



公司註冊處
COMPANIES REGISTRY

Breaking New Ground 協力同心 創新紀元



Environmental Report 環保報告 2014

The Companies Registry Environmental Report 2014

This report sets out the Companies Registry's environmental policies, our achievements in 2014 and the targets of our green measures for 2015.

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. We recognise our corporate social responsibility and attach great importance to environmental conservation. We are committed to ensuring that the services provided by the Registry and our internal operations are conducted in an environmentally responsible manner; fostering a green culture among staff members and stakeholders through adoption of environmentally friendly technologies; and minimisation of possible adverse impact on the environment. To this end, we have been developing our Integrated Companies Registry Information System ("ICRIS") for delivery of fully automated electronic services.

Breaking New Ground

Over the past years, the Registry has undergone substantial changes to its operations and has developed from a paper-based registry to an advanced electronic one to facilitate the conduct of business and enhance work efficiency.

The ICRIS, which was implemented in February 2005, enables our staff to process digitised document images in a paperless environment. Nowadays over 99% of searches on company data are made online and our customers can conduct searches on registered particulars of companies and digitised images of registered documents at our Cyber Search Centre (www.icris.cr.gov.hk) round-the-clock throughout the year.

The launch of the e-Registry (www.eregistry.gov.hk) and the one-stop electronic company incorporation and business registration service in early 2011 was a major milestone in the history of company incorporation in Hong Kong. The one-stop electronic service reduced incorporation time to less than one hour and made Hong

Kong one of the leading jurisdictions in terms of the ease of doing business. According to the World Bank's report on Doing Business 2015, Hong Kong remains as the third easiest place to do business in the world and ranks eighth in starting a business out of 189 economies. A full scale electronic filing service covering 84 forms specified under the Companies Ordinance and the Companies (Winding up and Miscellaneous Provisions) Ordinance was implemented in March 2015.

Given the increasing popularity of smartphones and mobile devices, the Registry introduced the Company Search Mobile Service (www.mobile-cr.gov.hk) in mid-2012. The service is well received and has been enhanced to cover more search functions from December 2014. Members of the public can now conduct searches on company names, document indices, company particulars, company directors and disqualified persons anytime and anywhere with their smartphones and mobile devices, thus enabling them to obtain the most up-to-date company information at their fingertips.

The commencement of the new Companies Ordinance (“CO”) on 3 March 2014 provides a modernised legal framework for the operation and incorporation of companies in Hong Kong and strengthens Hong Kong's status as a major international business and financial centre. The Registry has undertaken a major revamp of ICRIS to support its new roles and functions under the new CO. The Registry will continue to provide more green services through its various electronic platforms.

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.

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 Registry 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 Registry’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 Registry’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 our staff members. 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/wood free 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 paper 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
- Reuse envelopes or use transit envelopes
- Avoid using envelopes for unclassified documents
- Enclose documents in envelopes only when necessary and use used envelopes by sticking labels where appropriate
- 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 emails 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 staff 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 periods of absence from the office and after office hours
- Switch off or unplug computer equipment and photocopiers after office hours to reduce standby power consumption
- Put equipment 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 equipment are turned off

(D) Measures at Festive Seasons

- Reduce number of Greeting Cards
- Use of electronic media to send greetings
- Reuse 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 staff members 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 views and suggestions from staff members 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.

Targets and Achievements on Green Measures

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

	2014 Target	2014 Actual Performance	2015 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	99	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**

Looking Ahead

The Registry will continue to implement green management practices both in conducting our business activities and in housekeeping our offices. We will also explore new initiatives to provide services in an environmentally user-friendly manner through ICRIS. A further enhancement of the Company Search Mobile Service to cover the full range of search functions is under way and will be completed in 2016. With increasing use of the electronic services of the Registry, we believe that there would be a significant reduction in the use of paper by and improvement in the work efficiency of 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.

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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