



CR AT A GLANCE

公司註冊處一覽

Management Board

管理委員會

黃潔瑩女士

Ms Carrie WONG

業務經理
Business Manager

莫家倩女士

Miss Angelina MOK

公司註冊處經理
Registry Manager

廖湘橋女士

Ms Louisa LIU

助理首席律師
Assistant Principal Solicitor

余淑芳女士

Ms Marianna YU

公司註冊處經理
Registry Manager



徐麗貞女士
Ms Kitty TSUI

公司註冊處律師
Registry Solicitor

鄧婉雯女士
Miss Helen TANG

公司註冊處處長
Registrar of Companies

陳佩嫻女士
Ms Edna CHAN

部門主任秘書
Departmental Secretary

楊茜女士
Ms Majestic YEUNG

副首席律師
Deputy Principal Solicitor

公司註冊處營運基金簡介

本處於一九九三年五月一日成為獨立的政府部門。同年八月一日，本處根據前立法局通過的決議，開始以營運基金的形式運作。《營運基金條例》(第430章)規定，營運基金應在財政自給的基礎上運作，即收益必須足以支付提供服務的一切開支，而所運用的固定資產平均淨值亦須取得合理回報。

Brief Introduction to the Companies Registry Trading Fund

The Registry became an independent government department on 1 May 1993 and started operating as a trading fund on 1 August 1993 upon the passage of a resolution by the Legislative Council. The Trading Funds Ordinance (Cap. 430) requires that a trading fund should operate on a self-financing basis, i.e. to meet expenses incurred in the provision of services out of its income and achieve a reasonable return on the average net fixed assets employed.

副公司註冊處經理

Deputy Registry Manager

黎淑文女士
Ms Maggie LAI
特別職務
Special Duties

李孝慈女士
Miss Ida LEE
信託及公司服務提供者註冊辦事處
Registry for Trust and Company
Service Providers

黃秀琼女士
Ms Agnes WONG
公司文件註冊部
Registration Division

陳秀芳女士
Miss Karen CHAN
公司成立及撤銷註冊部
Company Formation &
Deregistration Division



孫穎女士
Ms Katrina SUEN
客戶服務及管理部
Customer Services and
Management Division

胡偉達先生
Mr Wren WU
拓展部
Development Division

林詠芝女士
Ms Fanny LAM
公眾查冊部
Public Search Division

組織架構

本處有明確的組織架構，確保本處具問責性並妥善地肩負法定角色、執行法定職能，以及向公眾提供法定服務。截至二零二三年三月三十一日，本處共有555名員工，包括372名公務員及183名合約員工。本處的組織架構如下：

Organisational Structure

The Registry has a clear organisational structure to ensure that its statutory roles, functions and services to the public are accounted for and delivered properly. The Registry had 555 employees as at 31 March 2023, comprising 372 civil servants and 183 contract staff with the following organisational structure:



管理委員會

本處致力維持高水平的企業管治。為此，本處設立了管理委員會(下稱「委員會」)，由公司註冊處處長(下稱「處長」)擔任主席，成員包括本處全體首長級人員。委員會負責訂定策略方向，制訂政策及管理本處的業務，目的是實踐本處的理想和達成本處的使命。委員會通常每月召開會議，討論、檢討並監察本處的主要措施、業務運作及業績，以確保管理妥善及遵從所有相關規例和既定程序。

Management Board

The Registry is committed to maintaining a high standard of corporate governance. To this end, the Management Board (“the Board”) of the Registry, which is chaired by the Registrar of Companies (“the Registrar”) and composed of all directorate officers of the Registry, has been established. The Board is responsible for setting strategic directions, formulating policies and managing the Registry’s business affairs with the aim of achieving its vision and mission. Board meetings are usually conducted on a monthly basis to discuss, review and monitor the Registry’s major initiatives, business operations and performance to ensure proper management and compliance with all relevant regulations and established procedures.

企業管治綱領

良好的企業管治確保本處的運作具成效並可持續發展，亦有助公眾對本處的能力及誠信保持信心和信任。本處於二零一二年五月頒布了公司註冊處企業管治政策聲明，該聲明在企業管治綱領下制訂了高水平的企業管治方針，為本處應用管治原則提供指引。

Corporate Governance Framework

Good corporate governance ensures the efficiency and sustainability of the Registry’s operation. It also helps to uphold the public’s confidence and trust in the Registry’s capability and integrity. Promulgated in May 2012, the Corporate Governance Policy Statement sets high standards of corporate governance under the Corporate Governance Framework and provides guidance on the application of the governance principles at the Registry.



企業社會責任政策

本處致力在業務運作上符合崇高的操守標準，並且關心社會、關注環境及關懷員工。本處自二零一零年九月以來一直採用企業社會責任政策聲明，該政策聲明制訂本處履行企業社會責任的綱領。年內，本處獲香港社會服務聯會頒發**連續15年或以上「同心展關懷」標誌**，以表揚本處過去15年在關懷社羣、關心員工及愛護環境方面的承擔及貢獻。

Corporate Social Responsibility Policy

The Registry is committed to conforming to the highest ethical standards in conducting its business and caring for the community, the environment as well as its staff members. Adopted by the Registry since September 2010, the Corporate Social Responsibility Policy Statement establishes the framework for the Registry in fulfilling its corporate social responsibilities. This year, the Registry has been awarded the **“15 Years Plus Caring Organisation” Logo** by the Hong Kong Council of Social Service in recognition of our commitment and contributions in caring for the community, our employees and the environment over the past fifteen years.

