

# 公司註冊處簡介

→ SNAPSHOT OF CR

## 管理委員會 MANAGEMENT BOARD



余淑芳女士  
Ms Marianna YU  
公司註冊處經理  
Registry Manager



鄧婉雯女士  
Miss Helen TANG  
公司註冊處處長  
Registrar of Companies



徐麗貞女士  
Ms Kitty TSUI  
公司註冊處律師  
Registry Solicitor



胡偉達先生  
Mr Wren WU  
公司註冊處經理  
Registry Manager





黃潔瑩女士  
Ms Carrie WONG  
業務經理  
Business Manager

廖湘橋女士  
Ms Louisa LIU  
助理首席律師  
Assistant Principal Solicitor

陳佩嫻女士  
Ms Edna CHAN  
部門主任秘書  
Departmental Secretary

楊茜女士  
Ms Majestic YEUNG  
副首席律師  
Deputy Principal Solicitor

## 公司註冊處營運基金簡介

本處於一九九三年五月一日成立。同年八月一日，本處根據前立法局通過的決議，成為營運基金。本處根據《營運基金條例》（第430章），按照商業原則，在財政自給的基礎上運作。本處的收益必須足以支付提供服務的一切開支，而所運用的固定資產平均淨值亦須取得合理回報。

## Brief Introduction to the Companies Registry Trading Fund

The Registry was established on 1 May 1993 and became a trading fund on 1 August 1993 upon the passage of a resolution by the Legislative Council. In accordance with the Trading Funds Ordinance (Cap. 430), the Registry operates under commercial principles on a self-financing basis. The Registry is required to meet expenses incurred in the provision of services out of its income and achieve a reasonable return on the average net fixed assets employed.

### 副公司註冊處經理 DEPUTY REGISTRY MANAGER

黎淑文女士  
Ms Maggie LAI  
特別職務  
Special Duties

莫家倩女士  
Miss Angelina MOK  
拓展部  
Development Division

林詠芝女士  
Ms Fanny LAM  
公眾查冊部  
Public Search Division

黃秀琮女士  
Ms Agnes WONG  
公司文件註冊部  
Registration Division

陳秀芳女士  
Miss Karen CHAN  
公司成立及撤銷註冊部  
Company Formation & Deregistration Division



孫穎女士  
Ms Katrina SUEN  
客戶服務及管理部  
Customer Services and Management Division

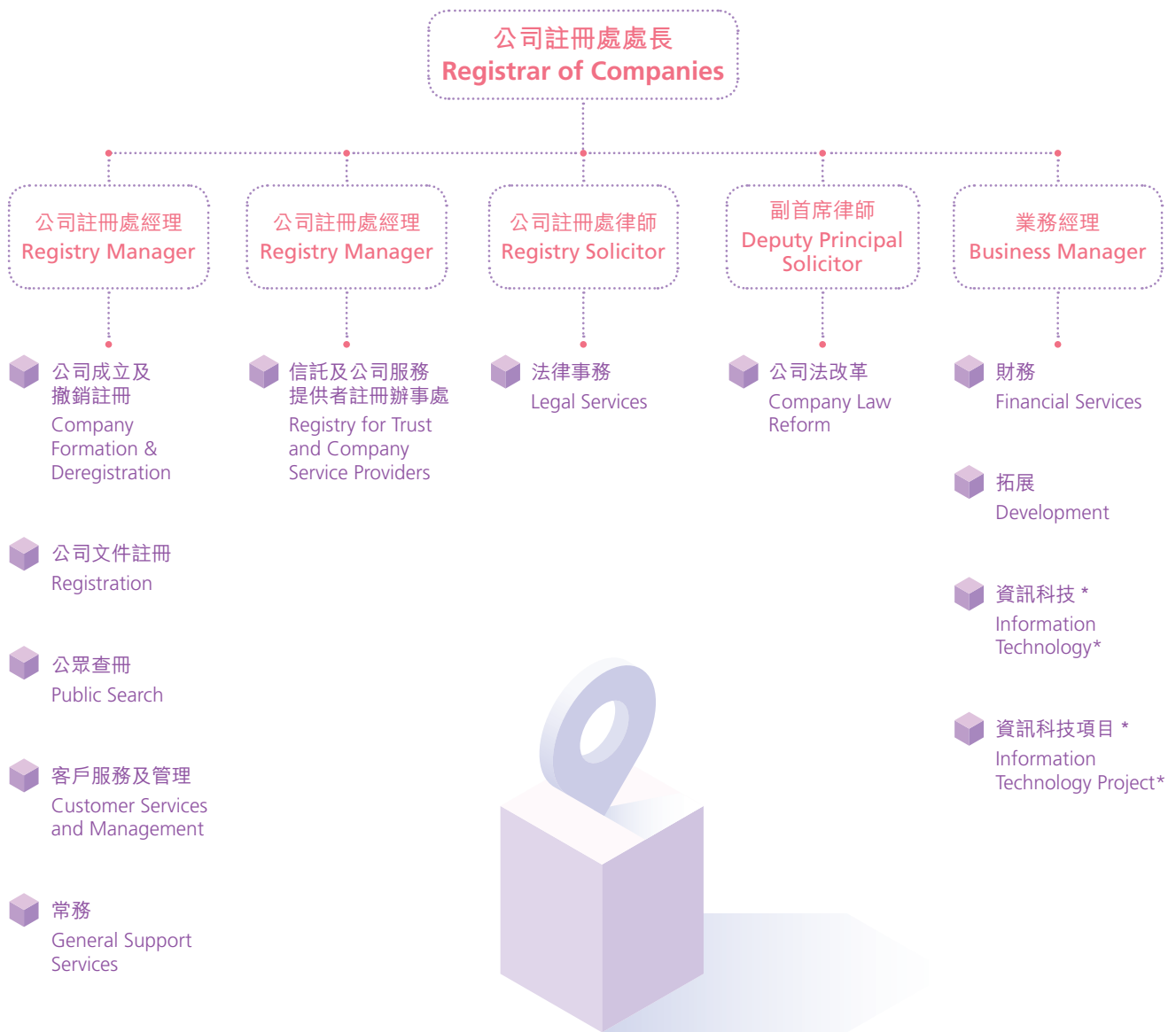
李孝慈女士  
Miss Ida LEE  
信託及公司服務提供者註冊辦事處  
Registry for Trust and Company Service Providers

## 組織架構

本處的組織架構確保本處具問責性並妥善地肩負法定角色、執行法定職能，以及向公眾提供法定服務。截至二零二四年三月三十一日，本處共有534名員工，包括365名公務員及169名合約員工。本處的組織架構如下：

## Organisational Structure

The organisational structure of the Registry ensures that its statutory roles, functions and services to the public are accounted for and delivered properly. The Registry had 534 employees as at 31 March 2024, comprising 365 civil servants and 169 contract staff with the following organisational structure:



\* 前資訊科技項目部於二零二四年四月一日重組為資訊科技部。

\* The previous Information Technology Project Division was reorganised as the Information Technology Division with effect from 1 April 2024.

## 管理委員會

本處為維持高水平的企業管治，設立了管理委員會(下稱「委員會」)，負責訂定策略方向、制訂政策及管理本處的業務，目的是實踐本處的理想和達成本處的使命。委員會由處長領導，成員包括本處全體首長級人員。為確保管理妥善及遵從所有相關規例和既定程序，委員會每月召開會議，討論、檢討並監察本處的主要措施、業務運作及業績。

## Management Board

To maintain a high standard of corporate governance, the Registry has set up a Management Board ("the Board") which is responsible for setting strategic directions, formulating policies and managing the Registry's business affairs with the aim of achieving its vision and mission. The Board is headed by the Registrar and composed of all directorate officers of the Registry. To ensure proper management and compliance with all relevant regulations and established procedures, the Board meets on a monthly basis to discuss, review and monitor the Registry's major initiatives, business operations and performance.

## 企業管治綱領

有效的企業管治，對確保本處可持續發展和保障相關持份者的權益至關重要。本處於二零一二年五月頒布公司註冊處企業管治政策聲明，該聲明確立了本處應遵循的重要原則，以達至最高水平的企業管治。

## Corporate Governance Framework

Effective corporate governance is essential for ensuring the sustainability of the Registry and safeguarding the interests of its stakeholders. The Corporate Governance Policy Statement promulgated in May 2012 establishes important principles that the Registry should follow to attain the highest standards of corporate governance.



## 企業社會責任政策

本處十分重視在業務運作上履行其企業社會責任。本處自二零一零年九月以來一直採用企業社會責任政策聲明，該政策聲明闡述本處履行企業社會責任的綱領。

## Corporate Social Responsibility Policy

The Registry attaches great importance to fulfilling its corporate social responsibility while conducting its business. The Corporate Social Responsibility Policy Statement adopted by the Registry since September 2010 lays out the framework for the Registry in discharging its corporate social responsibilities.

