

與客戶及其他司法管轄區的聯繫

LIAISING WITH OUR CUSTOMERS AND OTHER JURISDICTIONS

與客戶溝通

本處設有完善的溝通渠道，蒐集不同組別客戶的意見，以便提升本處的服務質素和擴大服務範圍。我們亦可透過這些溝通渠道，向客戶推廣本處的服務，以及發放與《公司條例》的修訂和規定有關的資料及信息。

網站

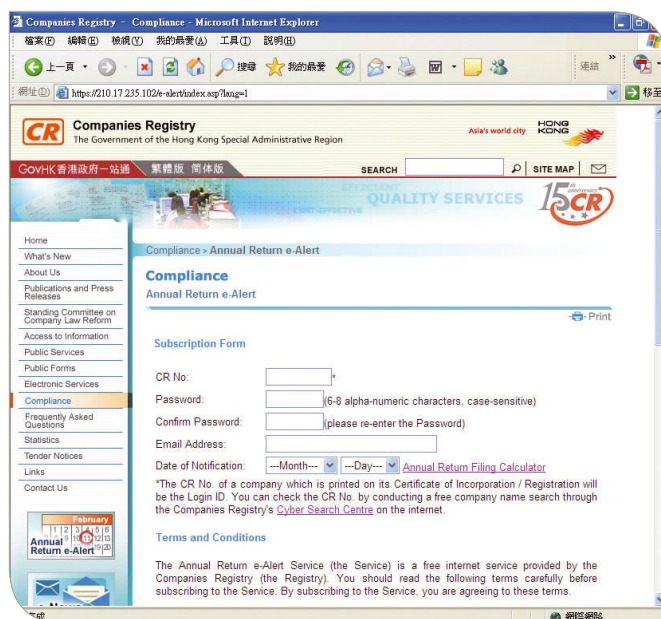
本處的網站(www.cr.gov.hk)內容詳盡，載有關於本處核心業務、法例修訂、提交文件的規定及拓展計劃的最新資料。網站備有繁體中文、簡體中文及英文版，客戶可從網站下載指明表格和刊物(例如公司註冊處年報、公司法改革常務委員會的報告和諮詢文件、重寫《公司條例》的諮詢文件)，以及本處發出的對外通告。我們經常檢討和更新網站的資料，使客戶得知法例和程序方面的最新規定。在二零零七至零八年度，本處網站增設了「遵從法規」和「職位空缺」兩個新欄目。

Communication with Customers

With a view to enhancing the quality and scope of our services, the Registry has well-established communication channels to collect the views and opinions of different customer groups. These communication channels also serve to promote our services, disseminate information and messages in relation to legislative amendments and requirements under the Companies Ordinance.

Website

The Registry's website (www.cr.gov.hk) presents comprehensive and up-to-date information on our core business activities, changes in legislation, filing requirements and our development programme. The website is available in traditional Chinese, simplified Chinese and English versions. Customers may download specified forms, publications such as the Companies Registry Annual Report, Reports and Consultation Papers of the Standing Committee on Company Law Reform, Consultation Papers on the rewrite of the Companies Ordinance and external circulars issued by the Registry. The contents of the website are regularly reviewed and updated so that customers are kept abreast of the latest statutory and procedural requirements. During 2007-08, two new thematic sections, namely "Compliance" and "Job Vacancies", were introduced on the website.



提交周年申報表電子提示服務
Annual Return e-Alert service

106,462

本處網站 (www.cr.gov.hk) 每月瀏覽人次
visits to our website (www.cr.gov.hk) every month

二零零七至零八年度共有1,277,538人次瀏覽本處網站，平均每月瀏覽人次達106,462。截至二零零八年三月三十一日，訂閱本處電子資訊服務及登記使用提交周年申報表電子提示服務的客戶分別超過2,300及6,800名，他們可以取得本處網站的最新資料和提交周年申報表的電郵通知書。

電話諮詢熱線

公司註冊處電話諮詢熱線(852) (2234 9933) 每周七天、全日二十四小時解答有關本處服務的查詢，查詢者亦可利用傳真索取資料小冊子。二零零七至零八年度接獲的電話查詢達56,971宗，平均每月有4,748宗，而以傳真方式索取資料則共有2,422宗。與此同時，綜合電話查詢中心亦接獲56,708宗有關本處服務的電話查詢。

刊物

本處製備多款刊物，包括對外通告、指引、資料小冊子及報告，分發給專業團體、主要客戶和訂閱本處電子資訊的客戶，這些刊物亦載於本處網站。此外，本處辦處的查詢櫃檯亦備有刊物的印文本可供索取。

自上一份年報發表以來，本處發出了八份對外通告：—

公司註冊處對外通告第3/2007號 —
根據《公司條例》(第32章)第XI部註冊
的公司文件的核證及譯本(補充資料)

公司註冊處對外通告第4/2007號 —
《2004年公司(修訂)條例》— 實施與
根據《公司條例》第XI部註冊的非香港
公司有關的條文

公司註冊處對外通告第5/2007號 —
修訂公司註冊處的指明表格AR1、
AR2、AR3、D3及D6

In 2007-08, our website had 1,277,538 visits, representing an average of 106,462 per month. As of 31 March 2008, over 2,300 and 6,800 users have subscribed to the Registry's electronic news subscription service and Annual Return e-Alert service respectively to obtain regular updates of information and email reminders for the filing of annual returns.

Enquiry Hotline

The Companies Registry Enquiry Hotline (852) (2234 9933) answers enquiries about the Registry's services on a 24 x 7 basis. Callers may also obtain information pamphlets by fax. For 2007-08, the number of calls received was 56,971, averaging 4,748 per month, and requests for fax materials totalled 2,422. In parallel, the enquiry hotline handled by Integrated Call Centre received 56,708 calls regarding the Registry's services.

Publications

The Registry issues a variety of publications including external circulars, guidelines, information pamphlets and reports. They will be distributed to professional bodies, major customers and subscribers to the electronic news subscription service and posted on our website. Hard copies are also available at the information counters of our office.

The Registry has issued eight external circulars since the last annual report: —

Companies Registry External Circular No. 3/2007 —
Companies Registered under Part XI of the Companies Ordinance
(Cap. 32) — Certification and Translation of Documents
(Supplementary)

Companies Registry External Circular No. 4/2007 —
Companies (Amendment) Ordinance 2004 — Implementation
of Provisions Concerning Non-Hong Kong Companies Registered
under Part XI of the Companies Ordinance

Companies Registry External Circular No. 5/2007 —
Revision of Companies Registry Specified Forms AR1, AR2, AR3,
D3 and D6

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公司註冊處對外通告第6/2007號 —
在公司註冊處發出的證書上的警告聲明

Companies Registry External Circular No. 6/2007 —
Warning Statements in Certificates Issued by the Companies
Registry

公司註冊處對外通告第7/2007號 —
一併遞交申請成立公司的文件和公司資
料的通告

Companies Registry External Circular No. 7/2007 —
Submission of Notifications of Company Details with
Incorporation Documents

公司註冊處對外通告第1/2008號 —
推出新的法團成立表格

Companies Registry External Circular No. 1/2008 —
Implementation of New Incorporation Forms

公司註冊處對外通告第2/2008號 —
擴大《公司條例》第158C條的董事索
引範圍

Companies Registry External Circular No. 2/2008 —
Expansion of Index of Directors under Section 158C of the
Companies Ordinance

公司註冊處對外通告第3/2008號 —
修訂公司註冊處的指明表格 — 《有關
董事責任的非法定指引》的相關提示

Companies Registry External Circular No. 3/2008 —
Revision of Companies Registry Specified Forms — Advisory
Note in relation to Non-statutory Guidelines on Directors' Duties

本處印製了21款資料小冊子，內容涵蓋不同類別服務，例如公司註冊、更改公司名稱、文件登記、查閱公司資料和撤銷公司註冊。本處經常檢討和更新小冊子的資料，這些小冊子對於幫助客戶了解本處的服務和他們須履行的法定責任，發揮很大作用。

The Registry has published 21 information pamphlets covering different types of services such as company registration, changes of company names, document registration, company information search and deregistration of companies. The pamphlets, which are reviewed and updated regularly, have proved to be very useful in helping customers understand our services as well as their statutory obligations.

研討會和展覽

為了向商界介紹本處的服務，我們參加了香港貿易發展局在二零零七年十二月舉辦的「中小企國際市場推廣日」。

Seminars and Exhibitions

To showcase our services to the business community, the Registry participated in the World Small and Medium-sized Enterprises Expo organised by the Hong Kong Trade Development Council in December 2007.



本處參加「中小企國際市場推廣日」
Participating in the World Small and
Medium-sized Enterprises Expo

在二零零七至零八年度，公司註冊處處長參與以下講座：—

二零零七年五月 — 在香港會計師公會舉辦的論壇上主講「政府 / 香港會計師公會聯合作小組的工作」

二零零七年六月 — 在香港董事學會舉辦的午餐演講會上主講「重寫《公司條例》」

二零零七年十月 — 在香港美國商會舉辦的「營商工具箱系列：中小企的經營方式、會計制度和法律實務」講座主講「如何在香港註冊成立公司」

二零零七年十一月 — 在香港董事學會舉辦的午餐演講會上主講「與公司董事有關的一些改革建議」

In 2007-08, the Registrar of Companies gave the following presentations: —

May 2007 — "The work of the Joint Government/Hong Kong Institute of Certified Public Accountants Working Group" at a forum organised by the Hong Kong Institute of Certified Public Accountants

June 2007 — "Rewrite of the Companies Ordinance" at a luncheon seminar organised by the Hong Kong Institute of Directors

October 2007 — "Registering a Company in Hong Kong" in the "Toolbox Series: Business Structuring, Accounting and Legal Solutions for SMEs" organised by the American Chamber of Commerce in Hong Kong

November 2007 — "Some Reform Proposals Relating to Company Directors" at a luncheon seminar organised by the Hong Kong Institute of Directors

公司註冊處處長在
香港董事學會舉辦的研討會上演講
The Registrar of Companies giving a
presentation at a seminar organised by the
Hong Kong Institute of Directors



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二零零七年十一月 — 在香港會計師公會舉辦的中小型會計師執業所論壇上主講「重寫《公司條例》」

二零零八年二月 — 在香港華人會計師公會舉辦的午餐例會上主講「非香港公司提交文件的新規定」

November 2007 — "The Rewrite of the Companies Ordinance" at the Small and Medium-Sized Practitioners Symposium organised by the Hong Kong Institute of Certified Public Accountants

February 2008 — "New Filing Requirements for Non-Hong Kong Companies" at a luncheon seminar organised by the Society of Chinese Accountants and Auditors

本處人員作出的其他演講和簡介包括：—

Other talks or presentation given by the Registry include: —

二零零七年六月 — 公司註冊處律師在為金融機構和指定非金融企業及行業舉辦的「打擊清洗黑錢講座」發表題為「不法使用法人團體」的演講

June 2007 — A talk by the Registry Solicitor on the "Misuse of Corporate Vehicles" at the "Anti-Money Laundering Seminars for Financial Institutions and Designated Non-Financial Business and Professions"

二零零七年六月 — 向香港會計師公會的會員發表題為「《2004年公司(修訂)條例》附表2對《公司條例》第XI部的修訂」的演講

June 2007 — A talk on "Amendments to Part XI of the Companies Ordinance in Schedule 2 of the Companies (Amendment) Ordinance 2004" to members of the Hong Kong Institute of Certified Public Accountants

二零零八年一月 — 向香港警務處商業罪案調查科講解「香港公司法及檢控工作」

January 2008 — A presentation to the Commercial Crime Bureau of the Hong Kong Police Force on "Hong Kong Company Law and Prosecution"

客戶的建議和意見

本處十分重視客戶的意見和建議。年內，我們從不同途徑接獲共55份建議和意見書。這些途徑包括建議/意見表格、客戶服務調查、電子查冊服務組及客戶聯絡小組。

Customer Suggestions and Comments

The Registry values customers' feedback and suggestions. During the year, we received 55 suggestions and comments from customers through various channels. These included Forms for Suggestions/Comments, Customer Service Survey, e-search Helpdesk and the Customer Liaison Group.

本處的客戶服務隊造訪主要客戶，藉以向他們推廣本處的服務和拓展計劃，並就運作及發展事宜與客戶交換意見。

The Registry's Customer Service Team pays courtesy visits to our major customers to promote our services and development plans, and exchange views on operational and development issues with our customers.

本處會研究客戶提出的所有建議和意見，並在適當時落實推行。

All customer suggestions and comments are reviewed and, where appropriate, implemented.

與社區的聯繫

本處接待來自其他政府部門、本地專業團體和教育機構的訪客，促進他們了解本處的服務和香港的公司註冊制度。

Contact with the Community

The Registry received visitors from other government departments, local professional bodies and educational institutions. These visits provide very good opportunities for visitors to understand our services and the company registration system in Hong Kong.

與其他司法管轄區的聯繫

本處與內地及其他司法管轄區的公司註冊機關保持並加強聯繫，就其他司法管轄區提供的公司註冊服務及企業管治的發展，交流意見和經驗，此舉有助本處制訂新的措施和策略，以提升服務水平。

本處在二零零七至零八年度共接待了12個來自內地、澳門和馬來西亞規管機構和專業團體的訪問團，包括澳門法務局、福建省工商行政管理局、天津市政府法制辦公室，以及馬來西亞公司註冊處、首相署和國家生產力局的政府官員。

二零零七年十一月，公司註冊處處長率領一個由財經事務及庫務局和本處高層人員組成的代表團，訪問中央人民政府商務部、國家工商行政管理總局和北京市工商行政管理局。此外，本處其中一位副首席律師亦出席了在北京舉行的第十一屆北京香港經濟合作研討洽談會其中一個有關企業重組、併購及清盤的專題研討會。

Liaison with Other Jurisdictions

The Registry maintains and develops contacts with counterparts in the Mainland and other jurisdictions. These contacts enable us to exchange ideas and share experience with other registries regarding the provision of company registration services and the development of corporate governance in other jurisdictions, which in turn help us formulate new initiatives and strategies in enhancing the quality of our services.

In 2007-08, the Registry received 12 groups of visitors from regulatory authorities and professional bodies from the Mainland, Macau and Malaysia. They included government officials from the Legal Affairs Bureau of Macau, Fujian Provincial Administrative Bureau of Industry and Commerce, Legal Affairs Office of the Tianjin Municipal Government, the Companies Commission of Malaysia, and the Prime Minister Department and National Productivity Corporation of Malaysia.

In November 2007, the Registrar of Companies, leading a delegation comprising senior officials from the Financial Services and the Treasury Bureau and the Registry, visited the Ministry of Commerce of the Central People's Government, the State Administration for Industry and Commerce and the Beijing Administration for Industry and Commerce. One of our Deputy Principal Solicitors also attended the 11th Beijing - Hong Kong Economic Cooperation Symposium in Beijing on the subjects of corporate restructuring, merger and acquisition, and liquidation of companies.



到北京訪問國家工商行政管理總局
Visiting the State Administration for
Industry and Commerce, Beijing

與客戶及其他司法管轄區的聯繫 LIAISING WITH OUR CUSTOMERS AND OTHER JURISDICTIONS

為了與外地的公司註冊機關加強聯繫，公司註冊處處長率領一個由高層人員組成的代表團，出席二零零八年三月三十一日至四月四日在加拿大溫哥華舉行的第五屆公司註冊論壇，參加者包括來自30個司法管轄區及世界銀行的80名代表。是次論壇提供了一個難得的機會，讓本處與其他公司註冊機關，特別是與法律、註冊或規管制度相若的地區建立或加強聯繫。在論壇的周年大會上，香港獲選為論壇執行委員會委員，由二零零八至零九年度起，任期兩年。香港並獲委任為論壇的司庫。

To foster links with overseas registries, the Registrar of Companies also led a delegation of senior officials to attend the fifth Corporate Registers Forum in Vancouver, Canada, from 31 March to 4 April 2008. The Forum was attended by 80 delegates representing 30 jurisdictions and the World Bank. The Forum provided an excellent opportunity for establishing and fostering links with other registries, especially those with comparable legal, registration or regulatory systems. At the Forum's annual general meeting, Hong Kong was elected as a member of the Executive Council of the Forum for a term of two years from 2008-09. Hong Kong was also appointed as the Treasurer for the Forum.



出席溫哥華「第五屆公司註冊論壇」的代表
Delegates to the 5th Corporate Registers Forum in Vancouver



杜拜科技及傳媒自由區管理局
代表團訪問本處
A delegation from the Dubai
Technology and Media Free Zone
Authority visiting the Registry

一如過往，本處為來自國家工商行政管理總局，以及上海市、江蘇省和浙江省工商行政管理局的內地政府官員安排實習計劃。此外，在二零零七年十二月初，杜拜科技及傳媒自由區管理局的兩名總監亦到本處實習交流。這些實習計劃讓參加者加深認識香港的公司註冊制度及本處的運作情況，而本處人員亦可藉機會了解內地及其他司法管轄區企業註冊制度的最新發展。在討論期間，大家就不同司法管轄區的相關法例改革交流經驗。

As in the past, attachment programmes for Mainland government officials from the State Administration for Industry and Commerce and the provincial offices of Shanghai, Jiangsu and Zhejiang were organised. An attachment programme was also arranged for two directors of the Dubai Technology and Media Free Zone Authority in early December 2007. These programmes enhanced the delegates' understanding of the company registration system in Hong Kong and the Registry's operations. They also provided a good opportunity for colleagues of the Registry to keep abreast of developments in corporate registration systems in the Mainland and other jurisdictions. During the discussion sessions, experiences relating to relevant legislative reforms in the different jurisdictions were shared.