

06



# 企業管治及社會責任

Corporate Governance & Social Responsibility

健全管治，持續發展

Good governance ensures sustained development.



*esponse*

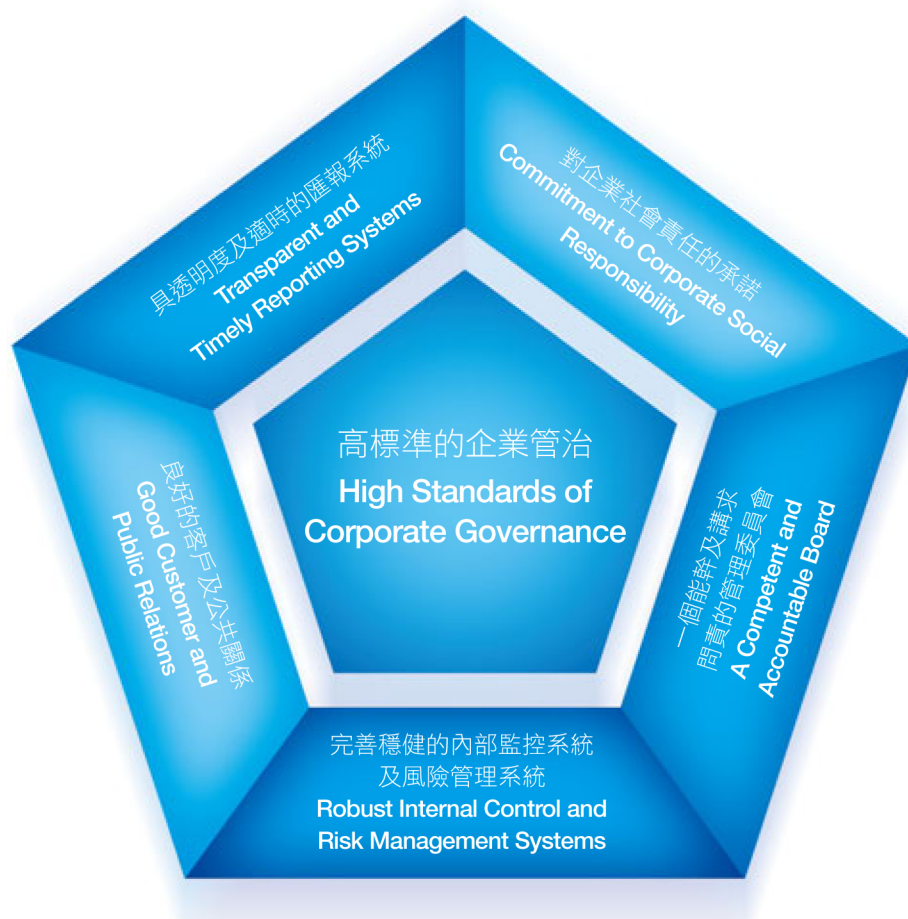
着重回應

## 公司註冊處企業管治政策聲明 Companies Registry's Corporate Governance Policy Statement

為培養良好的管治文化，本處於二零一二年五月發表了公司註冊處企業管治政策聲明。該聲明制訂了本處的企業管治綱領，並就如何在本處應用管治原則提供指引，以維持最高的企業管治標準。

To instil a culture of good governance, the Companies Registry Corporate Governance Policy Statement was promulgated in May 2012. The Statement establishes the Corporate Governance Framework of the Registry and gives guidance on how the governance principles are applied in the Registry in order to uphold the highest standards in this respect.

### 公司註冊處企業管治綱領 Companies Registry Corporate Governance Framework



企業管治政策聲明的內容載於附錄H。作為一間企業監管機構，本處認同良好的企業管治十分重要。企業管治對確保本處運作的效率及效能起着關鍵的作用。妥善的管治不但可以提升公眾對本處企業管治能力及誠信的信心和信任，還能提升員工對部門的滿意度。

The text of the Corporate Governance Policy Statement is provided in Appendix H. As a corporate regulator, the Registry recognises the utmost importance of good governance which plays a decisive role in ensuring the efficiency and effectiveness of the Registry's operations. Proper governance underpins not only the public's confidence and trust in the Registry's capability and integrity but also the level of satisfaction of its employees.



## 內部監控及問責制度 Internal Control and Accountabilities

### 委員會

本處致力維持高水平的企業管治及成效卓著的內部監控，建立了十分全面的管治架構，包括管理委員會及四個專責委員會。

管理委員會負責管理本處業務並訂定本處的策略方向，目的是達成本處的理想和使命。委員會由公司註冊處處長領導，成員包括本處全體首長級人員。委員會每月(或因應需要更頻密)舉行會議，討論、檢討並監察本處的主要措施及工作，並確保妥善地遵從所有程序和規例。

管理委員會成立了四個專責委員會，各有清晰及特定的職權範圍，負責監督本處的運作、提高效率，確保管理穩妥，分別涵蓋發展、部門編制、誠信管理及投資策略等範疇。這些專責委員會定期舉行會議，討論並評估現行程序及策略，向管理委員會作出建議，以持續監察及加強良好之企業管治常規。

### 委員會

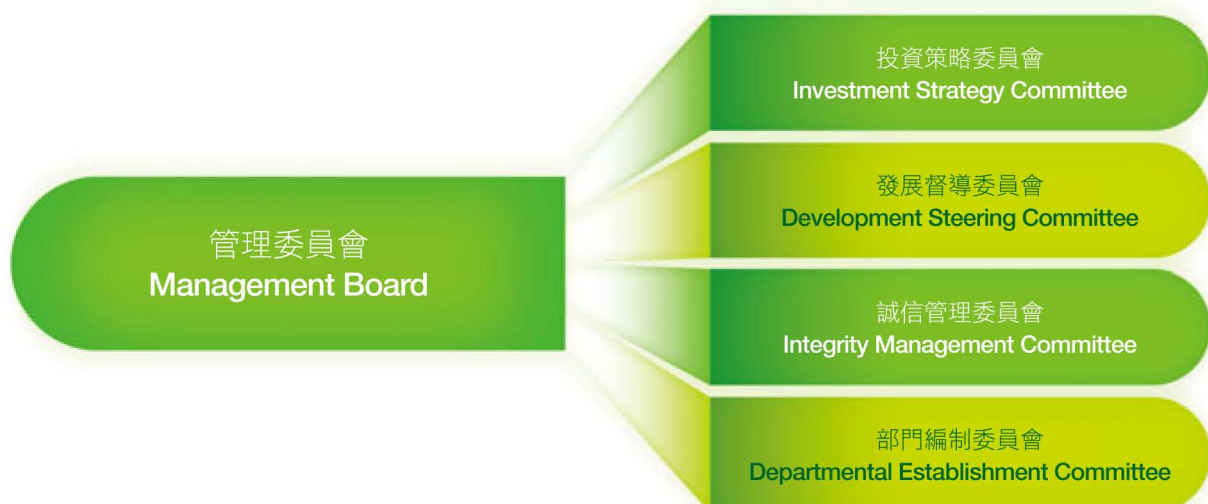
#### Board and Committees

### Board and Committees

The Registry is committed to maintaining a high standard of corporate governance and effective internal control by establishing a comprehensive governance framework composed of the Management Board and four specific committees.

The Management Board is responsible for managing the Registry's business affairs and setting strategic directions with the aim of achieving its vision and mission. It is headed by the Registrar of Companies and composed of all directorate officers of the Registry. A Board Meeting is conducted on a monthly basis, or more frequently if necessary, to discuss, review and monitor the Registry's major initiatives and activities and to ensure that all procedures and regulations are properly followed.

The Board has set up four committees with clear and specific terms of reference to oversee the Registry's operation, enhance efficiency and ensure proper management, covering the areas of development, departmental establishment, integrity management and investment strategy. The committees meet regularly to discuss and evaluate existing procedures and strategies and make recommendations to the Board for continual monitoring and enhancement of good corporate governance practices.





## 規則與規例

雖然本處根據《營運基金條例》（第430章）以營運基金部門的形式運作，但我們在處理採購及其他事宜時仍須遵從適用的部門指引，以及相關的政府規則及規例行事。此外，本處亦定期向員工公布並重新傳閱內部的運作指引和通告，以加深員工對有關規定的認識。

## 整體工作及業務計劃

為達致業務及政策目標，本處每年均會在整體工作及業務計劃內載列短期及長遠策略。計劃須提交財經事務及庫務局局長批核。一經批核，計劃便會成為衡量本處表現的準則，並會作為本處發展的指引。

年內，本處人員定期與財經事務及庫務局常任秘書長(財經事務)及財經事務及庫務局財經事務科的代表舉行會議，以檢討本處的表現，並討論主要的運作問題及立法方面的主要措施。此外，本處亦會每半年與財經事務及庫務局庫務科的代表舉行會議，以監察及評估本處的財務表現。

## 審計及報告

本處按照公認會計原則製備周年帳目表。帳目表經由審計署署長審核，並須連同本處的年報一併提交立法會省覽。經審計的周年帳目表及年報一經提交後，便會上載本處網頁，供公眾閱覽。

## Rules and Regulations

While operating as a trading fund department under the Trading Funds Ordinance (Cap. 430), the Registry is still required to comply with applicable departmental guidelines and relevant Government rules and regulations when dealing with procurement and other matters. Internal operational guidelines and circulars are promulgated and re-circulated regularly to staff members to reinforce their awareness of the requirements.

## Corporate and Business Plan

Every year, the Registry sets out in its Corporate and Business Plan both short- and long-term strategies for achieving its business and policy objectives. The annual Plan is submitted to the Secretary for Financial Services and the Treasury for approval, and once approved, it serves as the benchmarks for evaluating the Registry's performance and the guidepost for its development.

Within the year, regular meetings with the Permanent Secretary for Financial Services and the Treasury (Financial Services) and representatives of the Financial Services Branch of the Financial Services and the Treasury Bureau were conducted to review the Registry's performance and discuss any major operational issues and legislative initiatives. Representatives from the Treasury Branch of the Financial Services and the Treasury Bureau also meet with the Registry to monitor and evaluate the Registry's financial performance biannually.

## Audit and Report

The Registry prepares its annual accounts in accordance with the generally accepted accounting principles. The accounts are audited by the Director of Audit and tabled in the Legislative Council together with the Registry's annual report. After tabling, the audited accounts and annual report are uploaded onto the Registry's website for public access.

## 誠信管理

本處員工須遵守及遵從《公務員守則》。有關守則列出公務員隊伍的核心價值，這些價值是良好管治的根基，亦塑造了今日公務員隊伍的文化及特性。這些價值包括：

- (1) 堅守法治；
- (2) 誠實可信、廉潔守正；
- (3) 對所作決定和行動負責；
- (4) 政治中立；
- (5) 行事客觀、不偏不倚；及
- (6) 盡忠職守、專業勤奮。

作為一個以向公眾提供服務作為核心業務的部門，本處致力維持員工的誠信及崇高的操守標準。誠信管理委員會負責協調並監察本處在這方面的措施。委員會每年均會制訂誠信管理工作計劃，不斷致力促進員工保持崇高的操守標準。工作計劃提供清晰的指引，讓本處人員了解本處推行誠信管理的工作及決心。

## Integrity Management

The Registry's staff members are required to abide by and comply with the Civil Service Code which sets out the core values to endure the test of good governance and shape the present culture and character of the civil service. These values include:-

- (1) commitment to the rule of law;
- (2) honesty and integrity;
- (3) accountability for decisions and actions;
- (4) political neutrality;
- (5) objectivity and impartiality; and
- (6) dedication, professionalism and diligence.

As a department whose core business involves the provision of public services, the Registry is dedicated to upholding the integrity and high standards of conduct of its staff. The Integrity Management Committee is responsible for coordinating and monitoring the Registry's initiatives in this area. As part of its ongoing efforts to promote high ethical standards among staff members, the Committee draws up an Integrity Management Programme Action Plan every year. The Action Plan provides clear guidance on the Registry's commitment to and efforts in integrity management.

公司註冊處經理獲委任為本處的誠信事務主任，負責監察每年誠信管理工作計劃的策劃及執行。二零一二至一三年度誠信管理工作計劃所列出的工作項目已圓滿完成。年內，本處在處內播放影片和舉行講座，提醒員工誠信的重要性，向他們提供如何防止貪污的指引及良好做法，並鼓勵他們參加由公務員事務局舉辦以誠信為題的會議、研討會和工作坊。

The Registry Manager is appointed as the Registry's Ethics Officer to oversee the planning and execution of the annual Action Plan. The initiatives set out in 2012-13 Action Plan were successfully implemented. During the year, in-house video shows and talks were organised to alert staff members to the importance of integrity and provide guidelines and good practices on how to prevent corruption. Staff members are also encouraged to attend conferences, seminars and workshops organised by the Civil Service Bureau on this subject.



觀看誠信管理影片「辦公室的影子」

Watching an integrity management video entitled "the Mirror"

本處亦明白處理員工投訴的妥善程序，對誠信管理至為重要，因此公布了員工投訴程序，讓員工可在身份保密的情況下，就不當款待及政策、規例或道德操守等方面可能違規的情況提出投訴。作為本處指定的員工投訴主任，公司註冊處經理會處理本處所有員工的投訴。本處設有既定程序的監察制度，確保所有投訴均獲得公平及適當的處理。

The Registry also recognises that proper procedures for handling staff complaints are essential for integrity management and hence has promulgated procedures that allow its staff members to raise concerns in confidence about possible improper treatment, and breaches of policies, regulations or code of ethics. All the staff complaints will be handled by the Registry Manager who is designated as the Staff Complaints Officer of the Registry. A monitoring system with prescribed procedures is in place to ensure that all complaints are handled in a fair and appropriate manner.

## 風險管理及業務持續運作 Risk Management and Business Continuity



### 資訊科技保安

現時網上查冊中心、公司查冊流動版服務及「註冊易」為本處客戶提供全天候24小時網上公司查冊、公司註冊及電子提交文件服務。為確保這些服務的平台運作暢順，一個安全、穩定、可靠及配備高度保安措施的電腦系統至為重要。此外，由公司註冊處處長擔任主席與成員包括本處高層管理人員的發展督導委員會，負責監督資訊科技策略及功能，以確保資訊科技的新措施配合本處的目標及長遠業務發展訂出有關計劃和政策。

與此同時，本處亦聘請獨立的審核員定期進行資訊科技保安風險評估及保安審核工作，以檢視本處的資訊科技系統及基礎設施已採納業界最佳做法或提出改善措施及建議，以確保本處系統完全符合現行業界標準，並得到妥善保護。

### IT Security

The Cyber Search Centre, the Company Search Mobile Service and the e-Registry are now providing round-the-clock online company search, incorporation and filing services for the Registry's customers. A secure, stable and reliable computer platform equipped with high-level security measures is therefore essential to ensure the smooth operation of such services. The Development Steering Committee, chaired by the Registrar of Companies and comprising senior members of the Registry, is established to oversee the IT strategies and functions and ensure that the IT initiatives align with the Registry's corporate mission, policies and long-term business development and objectives.

Meanwhile, the Registry also engages independent auditors to conduct regular IT security risk assessments and security audits. The auditors will ensure that the Registry's IT infrastructure is properly protected and complies fully with the prevailing standard. Improvement measures and recommendations are adopted to follow the industry's best practices.





## 更新員工對資訊科技保安的知識，並促使遵從各項保安政策和指示

維持向社會提供卓越及優質的服務，是本處員工共同努力的長遠目標之一。員工對資訊保安政策和指示的認知及遵從可把任何系統發生故障及資訊科技事故時所帶來的影響減至最低。為此，本處為員工制訂了有關資訊科技的保安政策、資訊保安事故處理指引及終端用戶的資訊科技保安指示。本處會定期檢討及傳閱這些政策及指引，以加強員工了解資訊保安及保障個人資料的重要性。本處亦會透過複修課程及通告提醒員工注意這些規例最新的重要資料。

## 業務持續運作計劃

為減低系統發生故障時造成的業務風險，本處制訂了業務持續運作計劃（計劃），致力確保一旦發生故障時，仍可繼續重要的運作。計劃包括各項計劃、措施及安排，以確保本處可繼續為客戶提供重要的功能及服務。計劃亦包括一個運作復原系統，以盡量減少資料流失的可能。此外，本處會定期進行運作復原演習，以測試復原程序，確保運作復原系統操作正常。

## Updates to Staff on Security Awareness and Compliance with Various Security Policies and Instructions

Maintaining excellent and high-quality services to the community is one of the Registry's long-term goals shared among its staff members. Staff awareness of and compliance with security policies and instructions can definitely minimise the adverse impacts from any system breakdown and IT incident. For this purpose, the Registry has developed IT Security Policy, Guidelines on Information Security Incident Handling, and End Users' Instructions on IT Security for its staff. These policies and guidelines are reviewed and circulated periodically to reinforce staff's understanding on the importance of information security and personal data protection. Major updates of regulations are brought to the attention of the Registry's staff members through refresher courses and circulars.

## Business Continuity Plan

In order to reduce the risk to business in the event of system disruptions, the Registry has developed a business continuity plan which endeavours to ensure that critical operations continue to be available during any disruptions. It includes plans, measures and arrangements to ensure the continuous delivery of critical functions and services to customers and a disaster recovery system to minimise data loss. Disaster recovery drills are carried out periodically to test the recovery procedures and to ensure proper functioning of the disaster recovery system.

## 溝通及透明度 Communication and Transparency

### 與客戶及公眾溝通

聆聽客戶的意見是本處的核心價值之一，本處會按照客戶的需要和期望，制訂所提供服務的類別和質量。為此，本處設有完善的溝通渠道，蒐集不同客戶群組的意見。

本處亦定期與客戶保持溝通對話。年內，本處不時拜訪客戶。此外，我們亦舉辦講座及簡布會，向相關持份者講解立法及程序上的轉變。部分講座是與專業機構合辦，例如香港會計師公會及香港特許秘書公會。藉着這些活動，我們得以向客戶闡述新規定及宣傳新服務，並向客戶蒐集意見，優化我們向商界提供的服務。

### Communicate with Customers and the Public

One of the core values of the Registry is to listen to our customers and take account of their needs and expectations when shaping the types and quality of services which we deliver. To this end, the Registry has well-established communication channels to collect the views and opinions from different customer groups.

The Registry also engages itself in regular conversation with its customers. Throughout the year, the Registry pays courtesy visits to customers from time to time. Seminars and briefings are also held to brief stakeholders on legislative or procedural changes. Some of the seminars are jointly organised with professional bodies such as the Hong Kong Institute of Certified Public Accountants and the Hong Kong Institute of Chartered Secretaries. These events provide prime opportunities to explain new requirements, promote our new services and collect feedback to refine our services to the business community.

### 客戶聯絡小組

公司註冊處客戶聯絡小組是本處聯繫客戶最重要的渠道之一。客戶聯絡小組的成員除了本處

### Customer Liaison Group

The Companies Registry Customer Liaison Group (CRCLG) is one of the most important channels connecting the Registry and its customers.



公司註冊處客戶聯絡小組  
The Companies Registry Customer Liaison Group



的高層人員外，還包括不同用戶群組的代表，包括香港律師會、香港會計師公會、香港特許秘書公會和香港銀行公會的代表，以及一些客戶代表。客戶聯絡小組定期舉行會議，讓小組成員就本處各項服務及新措施交流意見，亦提供了良好及有效的平台，讓我們向客戶介紹本處的政策和工作程序。

## 本處網站

為確保所有客戶及持份者充分掌握最新的法例和程序的規定，本處善用本處的網站([www.cr.gov.hk](http://www.cr.gov.hk))發放最新的資訊。網站內容詳盡，載有本處核心業務、法例修訂、提交文件的規定及拓展計劃等資料，並會定期檢討和更新。

網站載有各種指明表格、各類刊物包括公司註冊處年報、公司法改革常務委員會的報告、各項立法工作的諮詢文件，以及本處發出的對外通告，方便客戶在本處網站閱覽及下載。

本處網站設有「新《公司條例》」的專設欄目，載列實施新《公司條例》的資料及最新資訊。

## 電話諮詢熱線

本處設立的公司註冊處電話諮詢熱線((852) 2234 9933)，全日24小時解答有關本處服務的查詢。來電者亦可利用傳真索取資料小冊子。此外，客戶亦可致電本處服務組((852) 8201 8273)，查詢使用電子服務的技術問題。服務組全日24小時運作，方便客戶查詢。

Apart from senior Registry officers, CRCLG comprises representatives from various user groups including the Law Society of Hong Kong, the Hong Kong Institute of Certified Public Accountants, the Hong Kong Institute of Chartered Secretaries, the Hong Kong Association of Banks, and some customer representatives. CRCLG meets regularly for members to exchange views on the Registry's services and initiatives. It is also a useful and effective forum to brief customers on the Registry's policies and procedures.

## Registry Website

To ensure that all customers and stakeholders are kept abreast of the latest statutory and procedural requirements, the Registry makes extensive use of its website ([www.cr.gov.hk](http://www.cr.gov.hk)) to deliver up-to-date information. Comprehensive contents including our core business activities, changes in legislation, filing requirements and our development programme are regularly reviewed and updated.

Specified forms, publications such as the Registry's Annual Reports, reports of the Standing Committee on Company Law Reform, consultation papers for legislative exercises and external circulars issued by the Registry are easily accessible and available for downloading on the Registry's website.

A dedicated thematic section entitled the "New Companies Ordinance" has been set up on the website to provide information and the latest updates on the implementation of the new Ordinance.

## Enquiry Hotline

The Registry's Enquiry Hotline ((852) 2234 9933) is set up for answering enquiries about its services round the clock. Callers can also obtain information pamphlets from it by fax. In addition, customers can also call the Registry's Help Desk ((852) 8201 8273) for technical advice for using the electronic services. The Help Desk operates on a round-the-clock basis for the convenience of customers.

## 《公開資料守則》

作為一間公共機構，本處堅守高度公開及透明的標準。本處認同有需要讓市民充分認識本處和本處所提供的服務，並了解影響個人以至整個商界的政策和決定的依據。本處一直全面遵從《公開資料守則》這方面的規定。

## 評估機制

本處十分重視客戶的意見和建議。年內，本處透過既定渠道繼續蒐集不同客戶群組的意見和建議，因為這些寶貴的意見，能讓本處在檢討現有業務程序時，用作策劃新措施及進一步提升本處的服務。

同時，本處每年公布服務承諾，使客戶得知年內本處在提供優質服務方面的表現水平及成績。本處亦透過客戶的建議和意見表格、每年的客戶服務調查、「註冊易」及「電子查冊」的服務組蒐集客戶的意見。

## Code on Access to Information

As a public organisation, the Registry adheres to a high standard of transparency and openness. It recognises the need for members of the public to be well informed about the Registry, the services it provides and the basis for policies and decisions which affect individuals and the business community as a whole. The Registry fully complies with the Code on Access to Information in this regard.

## Evaluation Mechanism

The Registry values customers' feedback and suggestions. Throughout the year, the Registry has continued to gather comments, suggestions and opinions from different groups of customers through well-established channels as the comments are valuable to the Registry in reviewing the existing business processes and for the purpose of planning initiatives that will result in further improvement to its services.

At the same time, the Registry publishes its performance pledges annually to update customers on its performance standard and achievements in providing quality services during the year. The Registry also collects customers' feedback and opinion via suggestion and comment forms, annual Customer Services Survey and the Helpdesk of the e-Registry and e-Search Services.







## 與其他公司註冊機關的聯繫

有鑑於全世界的公司規管及註冊制度發展迅速，本處一直積極與其他地區的公司註冊機關交流意見及經驗。為此，本處繼續與內地及其他司法管轄區的對口單位聯繫，並加強協作。

年內，本處的代表團訪問了其他司法管轄區的公司註冊機關及參加國際論壇，以建立並加強與他們的聯繫：

- 二零一二年九月 — 本處三名人員參加在中國寧波舉行的「甬港經濟合作論壇2012」；及
- 二零一三年三月 — 處長及本處五名人員參加在新西蘭奧克蘭舉行的「公司註冊論壇2013」，以及在澳洲墨爾本及新西蘭奧克蘭舉行的相關工作坊。

在二零一二至一三年度，本處接待了其他來自世界各地的規管機構及專業團體的訪客，包括：

- 二零一二年七月 — 來自巴基斯坦證券管理委員會的代表團；
- 二零一二年十一月 — 來自阿曼投資推廣及出口發展公共機構的一名官員；
- 二零一二年十二月 — 來自越南規劃和投資事務部商業登記處的代表團；及
- 本處亦接待了內地省級局及機構的代表團。

## Liaison with Other Registries

In view of the rapid development in company regulatory and registration regimes over the world, the Registry has been active in exchanging ideas and sharing experience with registries of other areas. For this purpose, the Registry continues to foster and develop collaborative relationships with counterparts in the Mainland and other jurisdictions.

During the year, delegations from the Registry visited registries of other jurisdictions and attended international forums to establish and foster links with them:-

- September 2012 – Three officers of the Registry attended the 2012 Ningbo-HK Economic Co-operation Forum (甬港經濟合作論壇2012) in Ningbo, China; and
- March 2013 – The Registrar and five officers of the Registry attended the Corporate Registers Forum 2013 in Auckland, New Zealand and the related workshops in Melbourne, Australia and Auckland, New Zealand.

In 2012-13, the Registry received visitors from regulatory authorities and professional bodies from different parts of the world. They included:-

- July 2012 – A delegation from the Securities and Exchange Commission of Pakistan;
- November 2012 – An official from the Public Authority for Investment Promotion & Export Development, Oman;
- December 2012 – a delegation from the Agency for Business Registration, Ministry of Planning and Investment of Vietnam; and
- The Registry also received delegations from Mainland provincial departments and institutions.

## 公司註冊論壇

二零一三年三月，公司註冊處處長率領代表團參加在新西蘭奧克蘭舉行的「公司註冊論壇2013」周年會議，來自55個司法管轄區的181名代表與世界銀行出席會議的代表，共同探討公司註冊全球最佳的做法。

公司註冊論壇是一個由公司註冊機關成立的非牟利國際組織，每年均舉行會議，讓不同司法管轄區的專業註冊人員聚首一堂交流經驗，並根據其他司法管轄區的表現和做法，作基準比較，從而取得公司註冊制度現今及未來運作的相關知識。本處積極參與論壇各項活動，並由二零零八年起獲委任為論壇的司庫。

## Corporate Registers Forum

In March 2013, the Registrar of Companies led a delegation to attend the Corporate Registers Forum (CRF) Annual Conference held in Auckland, New Zealand where 181 delegates from 55 jurisdictions and representatives from the World Bank were present to explore global best practices for corporate registers.

The CRF is an international non-profit making organisation formed by administrators of corporate registers. It holds an annual conference where registry professionals from different jurisdictions get together to share their experience, benchmark their performance and practices, and acquire knowledge on the present and future operation of corporate registration systems. The Registry actively participates in the activities of the CRF, and has been appointed as its treasurer since 2008.



公司註冊處處長率領代表團參加在新西蘭舉行的「公司註冊論壇會議2013」

The Registrar of Companies led a delegation to attend the Corporate Registers Forum Conference 2013 in New Zealand



## 企業社會責任

本處不但致力為客戶提供優質服務，還竭力促進社會的可持續發展。因此，本處高度重視對客戶、員工和整體社會在社會和環境持續發展方面所作出的承諾。為此，本處自二零一零年起發布企業社會責任政策聲明，闡述本處履行企業社會責任的綱領。企業社會責任政策聲明的內容載於附錄 I。

## 關懷員工

在二零一二至一三年度，本處為員工舉辦多項聯誼及康樂活動，促進員工關係和健康。活動包括漫遊南生圍·賞生態·尋美食一天遊及聖誕自助午餐聯歡會。此外，還圓滿舉辦多個專題興趣班，例如袖珍黏土藝術、輕黏土藝術、蛋糕烘焙、園藝、花藝、比薩製作及馬卡龍製作等。為使員工更有歸屬感，有些活動亦邀請員工家屬參加。

## Corporate Social Responsibility

The Registry is committed not only to the provision of quality services to its customers, but is also dedicated to the sustainable growth of the community. It therefore accords high priority to social and environmental sustainability commitments to its customers, staff members and the community as a whole. To this end, the Registry has adopted a Corporate Social Responsibility Policy Statement since 2010. The Statement sets out the framework for discharging its corporate social responsibilities. The text of the statement is provided in Appendix I.

## Caring for Staff Members

The Registry organised a series of social and recreational activities for its staff members in 2012-13 to enhance relations among staff members and to improve their physical well-being. These activities included a trip to Nam San Wai wetland and a Christmas party-cum-lunch buffet. Special interest classes on miniature clay art, light clay art, cake making, horticulture, flower arrangement, pizza making and macaron making were also held with success. To instil a sense of belonging in staff members, their family members were also invited to join some of these activities.



漫遊南生圍·賞生態·尋美食一天遊  
Trip to Nam San Wai wetland

2012 聖誕自助午餐聯歡會  
2012 Christmas Party-  
cum-Lunch Buffet



袖珍黏土英式下午茶製作班  
Miniature Clay High Tea Set Making Class

輕黏土聖誕小熊名片夾座製作班  
Light Clay Christmas Bear Card Holder Making Class



經典聖誕甜品 · 樹頭蛋糕烘焙班  
Christmas Log Cake Making Class



迎新春水仙班  
Horticulture Class on  
Chinese Narcissus Bulb  
Carving



新春花藝設計班  
Flower Arrangement Class



卡通造型馬卡龍製作班  
Macaron Making Class



和風海鮮饅仔比薩  
製作班  
Pizza Making Class

## 職業安全及健康

本處致力為全體員工提供一個健康安全的工作間，並成立公司註冊處安全委員會，負責制訂和推行安全政策及措施，並加以監察和檢討。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，並即時妥善跟進。此外，本處亦鼓勵員工參加相關的訓練課程，以提高他們的職業安全意識。

## Occupational Safety and Health

The Registry is committed to providing a healthy and safe workplace for all its staff members. It established a Safety Committee to formulate, implement, monitor and review safety policies and measures. Regular occupational safety inspections are conducted to identify potential hazards on its premises, and any identified areas are to be followed up promptly and effectively. Moreover, staff members are encouraged to attend relevant training courses to promote their occupational safety awareness.



基督教家庭服務中心為員工舉辦「一日二十五小時」有效時間管理的工作坊  
A talk for staff members conducted by the Christian Family Service Centre



## 關心社會

年內，本處員工積極參與多項義工和慈善活動，對社會的貢獻備受讚揚。

本處的義工隊透過參與多項不同的義工和慈善活動，鼎力支持弱勢社群和長者，服務社會。

## Caring for the Society

The Registry actively participated in a number of voluntary and charitable services throughout the year, and its contributions to the community were well recognised.

The Registry Volunteer Team strives to support the underprivileged, the elderly and to serve the entire community through its active participation in a variety of voluntary services and charitable activities.



本處榮獲二零一二年度「義工服務」金獎

The Registry is awarded the Gold Award for Volunteer Service in 2012

本處員工參與的義工和慈善活動：

Voluntary and Charitable Activities Participated by the Registry Staff Members:



公益金便服日2012  
Dress Casual Day 2012

製作義工活動派發的禮物  
Preparing gifts to distribute  
during voluntary activities



「樓是有情在龍城」探訪九龍城區的獨居長者  
Calling on the elderly living in Kowloon City during  
Tuen Ng Festival



為匡智元朗晨樂學校學生舉辦聖誕聯歡會  
Celebrating Christmas with students of Hong Chi Morningjoy School, Yuen Long



探訪新松齡護老中心長者  
Visit senior citizens at an elderly home





「同心護老迎新歲」與香港仔賽馬會黃志強長者地區中心長者共度新歲

Celebrating Lunar New Year with the elderly at the Jockey Club Wong Chi Keung Elderly Community Centre in Aberdeen



為學障兒童舉辦新春聯歡會  
A Lunar New Year Party for children with learning disabilities



收集罐頭食物分派給社會上的貧窮人士  
Collecting canned food to support the impoverished

本處自二零零八年起獲頒「同心展關懷」標誌，而在企業社會責任方面的參與至今已踏入第五年。

The Registry has been awarded the Caring Organisation Logo since 2008 and is now marching into the 5th year of Caring Social Responsibility participation.



為鼓勵社會採用無障礙網頁設計的網站，政府資訊科技總監辦公室及平等機會委員會合辦無障礙網頁嘉許計劃，以表揚本地企業和機構能夠提供易於瀏覽的網站。本處參與了計劃，而我們的網站亦達致萬維網聯盟《無障礙網頁內容指引》2.0版AA級別的標準，並符合金獎級別的技术準則。

To encourage adoption of web accessibility in the community, the Office of the Government Chief Information Officer has jointly organised the Web Accessibility Recognition Scheme (Scheme) with the Equal Opportunities Commission to show appreciation to local businesses and organisations for making their websites easily accessible. The Registry takes part in the Scheme and our website has achieved World Wide Web Consortium (W3C) Web Content Accessibility Guidelines WCAG 2.0 Level AA standard and has met all technical criteria for the Gold Award.





二零一三年二月二十七日，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現今及未來的實際工作環境，為投身社會做好準備，提早計劃未來。當天本處接待了12名中五學生，讓他們跟隨工作導師完成一天的日常工作。

On 27 February 2013, 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 today's and tomorrow's job markets and to encourage them to make an early start in planning their future. The Registry sponsored 12 Fifth Form students who "shadowed" their workplace mentors as they went through a normal day at work.





## 環境保護

本處十分重視可持續發展及環境保護。本處致力提高員工的環保意識，並透過採用環保技術，盡量減低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。我們的目標是改善空氣質素、減少耗電量，循環再造以及減少廢物。年內，本處繼續減少耗用能源及紙張，並透過購買環保產品，落實環保採購，以及減少使用一次性即棄物品。在二零一二年，本處全面達致重要環保措施的目標。詳情可參閱本處網站二零一二年的環保報告電子文本。

本處現正為根據新《公司條例》提交的常用的指明表格開發電子提交服務，並將於二零一三年完成。隨着客戶更多使用「註冊易」的電子服務，我們相信本處及商界會進一步減少耗用紙張。

至於空氣質素方面，本處獲環境保護署的室內空氣質素檢定計劃頒發「良好級」證書。為進一步改善空氣質素，建設更佳的工作環境，本處自二零一三年年初起在辦事處的走廊及公用地方擺放了辦公室植物。

## Environmental Protection

The Registry takes sustainable development and environmental protection seriously. We are committed to maintaining a high level of environmental awareness among staff members and pursuing environmental protection through adoption of environmentally friendly technologies, minimisation of possible adverse impact on the environment and continuing to enhance the Registry's environmental friendliness. Our goal is to improve the air quality, reduce power consumption as well as recycle and reduce waste. During the year, the Registry continued to reduce consumption of energy and paper, and implement green procurement by purchasing green products and reduce the use of one-off disposable items. In 2012, all targets for key green measures were fully achieved by the Registry. Details of these can be found in the electronic copy of the Environmental Report 2012 on the Registry's website.

The electronic services for submission of specified forms under the new Companies Ordinance are being developed and would be completed in 2013. With the increasing use of the electronic services at our e-Registry, we believe that there will be further reduction in the use of paper by the Registry and the business community.

On air quality, the Registry has obtained a rating of "Good Class" under the Indoor Air Quality Certificate Scheme of the Environmental Protection Department. To further improve our air quality towards a better working environment, office plants are placed in the corridors and common areas of the Registry's offices from early 2013.

