



公司註冊處
COMPANIES REGISTRY

Environmental Report

環境報告 2018

Marching into the New Era
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The Companies Registry Environmental Report 2018

This report sets out the Companies Registry's environmental policies, our achievements in 2018 and the targets of our green measures for 2019.

Foreword

The major role of the Companies Registry includes administering and enforcing the Companies Ordinance and providing services and facilities for company incorporation, document registration and search for company information. While sparing no effort to providing quality service to our customers, we are committed to maintaining a high level of environmental awareness among staff members and pursuing environmental protection through the adoption of environmentally friendly technologies, minimisation of possible adverse impact of our operations on the environment and continuing to explore measures to enhance the Registry's environmental friendliness. The development of new electronic services and the enhancements of the Integrated Companies Registry Information System ("ICRIS") have been our major projects for conducting our operations in a more efficient and environmentally responsible manner.

Marching into The New Era

We believe that the application of innovative ideas and technology not only facilitates the provision of more convenient and integrated services to our customers, but also enables the Registry to operate in a more environment-friendly manner by reducing the consumption of paper. Over the years, we have been striving to transform the Registry from a paper-based operation to an advanced electronic one. Most of the services we provide can now be conducted in a paperless manner anytime and anywhere through our user-friendly online applications, such as incorporation of new companies, filing of statutory returns and inspection of company documents, just to name a few.





The implementation of ICRIS is a key step towards the fulfilment of our vision of establishing a fully computerised Companies Registry where documents are processed in a paperless environment. Since its implementation in February 2005, there have been on-going enhancements to the functions of ICRIS by stages. Apart from the Cyber Search Centre (“CSC”) (www.icris.cr.gov.hk) where members of the public can conduct searches on registered particulars of companies and digitised images of registered documents round-the-clock throughout the year, the Registry implemented a full scale Company Search Mobile Service (“CSMS”) in May 2016 supporting all types of company searches using smartphones and mobile devices. Over 99.5% of company searches are now conducted online.



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 significantly reduced incorporation time to within one hour. In May 2018, the Registry welcomed the 200,000th registered user of its e-Registry portal.

In addition, a full scale electronic filing service was launched in March 2015 which covers 84 forms specified under the Companies Ordinance and the Companies (Winding up and Miscellaneous Provisions) Ordinance. Some value-added services are also available free-of-charge to facilitate electronic filing at the e-Registry. For example, Annual Return e-Reminder Service reminds registered users of their statutory filing obligations by sending them electronic notifications for delivering annual returns. Registered users can also make use of e-Monitor service to keep track of the filing records of a company.





Thanks to the launch of a free mobile application “CR eFiling” in February 2017, submission of commonly filed specified forms can now be done with the use of smartphones and mobile devices which further unleashes the potential of digital life and enhances mobile experience.



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 improving our operations continuously in an environmentally responsible manner and enhancing the Registry’s green housekeeping programme based on the “Reduce, Reuse and Recycle” principle. In this respect, the environmental policies of the Registry cover the following areas:-

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 effective implementation of 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:-

	2018 Target	2018 Actual Performance	2019 Target
	%	%	%
Waste Minimisation			
• using blank side of used paper for drafts	100	100	100
• using recycled/wood-free paper	100	100	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

Attaching great importance to both serving the public with quality service and caring for the environment, the Registry will continue to adopt an environmentally responsible attitude in conducting its operations and housekeeping its office. We firmly believe that by strengthening and enhancing our IT infrastructure and applications, including the revamp of the ICRIS and development of mobile payments using digital wallets, we will not only be able to ensure efficiency and quality of our services, but will also achieve continuous improvement in the efficient use of resources, reduction of waste, saving of energy and money, and help improve staff's work environment. We will also keep on raising staff's awareness on the practice of different green measures to keep a healthy and environment-friendly workplace.



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.

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