



財務與組織 FINANCE AND ORGANISATION

財務狀況

一九九三年八月一日，本處根據前立法局通過的決議成立營運基金。《營運基金條例》(第430章)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。本處作為營運基金部門，必須在財政自給的基礎上，按照商業原則運作。營運基金的周年帳目表必須按照公認會計原則製備，經審計後提交立法會省覽。

在二零零八至零九年度，本處的營業額上升了6.3%，達3億8,930萬元(二零零七至零八年度：3億6,640萬元)，而盈餘則上升3.5%，達1億3,470萬元(二零零七至零八年度：1億3,010萬元)。年內，本處所運用固定資產平均淨值的回報率達30.6%，上年度則為26.8%。

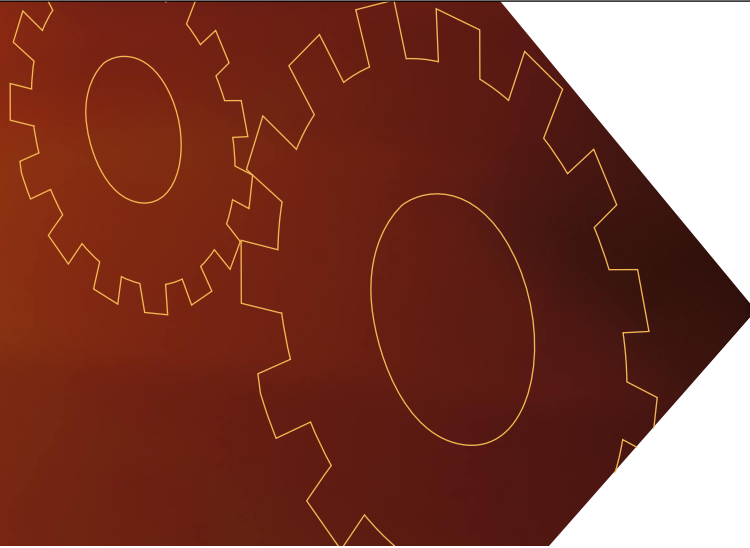
本處的財政狀況依然十分健全。截至二零零九年三月三十一日，營運基金資本及保留盈利合計為6億5,530萬元，而資產淨值則增加了近10%，達7億9,010萬元。本處基本上沒有借貸——負債主要包括員工所積存假期的貨

Finance

By a resolution of the Legislative Council, the Registry was established as a trading fund on 1 August 1993. The Trading Funds Ordinance (Cap. 430) 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. As a trading fund department, the Registry is required to operate on a self-financing basis and commercial principles. The annual accounts of a trading fund must be prepared in accordance with generally accepted accounting principles, audited and tabled before the Legislative Council.

In 2008-09, turnover was up by 6.3 per cent to \$389.3 million (2007-08: \$366.4 million) and surplus increased by 3.5 per cent to \$134.7 million (2007-08: \$130.1 million). The Registry achieved a 30.6 per cent return on the average net fixed assets employed for the year, compared to 26.8 per cent for the previous year.

The Registry's financial position remains very strong. As at 31 March 2009, the trading fund capital together with retained earnings amounted to \$655.3 million. Net assets have been increased by nearly 10 per cent to \$790.1 million. The Registry essentially had no borrowing – its liabilities mainly consisted of the monetised value



幣化價值、「公司註冊處綜合資訊系統」(綜合系統)登記客戶的預付款項、稅款及應累算費用。另一方面，手頭現金及銀行存款總計為4億9,800萬元(二零零七至零八年度：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。

自一九九三年八月一日以來，本處所運用固定資產平均淨值的回報率，穩健地平均每年達15.6%，超逾8.3%的目標回報率。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。

of the untaken leave of its staff, prepayments received from the registered users of the Integrated Companies Registry Information System (ICRIS), taxation and accrued expenses. On the other hand, cash and placements with banks amounted to \$498 million (2007-08: \$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 necessitated by changes in statutory requirements and government network and IT developments.

The average annual rate of return on the average net fixed assets employed since 1 August 1993 stands at a healthy level of 15.6 per cent, exceeding the target rate of 8.3 per cent. This remarkable achievement was attributable to our continuous efforts to enhance productivity and efficiency of service.

財務與組織

FINANCE AND ORGANISATION

本處過去多年累積的盈餘，為本處推行發展項目提供了資金。開發綜合系統及《公司條例》重寫工作第一階段的開支，將會全數由本處的儲備支付。

The 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 ICRIS and Phase I of the rewrite of the Companies Ordinance would be funded from the Registry's reserves.

二零零八至零九財政年度的周年帳目表和審計署署長報告載於附錄C。

The Annual Accounts for the 2008-09 financial year, 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：—

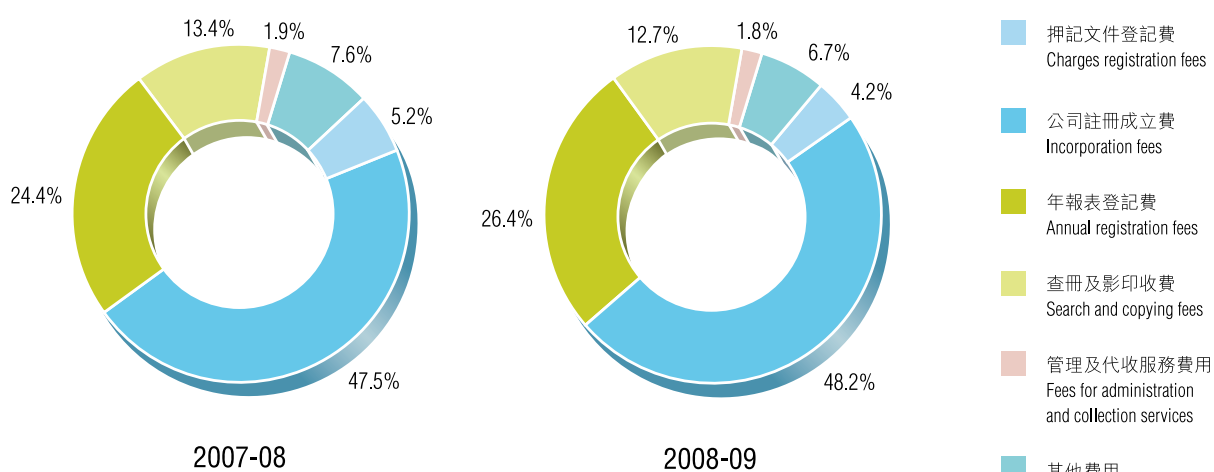
Some key figures on the Registry's financial performance in the past five years are set out in the table below: —

(數字以百萬元為單位) (Figures in \$ million)	2004-05	2005-06	2006-07	2007-08	2008-09
營業額 Turnover	270.0	298.2	322.2	366.4	389.3
運作成本 Operating costs	168.2	171.0	197.8	229.5	242.5
除稅後盈利 Profit after tax	85.1	114.1	118.6	130.1	134.7
已付予/須付予政府的股息 Dividends paid / payable to Government	25.5	57.1	59.3	65.1	134.7
固定資產平均淨值回報率 ^註 Rate of return on average net fixed assets ^{Note}	18.6%	22.6%	23.2%	26.8%	30.6%

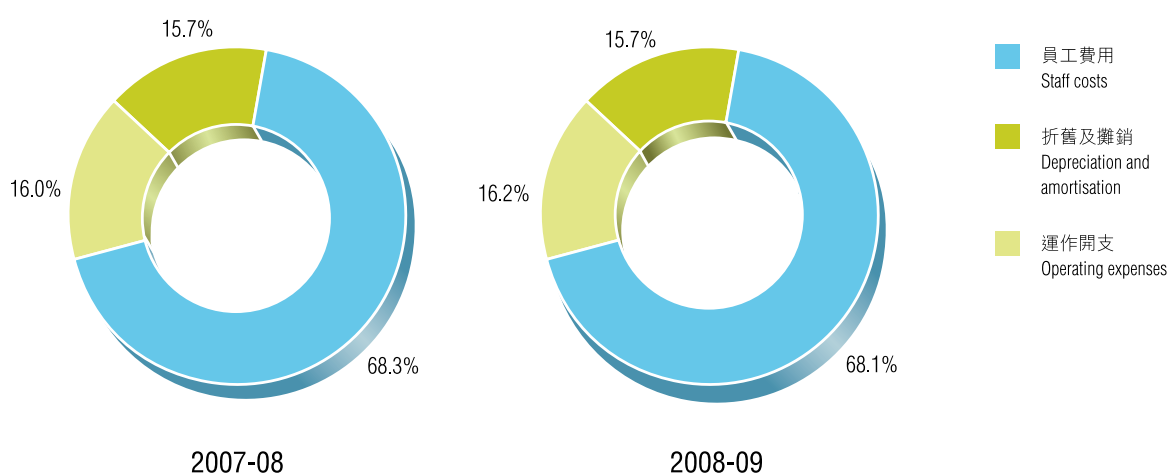
^註 由二零零六至零七年度起，利息收入和支出不再計算在營運基金的目標回報率內。為了在相同基礎上作出比較，二零零四至零五及二零零五至零六年度的數字已作調整。

^{Note} 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 2004-05 and 2005-06 have been restated for the sake of comparison on a like-with-like basis.

營業額 Turnover



運作成本 Operating Costs



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職能與組織

職能

本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，讓公眾人士查閱並取得本處各類法定登記冊所備存的公司資料

執行條例

確保公司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 Registry was established as a government department on 1 May 1993 and, later, a trading fund department on 1 August 1993. 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 and trust companies 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

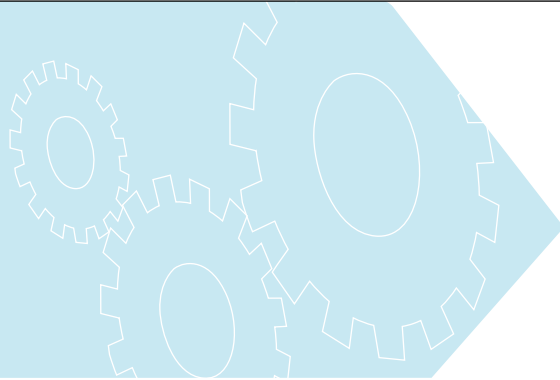
To provide the public with services and facilities for inspecting and obtaining company information kept by the Registry on the various statutory registers

• Enforcement

To ensure compliance by companies 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

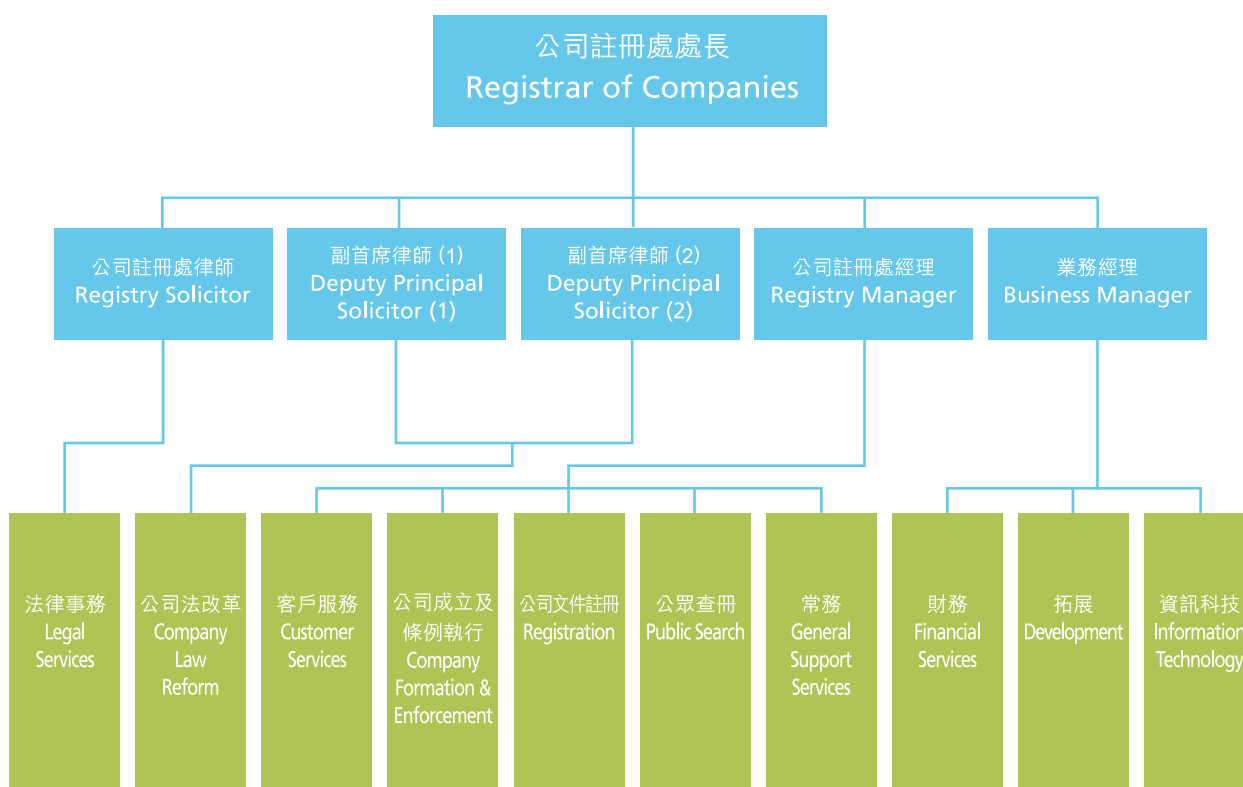
截至二零零九年三月三十一日，本處共有337名員工，其中278名為公務員，其餘59名為合約員工。在二零零八年三月三十一日，本處聘用的員工共有349名。人手減少主要是由於二零零八至零九年度下半年處理的個案數目下降。

本處在二零零八至零九年度的組織架構如下：—

Organisation

As at 31 March 2009, the Registry had a total of 337 staff, of whom 278 were civil servants and 59 were contract staff, as compared with the manpower strength of 349 as at 31 March 2008. The decrease was mainly attributable to the drop in caseload in the latter half of 2008-09.

The Registry's organisation for 2008-09 was as follows: —



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總部的管理人員
Managers of the Headquarters Team



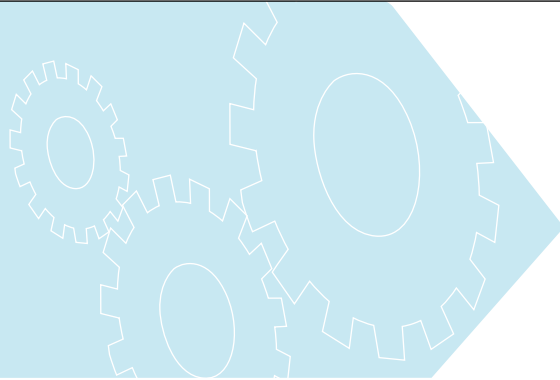
公司成立及條例執行部的管理人員
Managers of the Company Formation and Enforcement Division



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，為市民提供優質服務。處方制訂了二零零八至零九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。由二零零八至零九年度起，本處委任一名總公司註冊主任職級的人員擔任公司註冊主任職系的訓練主任。

二零零八年十一月，本處成功安排兩名高級公司註冊主任到國家工商管理總局及北京市工商行政管理局參加為期一星期的實習交流。

本處繼續資助所有員工修讀與工作有關的課程及參加考試。除了公務員培訓處及其他機構舉辦的培訓活動外，本處也有為員工舉辦內部研討會和培訓班，包括新招聘人員入職課程、簡介會及一系列公司法講座：—

香港中文大學劉殖強教授主講「企業管治在亞洲的發展」

悉尼大學 Jennifer Hill 教授主講「企業管治改革中不斷演變的『遊戲規則』」

香港中文大學王江雨教授主講「中國公司法最新發展」

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 Departmental Training and Development Plan for 2008-09 was drawn up to meet the operational needs of the Registry as well as to facilitate the development of staff members. A Training Officer, at Chief Companies Registration Officer rank, has been appointed since 2008-09 for the Companies Registration Officer grade.

In November 2008, the Registry successfully arranged a one-week training attachment for two Senior Companies Registration Officers to the State Administration for Industry and Commerce and Beijing Administration for Industry and Commerce.

The Registry has continued to provide financial support to all staff in attending work-related courses and examinations. In addition to the training provided by the Civil Service Training and Development Institute and other bodies, in-house seminars and training sessions were conducted. They included induction programme for new recruits, briefing sessions and a series of Company Law Lectures: —

- "Development of Corporate Governance in Asia" by Professor CK Low of The Chinese University of Hong Kong
- "Evolving 'Rules of the Game' in Corporate Governance Reform" by Professor Jennifer Hill of the University of Sydney
- "Recent Development of Company Law in China" by Professor Wang Jiangyu of The Chinese University of Hong Kong

財務與組織

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香港交易及結算所有限公司上市科上市規則執行部總監詹銘信先生主講「董事的角色」

在二零零八至零九年度，員工參加培訓課程的總日數達520天。

溝通

本處十分重視與員工溝通。由管方及員方代表組成的委員會，例如部門協商委員會、職員康樂活動籌委會及公司註冊處安全委員會定期召開會議，討論有關本處員工福祉的事宜。

公司註冊處處長定期與所有部別的管理人員聚會，討論與本處運作及發展有關的事項。

員工關係

年內，本處舉辦各式各樣的聯誼及康樂活動，以促進員工關係和健康。為慶祝本處成立15周年，我們舉辦了15周年海下灣珊瑚之旅，約有一百名員工及家屬參加。在二零零八至零九年度舉辦的其他活動包括：澳門、中山兩日一夜美食觀光之旅、職業安全健康影片放映會、興趣班及聖誕自助餐

- "The Role of Directors" by Mr Stephen Jamieson, Vice President, Listing Enforcement, Listing Division of Hong Kong Exchanges and Clearing Limited

In 2008-09, a total of 520 training days were undertaken by staff.

Communication

The Registry values communication with staff. Committees such as the Departmental Consultative Committee, the Staff Recreation Committee and the Companies Registry Safety Committee, which comprise representatives from both management and staff sides, meet regularly to discuss matters which affect the well-being of members of the Registry.

The Registrar of Companies holds regular gatherings with all divisional managers to discuss topical issues relating to the operation and development of the Registry.

Staff Relations

During the year, the Registry organised various kinds of social and recreational activities to enhance staff relations and physical well-being. In celebration of the 15th Anniversary of the Registry, an outing to Hoi Ha Wan was held. The event was attended by about a hundred staff and their family members. Other activities held in 2008-09 included a two-day trip to Macau and Zhongshan, video shows on occupational safety and health, interest classes



香港中文大學劉強教授主講
「企業管治在亞洲的發展」
Talk on "Development of Corporate Governance in Asia" given by Professor CK Low of The Chinese University of Hong Kong

15周年西貢及海下灣珊瑚之旅
15th Anniversary outing to Sai Kung
and Hoi Ha Wan



本處的首長級人員在聖誕聯歡會上
向員工祝酒

The Registry's Directorate proposing a toast
to the Registry's staff at the Christmas party



中國傳統繩結班
Traditional Chinese knot making class



遊覽澳門和中山
Outing to Macau and Zhongshan

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餐聯歡會。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。

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。該計劃設有五個獎項，分別是工作表現獎、最佳建議獎、最佳服務獎、最佳櫃檯職員獎及好人好事獎。

在二零零八至零九年度，本處各項服務的表現都超出了所承諾的指標，因此所有合資格員工均獲得工作表現獎，以表揚員工的努力和傑出表現。在二零零八年，新公司註冊組提供的「新本地公司註冊」服務，第六次獲本處客戶選為最佳服務獎的得獎組別。本處定下的目標，是在四個工作天內提供該項服務的個案比率須達總數的90%，而新公司註冊組在二零零八至零九年度的表現超出服務指標，提供服務的個案比率達98.7%。最佳櫃檯職員獎的15位得主由本處的櫃檯客戶選出，所收回的投票表格共有1,586份。這個獎項有助培養員工作出承擔，以禮待客，提供高效率的服務。

and the Christmas party cum lunch buffet. As an initiative to boost staff welfare, the Registry has provided a multi-purpose room for use by staff members since May 2008.

Staff Motivation and Recognition

The Registry has implemented a Staff Motivation Scheme to promote awareness of, commitment to and continuous enhancement of performance pledges. The Scheme consists of five awards, namely, the Registry Performance Award, the Best Suggestion Award, the Best Service Award, the Best Counter Staff Award and the Good People and Good Deeds Award.

As the Registry has exceeded the targets of all pledges for 2008-09, the Registry Performance Award was granted to all eligible staff to recognise their efforts and excellent performance. In 2008, registration of new local companies, which is a service provided by the New Companies Section, was voted by our customers as the winner of the Best Service Award for the sixth time. The target standard for the service was to complete 90 per cent of all cases within four working days. In 2008-09, the performance of the New Companies Section exceeded the target standard and the Section was able to achieve the target in 98.7 per cent of the cases. Fifteen winners of the Best Counter Staff Award were selected by our counter customers who returned 1,586 voting forms. The award has helped to instill a sense of commitment in staff to provide a courteous and efficient service.



「最佳服務獎」的優勝者 — 新公司註冊組
The winner of the Best Service Award —
the New Companies Section

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。在二零零八至零九年度，本處有四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17名。

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，為整體社會作出更大貢獻，並為員工提供一個健康的工作環境。

同心展關懷2008-09

在二零零八年，本處首次參加由香港社會服務聯會舉辦的「同心展關懷 / 商界展關懷」計劃，並獲嘉許為一「同心展關懷」機構，以表揚本處在鼓勵義務工作、關心員工家庭、聘用弱勢社群及樂於捐助社群方面的成就，而本處有兩名人員獲提名為該項計劃的關懷大使。

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 2008-09, four officers from the Registry received the Long and Meritorious Service Travel Awards and 17 officers were awarded the Long and Meritorious Service Certificates.

Social Responsibility

From the social responsibility perspective, we strive to maintain the highest ethical standards in the conduct of our business, enhance our contributions to the society as a whole and provide a healthy working environment for our staff.

Caring Organisation 2008-09

For the first time, the Registry participated in the Caring Organisation / Company Scheme organised by the Hong Kong Council of Social Services in 2008 and was recognised as a Caring Organisation because of its achievements in the areas of volunteer work, employee friendliness, employment of the vulnerable and donations. Two of the Registry's officers have been nominated as Caring Ambassadors under the Scheme.



本處的關懷大使周淑妍女士和郭觀好女士攝於「同心展關懷」嘉許典禮上
Our Caring Ambassadors, Ms Susanna Chow and Ms Sally Kwok, at the Caring Organisation Award Recognition Ceremony

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年內，本處員工繼續發揮社區精神，積極參與多項捐款活動，特別是捐款救助四川地震災民。二零零九年三月，本處有兩名員工參加「豐博愛單車百萬行2009」，在這項香港首次舉辦的單車百萬行活動中，他們分別贏得個人組最高籌款金獎及銅獎。參加者從大埔海濱公園出發，經吐露港單車徑，以沙田公園為終點，全程10公里。這項活動除了倡導綠色生活理念外，更為博愛醫院多元化的服務籌得經費300萬元。

社會服務

本處在二零零二年成立義工隊，扶助弱勢社群，關懷長者，貢獻社會。在二零零八至零九年度，本處義工隊參與多項義工活動，包括到香港仔探訪老人中心、帶領匡智元朗晨樂學校的智障學生遊覽香港濕地公園，以及參與香港盲人輔導會和公益金的售旗日。本處義工隊及其他員工更編織了百多條頸巾，在探訪老人中心期間送給長者，以表心意。為表揚本處義工隊二零零八年在義務工作方面的貢獻，社會福利署推廣義工服務督導委

During the year, the Registry's staff continued to demonstrate their community spirit by actively participating in various donation programmes, in particular, the relief efforts for the Sichuan earthquake victims. In March 2009, two of our staff participated in the HSBC Pok Oi Cycle for Millions 2009, the first of its kind in Hong Kong. They won the champion and second runner-up awards in the personal fund-raising group. The charity ride started at Tai Po Waterfront Park and routed through the Tolo Harbour Cycle Track to Shatin Park, totalling a distance of 10 kilometres. The event not only promoted awareness of the need for a green community, it also raised \$3 million to support Pok Oi Hospital's diversified range of services.

Social Services

The Companies Registry Volunteer Team was established in 2002 to help the underprivileged, the aged and to serve the community. In 2008-09, our Volunteer Team participated in various volunteer activities, including a visit to an elderly centre in Aberdeen, a trip to Hong Kong Wetland Park with the mentally handicapped pupils of Hong Chi Morningjoy School, Yuen Long, and the flag days of the Hong Kong Society for the Blind and the Community Chest. In support of the elderly, our Volunteer Team and other fellow staff members knitted over a hundred scarves for distribution to the elderly during the visit to the elderly centre in Aberdeen. In appreciation of the volunteer



陳綺華女士和衛家忻先生分別贏得「豐博愛單車百萬行2009」的個人組最高籌款金獎及銅獎
Ms Eva Chan and Mr Andy Wai won the Champion and 2nd runner-up awards respectively in the personal fund-raising group at the HSBC Pok Oi Cycle for Millions 2009



本處義工隊探訪老人中心
Our Volunteer Team visiting an elderly centre

本處員工編織了百多條頸巾送給長者
Over 100 scarves were knitted by
our staff for the elderly



與匡智元朗晨樂學校的學生
遊覽香港濕地公園
Visiting the Hong Kong Wetland Park with students
of Hong Chi Morningjoy School, Yuen Long

財務與組織

FINANCE AND ORGANISATION

員會向本處頒發銅獎。此外，義工隊四名成員亦因表現傑出而獲頒發義工服務銀獎 / 銅獎。

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，定期開會討論與工作間的安全及健康風險有關的事宜，並提出有助促進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，以找出工作間潛在的職安健風險，並發出與傳染病及應變計劃有關的指引和內部通告。

在人類豬型流感爆發期間，本處迅速採取主動，協助員工做好抗疫準備，盡量減低對本處所提供服務的影響。處方向全體人員發放新消息和健康須知，使員工對最新發展保持警覺。公司註冊處處長啟動緊急事故管理指揮小組，以便制定抗疫策略及檢討應變計劃的成效。同時，本處亦加強了辦事處，特別是公眾地方的清潔工作，並加裝噴霧消毒裝置，供公眾人士使用。此外，本處又提供防護物品，供員工在工作間使用。

services provided by our Volunteer Team in 2008, the Steering Committee on Promotion of Volunteer Service of the Social Welfare Department presented the Registry with the Bronze Award for Volunteer Service. Four members of our Volunteer Team received Silver/Bronze Awards for their outstanding volunteer service.

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 matters.

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.

During the outbreak of human swine influenza, the Registry took swift and proactive actions in getting staff prepared to fight against the pandemic and minimise its effect on the services we delivered. Timely updates and health advice were sent to all staff members to keep them alert of the latest developments. The Registrar of Companies set up an Emergency Management Command Team to map out strategies to fight against the pandemic and review the effectiveness of our contingency plans. The Registry also stepped up cleansing services in its premises, in particular the public areas and installed additional disinfectant spray devices for use by members of the public. Protective equipment was provided to staff members for their use in the workplace.

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，證明本處位於金鐘道政府合署的辦事處室內空氣質素完全符合「良好」室內空氣質素指標的要求。

工作影子計劃

二零零九年二月，本處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，為投身社會做好準備，提早計劃未來。當天本處接待了11位來自順利天主教中學的中六學生，讓他們跟隨工作導師完成一天的日常工作。

Indoor Air Quality

We participated in the "Indoor Air Quality Certification Scheme for Offices and Public Places" organised by the Environmental Protection Department and was awarded a certificate certifying that the indoor air quality in the Registry's premises at Queensway Government Offices had fully met the standard of "Good" indoor air quality.

Job Shadowing

In February 2009, 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 eleven Sixth Form students of Shun Lee Catholic Secondary School, who "shadowed" their workplace mentors as they went through a normal day at work.



順利天主教中學的學生在工作導師指導下工作
Students from the Shun Lee Catholic Secondary School
working under the guidance of their workplace mentors

財務與組織 FINANCE AND ORGANISATION

環境保護

業務經理是本處的環保經理，環保經理與六名助理環保經理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：—

提高員工的環保意識，鼓勵他們實踐三項物料使用原則 — 減少廢物、廢物再用、循環再用

遵從環保方面的法例、規例及標準

購買環保產品，並採納該三項物料使用原則，從而善用能源和物料

盡量減少廢物及污染物，確保廢物得到妥善處理

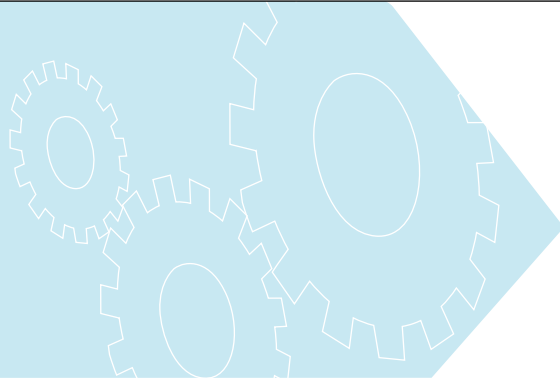
採用環保技術、盡量減少可能對環境造成的不良影響，以及繼續尋求方法對環保作出更大貢獻，作為長遠的環保措施

在有需要時進行環境審核

Environmental Protection

The Business Manager acts as the Registry's Green Manager. The Green manager and six Assistant Green Managers have 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: —

- Maintaining a high level of environmental awareness among staff and encouraging them to practise the three "R" principles – Reduce, Re-use and Recycle materials
- Complying with legislation, regulations and standards on environmental protection
- Ensuring the efficient use of energy and materials by adopting green purchasing and the three "R" principles
- 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 enhance the Registry's environmental performance
- Conducting environmental audits as and when necessary



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: —

	2008 目標 Target 百分比 %	2008 實際表現 Performance 百分比 %	2009 目標 Target 百分比 %
減少廢物 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	99	99
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	100	100
回收廢物以便循環使用 / 再次使用 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
節省能源 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
在節日期間採取的措施 Measures during Festive Seasons			
循環使用舊有裝飾物品 re-using decorations	100	100	100

在二零零八至零九年度，本處繼續根據《清新空氣約章》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，本處會繼續致力減少耗用能源和紙張，並推廣各項環保措施。我們相信，當「公司註冊處綜合資訊系統」第二階段實施後，耗用的紙張會進一步減少。

In 2008-09, we continued to contribute to improving air quality and reducing the emission of air pollutants in accordance with the principles and spirit of the Clean Air Charter. We will also continue with our efforts to reduce energy and paper consumption and promote awareness of green measures. With the implementation of Phase II of the Integrated Companies Registry Information System, we trust that this will further reduce the use of paper.