

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。在二零零二年八月一日，本處度過了以營運基金形式運作的第九年。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；辦理海外公司註冊；撤銷不營運但有償債能力的私人公司的註冊；以及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、微縮影片或電腦紀錄所保存的公司資料。

執行條例

確保公司及其人員遵從有關條例，並履行責任。

Functions

The Companies Registry was established as an independent government department on 1 May 1993 and, on 1 August 2002, marked its ninth 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; to register oversea companies; to deregister defunct, solvent private companies; 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, microfilmed or computerised records.

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 /
不營運公司撤銷註冊**

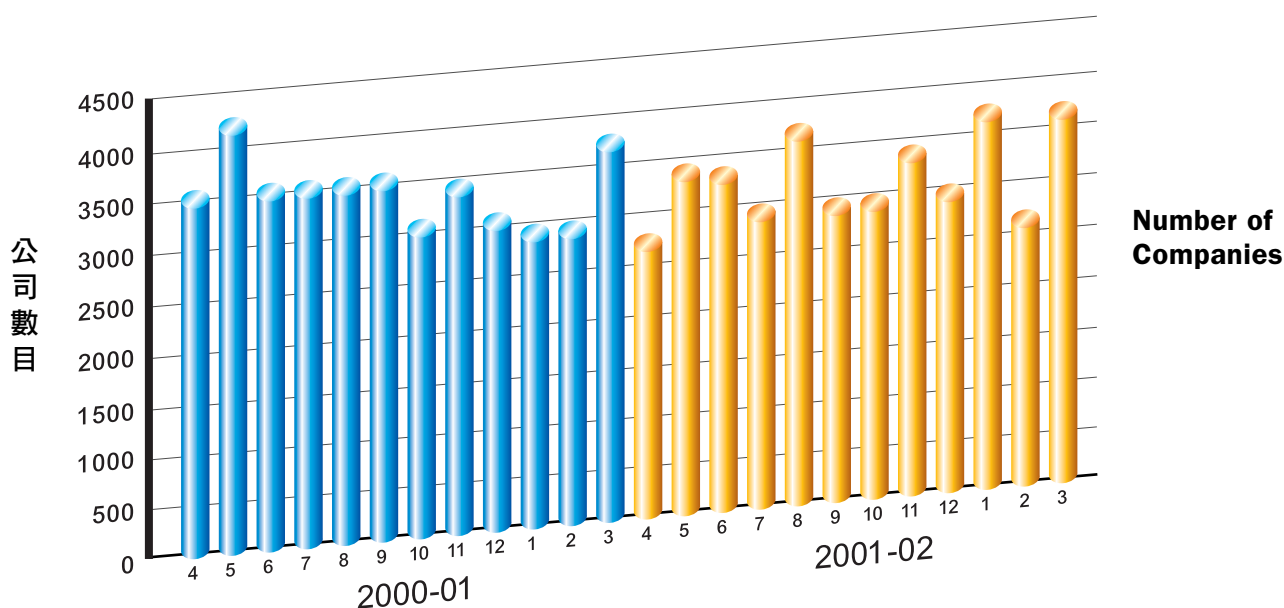
在二零零一至零二年度，共有 38,692 間公司註冊成立，較二零零零至零一年度減少 6.8%，相等於每一工作天平均有 145 間公司註冊成立。

Services & Business Volumes

**Incorporation of companies /
Deregistration of defunct companies**

In 2001-02, a total of 38,692 companies were incorporated, a decrease of 6.8% compared to 2000-01. This represents an average of 145 companies incorporated per working day.

註冊成立 Incorporations



在二零零一至零二年度，共有 20,628 間不營運公司根據《公司條例》第 291 條被剔除名稱，另 20,526 間不營運但有償債能力的私人公司則根據該條例第 291AA 條被撤銷註冊。

In 2001-02, a total of 20,628 defunct companies were struck off under section 291 of the Companies Ordinance and 20,526 defunct, solvent private companies were deregistered under section 291AA of the Companies Ordinance.

截至二零零二年三月三十一日為止，共有 508,052 間本地公司登記於公司登記冊內。

As at 31 March 2002, the number of local companies on the public register was 508,052.



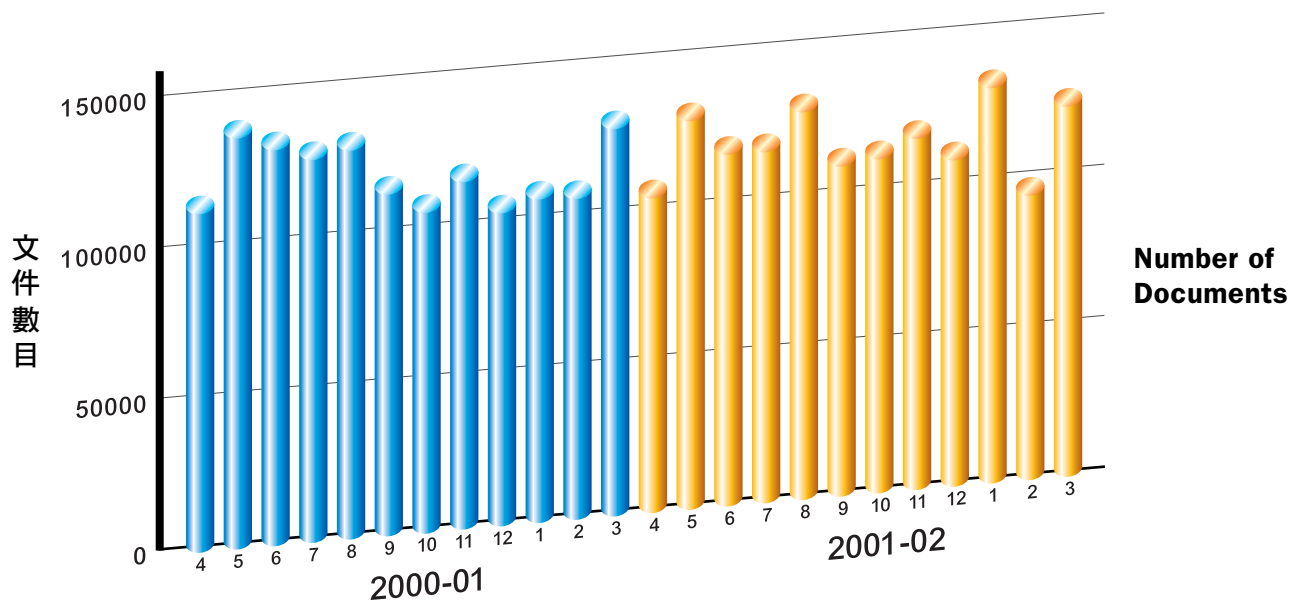
文件登記

在二零零一至零二年度，遞交本處登記的文件的總數為1,422,330份，較二零零零至零一年度減少2%，相等於每一工作天平均有5,337份文件遞交本處。

Registration of Documents

In 2001-02, a total of 1,422,330 documents were received for registration, a decrease of 2% compared to 2000-01. This represents an average of 5,337 documents received on each working day.

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。在二零零一至零二年度，已登記及記錄入本處已擴充資料庫以供公眾查閱的文件中，大約有30%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 2001-02, about 30% of the documents registered and captured in the Registry's expanded database for public search provided 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。

在二零零一至零二年度，公眾查閱縮微膠片紀錄的個案總數為 1,660,146 宗，較二零零零至零一年度減少 1.7%，相等於每一工作天平均有 6,229 宗。

此外，客戶可透過「查閱公司資料」及「查閱董事索引」的服務取得公司的主要資料。在二零零一至零二年度，「查閱公司資料」及「查閱董事索引」個案分別有 55,059 及 84,405 宗，較二零零零至零一年度分別增加 282.5% 及 237.2%。

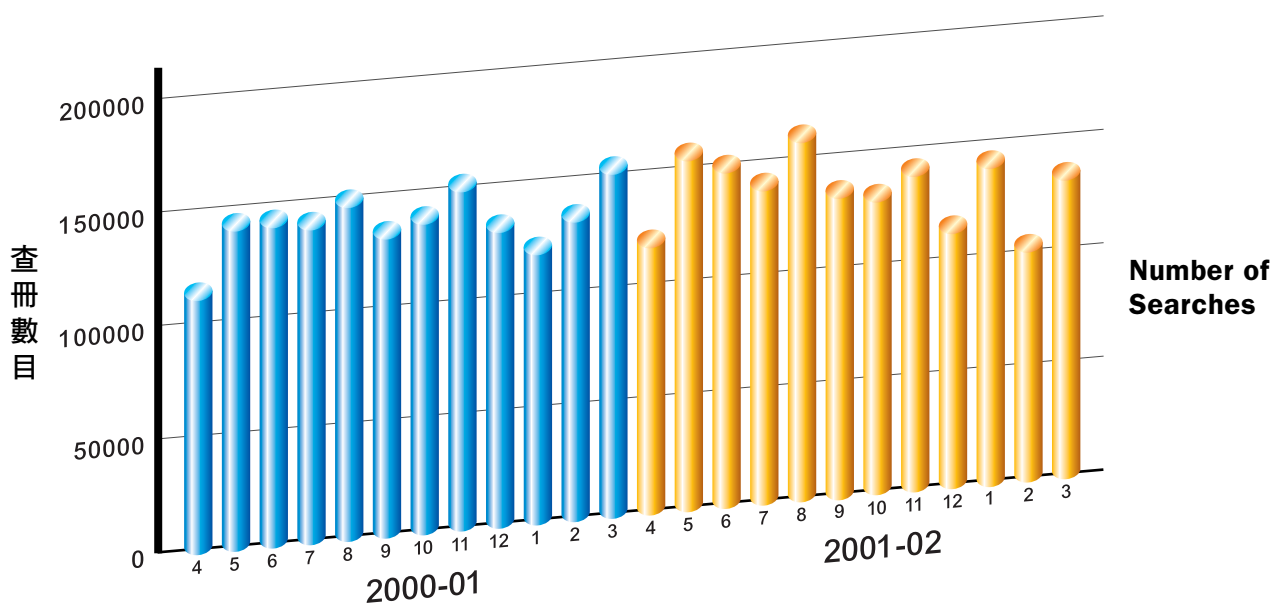
Public Search

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 can also conduct searches on the company name and document indices at the Registry's Public Computer Terminal Room free of charge.

In 2001-02, a total of 1,660,146 public searches on microfilmed records were made, a decrease of 1.7% compared to 2000-01. This represents an average of 6,229 public searches made on each working day.

Customers can obtain key company information through the Company Particulars Search and Directors' Index Search. In 2001-02, a total of 55,059 and 84,405 Company Particulars Searches and Directors' Index Searches were made respectively, an increase of 282.5% and 237.2% respectively compared to 2000-01.

公眾查閱縮微膠片 Microfilm Searches Made by Public





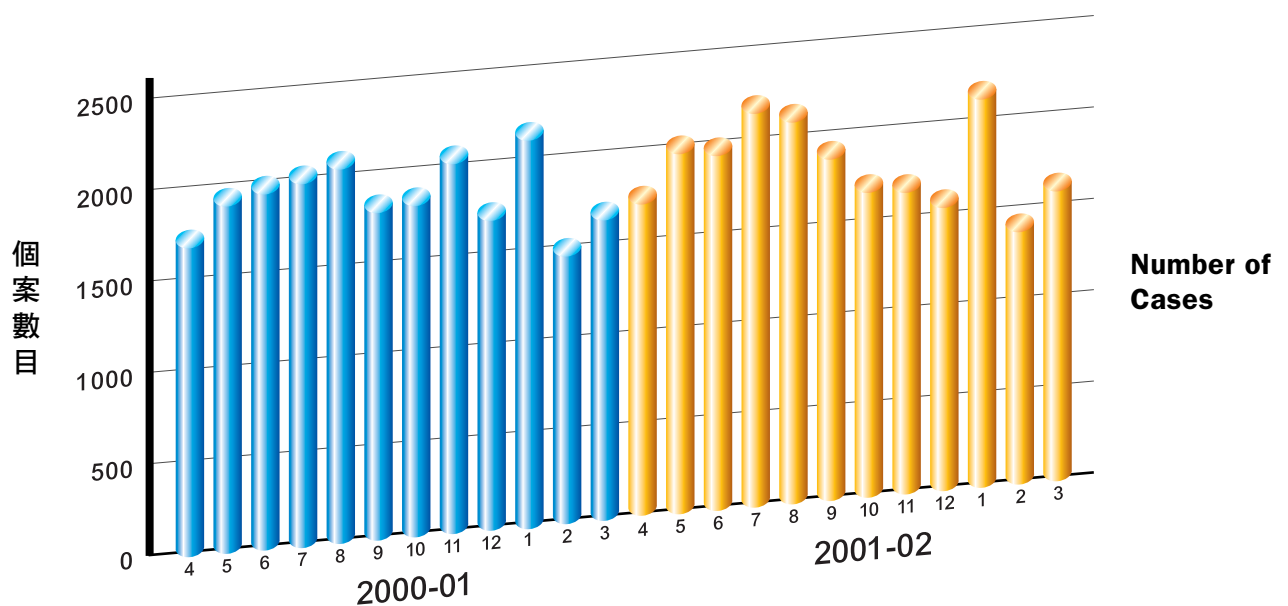
押記登記

在二零零一至零二年度，遞交本處登記的押記的總數為 22,441 宗，較二零零零至零一年度減少 1.9%，相等於每一工作天平均有 84 宗押記遞交本處。大約有三分之二遞交登記的押記與物業有關。

Registration of Charges

In 2001-02, a total of 22,441 charges were received for registration, a decrease of 1.9% compared to 2000-01. This represents an average of 84 charges received on each working day. About two-thirds of the charges received were related to property.

登記押記 Charges Received for Registration



詳細的工作量統計數字載於附錄 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，以及不營運但有償債能力的私人公司的撤銷註冊事宜；
- 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標準處理時間內完成的百分比計算。本處會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，以便每年檢討有關服務水平標準。

在二零零一至零二年度，本處的工作表現均能達到全部服務水平標準。我們已為二零零二至零三年度定出較高的目標，此即縮短標準處理時間或提高服務達到標準處理時間的百分比。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 and the deregistration of defunct, solvent private 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 2001-02, we met all the performance pledge targets. We have set improved targets for 2002-03 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: —



服務 Service	1993-94* 年度 實際處理 時間 Actual Response Time	2001-02 年度 標準處理 時間 Standard Response Time	2001-02 年度 工作表現 Achievement			2002-03 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	
			Meeting Standard	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	98	100	2	6	98	
—— 海外公司 oversea company	38	25	80	97	21	22	90	
更改公司名稱 Change of company name	不適用 N.A.	10	95	99	4	9	95	
公司文件登記 Registration of general documents								
—— 登記 registration)								
• 本地公司 local company)	33	8#	85	95	12	8	90	
(本地 local)								
• 海外公司 oversea company)	47	8	80	97	21	8	90	
(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	100	18	9	90	
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.	98	100	2	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.	5	95	97	2	5	95	

登記本地公司文件所需的標準處理時間在二零零一年九月起由九個工作天改為八個工作天。

The standard response time for registration of general document of local companies was revised from 9 to 8 working days in September 2001.

*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.

雖然削減成本措施令致可動用的資源減少，本處仍然能夠達到所有服務水平標準。在二零零一至零二年度，本處的整體生產力，以每人每一工作天的加權生產量計算，較二零零零至零一年度增加7%。本處會繼續努力向客戶提供高效率及具成本效益的服務，並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

本處現時利用處內的伺服器支援兩個應用資訊系統的運作，這兩個系統分別是「公司註冊系統」及「公司來件紀錄冊及公司文件索引系統」。本處鑑於該等系統的使用率迅速增加，故在二零零二年一月提升伺服器的功能，以確保支援本處運作的電腦服務得以持續，公共服務不致中斷。此舉涉及設置一對較新型號的伺服器，取代現有的伺服器，及將舊伺服器的資料庫遷移至新伺服器。伺服器功能提升後，系統在反應時間方面有改善。

公司註冊處聯線公眾查冊系統

透過「公司註冊處聯線公眾查冊系統」，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載有備存於本處的公司文件的縮微膠片。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

Despite 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 2001-02 increased by 7% compared with 2000-01. 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 currently runs two major information system applications, namely the Companies Registration System (CRS) and the Control Book and Document Index System (CBDIS), on its in-house servers. Given the rapid increase in the utilisation rate, and to ensure continuity of computer services to support operations and uninterrupted delivery of public service, the Registry upgraded its servers in January 2002. This involved the setting up of a new pair of servers of higher model to replace the existing ones and the migration of database from the old servers to the new ones. An improvement in the response time of the system has been apparent since the server upgrade.

The Companies Registry On-line Public Search System

CROPS is a system through which customers can conduct company 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 with 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



答問題。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。截至二零零二年三月三十一日，該系統共有 135 名用戶。

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 enquiries. In August 2001, we added enhanced features to CROPS including a new service for delivering microfiches to customers through couriers. As at 31 March 2002, there were a total of 135 CROPS subscribers.

環境保護

本處了解保護環境的重要性，並承擔以負責任的環保方式，拓展本處各方面的服務和運作。一名環保經理和四名助理環保經理負責監督本處環保措施的發展與推行。本處採取下述環保政策和原則，以改善環境：—

- (a) 鼓勵妥善使用能源和物料。為此，本處採納三項物料使用原則 — 減少廢物、廢物再用、循環再用，並購買環保產品。
- (b) 提高員工的環保意識，鼓勵他們採取環保措施。
- (c) 遵從有關環保法例、規例及標準。
- (d) 盡量減少廢物及污染物，確保廢物得到妥善處理。
- (e) 採用現代環保技術、盡量減少可能出現的惡劣環境影響、以及繼續尋求方法提高本處對環保的貢獻，作為長遠的環保措施。
- (f) 如有需要，安排由獨立專家進行環境審核。

Environmental Protection

The Registry is very conscious of the importance of environmental protection and is committed to developing and conducting all our services and operations in an environmentally responsible manner. A Green Manager and four Assistant Green Managers have been tasked to oversee the development and implementation of green measures in the Registry. We have adopted the following environmental policies and principles to improve the environment: —

- (a) Encouraging the efficient use of energy and materials by adopting the three 'R' principles — Reduce, Re-use and Recycling of materials, and green purchasing.
- (b) Maintaining a high level of environmental awareness amongst staff and encouraging them to practise green environmental measures.
- (c) Complying with legislation, regulation and standards on environmental protection.
- (d) Minimising waste and contaminants and ensuring the safe handling of waste produced.
- (e) Pursuing environmental protection through the adoption of environmental friendly modern technologies, minimisation of possible adverse impact on the environment, and continuing to find ways to improve the Registry's environmental performance.
- (f) Conducting environmental audits by independent expert as and when necessary.

我們的環保目標與實際表現載於下表：—

Our targets and actual performances are as follows: —

	2001 年目標 Target for 2001 百分比 %	2001 年實際表現 Performance in 2001 百分比 %	2002 年目標 Target for 2002 百分比 %
(a) 減少廢物 Waste Minimisation <ul style="list-style-type: none"> 利用已使用紙張的空白一面草擬文件 using blank side of used paper for drafting 使用循環再造紙張 / 無木漿紙張 using recycled/wood-free paper 使用舊信封或可多次使用的環保信封 re-using envelopes or using transit envelopes 使用可替換筆芯的原子筆 using refillable ball pens 在再次傳閱文件時，使用舊有的各套文件傳閱 using old sets of documents for re-circulation 	96	98	99
(b) 回收廢物以便循環使用 / 再次使用 Waste Recovery for Recycling / Re-use <ul style="list-style-type: none"> 收集廢紙 collection of waste paper 收集使用過的打印機色粉盒 collection of used printer cartridges 	93	95	95
(c) 節省能源 Energy Conservation <ul style="list-style-type: none"> 確保在辦公時間外，關掉燈光、影印機等 routine checking to switch off lights, photocopiers etc. outside office hours 	95	98	98
(d) 在節日裏所採用的措施 Measures at Festive Seasons <ul style="list-style-type: none"> 使用舊有裝飾物品 re-using decorations 	95	98	98