



組織

截至二零零二年三月三十一日，本處共有407名員工，其中348名為公務員，其餘59名為合約員工。在二零零一年三月三十一日，本處聘用的員工則共有403名。

「公司法改革部」於二零零一年十月二十二日成立。此部別是公司法改革常務委員會的秘書處，為該委員會提供法律及行政方面的支援服務，並且負責有關公司法改革的研究工作。

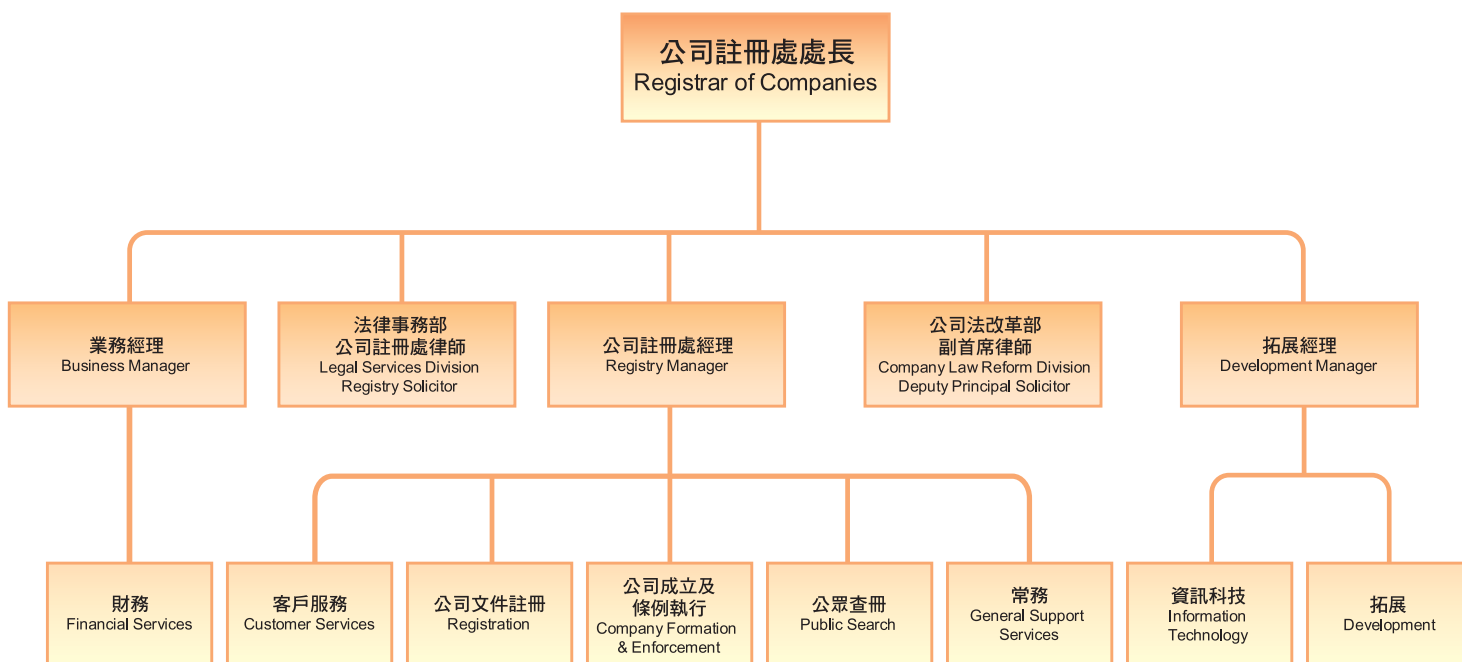
截至二零零二年三月三十一日，本處的組織架構如下：—

Organisation

As at 31 March 2002, the Registry had a total of 407 staff, of whom 348 were civil servants and 59 were contract staff, as compared with the 403 staff employed on 31 March 2001.

A new Company Law Reform (CLR) Division was formed on 22 October 2001. The Division serves as the secretariat for the SCCLR, for which it provides legal and administrative support, and undertakes legal research work in connection with company law reform.

The Registry's organisation on 31 March 2002 was as follows: —





總部的管理人員
Managers of the Headquarters Team



公司文件註冊部的管理人員
Managers of the Registration Division



公司成立及條例執行部的管理人員
Managers of the Company Formation and Enforcement Division



公眾查冊部的管理人員
Managers of the Public Search Division

員工管理與培訓

本處在二零零一至零二年度制訂了處方首個培訓計劃，以便在員工培訓與發展方面採用更有策略性的方式。本處編訂了個別員工的培訓紀錄，供各部別的管理層人員參考，讓他們在策劃和管理員工培訓及發展方面，扮演更為主動的角色。年內，員工參加本地培訓課程的總日數達 918.4 天。

本處積極提供電腦培訓，以加強員工對資訊科技的認識，使他們掌握所需的技能，以配合政府在推廣香港電子商貿而定出的各個目標。本處在二零零一年七月購買了一套唯讀光碟，碟內載有有關軟件應用的培訓資料，此即互聯網初階、PowerPoint、Excel 和 Word。我們鼓勵員工利用這些光碟提高他們使用電腦的技能。

本處亦就員工感興趣的話題舉辦若干次經驗分享會及簡介會，包括由廉政公署主持有關公務員品行及誠信的講座。另舉辦了一次內部經驗分享會，與中層管理人員交換員工管理及紀律方面的意見和經驗。

公務員事務局在二零零一至零二年度推出一項為期三年的公務員培訓發展計劃。為支持該計劃，本處內部亦實行資助公務員自學計劃，推廣不斷進修與終身學習文化。該計劃旨在資助員工自行在外間修讀與工作有關的研習課程或短期課程，以切合他們的個人發展需要、興趣、時間調配和學習模式。

Staff Management & Training

In order to adopt a more strategic approach in staff training and development matters, the Registry formulated the department's first training plan in 2001-02. Training records in respect of individual officers have been compiled for the reference of division managers to enable them to take a more proactive role in planning and managing staff training and development. During the year, a total of 918.4 training days were undertaken by staff locally.

Computer training has again been accorded high priority in order to enhance the awareness of information technology among staff and equip them with the necessary skills to cope with the Government's objectives in promoting electronic commerce in Hong Kong. A set of CD ROMs containing training materials on software applications, namely, Basic Internet, PowerPoint, Excel, and Word, was procured in July 2001. Staff were encouraged to make use of the CD ROMs to enhance their computer application skills.

The Registry also conducted experience sharing and briefing sessions on topics of interest, including a briefing on civil service conduct and integrity matters delivered by the Independent Commission Against Corruption, and an in-house experience-sharing session with middle managers to exchange views and experience on staff management and disciplinary matters.

In support of the three-year training and development scheme launched by the Civil Service Bureau in 2001-02, the Registry has introduced a departmental incentive scheme to promote a culture of continuous learning and life-long self-development. The Scheme aims to provide financial incentives to staff to embark on self-initiated external study programmes or short courses that are employment-related to suit their personal development needs, interests, time and learning mode.



本處在二零零一至零二年度進行有關檢討與調查，以制訂培訓計劃，配合處內的運作和發展需要。收集所得的回應和意見會納入二零零二至零三年度的培訓計劃。

年內，本處推行一套為非首長級人員（包括合約員工）而設的新員工輔導計劃。該計劃有助加強管方與員工之間的溝通，並提供機會給就任新職的員工早日從主管人員直接了解其職責，以及管方對他們的期望。

A review and survey were conducted in 2001-02 to formulate a training programme to better meet operational and development needs of the department. The feedback and views collected will be incorporated in the training plan for 2002-03.

During the year, a set of orientation programmes for the non-directorate staff, including contract staff, was implemented. The programmes help to enhance communication between management and staff, and provide an early opportunity for officers taking up new jobs to learn directly from their supervisors the responsibilities of the posts and what management expects of them.



公務員事務局局長探訪本處
The Secretary for the Civil Service visiting the Registry

員工獎勵及嘉許

本處推行人員獎勵計劃，目的在於加強員工對部門服務承諾的認識和承擔，以及激勵他們不斷改善服務。該計劃共有五項活動，旨在達致下列五個不同目標：—

- 工作表現獎 — 獎勵每位員工，嘉許他們整體的工作表現；
- 最佳建議獎 — 獎勵員工，嘉許他們提出有關本處提高效率和改善工作的建議；
- 好人好事獎 — 獎勵個別員工的模範操守和卓越處事表現；
- 最佳服務獎 — 獎勵個別的部別或組別，嘉許它們在特定服務上的工作表現；及
- 模範櫃檯職員獎 — 獎勵個別員工，嘉許他們為客戶提供優質服務。

Staff Motivation & Recognition

The Registry has a Staff Motivation Scheme for the purpose of promoting staff awareness of and commitment to the department's performance pledges and motivating staff towards the continuous improvement of the service it provides. The scheme consists of five activities targeted at five different levels as follows: —

- The Registry Performance Award — to acknowledge overall performance in the organisation by awarding every member of staff;
- The Best Suggestion Award — to acknowledge staff effort in making efficiency and improvement suggestions on the Companies Registry;
- The Good People and Good Deeds Award — to acknowledge exemplary conduct and superlative efforts of individual staff;
- The Best Service Award — to acknowledge specific service performance by awarding specific divisions/sections; and
- The Best Counter Staff Award — to acknowledge the provision of quality customer services by awarding individual staff.



新公司註冊組的「本地公司註冊成立」服務奪得「最佳服務獎」
 'Incorporation of local companies' service of the New Companies Section won the Best Service Award



提供「本地公司註冊成立」服務的新公司註冊組，第三年獲本處主要客戶挑選為最佳服務獎的得獎組別。本處訂下的目標，是在六個工作天內提供這項服務的個案比率須達 98%。由於新公司註冊組以 100% 的比率超標完成，該組人員得獎乃實至名歸。模範櫃檯職員獎的十名得主，均由前來本處辦理事務的客戶選出，所收到的選票約有 1,700 張。這個獎項有助員工承諾為客戶提供有禮貌和高效率的服務。



客戶投票選出「模範櫃檯職員」
Customer casting his vote to the best counter staff

其他嘉許公務員表現的計劃，例如長期服務公費旅行獎勵計劃與長期優良服務獎勵計劃，均旨在褒獎盡忠職守和表現優良的員工。二零零一至零二年度有一名人員獲得長期服務公費旅行獎，另有 32 名為政府服務了 20 年或以上的人員獲頒長期優良服務獎狀。



同事領取「長期優良服務獎狀」
Officers receiving the Long and Meritorious Service Certificates

Incorporation of local companies, a service provided by the New Companies Section, was for the third year chosen by the Registry's major customers as the winner of the Best Service Award. The achievement target for providing this service was within six working days in 98% of total cases. As the New Companies Section was able to exceed the target by providing the service within six working days in 100% of the cases, the award to the staff concerned was well justified. Ten winners of the Best Counter Staff Award were selected by the Registry's walk-in customers who submitted about 1,700 voting tickets. This award has helped to instill a commitment in our staff to provide a courteous and efficient service.

Other civil service-wide staff recognition schemes, such as the Long Service Travel Award and Long and Meritorious Service Award Schemes, recognise loyal and meritorious service. During 2001-02, one officer received a travel award and 32 other officers who had served 20 years or more in the government were given certificates.



公司註冊處處長頒授金針予公司註冊處經理許羅美美女士，表揚她的忠誠和優良服務
The Registrar of Companies presenting a gold pin to Mrs Teresa Hui, the Registry Manager, for her loyal and meritorious service

員工關係

年內，本處舉辦各類聯誼及康樂活動，促進員工關係和健康。這些活動深受員工及家屬歡迎。在二零零一至零二年度舉辦的活動主要為午膳時間播放以健康為主題的影帶、遊覽名勝、夜間露營、聖誕晚宴和聖誕聯歡會。

Staff Relations

During the year, the Registry organised various kinds of social and recreational activities to enhance staff relations and physical well-being. These activities were well received by staff and members of their families. Activities held in 2001-02 featured video shows on health topics organised during lunch breaks, outings to various interesting places, an overnight camp and the Christmas dinner and party.



本處首長級人員在聖誕聯歡會向員工祝酒
The Registry's Directorate proposing a toast to the Registry's staff at the Christmas Party



遊覽大埔滘互動自然中心
Outing to Tai Po Kau Interactive Nature Centre





社會責任

本處在二零零一年六月舉行了一次捐血日，約有10% 員工支持和參與捐血。我們在二零零二年四月成立一支義工隊，支持公務員事務局推廣的公務員義工計劃。

Social Responsibility

A blood donation day was arranged in June 2001. Around 10% of the Registry's staff supported the function and gave blood. In support of the Civil Service Volunteer Work Programme launched by the Civil Service Bureau, a staff volunteer team was set up in April 2002.



員工在「捐血日」踴躍捐血
Staff giving blood on the Blood Donation Day