



**Integrated Court Case Management System (“iCMS”)
User Registration
Organization Account for Primary Administrator –
Application Form**

Important Notes:

- (1) Registration for an Organization Account under the iCMS is to enable transactions with the e-Court in respect of the relevant court proceedings via the iCMS. Personal data collected in this application form will be used for processing of the application for registration of an Organization Account under the iCMS, and in transactions relating to court proceedings and in the course of performing judicial functions. For transparency, the name of the organizations registered for Organization Account under the iCMS may be disclosed in the Judiciary website. For information, personal data held by a court, a magistrate or a judicial officer in the course of performing judicial functions are exempt from the provisions in relation to the data protection principles of the Personal Data (Privacy) Ordinance (Cap. 486).
- (2) All fields marked with an asterisk (*) in this application form are mandatory. An application may be rejected if any mandatory information is not provided.
- (3) An application without supporting documents will be deemed incomplete and rejected.
- (4) You are advised to read the [Administrative Instructions on Matters relating to Registration as a User of the iCMS](#), the [Terms and Conditions for using the iCMS of the Judiciary](#), and the **Guidance Notes** before completing this form. The Administrative Instructions and the Terms and Conditions can be accessed at the Judiciary Website [https://www.judiciary.hk/en/e_courts/index.html] while the Guidance Notes are attached.
- (5) For applicant who chooses to submit the application form by fax or by post to the Help Centre; or by hand to the Help Centre, Small Claims Tribunal Information Centre or general offices of the Magistrates’ Courts, please ensure that all the supporting documents are attached to the completed application form. For applicant who chooses to submit the application online via the iCMS, please prepare the necessary supporting documents for uploading purpose.
- (6) Notification(s) will be sent to the applicant by email. The email address given will be used for communication with the applicant for iCMS registration matters and be served as an additional means to notify the account holder that a message or document has been sent to his/her Message Box on the iCMS. Account holder should log into his/her iCMS account to view the details.

Account Type:	Organization Account: Primary Administrator
Please complete either 1, 2 or 3 as appropriate*	
1. Organization covered in paragraph 10(b) of the Administrative Instructions on Matters relating to Registration as a User of the iCMS: <u>OR</u> 2. Party to an e-proceeding: Case Party Type:	<input type="checkbox"/> Hong Kong Bar Association <input type="checkbox"/> The Law Society of Hong Kong <input type="checkbox"/> Law Firm <input type="checkbox"/> Government Department <input type="checkbox"/> Law Enforcement Agency <input type="checkbox"/> Statutory Body Case / Claim No. _____/20_____ [Plaintiff/ Claimant/ Defendant / _____ / the Solicitors for the _____ Plaintiff(s) / Defendant(s) / Other _____]# A copy of the relevant court document showing applicant's involvement in an on-going or a new e-proceeding is attached. [Remarks: If there is/are other e-proceedings that the applicant intends to transact with the e-Court by means of the iCMS, please provide particulars on a separate sheet.] <u>OR</u> 3. Acting in other capacity and with approval obtained for registration under paragraph 10(c) of the Administrative Instructions on Matters relating to Registration as a User of the iCMS:
[Please provide the capacity to the on-going e-proceeding] Approval obtained on [dd/mm/yyyy] _____ <input type="checkbox"/> A copy of the related directions is attached.	
<u>Organization Information</u>	
Organization Name* (English) (Chinese)	_____ _____ _____

Account Type:	Organization Account: Primary Administrator
Organization Registration Document Type and No.*:	<input type="checkbox"/> Business registered with the Business Registration Office only Business Registration Certificate No.: _____ <input type="checkbox"/> Company registered with the Companies Registry Company No.: _____ Business Registration Certificate No. (if applicable): _____ <input type="checkbox"/> Other Registration Document (please specify): _____ <input type="checkbox"/> The applicant is a statutory body in Hong Kong / Bureau or Department of the Government of HKSAR
Organization Address (Headquarters)*	_____ _____ District: _____ <input type="checkbox"/> Hong Kong <input type="checkbox"/> Kowloon <input type="checkbox"/> New Territories <input type="checkbox"/> Others

Particulars of Primary Administrator (1)

Title*:	Dr/ Miss/ Mr/ Mrs/ Ms/ Sir/ None # _____
Name*:	(Surname) _____
(English in capital letter)	(Given Name) _____
	[Remarks: This information is required for account activation. The name should be the same as that shown in the identification document below.]
(Chinese)	(Surname) _____ (Given Name) _____

Declaration

1. I/We# confirm that the above information given is true and complete, and match with the supporting document(s) provided.
2. I/We# have read, understood and agreed with the Terms and Conditions for using the iCMS of the Judiciary.

Signature of the
Authorized Signatory
of the Primary
Administrator
Account (1) Applicant
with the Official chop
affixed* (if applicable):

(for and on behalf of the Organization) Date*: _____

Signature of the
Applicant for Primary
Administrator
Account (2)

(for and on behalf of the Organization) Date*: _____

Please delete as appropriate.

☐ *Please tick as appropriate.*

FOR OFFICE USE ONLY

(Following part to be filled in by the Judiciary Administration)

Name and Signature of the
processing staff: _____

Date: _____

(Name: _____

Post: _____)

The following documents are checked and/or provided for identity verification purpose:

- ☐ The application form duly completed by the Applicant;
 - ☐ A proof of the Applicant's involvement in an on-going or a new e-proceeding is attached;
 - ☐ A copy of the related approval obtained for registration under paragraph 10(c) of the **Administrative Instructions on Matters relating to Registration as a User of the iCMS** is provided;
 - ☐ A copy of valid Business Registration Certificate or Certificate of Incorporation is attached;
 - ☐ Letter of Authorization/Resolution with the official chop authorizing the appointed Primary Administrator(s) for the Organization is attached;
 - ☐ The HK Identity Card or other identification document of the appointed Primary Administrator(s) for the Organization is produced for verification;
- or
- ☐ Authorization of the Applicant, and a copy of the HK Identity Card or other identification document of the appointed Primary Administrator(s) for the Organization are shown PLUS the identity document of the appointed personal representative of the applying Primary Administrator(s) is produced for verification; and
 - ☐ Others, please specify:

Application for registration of a User Account of the iCMS

Guidance Notes

1. This application form is for registration for a Primary Administrator Account of the Organization Account of the iCMS of the Judiciary.
2. The organization should not be subject to any disqualification from registration for an Organization Account of the iCMS as directed by the Judiciary Administration. Please refer to paragraphs 11 and 12 of the Administrative Instructions on Matters relating to Registration as a User of the iCMS.
3. You can submit the application online through this URL [<https://www.judwebportal.judiciary.hk>]; or return the completed application form in hardcopy through the following means:
 - (a) by fax (fax no.: 2340 7819);
 - (b) by post to the Help Centre [Address: 5th Floor, Wanchai Tower, 12 Harbour Road, Wanchai, Hong Kong]; or
 - (c) by hand to the Help Centre [Address: 5th Floor, Wanchai Tower, 12 Harbour Road, Wanchai, Hong Kong], Small Claims Tribunal Information Centre [Address: 1st Floor, Tower B, West Kowloon Law Courts Building, 501 Tung Chau Street, Sham Shui Po, Kowloon] or general offices of the Magistrates' Courts (please see the addresses below) during office hours [Mondays to Fridays (except public holidays) from 8:45 am to 1:00 pm and from 2:00 pm to 5:30 pm].

General offices of Magistrates' Courts	Address
Eastern Magistrates' Courts	7/F, Eastern Law Courts Building, 29 Tai On Street, Sai Wan Ho, Hong Kong
Kowloon City Magistrates' Courts	3/F, Kowloon City Law Courts Building, 147M Argyle Street, Kowloon City, Kowloon
Kwun Tong Magistrates' Courts	2/F, Kwun Tong Law Courts Building, 10 Lei Yue Mun Road, Kwun Tong, Kowloon
West Kowloon Magistrates' Courts	3/F, Tower A, West Kowloon Law Courts Building, 501 Tung Chau Street, Sham Shui Po, Kowloon
Fanling Magistrates' Courts	2/F, Fanling Law Courts Building, 1 Pik Fung Road, Fanling, New Territories
Shatin Magistrates' Courts	2/F, Shatin Law Courts Building, 1 Yi Ching Lane, Shatin, New Territories
Tuen Mun Magistrates' Courts	2/F, Tuen Mun Law Courts Building, 1 Tuen Hi Road, Tuen Mun, New Territories

4. The Primary Administrator(s) of the organization, or the appointed personal representative(s), are required to present the original identification document in person to the staff of the Help Centre, Small Claims Tribunal Information Centre or general offices of Magistrates' Courts for identity authentication within a period specified by the Judiciary to complete the application procedure. If the Primary Administrator or his/her personal representative fails to complete the identity verification procedure within the specified time, the application will be regarded as rejected. A template of letter of authorization to appoint personal representative in completing the identity authentication process is provided at **Appendix**.
5. Relevant notification email(s) will be sent to your email address provided in the application form. If you have not received any notification email after submission of this application form by seven working days, you may call 2477 1002 or email to "e-registration@judiciary.hk" to inquire the progress of your application.
6. These Notes are for general guidance only. You are advised to read the [Administrative Instructions on Matters relating to Registration as a User of the iCMS](#) and the [Terms and Conditions for using the iCMS of the Judiciary](#) before completing this application form.
7. For enquiries on iCMS registration, please call 2477 1002 or email to "e-registration@judiciary.hk".

Appendix

To: The Judiciary

**Application for registration of a User Account
of the integrated Court Case Management System (“iCMS”)
Letter of Authorization**

I, _____, being an applicant
(full name)
for a Primary Administrator Account of an Organization Account, holder of
*HKID / Passport / Other (please specify) _____
No. _____, hereby authorize
*Mr / Ms / Miss _____, holder of HKID
(full name)
No. _____ to act for and on my behalf in completing the
identity authentication process in respect of the iCMS registration
application.

A copy of my *HKID Card / Passport / Identification document is
enclosed for checking purpose.

Dated this _____ day of _____, 20_____

Signature of Applicant: _____

Full Name of Applicant: _____

**Please delete as appropriate.*