



公 司 註 冊 處  
COMPANIES REGISTRY



# Environmental Report 環境報告 2019

## Facilitating Businesses 方便營商



## **The Companies Registry Environmental Report 2019**

This report sets out the Companies Registry's environmental policies, our achievements in 2019 and the targets of our green measures for 2020.

### **Foreword**

The Companies Registry is responsible for the administration and enforcement of the Companies Ordinance and provision of services and facilities for company incorporation, document registration and search for company information. We aim to achieve world-wide recognition as an excellent Companies Registry giving the community a quality service. We also attach great importance to corporate social responsibility and are dedicated to nurture a green culture within the Registry to ensure that the services provided by the Registry as well as our internal operation are conducted in an environmentally friendly and sustainable manner. To this end, we have been enhancing our electronic services and the Integrated Companies Registry Information System ("ICRIS") with a view to providing quality services at greater efficiency in an environmentally-responsible manner.

### **Facilitating Businesses**

The Registry has been at the forefront in applying innovative ideas and technology to expand our electronic services in response to rapid technological advances and growing needs of our customers. Over the years, the Registry has undergone transformation from a paper-based registry to an advanced electronic one, facilitating the provision of convenient and integrated services to our customers. We now offer a wide range of services that can be performed in a paperless and efficient manner anytime and anywhere through our online applications. The services include, amongst others, incorporation of new companies, filing of statutory returns and inspection of company information.



The ICRIS has been the mission-critical information system of the Registry which allows the processing, filing and dissemination of company information in a paperless environment. In order to keep pace with the ever-changing business environment, the Registry has been making extensive use of information technology to introduce enhancements to ICRIS whenever necessary. This is an essential ingredient in the fulfilment of our vision of establishing a fully computerised Companies Registry.

On the dissemination of company information, apart from 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 round-the-clock throughout the year, the Registry implemented a full scale Company Search Mobile Service (“CSMS”) in May 2016, which supports all types of company searches using smartphones and mobile devices. In 2019, over 99.5% of company searches are conducted through our electronic platforms.

**公司註冊處綜合資訊系統 (ICRIS) 的網上查冊中心可以英文或中文進行聯線查冊，客戶可查閱由公司註冊處處長登記和備存的公司現況資料，以及文件的影像紀錄。**

**The Cyber Search Centre of the Integrated Companies Registry Information System (ICRIS) enables you to conduct searches online in either English or Chinese on the current data of registered companies and the image records of documents registered and kept by the Registrar of Companies.**

請選擇登入方式：  
Please select the type of login :

登記用戶  
Registered User

無帳戶使用者  
Unregistered User

要申請成為登記用戶，請按此。  
To become a Registered User, please click here.

公司查冊流動版  
Company Search Mobile Service

**服務組支援隊**  
電郵地址：cr.helpdesk@icris.cr.gov.hk  
電話號碼：(852) 8201 8273  
傳真號碼：(852) 8300 1004

**Help Desk Support Service Team**  
Email address：cr.helpdesk@icris.cr.gov.hk  
Telephone number：(852) 8201 8273  
Fax number：(852) 8300 1004



On filing and processing of company information, the e-Registry ([www.eregistry.gov.hk](http://www.eregistry.gov.hk)), our electronic service portal provides one-stop electronic company incorporation and business registration service since early 2011 which enables users to complete the incorporation and business registration process in a paperless way within one hour. 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. Other free value-added services have been introduced over the years to complement the electronic filing service, such as the Annual Return e-Reminder Service which reminds registered users of their statutory filing obligations; and the e-Monitor service which enables registered users to keep track of the filing records of companies in a convenient manner.



A free mobile application “CR eFiling” was launched in February 2017 to facilitate registered users of the e-Registry to submit commonly filed specified forms using smartphones and mobile devices.

To further enhance the services provided to our customers, the Registry has revamped our website ([www.cr.gov.hk](http://www.cr.gov.hk)) to provide a more effective, efficient and green channel for communicating with different stakeholders, featuring modern layout and design to enhance user experience on both desktop and mobile devices. The new website was launched in July 2019.





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 our operations in an environmentally-responsible manner. We will seek continuous improvement in 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 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



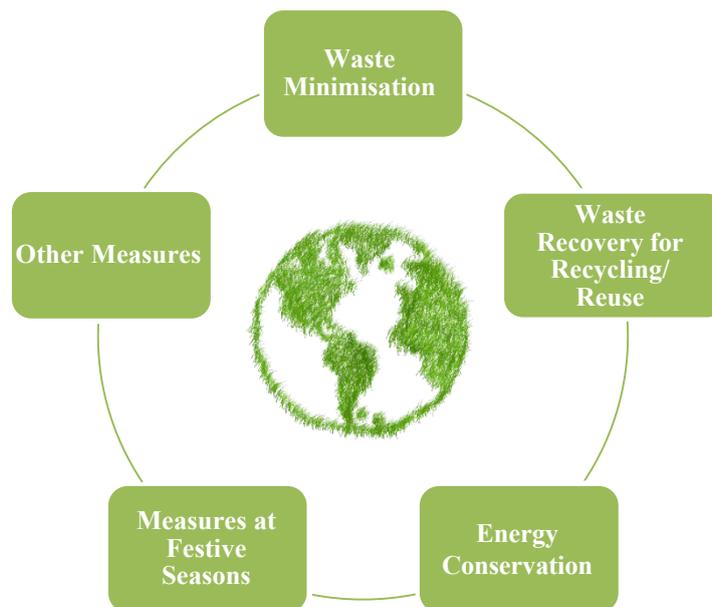
- Ensure that existing as well as new operational processes have the lowest possible adverse impact on the environment
- Continue to find ways to enhance the Registry's environmental performance

### 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



Poster reminding staff to use recycled paper and double-side photocopy function.

#### *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



Recycling bins in the office

**(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



“Save Energy” stickers on light switches



- 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 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 measures in the Registry.



## Targets and Achievements on Green Measures

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

	<b>2019 Target</b>	<b>2019 Actual Performance</b>	<b>2020 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

Moving forward, we will continue to adopt green management practices in our operations. We believe that by strengthening and enhancing our IT infrastructure and applications, including the revamp of the ICRIS and launch of electronic payments using digital wallets and Faster Payment System, we will not only be able to provide the public with services in an environmentally-responsible manner, but will also achieve a greener Registry. We will also keep on promoting staff's green awareness and knowledge on the practice of different environmental-friendly measures in order to maintain a green, healthy and sustainable workplace. With the concerted efforts of all, we will strive to pursue continuous improvement of our green measures to pave the way for a greener environment.

## 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).

