

ENVIRONMENTAL REPORT 環保報告 2025

Together We Shape Our Future 攜手建未來



The Companies Registry Environmental Report 2025

The Companies Registry (the “Registry”) is committed to conducting our operations in an environmentally responsible manner. We seek continuous improvement in our green housekeeping programme based on the “3R” principles – **reducing the consumption of materials, reusing and recycling materials and minimising energy consumption**. We aim at minimising the consumption of not only materials but also energy in support of the Government’s overarching environmental goals.

This report sets out our environmental policies, our green management performance in 2025 and the targets of our green measures for 2026.

1. Overview of the Companies Registry

- *Policy Objectives*

Our policy objectives are –

- to achieve worldwide 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 change for the better by remaining receptive to new ideas, technologies and work practices so as to enhance the level and quality of our services and facilities; 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 the incorporation and registration of companies, limited partnerships, limited partnership funds, open-ended fund companies, trust companies and registered trustees corporations, and for the registration of documentation required by 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 acceptable to our customers.

- *Size of Expenditure and Establishment*

- The expenditure of the Registry in 2024-25 was HK\$563.9 million.
- The Registry has a workforce of about 543 staff as at 31 March 2025.

- *List of offices*

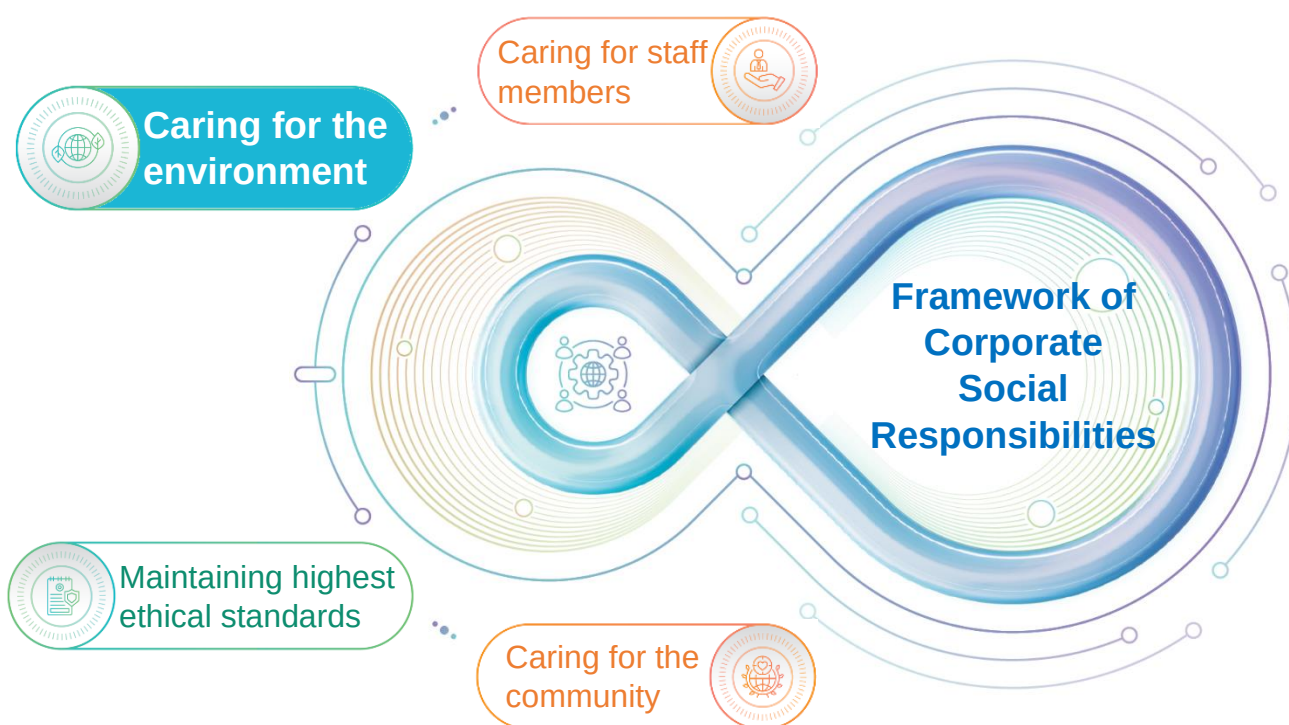
- Our head office is located at Queensway Government Offices. Building management is centrally undertaken by the Government Property Agency.

- The Registry for Trust and Company Service Providers is located in a private commercial building in Kowloon Bay where building management is undertaken by a commercial property management specialist.

2. Our Environmental Policy

The Registry attaches great importance to environmental responsibility in running its operations and conducting its business. We adopted our Corporate Social Responsibility Policy Statement (“the Statement”) in September 2010. The Statement sets out the framework for how we manage our corporate social responsibility which includes our commitment to –

- (a) maintaining a high level of environmental awareness among staff members; and
- (b) pursuing environmental protection through adoption of environmentally friendly technologies, minimisation of possible adverse impacts on the environment and the continual search for better ways to enhance our environmental performance.



Although the business activities of the Registry are primarily office-based and do not give rise to any significant and direct environmental concerns, we adopt the following environmental policies to ensure that our operations are conducted in an environmentally conscious and responsible manner –

Adoption of Good Practices

- Minimise the use of energy and materials
- Promote the “3R” 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 not only in the workplace but also in their daily lives

Compliance

- Ensure compliance with legislation, regulations and standards on environmental protection

Waste Control

- Minimise waste and contaminants and ensure the safe handling and disposal of waste produced

Ongoing Efforts

- Fulfill the Registry’s mission to provide customers with efficient, cost-effective and high-quality services and facilities through the adoption of environmentally friendly modern technologies
- Ensure that existing and new operational processes conform to environmental requirements and minimise their adverse environmental impacts
- Continue to explore measures to enhance the Registry’s environmental performance

Environmental Management

- Undertake independent checks through environmental audits



3. Green Housekeeping Measures

To achieve the objectives of the Registry's environmental policy, we have formulated the following green housekeeping measures in line with the Government's guidelines on green practices and waste avoidance to address the key environmental impact of our business activities which are mainly office-based nature –

(A) Waste Minimisation

Saving paper

- Use recycled/wood-free paper
- Use reusable paper for drafting
- Print hard copies only when necessary, e.g. for recording decisions, key argumentation or the final version of papers and submissions
- Preview a document on screen and fine-tune its page setup/layout before sending it to print
- Practise double-sided printing and photocopying, and minimise photocopies
- Minimise reference copies at meetings
- Use old sets of documents (provided that they are still valid) for re-circulation to avoid re-printing
- Minimise consumption of other types of stationery such as paper folders, minute sheets, forms and tags, or reuse them as far as possible
- Adopt electronic templates for 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 purposes. If they are not reusable, throw them into a waste paper recycling bag/bin for recycling
- Enclose documents in envelopes only when necessary and use transit envelopes
- Use a fax note instead of a fax leader page
- Use old letterheads or blank side of used paper to print incoming fax messages
- Use e-faxes as far as possible

Using electronic means to save paper

- Minimise copies of circulars through, for example, distributing circulars via email, using old sets of circulars for re-circulation or, where appropriate, uploading circulars onto the Departmental Portal
- Use email and soft copies of documents for communication and drafting purposes wherever possible
- Phase out the “print-and-file” practice by requesting for approval from the Government Records Service to dispense with the “print-and-file” practice after full implementation of the Electronic Recordkeeping System (“ERKS”) on 30 June 2025

Other measures for waste minimisation

- Use own cups instead of paper cups
- Serve beverages in cups instead of individual plastic bottled water at meetings
- Use refillable ballpoint pens
- Recycle ink/toner cartridges of printers/fax machines/photocopiers
- Minimise the use of wooden pencils (e.g. use mechanical pencils), disposable batteries, glue containing benzene and ethyl acetate, and correction fluid containing ozone-depleting chemical 1,1,1-trichloroethane
- Minimise the use of fluorescent pens by underlining the text instead
- Repair old furniture and equipment as far as possible
- Review actual need regularly against monthly supply items with expiry dates
- Encourage the use of own utensils and cleaning agents (e.g. sponge) to reduce use of paper towels

(B) Waste Recovery for Recycling/Reuse

- Treat waste paper, plastic bottles, cans, used printer cartridges, clips, typewriter ribbons and waste metal as resources. 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 and collection boxes
- Use biodegradable plastic bags or plastic bags with recycled content for collecting refuse

(C) Energy Conservation

- Change group lighting switches to individual switches
- Use computers, electric lamps/tubes and other office equipment with “energy efficiency” labels
- Reduce lighting to the minimum required for illumination
- Affix anti-heat film to windows as far as practicable to minimise increases in room temperature due to sunlight
- Use staircases to move between floors as far as practicable
- Avoid using personal electrical appliances in the 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-conditioning
- Keep doors closed inside air-conditioned premises
- Turn off lighting if it is not needed (for example, switching off some lights when the occupancy is low (e.g. during lunch breaks) or in public areas during lunch or after office hours)
- Stick “Save Energy” stickers on light switches to remind staff to turn them off before leaving the room/premises
- Activate the 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 computing equipment and photocopiers after office hours to reduce standby power consumption
- Put equipment in places with no direct sunlight, and use heavy-duty blinds where applicable
- Maintain adequate airflow around computing equipment and put heat-dissipating equipment closer to cold air outlets
- 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 a minimum (for example, forwarding all fax lines to one fax machine)
- Conduct routine checks after office hours to ensure that all lighting and office equipment are turned off

(D) Green Procurement

- Procure environmentally friendly products such as wood-free/recycled printing paper, recycled ink/toner cartridges of printers
- Adopt green specifications in procurement exercises for products and services according to the guideline promulgated by the Environment and Ecology Bureau as appropriate

(E) Measures at Festive Seasons

- Reuse decorative materials and wrapping paper for gifts as far as possible

(F) Other Measures

- Practise green purchasing through laying down appropriate tendering conditions, etc.
- Minimise the use of pool cars unless absolutely necessary

Execution and Supervision of Green Housekeeping Measures

The Registry has appointed the Business Manager, a directorate officer, as the Green Manager to ensure the effective implementation of its environmental policy and green housekeeping measures, and to keep the policy and measures under regular review. The Green Manager is assisted by seven Assistant Green Managers at a senior level. They implement, monitor and review the green housekeeping measures regarding the floors for which they are responsible.

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, ICRIS



has been enhanced continuously to cater for legislative and procedural changes and to better serve our customers. To remain responsive to evolving business needs and meet the public's increasing expectations for stable, secure and efficient services, a revamped ICRIS was rolled out on 27 December 2023. One major feature of the revamp is the introduction of an enhanced e-Services Portal, a single integrated online platform where users can access all the electronic services of the Registry via desktop and mobile hand-held devices round the clock anywhere. Users can subscribe to different electronic services and access all our electronic services under a single user account.

The e-Services Portal offers a range of electronic services, as 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 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 the 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. This represents a paper-saving alternative offered to companies for delivery of amended documents to the Registry for registration under the CO.

Another waste minimisation initiative was also launched in 2024: the electronic submission of prospectuses and accompanying documents. The electronic submission of such 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. Listing applicants and listed issuers, after obtaining the Exchange's registration authorisation, must submit prospectuses and accompanying documents to the Registrar for registration electronically. This has greatly reduced the use of paper and carbon emission in the delivery of prospectus and related documents for registration.

Promoting Paperless Corporate Communication for Hong Kong Companies

Under the CO, a company may, subject to the agreement of its member or debenture holder (“prior agreement”), send the documents or information to the member or debenture holder by electronic means such as by email. Also, a company may, subject to prior agreement, communicate with members or debenture holders by making documents or information available on the website.

As a step to further promote paperless corporate communication by means of website, the CO is amended by introducing an implied consent mechanism to streamline notification requirements and at the same time introduce appropriate safeguard measures to protect members’ or debenture holders’ interests.

The amended CO came into operation on 17 April 2025 which serves to promote paperless corporate communication in line with the Government’s commitment to provide a business and environmental friendly environment for companies to operate.

Electronic Records Management

The Registry is committed to aligning its records management practices with those set out in the Government’s records management policy, including the adoption of electronic records management. In this regard, we met the targeted schedule for implementing ERKS on 30 June 2025. The use of the ERKS represents a significant measure on waste minimisation, with its ultimate aim of eliminating the need to print electronic records for filing, thereby reducing the consumption of paper and printer toner.

Paper and Electricity Consumption

The paper and electricity consumption of CR in 2025 as compared to 2024 is tabulated below –

	2024	2025	Percentage Change
Paper Consumption (ream)	10,904	8,330	-23.6%
Electricity Consumption (kWh)	722,425	745,747	+3.2%

As compared with 2024, there was a significant reduction of 23.6% in paper consumption in 2025. This reflected the increasing use of email and soft copies of documents for communication and drafting purposes. We aim to dispense with our print-and-file practice after obtaining approval from the Government Records Service upon full implementation of ERKS in 2026.

The electricity consumption in 2025 saw a slight increase as compared with the preceding year. The increase in electricity consumption was mainly attributable to longer operating hours of the Registry's offices, which arose from a greater operational need for overtime work and resulted in extended use of lighting and air-conditioning. Staff members of the Registry have been reminded to adopt energy-saving practices, including maintaining a room temperature of 25.5 °C, switching off lights and independent air-conditioning units when not in use, and fully shutting down computing equipment (including monitors) when they leave the office, so as to achieve energy savings in the coming years.

(B) Waste Recovery for Recycling/Reuse

Availability of Recycling Facilities

To encourage recycling in the workspace, we place recycling bins inside offices to facilitate the collection of three common types of recyclables, namely waste paper, metal cans and plastics. Waste paper recycling notices are also posted in relation to the disposal of newspapers, books, magazines, office paper and cardboard.



(C) Other Green Measures

Indoor Air Quality

To monitor the indoor air quality and to safeguard the health of both staff and the public visiting our office premises, 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 2025.



Air purifiers are installed at our offices to enhance indoor air quality. Ventilation system filters are cleaned at regular intervals to ensure air quality is up to standard.



Green Procurement

We have incorporated green specifications in our procurement exercises according to relevant guidelines promulgated by the EPD as appropriate. In 2025, about \$1.43 million was spent on green procurement exercises, including items such as woodfree photocopying paper, general office stationery and ink/toner cartridges.

Environmental Audits

We have been taking part in carbon audits coordinated by the Building Management Office for Queensway Government Offices tenant departments.

5. Looking Ahead

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

6. Availability of this Report

To save paper, we will not produce any hard copy for this report. The electronic version is uploaded onto the Registry's website and can be viewed at 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.

Companies Registry
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