



公司註冊處  
COMPANIES REGISTRY

# Environmental Report 2023 環保報告 2023



Thirty Years of Peer

We Chart a New Chapter

同行三十載 共譜新篇章



# The Companies Registry Environmental Report 2023

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 2023 and the targets of our green measures for 2024.

## 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 –

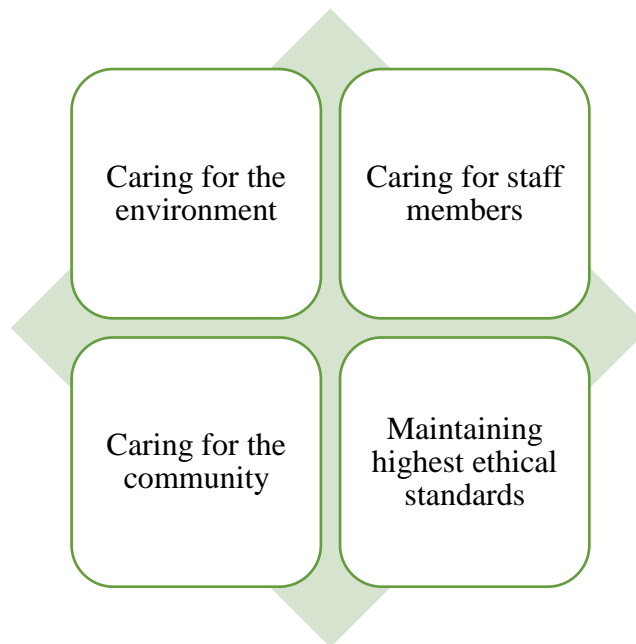
- providing services for incorporation or registration of companies, limited partnerships, limited partnership funds, open-ended fund companies, trust companies and registered trustees corporations and to register all documentation required by the various Ordinances governing companies and other entities;
- 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 2022-23 was \$469.8 million.
- The Registry has a workforce of about 560 staff.
- Our head office is located at Queensway Government Offices. Building management is centrally undertaken by the Government Property Agency. We also have another office which is 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. Since September 2010, the Registry has adopted our Corporate Social Responsibility Policy Statement (“the Statement”) which 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.



We are committed to demonstrating our care for the environment by the following environmental policies –

### *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



### 3. Green Housekeeping Measures

To achieve the Registry's environmental policies, we have formulated the following Green Housekeeping Measures in accordance with the Government's guidelines on green practices and waste avoidance for implementation by our staff members –

#### (A) Waste Minimisation

##### *Saving paper*

Our officers are recommended to carry out the following measures in our daily office operations to save paper -

- Use re-usable paper for drafting
- Use recycled / wood free paper
- 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 copies of flimsies and 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

#### **(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**

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. 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.

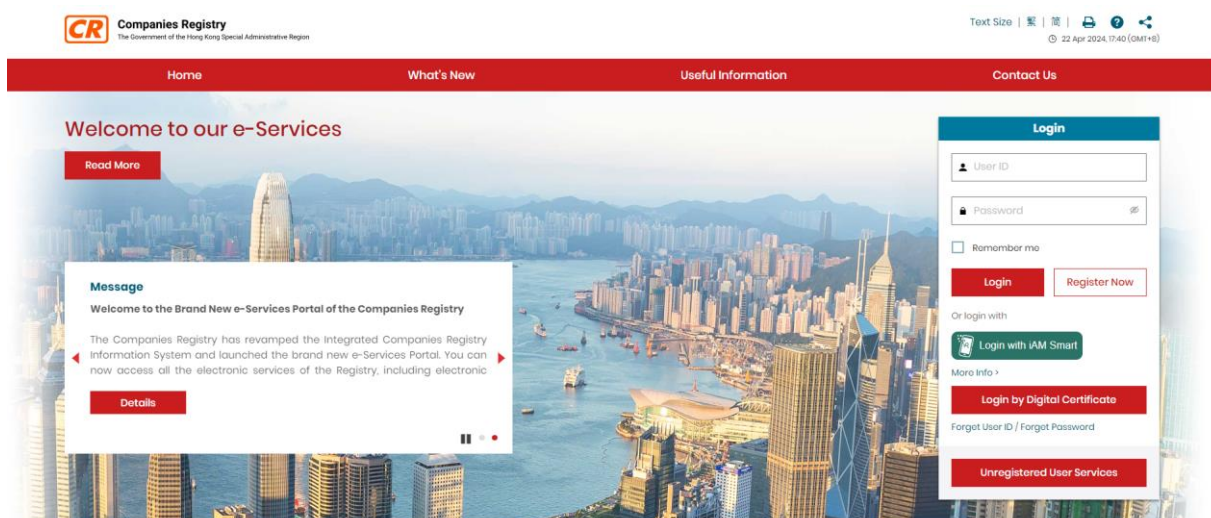
## **4. Environmental Performance**

### **(A) Waste Minimisation**

#### *Advancements in Electronic Services*

Since our establishment in May 1993, the Registry has made remarkable progress in the development of electronic services. This transformation has enabled us to transit 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 friendly manner. Over the years, the ICRIS has been enhanced from time to time to cater for legislative and procedural changes. Currently, all our services, including registration of companies, filing of statutory returns, and public search services, are accessible online to members of the general public. The public has embraced the convenience brought about by these electronic services. In 2022-23, more than 99.9% of company searches were conducted online, with 1,206,759 searches performed electronically.

To enhance user experience, the Registry has revamped the ICRIS and launched the e-Services Portal 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 or portable devices round the clock anytime and anywhere. Users can subscribe to different electronic services 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.

### *Electronic Records Management*

The utilisation of digital records has become increasingly prevalent. Recognising the importance of effectively managing both electronic and non-electronic records in a unified manner, the Government has acknowledged the necessity of embracing electronic methods. To support this initiative, new policies and practices in records management have been developed.

The Registry is committed to aligning with the government-wide records management policy by implementing Electronic Records Management. We have devised implementation plans to adopt the Electronic Recordkeeping System (“ERKS”).

### *Paper and Electricity Consumption*

The paper consumption decreased by 13.3% in 2023 as compared to 2019.

For electricity consumption, there was a slight increase as compared with last year taking into account the extra office rented in Kowloon Bay.

### **(B) Waste Recovery for Recycling / Reuse**

#### *Availability of Recycling Facilities*

Recycling bins have been set up in offices to encourage the practice of separating waste paper, metals and plastics.



### **(C) Other Green Measures**

#### *Green Recognition*

We have also 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 2023.



### *Green Procurement*

We have adopted green specifications for procurements according to guidelines promulgated by the Environmental Protection Department as appropriate. In 2023, about \$2.84 million was spent on green procurements, including printers, steel filing cabinets, etc..

## **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. We will continue to reduce paper consumption through adopting existing measures and pursuing new green measures, e.g. preparing to implement the Government's ERKS to introduce electronic filing of office records. We also aim to promote a green culture and conservative awareness among staff through various training and staff activities.

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

To minimise paper usage, we do not provide hard copy of this report. The electronic version of this report can be accessed 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**  
**December 2024**