

# 公司註冊處概覽

## Overview of CR



黃潔瑩女士  
**Ms Carrie WONG**  
業務經理  
Business Manager

莫家倩女士  
**Miss Angelina MOK**  
公司註冊處經理  
Registry Manager

鄧婉雯女士  
**Miss Helen TANG**  
公司註冊處處長  
Registrar of Companies

余淑芳女士  
**Ms Marianna YU**  
公司註冊處經理  
Registry Manager



薛花嘉詩女士

**Mrs Christine Frances SIT**

助理首席律師  
Assistant Principal Solicitor



唐詠思女士

**Miss Anita TONG**

副首席律師  
Deputy Principal Solicitor



陳佩嫻女士

**Ms Edna CHAN**

部門主任秘書  
Departmental Secretary

徐麗貞女士  
**Ms Kitty TSUI**

公司註冊處律師  
Registry Solicitor



## 公司註冊處營運基金簡介

本處的歷史可追溯至一九九三年五月一日，當日本處成立為獨立的政府部門。在同年八月一日，本處根據前立法局通過的決議，開始以營運基金的形式運作。自此，本處根據《營運基金條例》(第430章)，按照商業原則，在財政自給的基礎上運作。為此，本處的收入必須足以支付提供服務的一切開支，而所運用的固定資產平均淨值亦須取得合理回報。

## Brief Introduction to the Companies Registry Trading Fund

The history of the Registry dates back to 1 May 1993 when it was established as an independent government department. It began operating as a trading fund on 1 August 1993 upon the passage of a resolution by the Legislative Council. According to the Trading Funds Ordinance (Cap. 430), the Registry operates under commercial principles on a self-financing basis. To this end, the Registry is required to meet expenses incurred in the provision of services out of its income and achieve a reasonable return on the average net fixed assets employed.

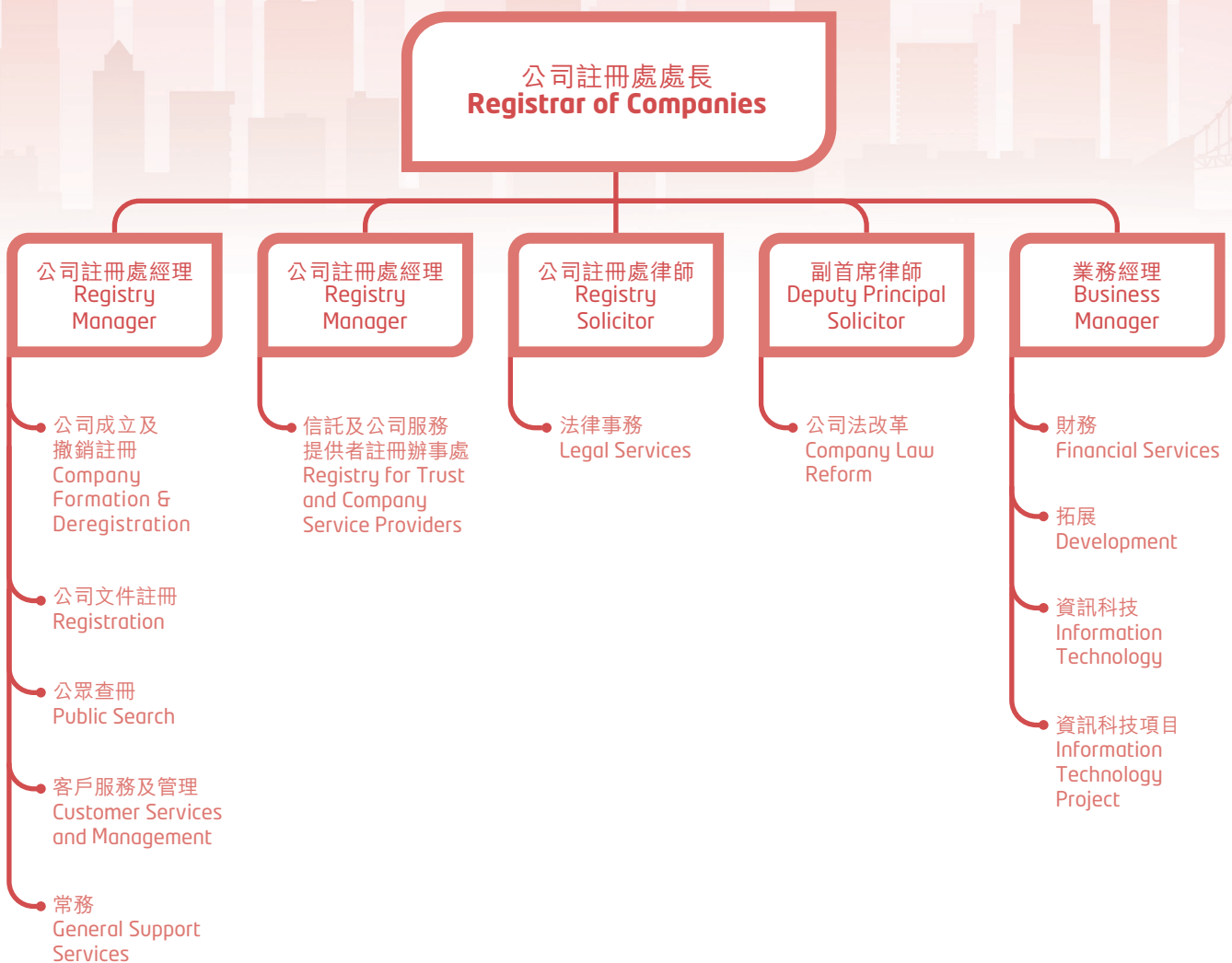


## 組織架構

截至二零二二年三月三十一日，本處共有559名員工，包括386名公務員及173名合約員工。

## Organisation Structure

The Registry had 559 employees as at 31 March 2022, comprising 386 civil servants and 173 contract staff.



## 管理委員會

管理委員會（下稱「委員會」）由公司註冊處處長（下稱「處長」）擔任主席，成員包括本處全體首長級人員。委員會是本處企業管治綱領的核心，負責訂定策略方向，制訂政策及管理本處的業務，以便實踐本處的理想和達成本處的使命。委員會每月定期及在有需要時召開會議，以討論、檢討並監察本處的運作、工作表現和新措施實施情況等重要事項。

## 企業管治綱領

良好的企業管治是提高本處效率及可持續發展的基石。此外，良好的企業管治對保障相關持份者的權益，以及保持公眾對本處的能力及誠信的信心和信任，亦至關重要。本處於二零一二年五月頒布了公司註冊處企業管治政策聲明，該聲明制訂了本處的企業管治綱領，為本處應用管治原則提供指引。

## Management Board

The Management Board (“the Board”) of the Registry is chaired by the Registrar of Companies (“the Registrar”) and is composed of all directorate officers of the Registry. The Board is at the core of the Registry’s corporate governance framework which is responsible for setting strategic directions, formulating policies and managing the Registry’s business affairs in order to achieve its vision and mission. The Board meets regularly on a monthly basis and as needed to discuss, review and monitor major issues concerning the operation, performance and new initiatives of the Registry.

## Corporate Governance Framework

Good corporate governance is the foundation of the Registry’s efficiency and sustainability. It is also vital for the Registry to safeguard the interests of its stakeholders and to maintain the confidence and trust of the public in its capability and integrity. The Corporate Governance Statement promulgated in May 2012 establishes the Corporate Governance Framework of the Registry which provides guidance on the application of the governance principles at the Registry.



## 企業社會責任政策

本處十分重視在業務運作上保持崇高的操守標準，並且關心社會、關注環境及關懷員工福祉。本處自二零一零年九月以來一直採用企業社會責任政策聲明，該政策聲明闡述本處履行企業社會責任的綱領。

## Corporate Social Responsibility Policy

The Registry understands the importance of upholding the highest ethical standards in conducting its business and caring for the community, the environment as well as the well-being of its staff members. Since September 2010, the Registry has adopted the Corporate Social Responsibility Policy Statement which lays out the framework for the Registry in discharging its corporate social responsibilities.

