided in the appointment booking. The Judiciary Administration has designated Senior Judiciary Executive (Complaints), Access to Information Officer to handle requests for access to or correction of personal data under the PD(P)O. The contact address is High Court Building, 38 Queensway, Hong Kong.

version as at 3 July 2026