

ESDlife
生活易



Official Receiver's Office
破產管理署

透過生活易，查閱
破產案/強制性清盤案記錄，
可以節省時間和資源。

With ESDlife, save time and
resources in the search of
bankruptcy and compulsory
winding-up records.

網上查冊服務

Online Search Service

網上更改地址服務

Online Change of Address Service

Online Batch Search Service

網上大批查冊服務

網上查冊服務

Online Search Service

網上大批查冊服務

Online Batch Search Service

網上更改地址服務

Online Change of Address Service



www.esdlife.com / www.esd.gov.hk

生活易新增了“破產案/強制性清盤案記錄的網上查冊服務”。

生活易為您提供有關破產案/強制性清盤案記錄的網上查冊服務。您也可以透過互聯網更改您在破產管理署登記的地址。您只須進入 www.esdlife.com。

公共服務電子化計劃

除了破產案/強制性清盤案網上查冊服務外，透過生活易，您更可以使用由超過40個政府部門和公共機構提供的逾130項網上公共服務，其中包括申領出生/死亡證明書副本和翻查有關資料、申領車輛登記細節證明書、查詢商業登記號碼、申請商業登記冊內的資料和政府書店等。

服務網絡 無遠弗屆

無論您在家裏、辦公室或身處何地，只要透過一部接駁互聯網的電腦，便可享用生活易提供的所有服務。

電子繳費一簡單方便

您可以透過繳費聆、銀週和信用卡繳費。

有關詳情，請參閱隨附插頁，或登入 www.esdlife.com 或 www.esd.gov.hk。如有查詢，請致電生活易客戶服務熱線 3151 2222。

ESDlife introduces “An Online Search Service for Bankruptcy and Compulsory Winding-up Records”.

ESDlife provides you with an online search service for bankruptcy and compulsory winding-up records. You can also change your address registered in the Official Receiver's Office. Just log on to www.esdlife.com

The Electronic Service Delivery Scheme

With ESDlife, apart from the online search service for bankruptcy and compulsory winding-up records, you can also have access to more than 130 online public services provided by over 40 government departments and public agencies, including Application for Search and Copy of Birth/Death Certificate, Application for Certificate of Particulars of Vehicle, Enquiry for Business Registration Number, Application for Information on the Business Register, and Government Bookstore, etc.

Boundless Service Network

Whether you are at home, in the office, or anywhere, you can enjoy all ESDlife services anytime with a computer with Internet connection.

Electronic Payment - Simply and Easy

You can make payment online by means of PPS, JETCO and Credit Cards.

For details, please refer to the Inserts, www.esdlife.com or www.esd.gov.hk. For enquiries, please contact ESDlife Customer Service Hotline at 3151 2222.

破產案和 強制性清盤案查冊

Bankruptcy and Compulsory Winding-up Search

透過生活易進行查冊，您便可通過互聯網即時取得查冊報告，而無須親臨破產管理署，讓您節省寶貴資源。

With ESDlife, you can save valuable resources in conducting the searches because you no longer have to go to the Official Receiver's Office. You can also obtain the search reports instantly via the Internet.

如何使用

How To Do It

- 1 登入生活易的網址：
www.esdlife.com或www.esd.gov.hk。
- 2 進入‘政府部門及公共服務’，再搜尋‘破產管理署’，然後選擇‘破產案/強制性清盤案查冊’。
- 3 選擇‘破產案查冊’或‘強制性清盤案查冊’。
- 4 把有關查冊資料(即如姓名、身分證號碼、公司或商號名稱)輸入字段。每次遞交申請最多可以進行5項查冊。完成程序後按‘下一步’。
- 5 輸入您的姓名和按‘繼續’。
- 6 如果輸入的資料正確，請按‘確認’；如果您擬作任何更改，請按‘修改’。
- 7 選擇 PPS、JETCO、VISA或MasterCard作為付款方式。
- 8 (a) 如您選擇PPS或JETCO，請輸入您的帳戶號碼和密碼。
(b) 如您選擇VISA或MasterCard，請輸入您的信用卡號碼和到期日。
- 9 請按‘檢視查冊結果’，便可讀到查冊報告。如果需要列印本，可以把報告列印出來。

- 1 Visit ESDlife at www.esdlife.com or www.esd.gov.hk
- 2 Go to 'Gov't Depts & Services' and look for 'Official Receiver's Office'. Then select 'Bankruptcy/Compulsory Winding-up Search'.
- 3 Select either 'Bankruptcy Search' or 'Compulsory Winding-up Search'.
- 4 Enter the search criteria (i.e. name of person, HKIC No., name of company or trading name of business) into the input fields. A maximum of 5 search requests can be made in each submission. Click 'Next Step' when finished.
- 5 Enter your name and click 'Continue'.
- 6 Click 'Confirm' if the data you have entered are correct or click 'Amend' if you want to make changes.
- 7 Choose your means of payment by selecting PPS, JETCO, VISA or MasterCard.
- 8 (a) Enter your account number and password if you pay via PPS or JETCO; or
(b) Enter your credit card number and expiry date if you pay via VISA or MasterCard.
- 9 Click 'View Search Report' to see the search report. You can print out the report if a hard copy is required.

費用 每項破產案/強制性清盤案查冊申請的費用是港幣85元。

Fees The fee is HK\$85 for one bankruptcy/compulsory winding-up search request.

查詢 如果有任何查詢，請致電生活易客戶服務熱線3151 2222。

Enquiry For enquiries, please call ESDlife Customer Service Hotline at 3151 2222.

破產案和強制性 清盤案大批查冊

透過生活易，您現在能夠更方便快捷地通過互聯網進行大批查冊，毋須親身前往破產管理署。

如何使用

- 1 登入生活易的網址：
www.esdlife.com或www.esd.gov.hk
- 2 進入‘政府部門及公共服務’，再搜尋‘破產管理署’，然後選擇‘破產案/強制性清盤案大批查冊’。
- 3 下載有關的數據表模板和依照內附的指示填報您的查冊申請。完成後，按‘開始申請’。(網上有兩種數據表模板——一種是供破產案查冊使用，而另一種是供強制性清盤案查冊使用。每份數據表最多可填報100項查冊申請。您可重用已下載的數據表模板。如果要重用有關的數據表，您應該在遞交新的查冊申請前清除所有舊有的查冊申請。否則，本署會處理所有新和舊的查冊申請，並收取相應的費用。)
- 4 輸入您的數碼證書的資料，然後按‘遞交’。
- 5 依照屏幕上的指示上載有關的數據表。每次遞交申請只可上載一份破產案數據表和一份強制性清盤案數據表。
- 6 輸入您的姓名和電郵地址，然後按‘繼續’。
- 7 如果要遞交的數據表上的資料和電郵地址正確，請按‘確認’；如果您想作任何更改，請按‘修改’。
- 8 選擇PPS、JETCO、VISA或MasterCard作為付款方式。(信用卡只接受港幣1,000元或以下的付款。若款項超過港幣1,000元，請選擇以PPS或JETCO付款。)
- 9 (a) 如選擇PPS或JETCO，請輸入您的帳戶號碼和密碼。
(b) 如選擇VISA或MasterCard，請輸入您的信用卡號碼和到期日。
- 10 查冊報告將通過電郵發送給您。

費用 每項破產案/強制性清盤案查冊申請的費用是港幣85元。

查詢 如果有任何查詢，請致電生活易客戶服務熱線3151 2222。

Batch Bankruptcy and Compulsory Winding-up Search

With ESD*life*, you can now conduct bulk searches more conveniently and speedily via the Internet. You no longer have to go to the Official Receiver's Office's to conduct the searches.

How To Do It

- 1 Visit ESD*life* at
www.esdlife.com or www.esd.gov.hk
- 2 Go to 'Gov't Depts & Services' and look for 'Official Receiver's Office'. Then select 'Batch Bankruptcy/ Compulsory Winding-up Search'.
- 3 Download the spreadsheet template and follow the instructions contained therein to complete your search requests. Click 'Start Application Now' when completed. (There are two types of spreadsheets - one for bankruptcy search and the other for compulsory winding-up search. A maximum of 100 search requests can be included in each spreadsheet. You may reuse the spreadsheet templates downloaded. If you do so, previous search requests should be erased before you submit new search requests. Otherwise all new and old search requests will be processed and charged accordingly.)
- 4 Enter the details of your digital certificate. Then click 'Submit'.
- 5 Follow the instructions on the screen to upload the spreadsheets. Only **one** bankruptcy spreadsheet and **one** compulsory winding-up spreadsheet can be uploaded in each submission.
- 6 Enter your name and email address. Then click 'Continue'.
- 7 Click 'Confirm' if the name, email address and the details in the spreadsheets to be submitted are correct or click 'Amend' if you want to make changes.
- 8 Choose the means of payment by selecting PPS, JETCO, VISA or MasterCard. (Credit cards are accepted for payment of HK\$1,000 or below. If your payment is over HK\$1,000, please select PPS or JETCO.)
- 9 (a) Enter your account number and password if you pay via PPS or JETCO; or
(b) Enter your credit card number and expiry date if you pay via VISA or MasterCard.
- 10 The search reports will be sent to you by email.

Fees The fee is HK\$85 for one bankruptcy/ compulsory winding-up search request.

Enquiry For enquiries, please call ESD*life* Customer Service Hotline at 3151 2222.

更改地址

透過生活易，債權人/債務人/破產人/董事現在可以
通過互聯網或位於多個地點如地鐵站、火車站和某些文化中心/
展覽中心的生活站，更改其在破產管理署已登記的郵遞地址。
關於生活站的詳細位置，請瀏覽生活易的網址www.esdlife.com。

如何使用

- 1 登入生活易的網址：
www.esdlife.com 或 www.esd.gov.hk
- 2 進入‘政府部門及公共服務’，
再搜尋‘破產管理署’。
- 3 輸入您的數碼證書的資料，然後按‘遞交’。
- 4 按‘郵遞地址’。按‘繼續’。
- 5 輸入您的姓名、個案名稱、個案編號和選擇您在
有關個案中的身分。然後按‘繼續’。
- 6 輸入您的新郵遞地址和按‘繼續’。
- 7 如果輸入的新地址和數碼證書資料正確，請按‘簽署和遞交’；
如果您想作任何更改，請按‘修改’。

費用 免費

查詢 如果有任何查詢，請致電
生活易客戶服務熱線3151 2222。

Change of Address

With ESD*life*, creditors / debtors / bankrupts / directors can now change their registered postal addresses with the ORO via the Internet or ESD*kiosks* located at venues such as MTR stations, KCR stations and some cultural centers/exhibition centers. For the detailed location of the ESD*kiosks*, please refer to www.esdlife.com

How To Do It

- 1 Visit ESD*life* at www.esdlife.com or
www.esd.gov.hk
- 2 Go to 'Gov't Depts & Services' and look for 'Official Receiver's Office'.
- 3 Enter the details of your digital certificate. Then click 'Submit'.
- 4 Click 'Postal Address'. Click 'Continue'.
- 5 Enter your name, the Case Name, Case No. and
select your capacity in relation to the case.
Then click 'Continue'.
- 6 Enter your new postal address and click 'Continue'.
- 7 Click 'Sign and Submit' if the new address and the digital
certificate inputs are correct or click 'Amend' if
you want to make changes.

Fees Free

Enquiry For enquiries, please call ESD*life* Customer
Service Hotline at 3151 2222.