

# Environmental Report 2024

環保報告 2024



Embarking on a Vibrant Journey

踏上活力新征程



公司註冊處  
COMPANIES REGISTRY

# The Companies Registry Environmental Report 2024

The Companies 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.**

This report sets out our environmental policies, our green management performance in 2024 and the targets of our green measures for 2025.

## 1. Overview of the Companies Registry

- *Policy Objectives*

Our policy objectives are –

- to achieve world-wide recognition as an excellent Companies Registry giving the community a quality service;
- to provide our customers with efficient, cost-effective and quality services and facilities to incorporate companies and to register and inspect company documents;
- to continuously review and enhance our services and facilities and undertake effective enforcement, taking account of the best modern technology available; and
- to motivate our staff to achieve organisational objectives by adopting appropriate human resource management strategies.

- *Responsibilities of the Registry*

The Registry is responsible for –

- providing services for incorporation or registration of companies, limited partnerships, limited partnership funds, open-ended fund companies, trust companies and registered trustees corporations and to register all documentation required by the various Ordinances governing companies and other entities;
- providing the public with services to search for the information on companies and other entities held by the Registry;
- ensuring compliance by companies and other entities and their officers with their obligations under relevant Ordinances;
- administering the licensing regime for trust or company service providers;
- processing licence applications/renewals for money lenders and maintaining a register of money lenders for inspection by members of the public;
- advising the Government on policy and legislative issues regarding company law and related legislation; and
- achieving all the aims described above in an efficient and effective manner and providing services within time frames and at prices which are acceptable to our customers.

- *Size of Expenditure and Establishment*

- The expenditure of the Registry in 2023-24 was \$534.4 million.
- The Registry has a workforce of about 534 staff.
- Our head office is located at the Queensway Government Offices. Building management is centrally undertaken by the Government Property Agency. We also have another office located in a private commercial building in Kowloon Bay for the Registry for Trust and Company Service Providers.

## 2. Our Environmental Policy

The Registry is committed to ensuring that our operations are conducted in an environmentally responsible manner. The Registry has adopted the Corporate Social Responsibility Policy Statement (“the Statement”) since September 2010. The Statement sets out the framework on how we manage our corporate social responsibilities including our commitment to maintaining a high level of environmental awareness among staff members and pursuing environmental protection through adoption of environmentally friendly technologies, minimisation of possible adverse impact on the environment and continuing to find ways to enhance the Registry's environmental friendliness.



The Registry adopts the following environmental policies to ensure that its operations are conducted in an environmentally conscious and responsible manner –

### *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 and new operational processes minimise their adverse environmental impacts
- Continue to explore measures to enhance the Registry's environmental performance

### *Environmental Management*

- Undertake independent checks by conducting environmental audits



### 3. Green Housekeeping Measures

To achieve the objectives of the Registry's environmental policy, the following Green Housekeeping Measures have been formulated in line with the Government's guidelines on green practices and waste avoidance for implementation by our staff members –

#### (A) Waste Minimisation

##### *Saving paper*

- Use recycled / wood free paper
- Use re-usable paper for drafting
- 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
- Double-sided printing and photocopying and minimise photocopies
- Minimise the reference copies at meetings
- Use old sets of documents for re-circulation to avoid re-printing
- Minimise consumption of other types of printed stationery such as paper folders, minute sheets, forms and tags, or reuse them as far as possible
- 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
- Avoid using envelopes for unclassified documents and reuse envelopes and file jackets
- Keep envelopes for reuse purpose. If they are not reusable, throw them into the Waste Paper Recycling Bag / Bin for recycling
- Enclose documents in envelopes only when necessary and use transit envelopes
- Use fax note instead of fax leader pages
- Use old letter heads or blank side of used paper to print incoming fax messages
- 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 clean-up 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 computers, 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 used by Companies Registry in 2024.

#### **(E) Other Measures**

- Practise green purchasing through tendering conditions, etc.
- Minimise the use of pool cars unless really necessary



## Execution and Supervision of Green Housekeeping Measures

The Registry has appointed the Business Manager, who is a directorate officer, as the Green Manager to ensure effective implementation of the Registry's Environmental Policies as well as Green Housekeeping Measures and to keep the policies and measures under regular review. The Green Manager is assisted by seven Assistant Green Managers at senior officer level on each floor of the Registry's office premises to implement, monitor and review the green housekeeping measures on his/her floor.

## 4. Environmental Performance

### (A) Waste Minimisation

#### *Advancements in Electronic Services*

The Registry has made remarkable progress in the development of electronic services since its establishment in May 1993. We have gradually transformed from a paper-based registry to a fully electronic one. In 2005, we launched the Integrated Companies Registry Information System (“ICRIS”) with the aim of creating a fully computerised registry offering services in an environmentally conscious manner. Over the years, the ICRIS has been enhanced from time to time to cater for legislative and procedural changes. To remain responsive to evolving business needs and meet public expectations for more stable, secured and efficient services, the revamped ICRIS was rolled out on 27 December 2023. The e-Services Portal is a single integrated online platform where users can access all the electronic services of the Registry with desktop and mobile hand-held devices round the clock anytime and anywhere. Users can subscribe to different electronic services and access all electronic services of the Registry under a single user account of the e-Services Portal.



The e-Services Portal offers a range of electronic services, which is outlined below -

- (a) e-filing Services for delivery of forms and documents in electronic form to the Registrar of Companies (“the Registrar”) under the Companies Ordinance (Cap. 622) (“CO”) and other Ordinances administered by the Registrar;
- (b) e-Search Services for online access to the public records kept by the Registrar;
- (c) Access to Withheld Information / Protected Information Services for obtaining withheld information (as defined by section 47 of the CO) or

- protected information (as defined by section 53(1) of the CO) kept by the Registrar; and
- (d) other services such as Annual Return e-Reminder Service and e-Monitor Service.

Starting from 29 June 2024, Form AD - Rectification of Typographical or Clerical Error in Registered Document can be submitted electronically through the e-Filing Services of the e-Services Portal whereby a paper saving alternative is offered for delivery of amended documents to the Registry for registration under the Companies Ordinance.

Another waste minimisation initiative during the year is the electronic submission of prospectuses and accompanying documents which are bulky and largely paper-based before the implementation of electronic delivery. Electronic submission of prospectuses and accompanying documents to The Stock Exchange of Hong Kong Limited (“the Exchange”) for registration authorisation under the Listing Rules and the Companies (Winding Up and Miscellaneous Provisions) Ordinance became mandatory with effect from 1 July 2024. Since then, listing applicants and listed issuers, after obtaining the Exchange’s registration authorisation, will submit prospectuses and accompanying documents to the Registrar of Companies for registration electronically which largely reduces the use of paper in the delivery of prospectus and related documents for registration.

### *Electronic Records Management*

The Registry is committed to aligning with the government-wide records management policy by adopting Electronic Records Management. The Registry targets to implement the Electronic Recordkeeping System (“ERKS”) in mid-2025. It is anticipated that ERKS will be a significant measure on waste minimisation as ERKS will eventually eliminate the need to print electronic records for filing and reduces consumption of paper and printer cartridges.

### *Paper and Electricity Consumption*

It was observed that there was an increase in paper consumption in 2024 comparing with 2023. The increase in consumption was mainly due to increase in operational activities.

For electricity consumption, there was a slight increase as compared with last year due to increase in business activities.

## (B) Waste Recovery for Recycling / Reuse

### *Availability of Recycling Facilities*

To encourage recycling in the workspace, recycling bins are placed in offices to facilitate the collection of 3 common types of recyclables (including waste paper, metals and plastics).

## (C) Other Green Measures

### *Indoor Air Quality*

To monitor the indoor air quality and to safeguard the health of colleagues and the public, we have participated in the “Indoor Air Quality Certification Scheme for Offices and Public Places” organised by the Environmental Protection Department (“EPD”). An “Excellent Class” certificate and a “Good Class” certificate were awarded to our offices at One Kowloon and the Queensway Government Offices respectively in 2024.



Air purifiers are installed at our offices to enhance indoor air quality and filters of the ventilation system are cleaned at regular intervals to reduce pollutants.



### *Green Procurement*

We have incorporated green specifications in our procurement exercises according to the guidelines promulgated by the EPD as appropriate. In 2024, about \$1.86 million was spent on green procurements, including photocopying papers, steel filing cabinets, toner cartridge, etc.

### *Environmental Audit*

We have been taking part in the carbon audit coordinated by the Building Management Office of the Queensway Government Offices for all the sitting departments.

## **5. Looking Ahead**

The Registry fully supports the environmental protection policies and initiatives of the Government. We are committed to continuously improving our environmental performance by assessing the effectiveness of our current measures and developing new initiatives. Looking ahead, we will continue to adopt existing energy-saving measures and pursue new green measures to reduce paper and electricity consumption. We will continue to promote a green culture and conservative awareness among staff through various training and staff activities.

## **6. Availability of this Report**

To save paper, hard copy of this report will not be produced. The electronic version of this report can be viewed on our website at [www.cr.gov.hk](http://www.cr.gov.hk).

## **7. 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](mailto:crenq@cr.gov.hk).

**Companies Registry**  
**September 2025**