



公司註冊處  
COMPANIES REGISTRY

# Environmental Report 環境報告2017



開啟營商之門  
*Gateway to Business*





## The Companies Registry Environmental Report 2017

This report sets out the Companies Registry’s environmental policies, our achievements in 2017 and the targets of our green measures for 2018.

### Foreword

The Companies Registry is primarily 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 are dedicated to fulfilling our corporate social responsibility and ensuring that the services provided to our customers and our internal operations are conducted in an environmentally responsible and sustainable manner. We strive to nurture a green culture among staff members and stakeholders and work together to minimise possible adverse impact on the environment. To this end, we make every effort to expand our electronic services through ongoing enhancements of the Integrated Companies Registry Information System (“ICRIS”), including development of new services through mobile platform.

### Gateway to Business

Since its establishment in 1993, the Registry has gone through the transformation from a paper-based registry to an advanced electronic one. The use of innovative ideas and technology has been a key driving force underlying the substantial enhancement of the Registry’s electronic services, which facilitates businesses in the incorporation of new companies, filing of statutory returns and the conduct of company searches.

The ICRIS commenced operation in February 2005 to provide round-the-clock online company search services to our customers and enable our staff to work on digitised images of documents in a paperless environment. In addition to





the Cyber Search Centre (“CSC”) ([www.icris.cr.gov.hk](http://www.icris.cr.gov.hk)) where members of the public can conduct searches on registered particulars of companies and digitised images of registered documents anytime and anywhere throughout the year, the Registry launched a full scale Company Search Mobile Service (“CSMS”) in May 2016 supporting all types of company searches using smartphones and mobile devices. Nowadays, over 99.5% of company searches are made through CSC and CSMS.



In early 2011, the Registry launched the one-stop electronic company incorporation and business registration service at the e-Registry ([www.eregistry.gov.hk](http://www.eregistry.gov.hk)). This one-stop electronic service not only marked a major milestone in the history of company incorporation in Hong Kong, it also significantly shortens the time required for incorporating a company to within one hour. A full scale electronic filing service was implemented in March 2015 which covers 84 forms specified under the Companies Ordinance and the Companies (Winding up and Miscellaneous Provisions) Ordinance. All these contributed to Hong Kong’s reputation as one of the leading jurisdictions in the ease of doing business. According to the World Bank Report “Doing Business 2018”, out of 190 economies, Hong Kong continued to rank third internationally in terms of "starting a business".



In February 2017, the Registry launched its first free mobile application “CR eFiling”. The new mobile application aims to facilitate registered users of the e-Registry to submit the more commonly filed specified forms using their smartphones and mobile devices. Up to November 2017, “CR eFiling” allows submission of 13 commonly filed specified forms covering applications for company incorporation, notifications of changes of company particulars and annual returns.

Other paperless value-added services which are provided to registered users of the e-Registry free-of-charge include the Annual Return e-Reminder Service which issues electronic reminders to users for filing annual returns; and the e-Monitor





Service which gives instant notification to users when a document is registered in the public records of the company concerned.

Separately, 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**

The Registry is committed to conducting operations in an environmentally responsible and sustainable manner and seeking continuous improvement in the Registry’s green housekeeping programme based on the “Reduce, Reuse and Recycle” principle. In this respect, the Registry has implemented the following environmental policies:-



#### **Adoption of Good Practices**

- Minimise the use of energy and materials
- Promote 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 environmentally friendly 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 in accordance with the Government's guidelines on green practices and waste avoidance for implementation 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
- Adopt electronic templates of letterheads, memoranda and forms to avoid pre-printing for adjustment





- Incorporate an always up-to-date letterhead design on all letters, thereby eliminating outdated, leftover paper letterhead stock
- 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 e-faxes

*Using electronic means to save paper*

- Minimise copies of circulars, e.g. circulation via emails, using old sets of circulars for re-circulation or uploading circulars 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
- Recycle inks/ toner cartridges of printers/ fax machines/ photocopiers
- Minimise the use of wooden pencils (e.g. use clutch pencils), disposable batteries, glue containing benzene and ethyl acetate, and correction fluid containing ozone depleting 1,1,1-trichloroethane
- Minimise the use of fluorescent pens by underlining the text instead
- Repair old furniture and equipment
- Review actual need regularly against monthly supply items that have expiry dates
- Year-end cleanup operation



**(B) Waste Recovery for Recycling/Reuse**

- Do not treat waste paper, plastic bottles, cans, used printer cartridges, clips, typewriter ribbons and waste metal as rubbish. Put these items into the correct recycling bins or collection boxes for recycling or reuse, and make



- proper records where appropriate
- Provide sufficient recycling bins or collection boxes
- 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 inter-floor traffic
- Avoid the use of personal electric appliances in office
- Lower window blinds to reduce direct sunlight in summer
- Maintain air-conditioned 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 turn off the lights before leaving the room/premise
- Activate energy saving modes (e.g. hibernation mode or standby mode) of office equipment 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, and 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
- Adopt 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 power-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

- Conduct 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 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 compliance with the Registry's Environmental Policies and Green Housekeeping Measures 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 seven 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 floors;





- (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:-

	<b>2017 Target</b>	<b>2017 Actual Performance</b>	<b>2018 Target</b>
	<b>%</b>	<b>%</b>	<b>%</b>
<b>Waste Minimisation</b>			
• using blank side of used paper for drafts	100	100	<b>100</b>
• using recycled/wood-free paper	100	100	<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>
<b>Waste Recovery for Recycling/Re-use</b>			
• collection of waste paper	99	99	<b>99</b>
• collection of used printer cartridges	100	100	<b>100</b>
<b>Energy Conservation</b>			
• routine checking to switch off lights, photocopiers, etc. outside office hours	100	100	<b>100</b>
<b>Measures during Festive Seasons</b>			
• re-using decorations	100	100	<b>100</b>



## Looking Ahead

The Registry will continue to implement green management practices both in conducting our business activities and in housekeeping our offices. We will continue to enhance our information systems to support the smooth running of the new licensing regime for trust or company service providers, implementation of the open-ended fund companies regime and introduction of mobile payments using digital wallets etc. To keep up with the pace of technological development, we plan to revamp the ICRIS and build a new IT infrastructure in the next few years with an aim to further enhancing the efficiency, diversity and quality of our electronic services. We anticipate that with the increasing usage of the full range of electronic services provided by the Registry, there would be substantial enhancement in work efficiency and reduction in paper consumption by the business community.



## Information and Suggestions

To save paper, we do not provide hard copy 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).