

可持續發展報告 Sustainability Report



企業社會責任

作為提供公共服務的機構，本處十分珍視對客戶、員工及社會在企業社會責任及環境可持續發展方面所作出的承諾。為此，本處在二零一零年發出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。

Corporate Social Responsibility

As an organization which provides public services, the Registry treasures the corporate social and environmental sustainability commitments made to its customers, staff members and the community. To this end, the Registry issued a Corporate Social Responsibility Policy Statement in 2010 that sets out the framework for discharging its corporate social responsibilities.



保持崇高的操守標準

本處十分重視提倡和管理誠信。為了保持廉潔守正及具崇高操守標準的隊伍，本處要求員工在履行職責時須切實遵從《公務員守則》。而本處在此方面的工作和措施，則由誠信管理委員會負責監督。誠信管理委員會在二零一四至一五年度誠信管理工作計劃下訂定的工作目標，全於年度內達致。

Maintaining Highest Ethical Standards

The Registry places great emphasis on promoting and managing integrity. To maintain a workforce of integrity and high ethical standards in the Registry, the Civil Service Code has been adopted for compliance by the Registry's staff when discharging their duties. The Registry's efforts and initiatives in this area are overseen by the Integrity Management Committee. All targets set by the Committee under the Integrity Management Programme Action Plan for 2014-15 were achieved during the year.

關懷員工

人力資源策劃

本處的策略性使命得以完成，並能向客戶提供優質服務，員工是關鍵所在。本處的部門編制委員會，由高層管理人員組成，負責審議人手方面的建議以切合運作需要，並向公司註冊處處長推薦制訂本處短期和長期人力計劃的方案。

Caring for Staff Members

Human Resource Planning

The Registry's staff members are the precious key to the accomplishment of its strategic missions and delivery of quality services to customers. The Registry's Departmental Establishment Committee, composed of senior officers, considers staffing proposals to meet operational needs and makes recommendations to the Registrar of Companies for the formulation of the Registry's short and long-term manpower plans.



為新入職員工開辦入職課程
Induction programme offered to new staff members



在處內舉辦有關壓力管理的研討會
In-house seminar on stress management

持續培訓及發展

本處每年均會制訂部門培訓發展計劃，以促進不同職系人員的培訓及發展，並培養員工不斷學習的精神。處方委任的培訓經理，負責監督該計劃的實施情況，並就培訓及發展的事宜向有關人員提供建議。此外，本處為員工在處內舉辦培訓課程，並提名員工參加本地或海外的研討會及會議。

Continuing Training and Development

The Registry formulates a Departmental Training and Development Plan every year to support the training and development of different grades of officers and foster a culture of continuous learning. Training managers are appointed to oversee the implementation of the Plan and offer advice to officers on matters relating to training and development. The Registry also conducts in-house training and nominates staff members to attend local and overseas seminars and conferences.

可持續發展報告

截至二零一五年三月的年度，本處員工共參加了 605 個培訓日。

職業安全及健康

本處致力為全體員工提供健康安全的工作間。本處成立了安全委員會，負責制訂、推行、監察和檢討安全政策及措施。本處亦定期進行職業安全巡查，以找出工作間潛在的職安健風險。

For the year ended March 2015, a total of 605 training days were undertaken by the Registry's staff.

Occupational Safety and Health

The Registry is committed to providing a healthy and safe workplace for all its staff members. A Safety Committee was established to formulate, implement, monitor and review safety policies and measures. Regular occupational safety inspections are conducted to identify potential hazards in the workplace.



最佳櫃檯職員獎各得獎者
Winners of the Best Counter Staff Award

員工獎勵及嘉許計劃

在二零一四至一五年度，本處超越了所有服務承諾的目標水平。本處因此向所有合資格的員工頒發工作表現獎，以表揚他們的努力及出色表現。在二零一四年，本處的客戶投票選出「新公司註冊—本地公司（以電子形式交付的文件）」（一項由新公司註冊組提供的服務）為最佳服務。最佳櫃檯職員獎方面，我們收到共 2,131 份客戶投票表格，選出 15 名得獎者。

Staff Motivation and Recognition Schemes

The 2014-15 Registry Performance Award was granted to all eligible staff to recognise their efforts and excellent performance in exceeding the targets of all the Registry's performance pledges. In 2014, "Registration of new local company (delivery in electronic form)", a service provided by the New Companies Section, was voted by our customers as the winner of the Best Service Award. 15 winners of the Best Counter Staff Award were selected by our customers who returned 2,131 voting forms.



「新公司註冊—本地公司（以電子形式交付的文件）」服務
獲頒二零一四年度最佳服務獎
“Registration of new local company (delivery in
electronic form)” won the Best Service Award 2014

員工關係

本處認同與員工有效溝通至為重要。由管方及員方代表組成的部門協商委員會定期召開會議，討論與工作有關的事項，並蒐集員工的意見。公司註冊處處長亦不時與各部別的管理人員舉行會議，討論本處的工作方向、人力資源、策略及新措施。

本處亦為員工舉辦多項聯誼及康樂活動，以促進團隊精神和員工關係。

於二零一四至一五年度舉辦的活動：

Staff Relations

The Registry recognises the importance of effective communication with staff. The Departmental Consultative Committee, composed of management and staff representatives, meets regularly to discuss work-related issues and gather opinions from staff. The Registrar also meets divisional managers from time to time to discuss work directions, manpower resources, strategies and initiatives of the Registry.

The Registry organises a series of social and recreational activities to help promote team work and good relations among staff members.

Activities held in 2014-15:



馬屎洲三門仔新村、鹽田仔、水茫田、曾大屋、龍華酒店乳鴿餐一天遊
Annual Outing

可持續發展報告



法式洋蔥煙肉批 · 芝士焗大蝦西式烹飪班
Cookery Class



2014 聖誕自助午餐聯歡會
2014 Christmas Party cum Lunch Buffet



賀年花藝設計班
Floral Arrangement Class

關心社會

本處積極參與各項義工和慈善活動。本處義工隊於二零零二年成立，透過參與多項不同的義工和慈善活動，積極支持弱勢社群和長者，不遺餘力地服務社會。

本處亦參與工作影子計劃及實習計劃，從而幫助青年學生了解實際的業務環境，獲取寶貴的工作經驗。

Caring for Community

The Registry actively participates in voluntary and charitable services. Established in 2002, the Registry's Volunteer Team spares no effort in serving the community and supporting the underprivileged as well as the elderly through its engagement in a variety of volunteer and charitable activities.

The Registry also participates in job shadowing and internship programmes which are organised to expose young students to the real business environment and provide them with valuable working experience.



公司註冊處榮獲二零一四年義務工作嘉許金獎
The Registry received the Gold Award for Volunteer Service in 2014

本處義工隊參加了以下義工和慈善活動：

Volunteer and charitable activities participated by the Registry's Volunteer Team:



「香港人·香港心」義工大使行動獎季軍
Second Runner up of the "Hong Kong Citizen Hong Kong Heart" Volunteer Ambassador Program Award



「喜喜洋洋聯歡茶會」探訪學習障礙兒童
Visiting children with learning disabilities



「聖誕歡樂齊共享」探訪匡智元朗晨樂學校智障學生
A Christmas party for children with intellectual disability at Hong Chi Morningjoy School

同心展關懷

二零一四至一五年度，本處繼續獲頒超越5年「同心展關懷」標誌，以表揚本處在履行企業社會責任方面奮力承擔企業責任的表現。這是本處連續第七年獲頒「同心展關懷」標誌。此外，本處更獲列入「無障礙友善企業／機構名單」。

Caring Organisation

In 2014-15, the Registry has continued to be awarded the "5 Years Plus Caring Organisation" Logo in recognition of its achievements in corporate social responsibility and commitment as a corporate citizen. This is the seventh consecutive year that the Registry achieved the recognition as a Caring Organisation. The Registry has also been included in the List of Barrier-free Companies/Organisations.





關注環境

環保採購

本處每年都發表環保報告。我們實行環保採購措施，包括購買環保產品及減少使用一次性即棄物品。在搜購產品及服務的過程中，我們會留意人類健康及環境保護等因素。在二零一四年，本處大致達到重要環保措施的主要目標。

電子服務

多年來，本處致力使用電子平台提供服務，以達致保護環境的目的。在二零一五年，我們推出全面電子提交文件服務，涵蓋所有必須交付本處登記的指明表格。本處亦計劃在二零一六年在流動平台提供全面的電子查冊服務。

締造更佳工作環境

本處致力為員工締造健康舒適的工作環境。本處獲環境保護署頒發室內空氣質素檢定計劃「良好級」證書。此外，為進一步改善工作環境，本處在辦事處的範圍內擺放了綠色植物。

Caring for Environment

Green Procurement

The Registry publishes an Environmental Report annually. We have implemented green procurement by purchasing eco-friendly products while reducing the use of one-off disposable items. We are mindful of human health and environmental wellness when searching for products and services in the procurement process. In 2014, the Registry mostly achieved the targets of its major green measures.

e-Services

Over the years, the Registry strives to provide green services through various electronic platforms. In 2015, we introduced full scale electronic filing services for all specified forms that are required to be registered with the Registry. The Registry also plans to provide a full range of electronic search services through its mobile platform in 2016.

Better Working Environment

The Registry is dedicated to providing a healthy and comfortable working environment for its staff members. It has obtained the "Good Class" rating under the Indoor Air Quality Certificate Scheme of the Environmental Protection Department. Green plants have also been placed in our office area to further improve the working environment.