公 司 註 冊 處
COMPANIES REGISTRY

Environmental Report 2022
環保報告 2022

Growing Through Challenges
跨越挑戰共成長

The Companies Registry Environmental Report 2022

This report sets out the Companies Registry ("the Registry")'s environmental policies, our green management performance in 2022 and the targets of our green measures for 2023.

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.

The Registry has adopted the Corporate Social Responsibility Policy Statement ("the Statement") since September 2010. The framework on how we manage our corporate social responsibilities, including care for the environment, is set out in the Statement.

We understand the significance of protecting the environment and are dedicated to upholding a high level of environmental sensitivity among our staff members. In 2022, we continue to pursue environmental protection through adopting eco-friendly initiatives in our daily operations.

Growing through Challenges

In spite of the difficult financial situation in 2022, the Registry has taken a supportive position in implementing regulatory regimes and initiatives to help businesses in coping with the impact of the COVID-19 pandemic.

In addition to developing a single integrated online platform that enhances electronic service delivery and improves customer experience, we continue to invest in innovative concepts and cutting-edge technologies to develop novel approaches to providing services.

Since the Registry's establishment as an independent government department in May 1993, we have made significant strides in developing electronic services and transforming ourselves from a paper-based registry to a fully electronic one. With the aim to creating a fully computerised registry and providing services in an eco-friendly manner, the Integrated Companies Registry Information System ("ICRIS") was launched in 2005. At present, the majority of the Registry's services, including registration of companies, filing of statutory return and searches on company information, are accessible online to members of the general public. The public has greatly embraced the convenience brought by the electronic services provided. In 2021-22, over 99.9% company searches were conducted online while 2,802,914 company searches were conducted through mobile devices.

The range of electronic services provided by the Registry is listed as follows: -

- Cyber Search Centre ("CSC") and Company Search Mobile Service ("CSMS")
  The CSC enables members of the public to conduct searches on registered companies' information and image records of registered documents anytime. The CSMS further extends search functions to smartphones and mobile devices.

- e-Registry
  The e-Registry is a portal which provides various electronic filing and document processing services.

  - Electronic Incorporation

    The e-Registry has served as a one-stop platform for electronic company incorporation and business registration services since March 2015.

- Electronic Submission Service

    Customers can submit forms and related documents online and complete the registration process conveniently in a paperless manner within an hour. Comprehensive electronic submission service through the e-Registry is available for all 84 specified forms and related documents required for registration under the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32) and the Companies Ordinance (Cap. 622). A mobile application "CR eFiling" facilitates registered users to submit selected specified forms using smartphones and other mobile devices anytime and anywhere.

- Annual Return e-Reminder Service

    Registered users can subscribe to the Annual Return e-Reminder Service to receive notifications from the ICRIS, reminding them of their statutory obligations to submit annual returns for filing.

- e-Monitor Service

    Registered users can use the e-Monitor service to monitor the filing records of a company. Once a document is registered in the public record of the company concerned, an electronic notification will be sent to the Company user and subscriber immediately.

The development of the various electronic services marks our transition from a paper-based registry to a paperless one which enables the public to enjoy efficient and environmental friendly services anytime and anywhere.

Electronic records management

The use of digital records has been more common and widespread nowadays. The Government sees the need to adopt electronic means to manage both electronic and non-electronic records consistently in an integrated manner. New records management policies and practices have been developed to support records management.

The Registry will follow the government-wide records management policy to pursue Electronic Records Management ("ERM") and draw up implementation plans for adopting the Electronic Recordkeeping System. We will comply with the guidelines and requirements developed by the Government Records Office to drive ERM in the Registry.

Support Environmental Protection Policies

The Waste Disposal (Charging for Municipal Solid Waste) (Amendment) Bill 2018 has been passed by the Legislative Council on 26 August 2021. The Registry fully supports the implementation of the Municipal Solid Waste charging. We will review our current environmental practices and take a step forward in promoting staff awareness on waste reduction.

Our Environmental Policies

The Registry is committed to providing a green workplace, and operating in an environmentally conscious and responsible manner. We strive to care for the environment by –

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
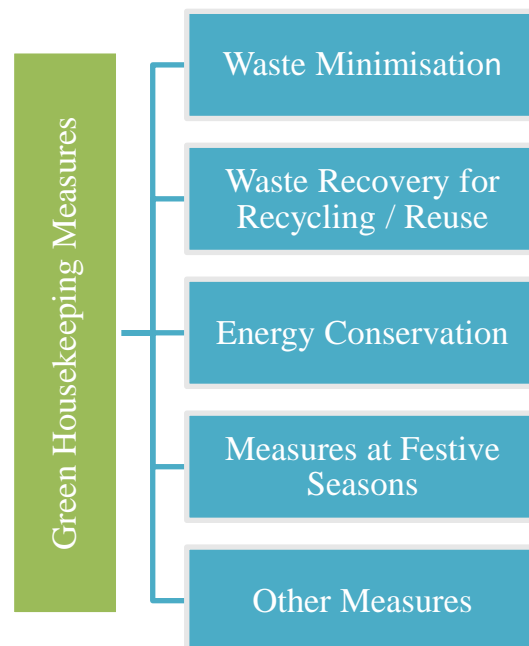
On-going Efforts

- 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:-

Green Housekeeping Measures	
	Waste Minimisation
	Waste Recovery for Recycling / Reuse
	Energy Conservation
	Measures at Festive Seasons
	Other Measures

(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 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

(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 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 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

Electronic Christmas card

(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:-

	2022 Target %	2022 Actual Performance %	2023 Target %
Waste Minimisation			
• using blank side of used paper for drafting	100	100	**100**
• using recycled / wood free paper	100	100	**100**
• reusing 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 / Reuse			
• 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			
• reusing decorations	100	100	**100**

Indoor Air Quality

Moreover, 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 and an "Excellent Class" certificate were awarded to our offices at the Queensway Government Offices and One Kowloon respectively in 2022-23.

Looking Ahead

The Registry fully supports the Government's environmental protection policies and initiatives to build a more sustainable environment in Hong Kong. We will strive to enhance our green performance through reviewing the effectiveness of existing measures taken and formulating new initiatives. The Registry will continue to conduct its operations in an environmentally responsible manner and devote efforts in maintaining a green office.

Availability of this Report

To save paper, we do not provide hard copy of this report. The electronic copy of this report can be viewed at our website at www.cr.gov.hk.

Comments and Suggestions

If you have any comments and suggestions on this report, you are welcome to write to our Green Manager via email at crenq@cr.gov.hk.

Companies Registry
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