



公司註冊處  
COMPANIES REGISTRY

e-Filing Services  
電子提交文件服務



同心展關懷

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2011 Environmental Report  
環保報告



# **The Companies Registry Environmental Report 2011**

This report covers the year 2011 and sets out our environmental policies, achievements and targets.

## **Foreword**

The Companies Registry is responsible for administering and enforcing the Companies Ordinance and, among other things, maintaining a register of companies and providing services and facilities for company incorporation, document registration and search for company information by the business community. We recognise our corporate social responsibilities and attach great importance to caring for the environment. 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. To this end, we have been developing our Integrated Companies Registry Information System (ICRIS) in phases with a view to delivering fully automated electronic services.

## **E-Filing Services**

Our move towards a paperless operation and online services started from the implementation of Phase I of ICRIS in February 2005. Since then, all paper documents submitted to the Registry are converted into digitised images after receipt to enable paperless processing by staff through ICRIS. Our customers can conduct searches online on registered particulars of companies and digitised images of registered documents at our Cyber Search Centre. At present, over 99% of company searches are conducted online.

The successful launch of the e-Registry portal and the one-stop electronic service for company incorporation and business registration in March 2011 is another remarkable milestone in achieving a paperless operation. The e-Registry is a 24-hour and one-stop platform providing online integrated services for company incorporation and business registration and submission of statutory forms. Our customers can now start a business and submit the more commonly filed specified forms for reporting changes of key company information including company names, registered office addresses, directors and company secretaries and their particulars and share capital through the internet. It is our aim to launch an electronic service

for the filing of annual return after mid-2012.

## **Our Environmental Policies**

As a socially responsible department, the Registry continued to adhere to the “Reduce, Reuse and Recycle” principle in consuming materials as well as minimising energy consumption in carrying out our business activities. The department is committed to the following environmental policies:-

### **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 environmentally 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 photocopiers with double-side photocopy function
- 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 paper to print incoming fax message
- Use PC-based faxes

#### *Using electronic means to save paper*

- Minimise copies of circulars, e.g. by circulating the old sets of 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 environmentally 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 paper 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 the minimum, such as forward all fax lines to one fax machine
- Arrange for routine check after office hours 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.

Working closely together, the Green Manager and the Assistant Green Managers continue 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:-

	<b>2011 Target</b>	<b>2011 Actual Performance</b>	<b>2012 Target</b>
	%	%	%
<b>Waste Minimisation</b>			
• using blank side of used paper for drafts	100	100	<b>100</b>
• using recycled/wood-free paper	100	99	<b>100</b>
• re-using envelopes or using transit envelopes	99	99	<b>99</b>
• using refillable ball pens	100	100	<b>100</b>
• using old sets of documents for re-circulation	100	100	<b>100</b>

### **Waste Recovery for Recycling/Re-use**

- |   |     |     |            |
|---|-----|-----|------------|
| • collection of waste paper             | 99  | 99  | <b>99</b>  |
| • collection of used printer cartridges | 100 | 100 | <b>100</b> |

### **Energy Conservation**

- |  |     |     |            |
|--|-----|-----|------------|
| • routine checking to switch off lights, photocopiers, etc. outside office hours | 100 | 100 | <b>100</b> |
|--|-----|-----|------------|

### **Measures during Festive Seasons**

- |                        |     |     |            |
|------------------------|-----|-----|------------|
| • re-using decorations | 100 | 100 | <b>100</b> |
|------------------------|-----|-----|------------|

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**

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

### **Information and Suggestions**

To save paper, we do not provide hardcopy of this report. An electronic copy of this report is available on the website of the Registry at [www.cr.gov.hk](http://www.cr.gov.hk).

We welcome comments or suggestions. Please send them to our Green Manager by email at [crenq@cr.gov.hk](mailto:crenq@cr.gov.hk).

**Companies Registry**  
**August 2012**