



公 司 註 冊 處
COMPANIES REGISTRY

Environmental Report 環境報告 2020



**Building for a
New Decade
建設新年代**



The Companies Registry Environmental Report 2020

This report sets out the Companies Registry (“the Registry”)’s environmental policies, our green management performance in 2020 and the targets of our green measures for 2021.

Foreword

The Registry’s services mainly comprise the registration of companies and statutory returns and the provision of services for members of the public to obtain company information maintained in statutory registers. We aim to achieve world-wide recognition as an excellent Companies Registry giving the community a quality service. We also strive to ensure the maintenance of the highest ethical standards in the conduct of its business. We care for our staff members, the community and the environment. As always, we are committed to maintaining a high level of environmental awareness among staff members and pursuing environmentally-friendly and sustainable practices in delivering our services and conducting internal operations.

Building for a New Decade

Innovation and technology have all along been leading the way towards a more environmental-friendly and energy efficient mode of operation in the Registry. We have been putting considerable effort into providing a modern, efficient and integrated online platform for delivering our services. During the past decades, the Registry has successfully transformed itself from a paper-based registry to a fully electronic one. Majority of our services are now provided in a paperless manner anytime and anywhere through our online applications, including registration of companies, filing of statutory returns and inspection of company information, to name but a few.





The mission-critical Integrated Companies Registry Information System (“ICRIS”) is a key component in the implementation of our vision of establishing a fully computerised Companies Registry. It allows the processing, filing and dissemination of company information in a paperless environment.

On the dissemination of company information, members of the public can conduct searches on registered particulars of companies and digitised images of registered documents round-the-clock throughout the year at the Cyber Search Centre (www.icris.cr.gov.hk) as well as using the Company Search Mobile Service via smartphones and mobile devices. At present, over 99.7% of searches on company records are made online.

On filing and processing of company information, the e-Registry (www.eregistry.gov.hk), our electronic service portal, provides one-stop electronic company incorporation and business registration service in a paperless



manner within one hour. In addition, the e-Registry provides a full scale electronic filing service which covers 84 forms specified under the Companies Ordinance and the Companies (Winding up and Miscellaneous Provisions) Ordinance. Over the years, free value-added services have been introduced 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 allows registered users to keep track of the filing records of companies in a convenient manner.

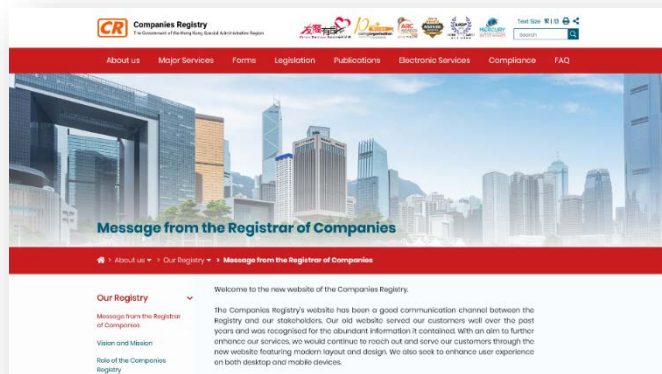


The free mobile application “CR eFiling”, which was launched in 2017, facilitates registered users of the e-Registry to submit commonly filed specified forms using smartphones and mobile devices. With the e-form editing feature of CR eFiling, users can easily retrieve, edit and submit a saved e-form on the mobile devices.



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With a view to enhancing user experience on both desktop and mobile devices, the Registry launched a revamped website in July 2019 (www.cr.gov.hk). The revamped website features modern layout and design and provides a more effective, efficient and green channel for communicating with different stakeholders.



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 was awarded to the floors occupied by the Registry in the Queensway Government Offices in 2020-21.

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



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



- 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



Use of office equipment with Energy Efficiency label



- 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



Use of e-Christmas cards instead of paper greeting cards

(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:-

	2020 Target %	2020 Actual Performance %	2021 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

We will continue to contribute to the creation of a sustainable environment. We will keep on shouldering our environmental responsibilities in adopting green management practices in our operations. By leveraging the latest technology, we aim to providing our services in a reliable manner through environmental friendly and resource efficient processes. We will also continue to work hand in hand with our staff to enhance our green policies and measures in the office in order to maintain a healthy and vibrant 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.

