



公司註冊處營運基金
COMPANIES REGISTRY

Towards Paperless Registration

邁向無紙化註冊

The Companies Registry Environmental Report 2009

Foreword

Companies Registry is committed to conducting our operations in an environmentally-responsible manner. To this end, we seek continuous enhancement of the Registry's green housekeeping programme based on the principles of *Reducing the consumption of materials, Reusing and Recycling materials and minimising energy consumption.*

In February 2005, the Registry implemented Phase I of the Integrated Companies Registry Information System which marked an exponential leap forward in the quality and manner in which the Registry delivers its services to the public. Since then, all paper documents submitted to the Registry are converted into digitised images soon after receipt. Document images are routed to the processing sections to enable data entry and system verification or online scrutiny by departmental staff. Our clients can conduct online searches on the current data of companies and directors and digitised images of registered documents over the internet 24 hours a day throughout the year. At present over 98% of the company searches are conducted over the internet. This system enables the Registry to move substantially towards a paperless operation.

This report covers the year 2009 and sets out our environmental policies, achievements and targets.

Our Environmental Policies

As a socially-responsible department, the Companies Registry does its best to contribute to environmental protection. In this respect, the department is committed to the following environmental policies and green housekeeping measures:-

Adoption of Good Practices

- Minimise the use of energy and materials
- Encourage the implementation of the three "R" principles – Reduce, Reuse and Recycling of materials
- Undertake more green purchasing

Staff Participation

- Maintain a high level of environmental awareness amongst staff members and encourage them to practise green environmental measures

Compliance

- Comply with legislation, regulations and standards on environmental protection

Waste Control

- Minimise waste and contaminants and ensure the safe handling of waste produced

On-going Efforts

- Fulfill the department's mission to provide customers with efficient, cost-effective and quality services and facilities through the adoption of environmental friendly modern technologies
- Ensure that existing as well as new operational processes have the lowest possible adverse impact on the environment
- Continue to find ways to enhance the department's environmental performance

Environmental Management

- Undertake independent checks by conducting environmental audits

Green Housekeeping Measures

To achieve the Registry's Environmental Policies, we have formulated Green Housekeeping Measures to be adopted by members of the Registry. These measures are:-

(A) Waste Minimisation

Saving Paper

- Use blank side of used paper for drafting
- Print on both sides of paper as far as possible
- Use recycled paper
- Minimise copies of flimsies and reference copies at meetings
- Use old sets of documents for re-circulation
- Minimise consumption of other types of printed stationery such as L/M folders, minute sheets, forms and tags, or reuse them as far as possible
- Print hard copies only when necessary, e.g. for recording decisions, key argumentation or final versions of papers and submissions

- Preview a document on screen and fine tune its page setup/layout before sending it to print
- Minimise photocopies
- Use double-side photocopiers
- Install “Green tray” in photocopier or LAN laser printer to use blank side of used paper
- Re-use envelopes or use transit envelopes
- Avoid using envelopes for unclassified documents
- Enclose documents in envelopes only when necessary and where appropriate use used envelopes by sticking labels
- Keep envelopes for reuse purpose. If they are not reusable, throw them into the Waste Paper Recycling Bag/Bin for recycling
- Avoid the use of fax leader pages as far as possible and use fax note instead
- Use old letter heads or blank side of used papers to print incoming fax message
- Use PC-based faxes

Using electronic means to save paper

- Minimise copies of circulars, e.g. by circulating the circulars or by providing them on the Departmental Portal
- Use e-mails and soft copies of documents for communication and drafting wherever possible

Other measures for waste minimisation

- Use own cups instead of paper cups
- Use refillable ball pens
- Use recyclable laser printer cartridges
- Minimise the use of wooden pencils (e.g. use clutch pencils)
- Minimise the use of products which are not environmental friendly (e.g. correction fluid, batteries with mercury, etc.)
- Repair old furniture and equipment
- Review actual need regularly against monthly supply items that have expiry dates
- Year-end clean up operation

(B) Waste Recovery for Recycling/Reuse

- Do not treat waste paper, plastic bottles and cans, used printer cartridges, clips, typewriter ribbons as rubbish. Collect them for recycling/reuse
- Put waste papers into Waste Paper Recycling Bag/Bin and put other items (e.g. plastic bottles, cans) into the relevant Recycling Bins as appropriate

- Use degradable plastic bags or plastic bags with recycled content for collecting refuse

(C) Energy Conservation

- Modify group lighting switches to individual switches
- Use computer, electric lamps/tubes and other office equipment with Energy Efficiency label
- Reduce lighting to minimum required for illumination
- Use staircase for interfloor traffic
- Avoid the use of personal electric appliances in office
- Lower window blinds to reduce direct sunlight in summer
- Maintain room temperature at 25.5°C in summer months
- Dress lightly in summer months to minimise use of air conditioners
- Keep doors closed in air-conditioned premises
- Turn off lighting if it is not needed, e.g. turn off some lighting when the occupancy is low (e.g. during lunch time) and turn off some lighting in public areas during lunch and after office hours
- Stick "Save Energy" stickers on light switches to remind colleagues to switch them off when leaving the room/premise
- Activate energy saving modes (e.g. hibernation mode or standby mode) during office hours
- Switch off computer monitors during lunch and after office hours, or when you are away from the workplace even for a short meeting. Using "screen saver" does not save much energy
- Switch off or unplug computer equipment and photocopiers after office hours to reduce standby power consumption
- Put equipments in places with no direct sunlight, use heavy-duty blind where applicable
- Maintain adequate airflow around computer equipment and put heat-dissipating equipment closer to cold air outlets of air-conditioning installation
- Inform staff of power management features, ask supplier to pre-set power management features and provide training to staff
- Avoid leaving office equipment in standby mode. Use 7-day timer switch to switch off equipment automatically during non-office hours
- Keep the number of switched on equipment that has to perform its primary function during non-office hours to a minimal, such as forward all fax lines to one fax machine
- Arrange for routine check after office to ensure that all lighting and office equipments are turned off

(D) Measures at Festive Seasons

- Reduce number of Greeting Cards
- Use of electronic media to send greetings
- Re-use decorative materials and wrapping paper for gifts

(E) Other Measures

- Practise green purchasing through tendering conditions, etc.
- Minimise the use of pool cars unless really necessary

Execution and Supervision on Green Housekeeping Measures

To ensure that the Registry's Environmental Policies and Green Housekeeping Measures are followed by members of the Registry and to keep the policies and measures under regular review, the Business Manager, a directorate officer, is appointed as the Green Manager of the Registry. Assisted by six Assistant Green Managers at senior officer level on each floor of the Registry's office premises, the Green Manager is responsible for:-

- (a) implementing and reviewing the Registry's green housekeeping programme, formulating action plans and recording achievements;
- (b) introducing and reviewing measures to increase staff awareness of and involvement in environmental issues; and
- (c) representing the Registry in all matters relating to green management.

The Assistant Green Managers are responsible for:-

- (a) monitoring and supervising the implementation of green housekeeping measures on respective floor;
- (b) assessing the effectiveness of the green housekeeping measures at regular intervals; and
- (c) collecting colleagues' views and suggestions on green housekeeping and other environmental issues in the workplace.

The Green Manager will meet with Assistant Green Managers from time to time to monitor and review the implementation of green housekeeping in the Registry.

Achievements and Targets on Green Measures

Our targets and actual performance on some key green measures are as follows:-

	2009 Target	2009 Actual Performance	2010 Target
	%	%	%
Waste Minimisation			
• using blank side of used paper for drafts	100	100	100
• using recycled/wood-free paper	100	99	100
• re-using envelopes or using transit envelopes	99	99	99
• using refillable ball pens	100	100	100
• using old sets of documents for re-circulation	100	100	100
Waste Recovery for Recycling/Re-use			
• collection of waste paper	98	99	99
• collection of used printer cartridges	100	100	100
Energy Conservation			
• routine checking to switch off lights, photocopiers, etc. outside office hours	100	100	100
Measures during Festive Seasons			
• re-using decorations	100	100	100

We have also participated in the “Indoor Air Quality Certification Scheme for Offices and Public Places” organised by the Environmental Protection Department. A “Good Class” certificate has been awarded to the floors occupied by the Registry in the Queensway Government Offices.

Looking Ahead – Towards paperless registration

The Registry is targeting to launch a one-stop electronic company incorporation and business registration in early 2011 and electronic filing of company documents by batches commencing from mid 2011. With the implementation of these electronic services, we strongly believe that there will be substantial reduction in the use of paper by the Registry and the business community.

We will continue to commit ourselves to best practice in environmental matters!

Information and Suggestions

To save paper, we do not provide hardcopy of this report and an electronic copy of this report can be found in the Companies Registry Homepage.

We welcome comments or suggestions. Please send them to our Green Manager by email at crenq@cr.gov.hk.

Companies Registry

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