

# 建立更優秀的團隊組織

## BUILDING A BETTER ORGANISATION

### 職能與組織

#### 職能

公司註冊處在一九九三年五月一日成為政府部門，其後在同年八月一日成為營運基金部門。本處是根據《營運基金條例》(第430章)率先以營運基金形式運作的部門之一，在二零零七年八月一日踏入第十五周年。本處負責實施及執行的條例如下：—

《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)

(有關信託公司的部分)

《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以下主要職能：—

#### 註冊及登記

提供各項服務和設施，讓公司、有限責任合夥和信託公司的發起人，以及受託人為其公司或法團辦理註冊成立手續、辦理非香港公司的註冊、撤銷不營運但有償債能力的私人公司的註冊，以及登記公司或法團按照各有關條例規定所提交的文件。

#### 公眾查冊

提供各項服務和設施，讓公眾人士查閱本處各類法定登記冊所保存的公司資料。

#### 執行條例

確保公司或其他法團及其高級人員遵從有關條例的規定，並履行責任。

#### 政策及立法問題

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

### Functions and Organisation

#### Functions

The Companies Registry was established as a government department on 1 May 1993 and, later, a trading fund department on 1 August 1993. On 1 August 2007, the Registry entered its fifteenth year of operation as one of the first trading fund departments under the Trading Funds Ordinance (Chapter 430). The following ordinances are administered and enforced by the Registry: —

Companies Ordinance (Chapter 32)

Limited Partnerships Ordinance (Chapter 37)

Trustee Ordinance (Chapter 29) (with respect to trust companies)

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 services and facilities to allow promoters of companies, limited partnerships, trust companies and trustees to incorporate their enterprises, to register non-Hong Kong companies, to deregister defunct, solvent private companies and to register all documentation required to be filed by the various ordinances governing those enterprises.

#### Public Search

To provide the public with services and facilities to search for the information held by the Registry on the various statutory registers.

#### Enforcement

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

#### Policy and Legislation

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

### 組織

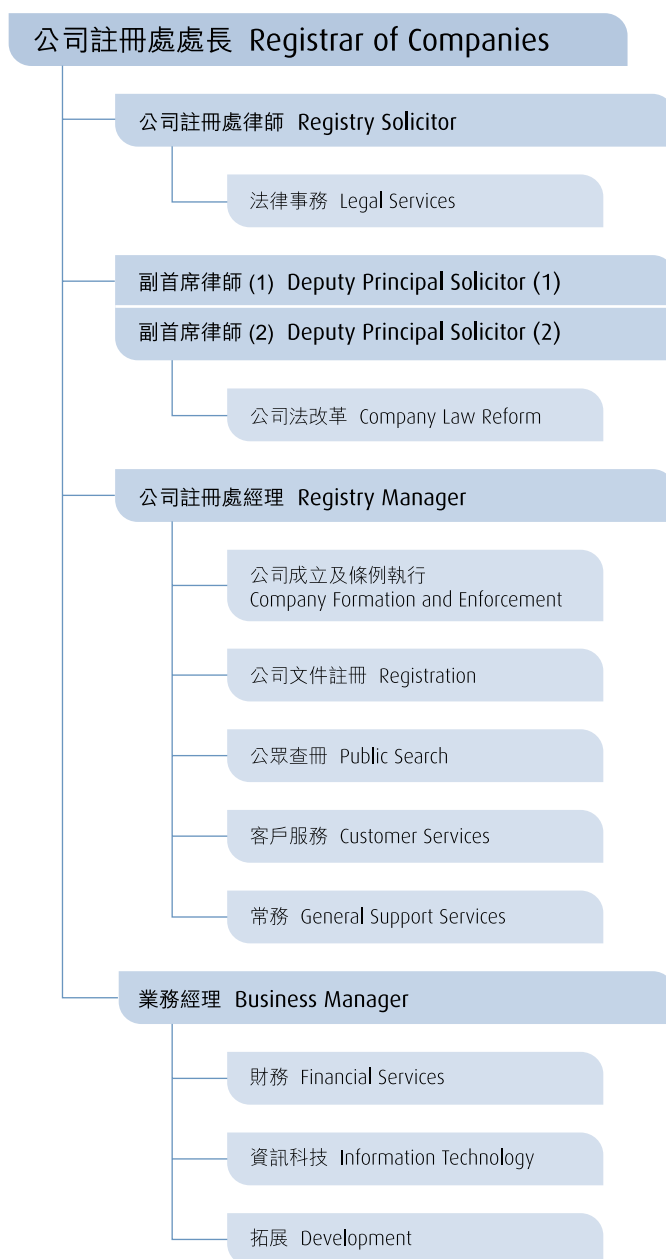
截至二零零八年三月三十一日，本處共有349名員工，其中282名為公務員，其餘67名為合約員工。在二零零七年三月三十一日，本處聘用的員工共有333名。增聘人手主要是為了應付增加的工作量。

截至二零零八年三月三十一日，本處的組織架構如下：—

### Organisation

As at 31 March 2008, the Registry had a total of 349 staff, of whom 282 were civil servants and 67 were contract staff, as compared with the manpower strength of 333 as at 31 March 2007. The increase was mainly attributable to additional staff employed to meet the increased workload.

The Registry's organisation on 31 March 2008 was as follows: —



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總部的管理人員  
Managers of the  
Headquarters Team



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



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

## 人力資源

### 員工培訓

本處致力協助所有員工掌握所需的技能和知識，使他們能夠快捷有效地執行職務，並為市民提供優質服務。

在員工培訓及發展方面，本處採取策略性和積極主動的方針。處方制訂了二零零七至零八年度部門培訓發展計劃，以配合本處的運作需要，同時照顧員工的發展需要。

本處繼續以提供資訊科技培訓作為優先工作，使員工掌握所需的技能，以配合「公司註冊處綜合資訊系統」的電腦化運作模式，並響應當局推行電子政府措施。本處員工也有參加其他培訓課程以提高專業技能，包括普通話、法律、客戶服務及管理課程。

除了公務員培訓處或其他機構舉辦的課堂學習外，本處也有為員工舉辦講座和經驗分享會，包括客戶服務培訓班，以及與誠信和出庭作供有關的講座。本處亦就員工感興趣的課題，例如健康常識和食物安全，舉辦錄影帶放映會。此外，本處鼓勵員工使用公務員培訓處在網上設立的公務員易學網所提供的教材。在二零零七至零八年度，員工參加培訓課程的總日數達508天。

為推廣公務員持續進修、自我發展的文化，本處繼續推行「前線員工培訓資助計劃」和「管理訓練資助計劃」，資助員工修讀與工作有關的培訓或管理課程。

## Human Resources

### Staff Training

The Registry is committed to equipping all staff with the necessary skills and knowledge so that they could discharge their duties efficiently and effectively, and provide a quality service to members of the public.

The Registry adopts a strategic and proactive approach in staff training and development. The Departmental Training and Development Plan for 2007-08 has been drawn up to meet the operational needs of the Registry on the one hand and the development needs of staff on the other.

To equip staff with the necessary skills to cope with the Registry's computerised operation under Integrated Companies Registry Information System and to support the Administration's e-government initiatives, priority has continued to be given to information technology training. Staff of the Registry also attended various other training courses to enhance their professional skills, including Putonghua, legal studies, customer services and management courses.

In addition to classroom training provided by the Civil Service Training and Development Institute or other bodies, in-house talks and experience sharing sessions were conducted. They included customer services training sessions, integrity talks and talks on giving evidence in trials. The Registry has also organised video shows on different topics of interest, such as physical health and food safety. In addition, staff are encouraged to make use of the training materials provided by the Civil Service Training and Development Institute at the Cyber Learning Centre over the internet. In 2007-08, a total of 508 training days were undertaken by staff.

To promote a culture of continuous learning and self-development in the civil service, the Registry has continued to run the External Training Sponsorship Scheme for Front-line Staff and External Management Training Sponsorship Scheme by providing financial support for staff to pursue work-related training or management courses.

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客戶服務培訓班  
Customer service training

### 工作表現管理

本處透過工作表現管理制度監察和評核員工的表現。上司除了日常給予督導和指引外，還須每年撰寫下屬的工作表現評核報告，以評估下屬的表現和確定他們的培訓和發展需要。處方在考慮調職、晉升及對表現欠佳的員工採取補救措施或紀律處分時，評核報告是有用的參考資料。

### 招聘

為配合政府推行公務員體制改革及縮減公務員編制的措施，本處自一九九八年起並無招聘二級公司註冊主任。招聘工作在二零零八年一月恢復進行，以便填補因自然流失而出現的空缺，以及應付公司註冊主任職系潛在的接任問題。

### Performance Management

Staff performance has been monitored and assessed through a performance management system. Apart from day-to-day supervision and guidance, supervisors are required to complete performance appraisals on their subordinates annually to evaluate their performance and to identify their training and development needs. The appraisals also serve to assist the management in considering career postings and promotions, and in taking remedial or disciplinary actions against sub-standard performers.

### Recruitment

In line with the initiatives on civil service reform and the downsizing of the civil service establishment, the Registry had not recruited Companies Registration Officer II since the last recruitment exercise in 1998. Recruitment has been resumed in January 2008 to fill vacancies arising from natural wastages and to address potential succession problems in the grade.

### 溝通

本處十分重視與員工溝通。由管方及員方代表組成的部門協商委員會定期召開會議，討論影響本處員工福祉的事宜。

此外，本處所有員工均獲邀出席定期舉行的員工聯絡會議。會議由公司註冊處經理擔任主席，向與會者簡報員工關注和感興趣的事項，例如最新的公務員政策和本處的發展，員工也可以就他們關注的事項發表意見。部門協商委員會會議和員工聯絡會議有助促進管方與員工之間的了解和合作，以便及早確定需要關注的事項。

### 員工關係

年內，本處繼續舉辦各式各樣的聯誼及康樂活動，以促進員工關係和健康，員工及其家屬都踴躍參加。在二零零七至零八年度舉辦的活動包括：燒烤、旅行、以健康為題的錄影帶放映會、內地兩日遊、烹飪班，以及聖誕聯歡會和聚餐。此外，本處在二零零八年五月設置了一間多用途活動室，供員工使用，作為促進員工福利的措施。

### Communication

The Registry values communication with staff. A Departmental Consultative Committee, which comprises representatives from both management and staff sides, meets regularly to discuss issues which affect the well-being of members of the Registry.

In addition, all staff are invited to attend periodic Staff Liaison Meetings chaired by the Registry Manager who will brief participants of various issues which are of concern and interest to the staff members, such as the latest civil service policies and developments in the Registry. Staff members may also express their views on issues of concern to them. Both the Departmental Consultative Committee and the Staff Liaison Meetings serve to enhance understanding and cooperation between the management and staff members, with a view to identifying issues of concern early.

### Staff Relations

During the year, the Registry continued to organise various kinds of social and recreational activities to enhance staff relations and physical well-being. Staff and their family members actively participated in these activities. Activities held in 2007-08 included barbecue, outing, video shows on health topics, a 2-day trip to the Mainland, cookery class and the Christmas party and dinner. As an initiative to boost staff welfare, the Registry has established a multi-purpose room for use by staff members in May 2008.



蛋糕製作班  
Cake making class

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遊覽廣東清遠  
Outing to Qing Yuan,  
Guangdong



聖誕聚餐  
Christmas dinner party



本處成立十五周年  
15th Anniversary of the  
establishment of the  
Companies Registry

### 員工獎勵及嘉許

本處設有員工獎勵計劃，以加強員工對部門服務承諾的認識和承擔，並且不斷提升服務承諾。該計劃的獎項如下：—

#### 工作表現獎

- 就本處整體的優良工作表現，嘉許所有合資格員工

#### 最佳建議獎

- 嘉許員工提出最佳建議，協助本處提高效率及改善運作

#### 最佳服務獎

- 嘉許某個部別或組別在指定服務方面的工作表現

#### 模範櫃檯職員獎

- 對個別為客戶提供優質服務，並獲客戶投票選為模範櫃檯職員的員工表示嘉許

#### 好人好事獎

- 對個別員工的模範行為和卓越表現表示嘉許

### Staff Motivation and Recognition

The Registry has implemented a Staff Motivation Scheme to promote awareness of, commitment to and continuous improvement of performance pledges. The scheme consists of the following awards: —

#### The Registry Performance Award

- to acknowledge excellent performance of the Registry as a whole by awarding all eligible members of staff

#### The Best Suggestion Award

- to acknowledge best effort in making efficiency and improvement suggestions relating to the operation of the Registry

#### The Best Service Award

- to acknowledge specific service performance by awarding specific divisions/sections

#### The Best Counter Staff Award

- to acknowledge the provision of quality customer services by awarding individuals voted by customers to be the best counter staff

#### The Good People and Good Deeds Award

- to acknowledge exemplary conduct and superlative efforts of individual staff



公司註冊處處長把「最佳服務獎」頒予優勝者 – 撤銷註冊小組  
The Registrar of Companies presenting the Best Service Award to the winning team – the Deregistration Unit



## 建立更優秀的團隊組織 BUILDING A BETTER ORGANISATION

在二零零七至零八年度，本處各項服務的表現都超出了所承諾的服務指標，因此所有合資格員工均獲得工作表現獎以示嘉許。在二零零七年，撤銷註冊小組提供的「公司撤銷註冊 – 發出批准撤銷註冊函件」服務，獲本處的主要客戶和櫃檯客戶選為最佳服務獎的得獎組別。本處定下的服務指標，是在5個工作天內提供該項服務的個案比率須達總數的97%，而撤銷註冊小組在二零零七至零八年度的表現超出服務指標，提供服務的個案比率接近99.5%。模範櫃檯職員獎的14名得主由本處的櫃檯客戶選出，所收到的選票共有2,121張。這個獎項有助培養前線員工作出承擔，以禮待客，提供高效率的服務。

其他嘉許公務員的計劃，例如長期優良服務公費旅行獎勵計劃和長期優良服務獎勵計劃，目的都是表揚長期服務而表現優良的員工。在二零零七至零八年度，本處有三名人員獲得長期優良服務公費旅行獎，而獲頒長期優良服務獎狀的人員則有八名。

As the Registry has exceeded the targets of all the pledged services for 2007-08, the Registry Performance Award was granted to all eligible staff to recognise their efforts. In 2007, the "Deregistration of Companies – Issue of approval letter", which is a service provided by the Deregistration Unit, was voted by our major and counter customers as the winner of the Best Service Award. The target standard for the service was to complete 97 per cent of all cases within 5 working days. In 2007-08, the performance of the Deregistration Unit exceeded the target standard and it was able to achieve the target in nearly 99.5 per cent of the cases. Fourteen winners of the Best Counter Staff Award were selected by our counter customers who returned 2,121 voting tickets. This award has helped to instill a commitment to provide a courteous and efficient service among our front-line staff.

Other civil service-wide staff recognition schemes, such as the Long and Meritorious Service Travel Award and the Long and Meritorious Service Award Schemes are also in place to recognise long and meritorious service. In 2007-08, three officers from the Registry received the Long and Meritorious Service Travel Award and eight officers were awarded the Long and Meritorious Service Certificates.

## 財政狀況

本處作為營運基金部門，必須在財源自給的基礎上，按照商業原則運作。《營運基金條例》規定，營運基金的收益必須足以應付提供服務所需的開支，而且所運用的固定資產亦須產生合理回報。營運基金的周年帳目表必須按照公認會計原則製備，並提交立法會省覽。

在截至二零零八年三月三十一日的財政年度，本處的營業總額及盈餘分別為3億6,640萬及1億3,010萬元，二零零六至零七年度錄得的數字則分別為3億2,220萬元及1億1,860萬元。年內，本處所運用固定資產平均淨值的回報率達26.8%。

本處自一九九三年八月以營運基金運作以來，所運用固定資產平均淨值的回報率，穩健地平均每年達14.6%，比8.3%的目標回報率為高。業績良好的主要原因，是本處不斷致力提高生產力和服務效率。

本處過去多年累積的充裕盈餘，為本處推行發展項目提供了資金。開發「公司註冊處綜合資訊系統」（綜合系統）及《公司條例》重寫工作第一階段的開支，已全數由本處的儲備支付。

在二零零七至零八年度，本處的財政狀況依然十分健全。截至二零零八年三月三十一日，營運基金資本及保留盈利合計為6億5,530萬元，「負債與資本比率」（按非流動負債與資本及保留盈利的比例計算）為9%，這是一個低比率。另一方面，手頭現金和銀行存款總計為4億2,610萬元。未來數年的資本開支將主要用於開發綜合系統第二階段、提升系統保安，以及因應法例的更改及政府網絡和資訊科技的需求，更新電腦系統。

## Finance

As a trading fund department, the Registry is required to operate on a self-financing basis and commercial principles. The Trading Funds Ordinance stipulates that a trading fund should meet expenses incurred in the provision of service out of its income and achieve a reasonable return on the fixed assets employed. The annual accounts of a trading fund must be prepared in accordance with generally accepted accounting principles and tabled in the Legislative Council.

For the financial year ended 31 March 2008, the total turnover and surplus for the year amounted to \$366.4 million and \$130.1 million respectively, compared to the turnover of \$322.2 million and surplus of \$118.6 million recorded in 2006-07. The Registry achieved a 26.8 per cent return on the average net fixed assets employed for the year.

The average annual rate of return on average net fixed assets employed since the Registry commenced operations as a trading fund in August 1993 stands at a healthy level of 14.6 per cent, compared to the target rate of 8.3 per cent. This remarkable achievement was attributable to our constant efforts to enhance productivity and efficiency of service.

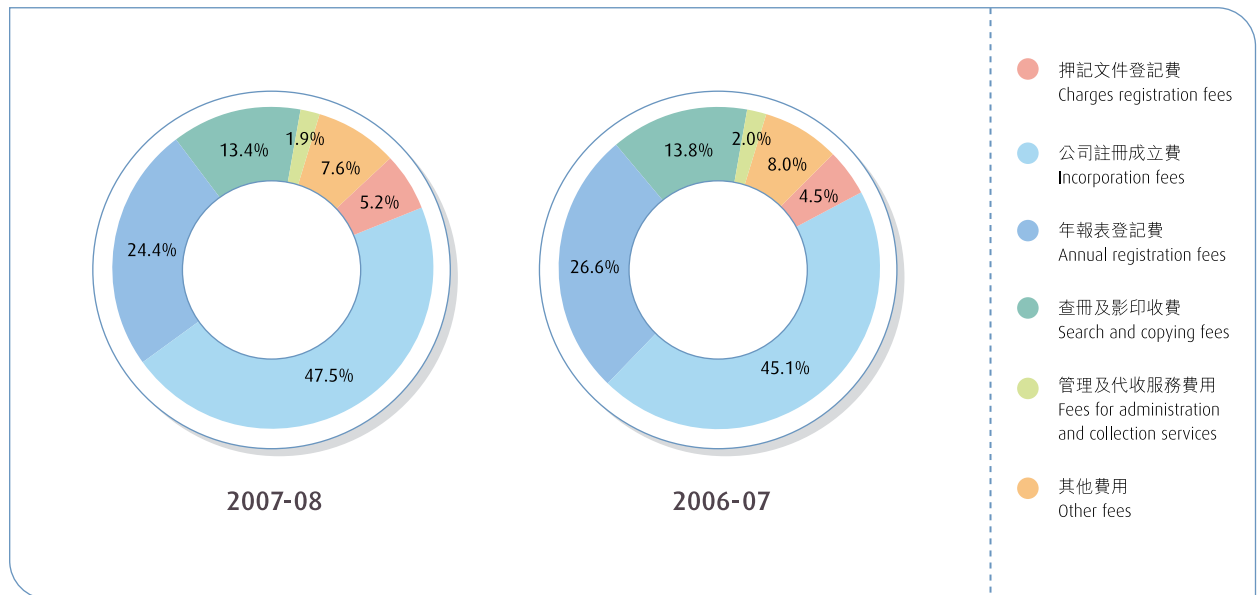
The substantial surplus generated over the past years has enabled the Registry to build up a healthy reserve to finance its development projects. All the expenses on the development of the Integrated Companies Registry Information System (ICRIS) and Phase I of the rewrite of the Companies Ordinance have been funded from the Registry's reserves.

In 2007-08, the Registry's financial position remains very strong. As at 31 March 2008, the trading fund capital together with retained earnings amounted to \$655.3 million. Gearing, measured as the ratio of non-current liabilities to capital and retained earnings, stood at a low level of 9 per cent. On the other hand, cash and placements with banks amounted to \$426.1 million. Capital expenditure over the next few years will be mainly on the development of Phase II of ICRIS, improvements in system security and system upgrades to cater for changes in statutory requirements and government network and IT requirements.

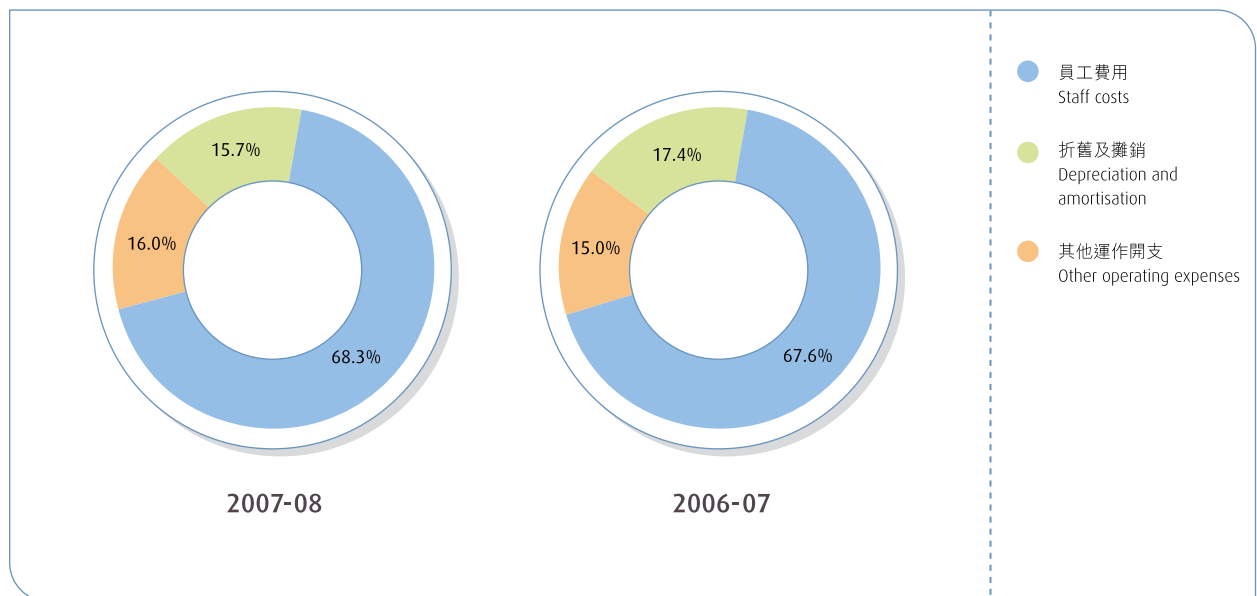
# 建立更優秀的團隊組織

## BUILDING A BETTER ORGANISATION

### 營業額 Turnover



### 運作支出 Operating Expenditure



截至二零零八年三月三十一日止的周年帳目表和審計署署長報告載於附錄C。

The Annual Accounts for the year ended 31 March 2008, together with the Report of the Director of Audit on the Accounts, are at Appendix C.

下表列出本處過去五年財務表現的主要數字：—

The table below provides some key figures on the Registry's financial performance in the past five years: —

	2003-04 百萬元 \$M	2004-05 百萬元 \$M	2005-06 百萬元 \$M	2006-07 百萬元 \$M	2007-08 百萬元 \$M
營業額 Turnover	234.4	270.0	298.2	322.2	366.4
運作成本 Operating costs	184.9	168.2	171.0	197.8	229.5
除稅後盈利 Profit after tax	48.2	85.1	114.1	118.6	130.1
付予政府的股息 Dividends paid to Government	14.5	25.5	57.1	59.3	65.1
固定資產平均淨值回報率 <sup>註</sup> Rate of return on average net fixed assets <sup>Note</sup>	9.8%	18.6%	22.6%	23.2%	26.8%

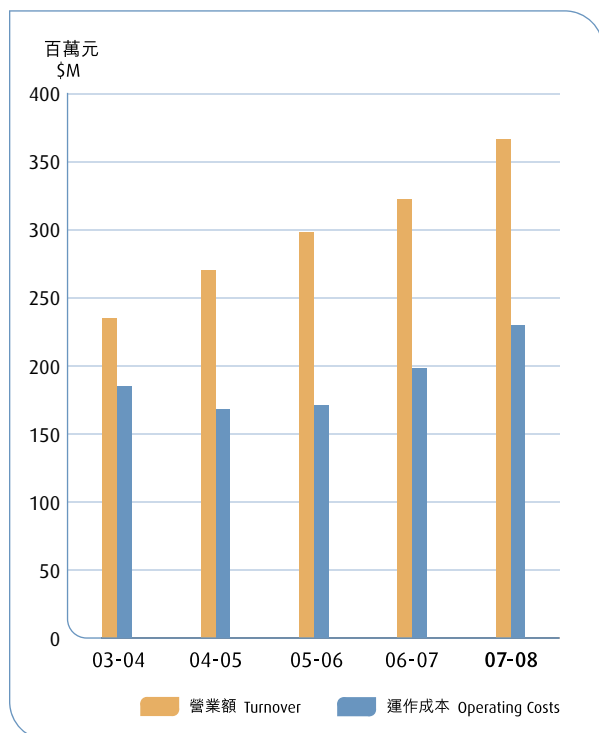
<sup>註</sup> 由二零零六至零七年度起，利息收入和支出不再計算在營運基金的目標回報率內。為了在相同基礎上作出比較，二零零三/零四至二零零五/零六年度的數字已作調整。

<sup>Note</sup> The target rates of return for trading funds have excluded interest income and expenditure from the calculation of return from 2006-07 onwards. The figures for 2003-04 to 2005-06 have been restated for the sake of comparison on a like-with-like basis.

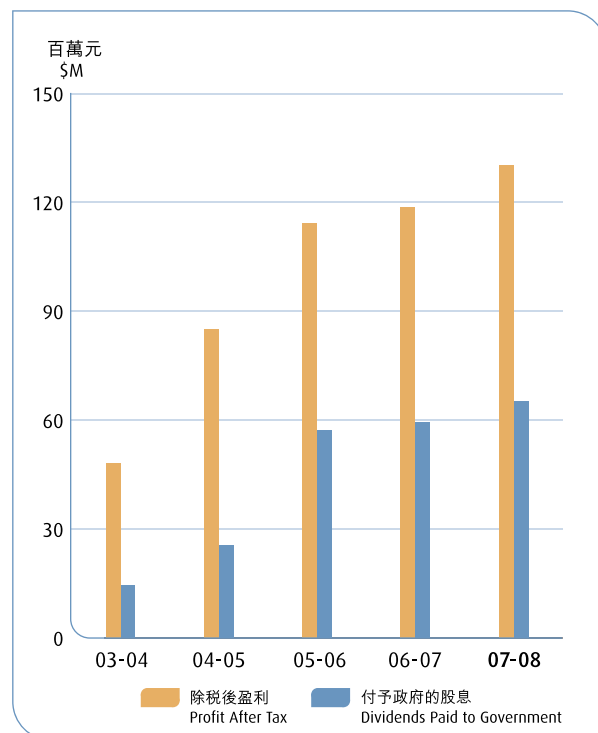
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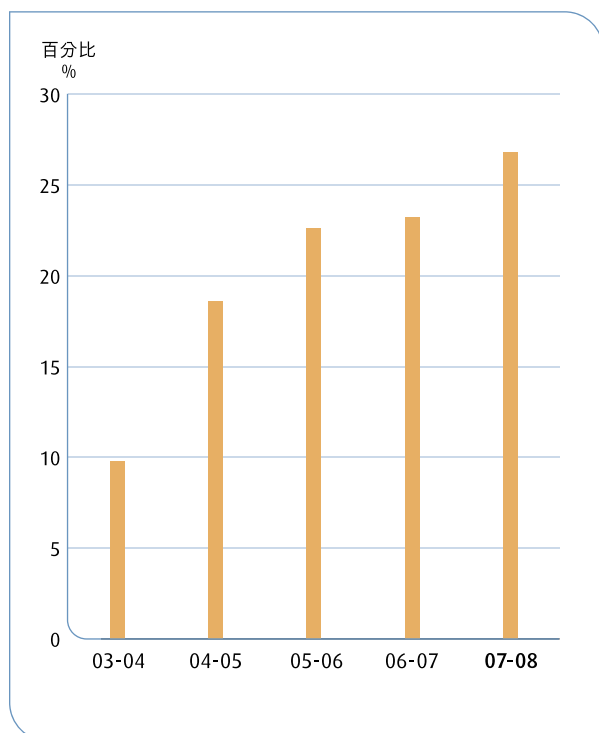
營業額及運作成本  
Turnover and Operating Costs



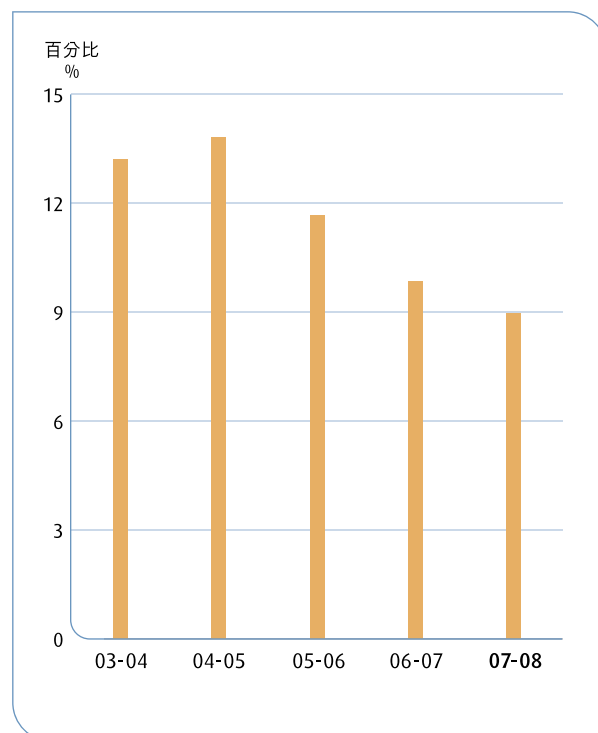
除稅後盈利及付予政府的股息  
Profit After Tax and Dividends Paid to Government



固定資產平均淨值回報率  
Rate of Return on Average Net Fixed Assets



負債與資本比率  
Gearing Ratio



## 社會責任

本處從社會責任著眼，致力在業務運作上保持崇高的廉潔標準，為社會作出更大貢獻，並提供一個促進員工發展的工作環境。

## 誠信管理

本處十分重視誠信管理，並且全力支持政府為提倡廉潔風氣，在香港維持一支持廉守正的公務員隊伍所做的工作。本處在二零零七至零八年度成立公司註冊處誠信管理委員會，就員工的誠信管理制訂長遠策略。委員會制訂了誠信管理綱領及二零零七至零八年度工作計劃，以提高本處人員對誠信事宜，以及各項規管操守和紀律的規例和指引的認識和警覺性。委員會定期舉行會議，以監察工作計劃的進度，並就本處的誠信管理措施進行檢討。

## 職業安全及健康

本處十分關注員工的職業安全及健康，因此在二零零零年成立公司註冊處安全委員會，定期開會討論工作地點的安全及健康風險，並提出有助改善本處員工安全及健康的措施和監察措施的推行情況。與此同時，處方亦鼓勵員工參加職業安全及健康訓練課程。

此外，本處定期進行職業安全巡查，以找出工作地點潛在的職安健風險，並就傳染病及應變計劃發出指引和內部通告。

## 室內空氣質素

本處參加了環境保護署舉辦的「辦公室及公眾場所室內空氣質素檢定計劃」，並獲頒證書，證明本處在金鐘道政府合署所佔用樓層的室內空氣質素，完全符合「良好」室內空氣質素指標的要求。

## Social Responsibility

From the Social Responsibility perspective, we aim to maintain the highest ethical standards in the conduct of our business, enhance our contribution to society and provide a nurturing working environment for our staff.

## Integrity Management

The Registry attaches great importance to integrity management and is dedicated to supporting the Government's sustained efforts to entrench an ethical culture and maintain a clean and honest civil service in Hong Kong. A Companies Registry Integrity Management Committee was set up in 2007-08 to formulate a long term staff integrity management strategy. The Committee developed an Integrity Management Plan and an Action Programme for 2007-08 to promote staff awareness of and alertness to integrity issues and various regulations and guidelines governing conduct and discipline. The Committee meets regularly to monitor the progress of the Action Programme and review the integrity-management measures of the Registry.

## Occupational Safety and Health

The Registry cares about the occupational safety and health of its staff. The Companies Registry Safety Committee was set up in 2000 and the committee meets on a regular basis to discuss issues in relation to safety and health risks in the workplace. The Committee also recommends and monitors measures for improving the safety and health of its staff. As a corollary, staff are encouraged to attend training courses on occupational safety and health issues.

In addition, the Registry conducts occupational safety inspections regularly to identify potential hazards in the workplace, and issues guidelines and internal circulars in respect of communicable diseases and contingency plans.

## Indoor Air Quality

We participated in the "Indoor Air Quality Certification Scheme for Offices and Public Places" organised by the Environmental Protection Department. A certificate was awarded to the Registry, certifying that the indoor air quality in the floors occupied by it in the Queensway Government Offices had fully met the standard of "Good" indoor air quality.

## 建立更優秀的團隊組織 BUILDING A BETTER ORGANISATION

### 社會服務

本處在二零零二年成立義工隊，幫助弱勢社群，貢獻社會。為響應一項慶祝香港特別行政區成立十周年的活動「公務義工傳愛心」，本處義工隊在二零零七至零八年度參與多項義工活動，包括義工服務研討會、義工之「星」耀香江及探訪香港仔長者中心。為表揚本處員工在義務工作方面作出的努力和貢獻，公務員事務局局長在二零零八年一月向本處義工隊頒發「最積極參與大獎」，以示嘉許。

### Social Services

The Companies Registry Volunteer Team was established in 2002 to help the underprivileged and to serve the community. In support of the "Civil Service Volunteer Action", which was one of the initiatives introduced to celebrate the 10th anniversary of the establishment of the HKSAR, our Volunteer Team participated in various volunteer activities in 2007-08, including a seminar on volunteer services, a volunteer star campaign and a visit to an elderly centre in Aberdeen. In recognition of the effort and contribution of our staff in volunteer activities, our Volunteer Team received the "Award for Active Participation" granted by the Secretary for the Civil Service in January 2008.



公司註冊處義工隊探訪長者中心  
Companies Registry Volunteer Team  
visiting an elderly centre

### 工作影子計劃

本處在二零零八年一月二十三日與國際成就計劃香港部攜手合作，舉辦為期一天的工作影子計劃。這項活動的目的在於幫助青年人了解實際工作環境，為投身社會作好準備，提早計劃未來。當日本處接待了12位中六學生，讓他們跟隨導師完成一天的日常工作。

### Job Shadowing

On 23 January 2008, the Registry joined hands with the Junior Achievement Hong Kong to host a one-day Job Shadowing programme. The programme was organised to expose young people to a real business environment, to equip them for the job market and to encourage them to make an early start in planning for their future. The Registry sponsored 12 Sixth Form students, who "shadowed" their workplace mentors as they went through a normal day at work.



來自明愛莊月明中學的學生  
參加工作影子計劃  
Students from the Caritas  
Chong Yuet Ming Secondary  
School participating in the Job  
Shadowing Programme

### 捐款活動

本處員工繼續發揮社區精神，積極參與多項捐款活動，例如公益金舉辦的公益綠「識」日、公益服飾日、公益行善「折」食日和僱員樂助計劃。此外，本處員工亦慷慨捐款救助四川地震災民。

### Donations

The Registry's staff continued to demonstrate their community spirit by actively participating in various donation programmes, such as the Green Day, Dress Special Day, Skip Lunch Day and the Community Assistance Raised by Employees Scheme organised by the Community Chest. They also contributed generously to the relief efforts for the Sichuan earthquake victims.



本處員工參加公益金百萬行  
Staff participating in Community  
Chest's Walk for Millions



# 建立更優秀的團隊組織

## BUILDING A BETTER ORGANISATION

### 環境保護

本處十分認同保護環境的重要性，並致力以環保的方式，拓展本處各方面的服務和運作。業務經理已獲委任為環保經理，並在四名助理環保經理的協助下，負責推展部門各項環保措施和監督措施的推行。本處採納的環保政策和原則如下：—

鼓勵妥善使用能源和物料。為此，本處購買環保產品，並採納三項物料使用原則 — 減少廢物、廢物再用、循環再用  
提高員工的環保意識，鼓勵他們實踐該三項物料使用原則  
遵從環保方面的法例、規例及標準

盡量減少廢物及污染物，確保廢物得到妥善處理  
採用環保技術、盡量減少可能對環境造成的不良影響，以及繼續尋求方法對環保作出更大貢獻，作為長遠的環保措施

在有需要時進行環境審核

在二零零七至零八年度，本處參加了環境保護署舉辦的「辦公室及公眾場所室內空氣質素檢定計劃」，並獲頒證書，證明本處在金鐘道政府合署所佔用樓層的室內空氣質素，完全符合「良好」室內空氣質素指標的要求。

### 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 friendly manner. The Business Manager has been appointed as the Green Manager who, together with four Assistant Green Managers, has been tasked to promote and oversee the development and implementation of green measures in the Registry. We have adopted the following environmental policies and principles: —

Encouraging the efficient use of energy and materials by adopting green purchasing and the three "R" principles — Reduce, Re-use and Recycle materials

Maintaining a high level of environmental awareness amongst staff and encouraging them to practise the 3 Rs

Complying with legislation, regulations and standards on environmental protection

Minimising waste and ensuring its safe handling

Pursuing environmental protection through the adoption of environmentally friendly technologies, minimisation of possible adverse impact on the environment and continuing to find ways to improve the Registry's environmental performance

Conducting environmental audits as and when necessary

In 2007-08, we participated in the "Indoor Air Quality Certification Scheme for Offices and Public Places" organised by the Environmental Protection Department. A certificate was awarded to the Registry, certifying that the indoor air quality in the floors it occupied in the Queensway Government Offices fully met the standard of "Good" indoor air quality.

我們的環保目標和實際表現載於下表：—

Our targets and actual performance on various green measures are as follows: —

	2007 目標 Target 百分比 %	2007 實際表現 Performance 百分比 %	2008 目標 Target 百分比 %
<b>減少廢物</b> Waste Minimisation			
利用已使用紙張的空白一面草擬文件 using blank side of used paper for drafts	100	100	100
使用循環再造紙張 / 無木漿紙張 using recycled/wood-free paper	100	99	100
使用舊信封或可多次使用的環保信封 re-using envelopes or using transit envelopes	98	98	98
使用可替換筆芯的原子筆 using refillable ball pens	100	100	100
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	100	99	100
<b>回收廢物以便循環使用 / 再次使用</b> Waste Recovery for Recycling/Re-use			
收集廢紙 collection of waste paper	98	98	98
收集使用過的打印機色粉盒 collection of used printer cartridges	100	100	100
<b>節省能源</b> Energy Conservation			
確保在辦公時間外，關掉電燈、影印機等 routine checking to switch off lights, photocopiers, etc. outside office hours	100	100	100
<b>在節日期間採取的措施</b> Measures during Festive Seasons			
使用舊有裝飾物品 re-using decorations	100	100	100

行政長官在二零零六年十一月二十七日代表香港特區政府簽署《清新空氣約章》(約章)。在二零零七至零八年度，本處繼續根據約章的原則和精神，致力改善空氣質素和減少空氣污染物排放量。同時，本處亦會繼續致力減少耗用能源和紙張，並推廣各項環保措施。

The Chief Executive signed the Clean Air Charter (the Charter) on behalf of the Government of the HKSAR on 27 November 2006. In 2007-08, we continued to contribute to improving air quality and reducing the emission of air pollutants in accordance with the principles and spirit of the Charter. We will also continue with our efforts to reduce energy and paper consumption and promote awareness of green measures.

# 建立更優秀的團隊組織

## BUILDING A BETTER ORGANISATION

### 風險管理

本處的業務運作透過多個資訊科技系統進行，例如「公司註冊處綜合資訊系統」和內部電郵通訊系統。為確保這些系統能為本處的業務帶來效益，並盡量減低資訊科技風險，本處成立了一個由公司註冊處處長、財經事務及庫務局一名代表及本處其他高層人員組成的發展督導委員會，監察本處的資訊科技工作及其與本處核心業務的配合，以確保資訊科技系統有助達成本處的使命、政策和目標。

本處制訂了一個業務持續運作計劃，以減低系統故障帶來的業務風險。這項計劃包括一個可以支援重要功能或運作，並確保維持最低限度服務的運作復原系統。此外，本處定期進行運作復原演習，以確保運作復原系統操作正常。

資訊科技系統一旦發生保安事故，會對業務造成重大損失。為確保資訊保安穩妥，本處制訂了資訊科技保安政策、運作復原計劃、應變計劃、資訊保安事故處理指引、終端用戶的資訊科技保安指示及部門應變計劃，使員工有所遵循。除了這些指引和指示外，本處繼續定期提供最新的資料，以提高員工對資訊保安的認識，並促進員工遵行各項保安政策和指示，包括如何妥善使用便攜式電子儲存裝置。此外，本處亦聘請獨立的審計員定期進行資訊保安審計工作，以審查本處在資訊科技保安方面採取的保護措施。

### Risk Management

The business of the Registry is carried out through various information technology (IT) systems, such as the Integrated Companies Registry Information System and internal e-mail communication system. To ensure that the systems add value to our business and to minimise IT risks, the Registry has established a Development Steering Committee, comprising the Registrar of Companies, a representative from the Financial Services and the Treasury Bureau and other senior members of the Registry to oversee, inter alia, the Registry's IT functions and their interface with the Registry's core business activities to ensure the alignment of IT systems with the corporate mission, policies and objectives.

The Registry has developed a business continuity plan to reduce business risk in the event of a disruption. This includes a disaster recovery system supporting critical functions or operations and ensuring the continuity of a minimum level of services. We have also conducted disaster recovery drills periodically to ascertain the proper functioning of the disaster recovery system.

IT security failure is costly to business. To ensure information security, we have developed IT security policy, Disaster Recovery Plan, Contingency Plan, Guidelines on Information Security Incident Handling, End User Instructions on IT Security and Departmental Contingency Plan for observance by staff. On top of these guidelines and instructions, we have continued to provide regular updates to staff with a view to fostering security awareness and compliance with various security policies and instructions, including the proper use of portable electronic storage devices. Regular IT security audits are also performed by independent auditors to examine the Registry's IT security protection measures.