公司註冊處
COMPANIES REGISTRY

Environmental Report 2021
環保報告 2021

Moving Towards a Better Tomorrow
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The Companies Registry Environmental Report 2021

This report sets out the Companies Registry ("the Registry")'s environmental policies, our green management performance in 2021 and the targets of our green measures for 2022.

Foreword

The Registry is responsible for administering and enforcing most parts of the Companies Ordinance, registering local and non-Hong Kong companies and statutory returns, and providing services and facilities to the public for obtaining company information maintained in the Companies Register. Our vision is to achieve world-wide recognition as an excellent Companies Registry giving the community a quality service. We recognise the importance of environmental protection and are committed to providing services which align with green initiatives and sustainable measures in our daily operations. We follow green practices to operate in an environmentally responsible manner and create an environmentally conscious workplace for our staff.

Moving towards a better tomorrow

As a socially responsible department, the Registry has spared no effort to look for opportunities to operate in a more environmentally friendly manner with the use of new technology and innovative ideas. Over the years, we have made tremendous efforts in developing electronic services and transforming ourselves from a paper-based registry to a fully electronic one.

To achieve our goal in establishing a fully computerised registry and delivering our services in an environmentally friendly manner, the Integrated Companies Registry Information System ("ICRIS") was first launched in 2005. Members of the public can now access most of our services over the internet anytime and anywhere. With just a few clicks, customers can register companies, file statutory returns and search for company information.

Currently, a series of electronic services are provided by the Registry to assist the public in:-

- • Conducting company searches

  The Cyber Search Centre ("CSC") (www.icris.cr.gov.hk) allows the public to conduct searches on the information of registered companies and image records of registered documents anytime and anywhere. Apart from the CSC, the Registry launched the Company Search Mobile Service in May 2016 that extends the company search functions to smartphones and mobile devices.

- • Filing and processing of company information

  Starting from March 2015, the Registry launched the e-Registry (www.eregistry.gov.hk) which provides one-stop electronic company incorporation and business registration services. Customers can submit forms and related documents online and complete the registration process conveniently in a paperless manner within an hour. Additional services are also available free-of-charge to complement electronic filing at the e-Registry. For example, Annual Return e-Reminder Service notifies registered users of their statutory filing obligations of annual returns. Registered users can also make use of the e-Monitor service to keep track of the filing records of a company.

To further facilitate our users of the e-Registry, a free mobile application "CR eFiling" was launched in February 2017. Users can submit commonly filed specified forms and applications for incorporation to the Registry for registration using smartphones and mobile devices. The e-form edition feature of the mobile application enables users to retrieve, edit and submit saved e-forms easily on their mobile devices.

With the aim of providing a single and integrated online platform to our customers and to incorporate technological advances to our system, the Registry has embarked on a project entitled "The Next Generation of ICRIS for the Companies Registry". Through a unified access to business applications such as company searches, filing of documents and other electronic services, customers will be able to submit company information for registration more efficiently using a single platform on the launch of the revamp ICRIS by 2023.

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 among 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) Waseu Minimisation

Poster reminding staff to minimise use of paper

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 l.l.l-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 requirement 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 mode (e.g. hibernation mode or standby mode) of office equipment during office hours
- Switch off computer monitors during periods of absence from 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 forwarding 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.

Environmental Performance and Targets

Key green measures

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

	2021 Target %	2021 Actual Performance %	2022 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**

Indoor Air Quality

We continue to participate 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 2021-22.

Looking Ahead

To help build a sustainable environment in Hong Kong, we are committed to conducting our operations in an environmental-responsible manner. We strive to sustain our efforts in maintaining a green office by implementing and reinforcing our existing green housekeeping practices. Taking advantage of the benefits of new technologies, our goal is to economise the use of resources and minimise waste. We will continue to promote an environmentally friendly culture and encourage our staff to participate in creating a greener workplace and preserving the 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.

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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