

職能

公司註冊處於一九九三年五月一日成為獨立的政府部門，亦是根據《營運基金條例》率先以營運基金形式運作的部門之一。在二零零一年八月一日，本處度過了以營運基金形式運作的第八年。本處負責實施及執行下述條例：——

- 《公司條例》(第32章)
- 《有限責任合夥條例》(第37章)
- 《受託人條例》(第29章)
- 《註冊受託人法團條例》(第306章)
- 《放債人條例》(第163章)
- 其他法團註冊條例

本處根據上述法例，執行下述主要職能：——

註冊及登記

提供設施，讓公司、有限責任合夥公司、信託公司及註冊受託人的發起人，可為其公司辦理註冊成立手續，並登記公司按照各有關條例規定所遞交的文件。

公眾查冊

提供設施，讓公眾人士查閱本處各類法定登記冊、微縮影片或電腦索引所保存的資料。

Functions

The Companies Registry was established as an independent government department on 1 May 1993 and, on 1 August 2001, marked its eighth year of operation as one of the first trading funds under the Trading Funds Ordinance. The department is responsible for administering and enforcing the following ordinances : ——

- Companies Ordinance (Chapter 32)
- Limited Partnerships Ordinance (Chapter 37)
- Trustee Ordinance (Chapter 29)
- Registered Trustees Incorporation Ordinance (Chapter 306)
- Money Lenders Ordinance (Chapter 163)
- Miscellaneous incorporation ordinances

Within the framework of the above legislation, the Registry undertakes the following major functions : ——

Incorporation and Registration

To provide facilities to allow the promoters of companies, limited partnerships, trust companies and registered trustees to incorporate their enterprises, and to register all documentation required by the various ordinances governing those enterprises.

Public Search

To provide the public with facilities to search for the information held by the Registry on the various statutory registers, microfilm or computerised indices.



客戶透過公眾電腦終端機查閱資料
Customers conducting searches at the public computer terminals



執行條例

確保公司及其人員遵從有關條例，並履行責任。

Enforcement

To ensure compliance by enterprises and their officers with their obligations under relevant ordinances.

政策與立法問題

就與公司法及相關法例和企業管治有關的政策及立法問題，以及影響商界的其他政策及規管問題，向政府提供意見。

Policy and Legislation

To advise the Government on policy and legislative issues regarding company law and related legislation, corporate governance and other policy and regulatory issues affecting the commercial sector.

服務與業務情況

公司註冊成立

在二零零零至零一年度，共有 41,498 間公司註冊成立，相等於每一工作天平均有153間公司註冊成立，較一九九九至二零零零年度增加5%。

Services & Business Volumes

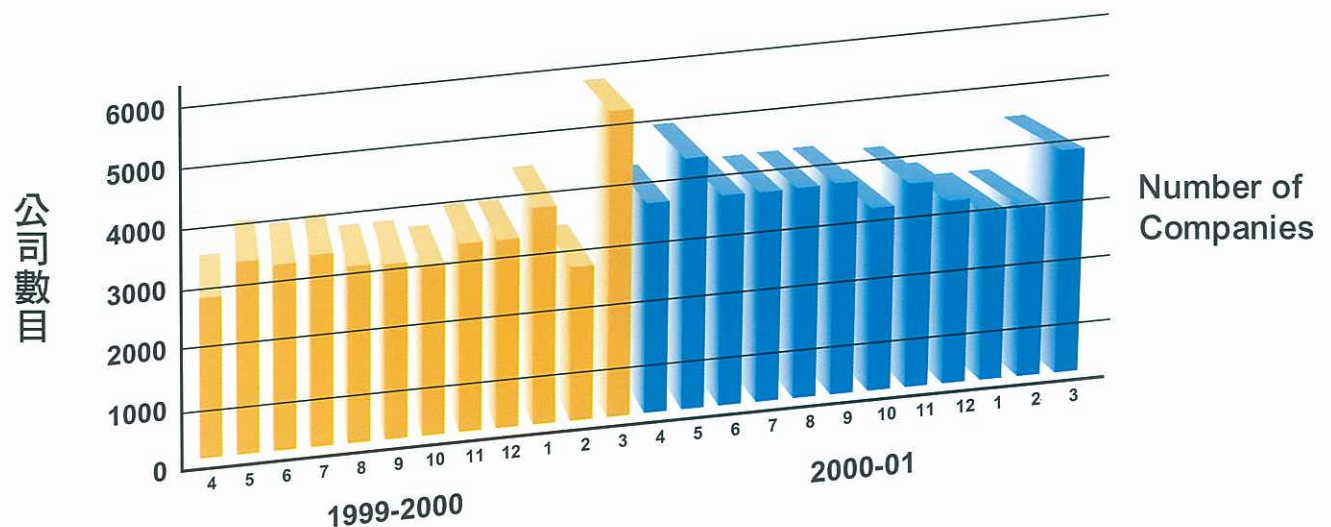
Incorporation of Companies

In 2000-01, a total of 41,498 companies were incorporated. This represents an average of 153 companies incorporated per working day, an increase of 5% over 1999-2000.

本年度最初九個月，每月平均大約有3,500間公司註冊成立，而在二零零一年首季，每月平均大約有3,200間公司註冊成立，較二零零零年同期減少17%。截至二零零一年三月三十一日為止，共有512,357間本地公司登記於公司登記冊內。

There was a monthly average of about 3,500 incorporations with the exception of the first quarter of 2001 which saw a monthly average of about 3,200 companies incorporated, 17% less than the same period in 2000. As at 31 March 2001, the number of local companies on the public register was 512,357.

註冊成立 Incorporations



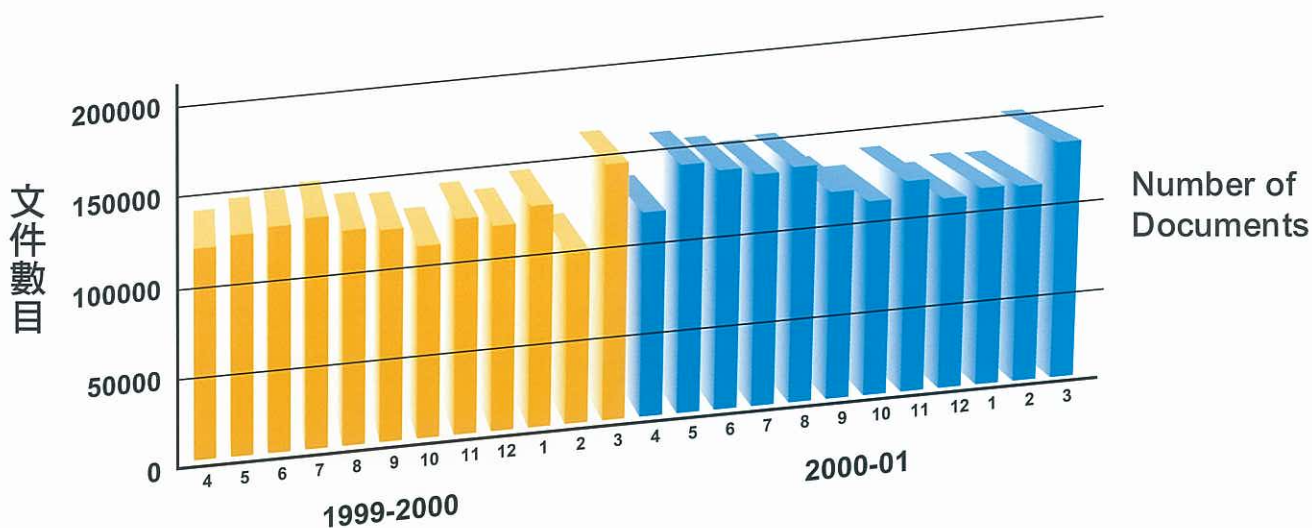
文件登記

二零零零至零一年度內遞交本處登記的文件的總數為1,450,894份，相等於每一工作天平均有5,360份文件遞交本處，較一九九九至二零零零年度略為減少0.5%。年內，遞交本處登記的文件數量，其每月分布情況基本上與去年的相同。

Registration of Documents

The total number of documents received for registration in 2000-01 decreased slightly by 0.5% against 1999-2000 to 1,450,894, representing an average of 5,360 documents received on each working day. The distribution of the monthly level of activity during the year followed basically the same pattern as last year.

遞交文件登記 Documents Received for Registration



須向本處登記的文件涵蓋每間公司各方面的資料，例如組織章程大綱及章程細則、秘書及董事委任及資料更改通知書、註冊辦事處座落地點通知書、股份分配申報表及周年申報表。在二零零零至零一年度，已登記及記錄入本處電腦化文件索引以供公眾查閱的文件中，大約有31%為申報公司董事及秘書的資料。

Documents required to be registered with the Registry cover many different aspects of a company, such as the memorandum and articles of association, the notification of appointment and changes of secretary and directors, the notification of situation of registered office, the return of allotments and the annual return. In 2000-01, about 31% of the documents registered and captured in the Registry's computerised document index for public search reported information regarding company directors and secretaries.



公眾查冊

公眾查冊服務的其中一項主要功能，是為客戶提供已登記的公司文件或表格的縮微膠片副本。客戶可免費在本處的縮微膠片閱讀室或在其辦公室內閱讀縮微膠片的內容。他們亦可在本處的電腦終端機室免費查閱公司名稱索引及文件索引。

二零零零至零一年度公眾查閱縮微膠片紀錄的個案總數為1,689,473宗，相等於每一工作天平均有6,250宗，較一九九九至二零零零年度增加3.4%。

已擴充的資料庫在二零零零年三月三十一日開始供客戶查閱資料。客戶可透過「查閱公司資料」及「查閱董事索引」取得公司的主要資料。在二零零零至零一年度，「查閱公司資料」及「查閱董事索引」個案分別有14,393及25,031宗。

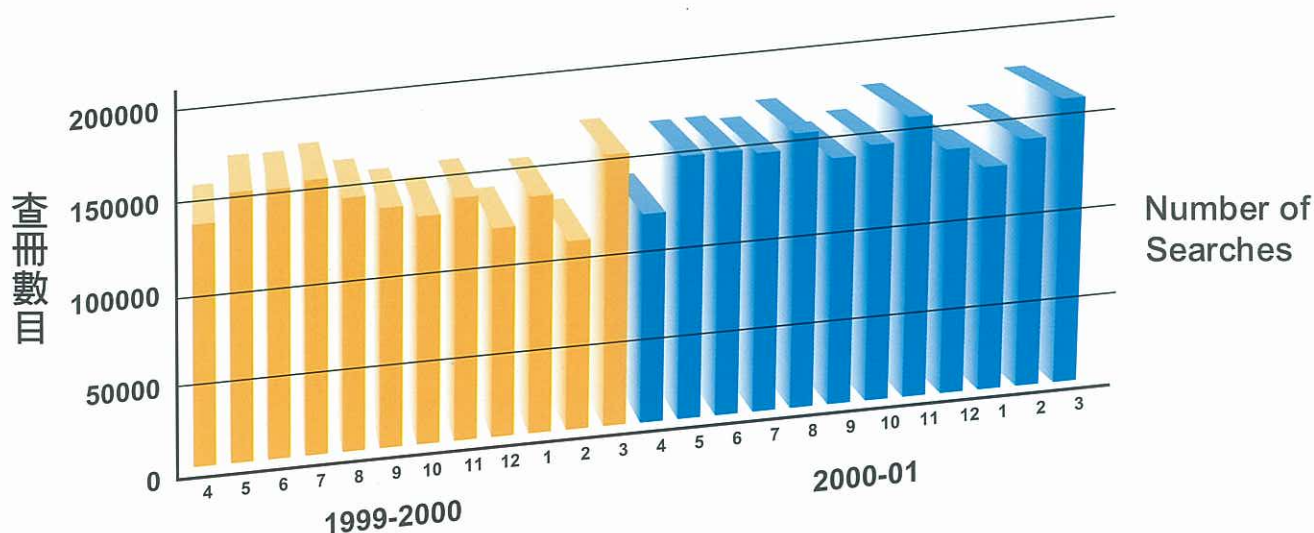
Public Search

One of the key functions of the public search service is to provide copies of microfilmed company documents/forms filed at the Registry for customers who may read the content of the microfiches in either the Registry's Microfiche Reading Room free of charge or their own offices. Customers may also conduct searches on the company name and document indices at the Registry's Public Computer Terminal Room free of charge.

A total of 1,689,473 public searches on microfilmed records were made in 2000-01, representing an average of 6,250 public searches made on each working day, an increase of 3.4% compared to 1999-2000.

After the expanded computerised database became available for search on 31 March 2000, customers can obtain key company information through the Company Particulars Search and Directors' Index Search. A total of 14,393 and 25,031 Company Particulars Searches and Directors' Index Searches were made respectively in 2000-01.

公眾查冊個案 Searches Made by Public



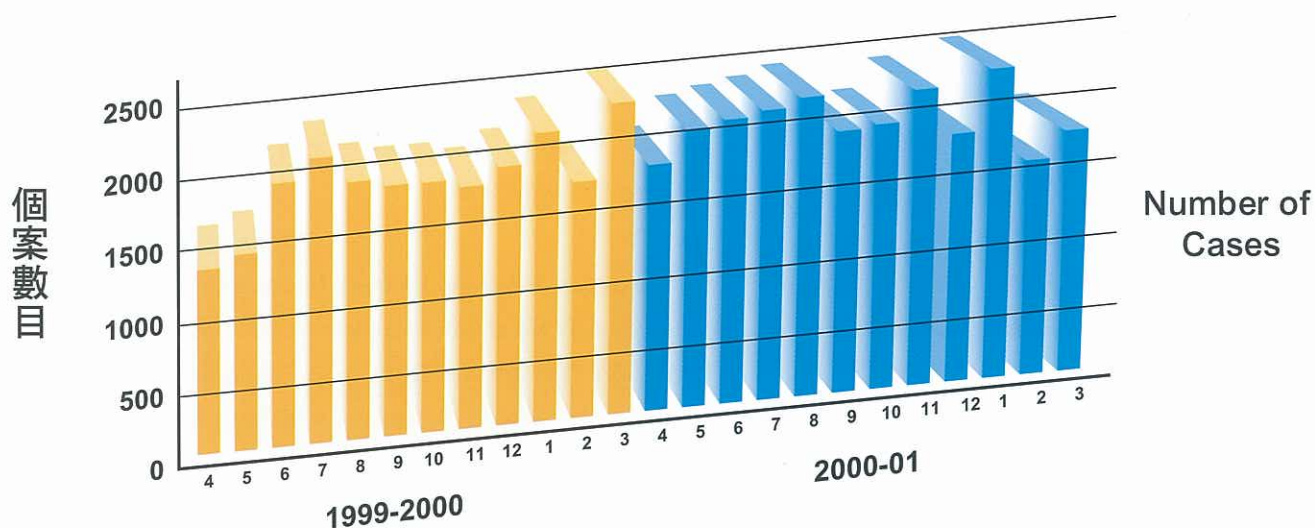
押記登記

二零零零至零一年度遞交本處登記的押記的總數為22,875宗，相等於每一工作天平均有85宗押記遞交本處，較一九九九至二零零零年度增加6.1%。大約有三分之二遞交登記的押記與物業有關。

Registration of Charges

A total of 22,875 charges were received for registration in 2000-01, representing an average of 85 charges received on each working day, an increase of 6.1% over 1999-2000. About two-thirds of the charges received were related to property.

登記押記 Charges Received for Registration



詳細的統計數字載於附錄 A。

The detailed workload statistics are set out at Appendix A.



服務承諾與生產力

為確保本處向客戶提供高效率及優質的服務，本處自從轉為營運基金後，便實行服務承諾制度。該制度的承諾範圍包括以下主要服務：——

- 按照《公司條例》辦理公司註冊成立或登記事宜；
- 登記公司所須遞交的文件；及
- 提供查閱公司紀錄的設施。

服務水平標準以各項服務能在目標處理時間內完成的百分比計算。本處密切監察工作量的變動對服務水平的影響，並且參考客戶的意見和建議，每年檢討有關服務水平。

在二零零零至零一年度，本處實現了全部服務水平目標。我們已為二零零一至零二年度定出較高的目標，此即縮短目標處理時間或提高達到目標處理時間的服務的百分比。本處的服務標準及表現詳載於下表：——

Pledges & Productivity

To ensure that the Registry provides an efficient and quality service to customers, the department has maintained a performance pledge system since the establishment of the trading fund. The following core services are covered in the system : ——

- the incorporation/registration of companies under the Companies Ordinance;
- the registration of documents required to be lodged by companies; and
- the provision of facilities for the search of company records.

Service level standards are measured in terms of percentages achieved against target response time. We closely monitor the performance standards in relation to fluctuations in workload and review the standards annually, taking account of customers' comments and suggestions.

In 2000-01, we met all the performance targets. We have set improved targets for 2001-02 by either shortening the standard response time or introducing a higher performance rate. The detailed targets and performances of the Registry are set out in the following table : ——

運作情況 OPERATIONAL ACTIVITIES

服務 Service	1993-94* 年度 實際處理 時間 Actual Response Time	2000-01 年度 標準處理 時間 Standard Response Time	2000-01 年度 工作表現 Achievement			2001-02 年度 目標 Target	
			(目標) 達到標準 處理時間 的百分比 (Target) %	(實際表現) 達到標準 處理時間 的百分比 (Actual) %	高於/(低於) 目標 Over/ (Under) Achieved 百分比%	標準 處理時間 Standard Response Time	達到標準 處理時間 的百分比 % Meeting Standard
	(以工作天計算，另外述明者除外) (expressed in working days unless otherwise stated)						
新公司註冊成立/登記 Incorporation/Registration of new companies							
—— 本地公司 local company	7	6	95	99	4	6	98
—— 海外公司 oversea company	38	29	85	99	16	25	80
更改公司名稱 Change of company name	不適用 N.A.	10	90	99	10	10	95
公司文件登記 Registration of general documents							
—— 登記 registration)							
• 本地公司 local company)	33	9	80	98	23	9	85
(本地 local)							
• 海外公司 oversea company)	47	9	85	98	15	8	80
(海外 oversea)							
—— 用微縮影片攝製文件 microfilming)		8	90	100	11	8	90
押記登記 Registration of charges	12	10	85	99	16	10	85
查冊 Searches							
—— 特快服務櫃檯 express service counter	22 分鐘 min.	20 分鐘 min.	95	100	5	20 分鐘 min.	95
—— 普通服務櫃檯 ordinary service counter	1	1	95	100	5	1	95
影印服務 Photocopying services							
—— 需要認證 certification required	1	1	95	100	5	1	95
—— 無需認證 certification not required	10 分鐘 min.	10 分鐘 min.	95	100	5	10 分鐘 min.	98
在收款處遞交文件 (僅指排隊輪候時間) Submission of documents at the shroff office (queuing time only)							
—— 繁忙時間 peak hours	不適用 N.A.	20 分鐘 min.	98	100	2	20 分鐘 min.	98
—— 非繁忙時間 non-peak hours	不適用 N.A.	10 分鐘 min.	98	100	2	10 分鐘 min.	98
撤銷公司註冊 Deregistration of companies							
—— 發出批准撤銷註冊函件 issue of approval letter	不適用 N.A.	7	95	99	4	7	95

* 公司註冊處營運基金於一九九三年八月一日設立。
The Companies Registry Trading Fund was set up on 1 August 1993.



雖然客戶對本處主要服務的需求普遍增加，兼且成本削減措施令致可動用的資源減少，但本處仍然能夠達到所有服務水平目標。在二零零零至零一年度，本處的整體生產力，以每人每一工作天的加權生產量計算，較一九九九至二零零零年度增加8%。本處會繼續向客戶提供高效率及具成本效益的服務，並盡量在可行的情況下提高本處的生產力。

電腦化計劃

資訊科技管理

本處現時的運作由兩個應用資訊系統支援，即「公司註冊系統」及「公司來件紀錄冊及公司文件索引系統」。「公司註冊系統」於一九九二年重新設計，用以儲存與公司名稱、董事資料及其擔任其他董事職務、以及取消資格令詳情有關的資料。「公司來件紀錄冊及公司文件索引系統」於一九九四年十二月啟用，記錄有關公司提交文件存檔時的資料，用以編訂文件索引，並協助記下文件的付款紀錄和查核文件的註冊進度。在一九九八年十二月，本處擴充電腦化資料庫，資料涵蓋超過480,000間註冊公司的資料。至二零零零年三月三十一日，本處利用該資料庫推出各項新查冊服務，包括查閱公司資料報告及新的董事索引。本處於二零零一年二月設立「資訊科技部」及「拓展部」。這兩個由系統經理及公司註冊主任職系人員組成的部別，負責提供所需的技術知識與支援，協助推行策略性改革計劃，並於拓展本處的業務時，推廣資訊科技的使用。

Despite the general increase in demand for our core services, and the reduction in available resources as a result of cost-cutting measures, the Registry has managed to meet all performance targets. In terms of weighted output per man-day, the Registry's overall productivity for 2000-01 increased by 8% as compared with 1999-2000. We will continue to provide efficient and cost-effective services to our customers and enhance our productivity as far as practicable.

Computerisation

Information Technology (IT) Management

The Registry's existing operation is supported by two information system applications - the Companies Registration System (CRS) and the Control Book and Document Index System (CBDIS). The CRS, which was redeveloped in 1992, maintains information on company names, particulars and other directorships of directors and details of disqualification orders. The CBDIS, which was implemented in December 1994, records information on all documents when they are presented for filing and provides an index of documents lodged. The CBDIS also assists to keep track of payment records and document status during the various stages of processing. In December 1998, the Registry expanded its computerised database covering more than 480,000 registered companies. On 31 March 2000, new search services including company particulars report and new directors' index search on the expanded database were introduced at the Registry's offices in the Queensway Government Offices. In February 2001, an IT Division and a Development Division were set up in the Registry. These two divisions, comprising both Systems Manager and Companies Registration Officer grade of staff, provide the necessary technical expertise and support for implementing the SCP, and promote the use of IT in developing the Registry's business.

公司註冊處聯線公眾查冊系統

為提供有效率和優質的服務與設施給客戶，本處於二零零零年九月推出「公司註冊處聯線公眾查冊系統」服務。透過該系統，客戶可以英文或中文聯線查冊。所提供的服務包括查閱公司名稱、文件索引、公司資料、董事索引及取消資格令。客戶亦可以聯線方式訂購縮微膠片，其內載有遞交本處、並以微縮影片攝製的公司文件。使用該系統的用戶無須離開其辦公室亦可方便取得公司的主要資料。與親自前來本處辦事處查冊相比，該系統的服務時間較長，即星期一至星期五每天上午九時至下午七時(每天多三小時)，星期六上午九時至下午五時(多五小時)。此外，該系統的服務組在服務時間內可以協助客戶使用該系統，並回答所有類別問題。截至二零零一年三月三十一日，該系統的用戶超過120名。雖然客戶普遍滿意該系統提供的快捷方便服務，我們仍會竭力改善服務。我們已於二零零一年八月為該系統增添服務，包括由專遞人員送交縮微膠片給客戶。



進入公司註冊處聯線公眾查冊系統
Online with CROPS

The Companies Registry On-line Public Search System

To provide customers with efficient and quality services and facilities, the Registry launched the CROPS services in September 2000. CROPS is a system through which customers can conduct searches online in English or Chinese. The services provided include company name search, document index search, company particulars search, directors' index search and disqualification orders search. Furthermore, subscribers can place orders online for microfiches containing microfilmed company documents filed at the Registry. Through the use of CROPS, subscribers can obtain key company information conveniently without leaving their offices. The service hours under CROPS are longer than those for conducting physical searches at the Registry's offices, from Monday to Friday from 9:00 a.m. to 7:00 p.m. (three hours more per day) and on Saturday up to 5:00 p.m. (five hours more). In addition, a Help Desk is available during service hours to assist customers in using CROPS and answer all types of enquiries. As at 31 March 2001, there were over 120 CROPS subscribers. Although customers are generally content with the quick and convenient services offered by CROPS, we will endeavour to improve the services provided. In August 2001, we added enhanced features to CROPS including a new service for delivering microfiches to customers through couriers.



客戶在香港會議展覽中心參觀「公司註冊處聯線公眾查冊系統」的操作示範
Customers attending the CROPS demonstration at the Hong Kong Convention and Exhibition Centre

Companies Registry On-line Public Search System (CROPS) – Overview of Search Functions

Document
Index Search

Company
Name Search

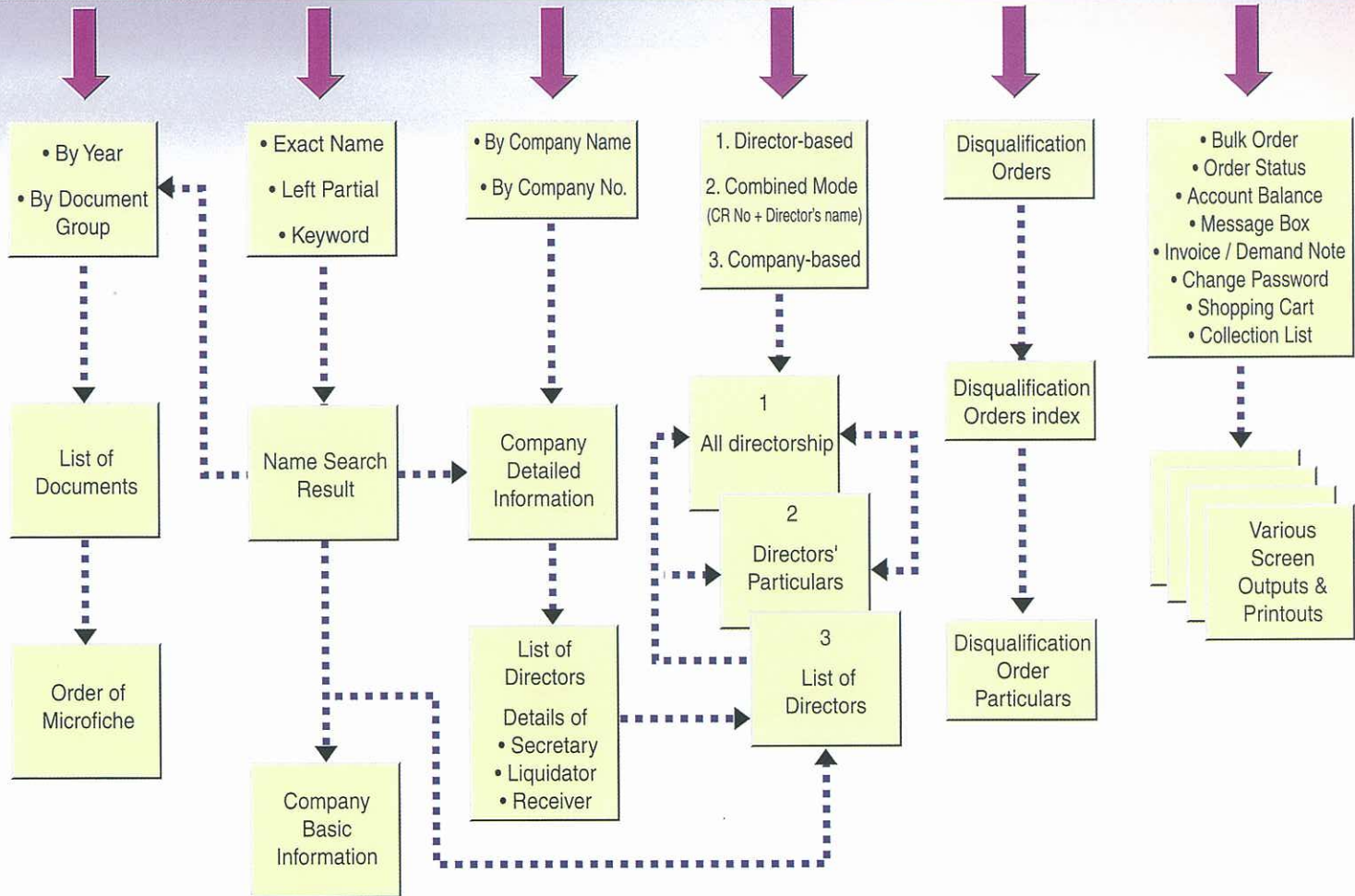
Company
Particulars Search

Directors'
Index Search

Disqualification
Orders Search

Enquiries &
Customer Service

LOG IN & SELECT FUNCTION FROM THE MAIN MENU



LOG OUT

CROPS

公司註冊處聯線公眾查冊系統

COMPANIES REGISTRY ON-LINE PUBLIC SEARCH SYSTEM

軟件資產管理

本處致力履行政府的知識產權保護政策。正確使用和管理電腦軟件是知識產權中最重要的，亦是必須優先處理的一個環節。在二零零零年初，本處發出有關管理與使用電腦軟件的部門指引。為了加強執行有關的政策，本處在二零零一年三月採用自動化「軟件資產管理」工具，以管理本處的軟件資產。本處亦同時進行軟件審計工作，確定了本處所使用的電腦軟件均已正式獲得特許使用權。

Software Asset Management

The Registry is committed to upholding the Government's policy on protection of intellectual property rights. Among all aspects of intellectual property rights, the proper use and management of computer software is of utmost importance and has been accorded high priority. In early 2000, the Registry issued departmental guidelines on the management and use of computer software. In March 2001, as a reinforcement of the policy, the Registry successfully implemented an automated Software Asset Management tool to manage the department's software assets. Furthermore, the Registry carried out a software audit in March 2001 which confirmed that all the software applications used in the computers of the Registry had been properly licensed.