

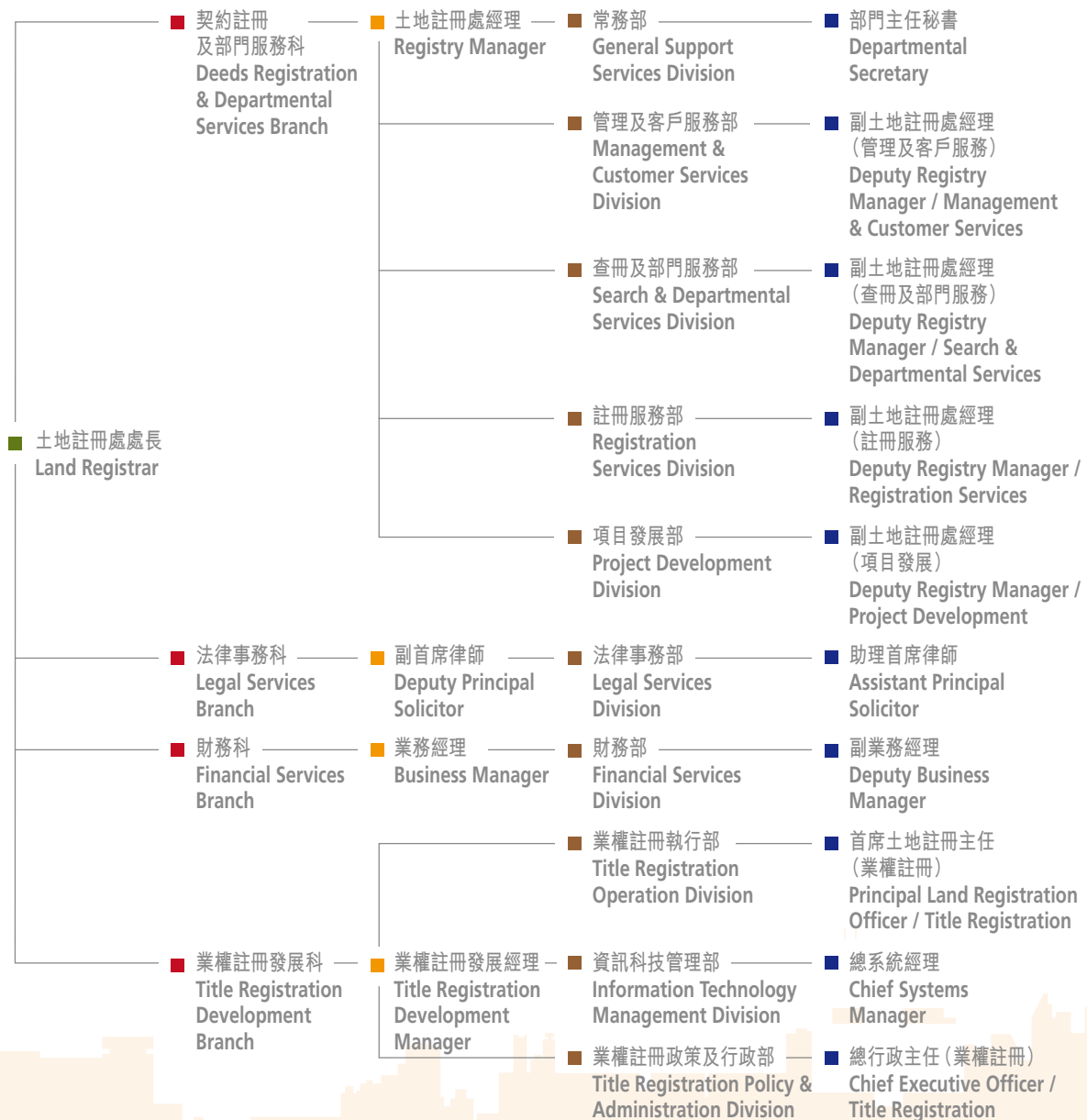
組 織 及 管 理

Organisation and Management

(a) 組織架構 Organisation Structure

土地註冊處組織架構圖(截至2010年3月31日)

Organisation Chart of the Land Registry (as at 31 March 2010)



組織及管理 Organisation and Management



土地註冊處處長及各科主管 The Land Registrar and Branch Heads

- | | | | |
|----|---|----|--|
| 01 | 聶世蘭女士 Ms. Olivia NIP, J.P.
土地註冊處處長 Land Registrar | 04 | 湯張惠芳女士 Mrs. Edith TONG
業權註冊發展經理 Title Registration Development Manager |
| 02 | 李婉兒女士 Ms. Angel LI
副首席律師 Deputy Principal Solicitor | 05 | 李芳群女士 Miss Fion LI
土地註冊處經理 Registry Manager |
| 03 | 植張玉華女士 Mrs. Emily CHIK
業務經理 Business Manager | | |

組織及管理 Organisation and Management



契約註冊及部門服務科 Deeds Registration & Departmental Services Branch

- | | | | |
|----|--|----|--|
| 01 | 陳愛蘭女士 Ms. Allan CHAN
助理土地註冊處經理 Assistant Registry Manager | 10 | 劉琮威先生 Mr. Andas LAU
助理土地註冊處經理 Assistant Registry Manager |
| 02 | 潘輝權先生 Mr. Kenneth POON
客戶服務經理 Customer Service Manager | 11 | 陳碧瑜女士 Ms. Peggy CHAN
副土地註冊處經理 Deputy Registry Manager |
| 03 | 馬秀文女士 Ms. Delphine MA
助理土地註冊處經理 Assistant Registry Manager | 12 | 李冠殷先生 Mr. Alfred LEE
政務主任(政策) Assistant Secretary (Policy) |
| 04 | 劉潤霞女士 Miss Kathy LAU
助理土地註冊處經理 Assistant Registry Manager | 13 | 劉少雯女士 Ms. Eva LAU
訓練及發展經理 Training & Development Manager |
| 05 | 陳錦全先生 Mr. Steve CHAN
部門主任秘書 Departmental Secretary | 14 | 李芳群女士 Miss Fion LI
土地註冊處經理 Registry Manager |
| 06 | 高崇德先生 Mr. S T KO
高級主任 Senior Executive | 15 | 原偉銓先生 Mr. W C YUEN
副土地註冊處經理 Deputy Registry Manager |
| 07 | 陳惠儀女士 Ms. Adeline CHAN
副部門主任秘書 Deputy Departmental Secretary | 16 | 鄧賞麗女士 Ms. Karen TANG
助理土地註冊處經理 Assistant Registry Manager |
| 08 | 李智超先生 Mr. Patrick LI
副部門主任秘書 Deputy Departmental Secretary | 17 | 林謝淑儀女士 Mrs. Cindy LAM
助理土地註冊處經理 Assistant Registry Manager |
| 09 | 張麗貞女士 Ms. Winnie CHEUNG
助理土地註冊處經理 Assistant Registry Manager | 18 | 衛超雄先生 Mr. John WAI
副土地註冊處經理 Deputy Registry Manager |

組織及管理 Organisation and Management



法律事務科

Legal Services Branch

- | | | | |
|----|---|----|---|
| 01 | 談文錦先生 Mr. M K TAM
高級律師 Senior Solicitor | 09 | 梁韋舜女士 Ms. Wilcie LEUNG
律師 Solicitor |
| 02 | 吳潔霞女士 Ms. Adele NG
律師 Solicitor | 10 | 楊茜女士 Ms. Majestic YEUNG
高級律師 Senior Solicitor |
| 03 | 孫嘉玲女士 Ms. Kitty SUEN
律師 Solicitor | 11 | 尹玉清女士 Ms. Stephanie WAN
律師 Solicitor |
| 04 | 袁淑玲女士 Ms. Lisa YUEN
高級律師 Senior Solicitor | 12 | 蔡恒璇女士 Ms. Christina CHOI
高級律師 Senior Solicitor |
| 05 | 陳維茵女士 Ms. Lauren CHAN
律師 Solicitor | 13 | 黃惠儀女士 Ms. Florence WONG
律師 Solicitor |
| 06 | 李婉兒女士 Ms. Angel LI
副首席律師 Deputy Principal Solicitor | 14 | 羅穎淳女士 Miss Jessica LAW
律師 Solicitor |
| 07 | 梁德麗女士 Ms. Juliet LEUNG
高級律師 Senior Solicitor | 15 | 喬美琴女士 Miss Queenie KIU
律師 Solicitor |
| 08 | 曾美意女士 Ms. Therese TSANG
助理首席律師 Assistant Principal Solicitor | | |

組織及管理 Organisation and Management



財務科

Financial Services Branch

- | | | | |
|----|--|----|--|
| 01 | 植張玉華女士 Mrs. Emily CHIK
業務經理 Business Manager | 03 | 梅竹輝先生 Mr. Eddie MUI
庫務會計師 Treasury Accountant |
| 02 | 陳國開先生 Mr. Albert CHAN
副業務經理 Deputy Business Manager | 04 | 葉定宇先生 Mr. T Y YIP
合約會計師 Accountant |

組織及管理 Organisation and Management



業權註冊發展科

Title Registration Development Branch

- | | | | |
|----|--|----|--|
| 01 | 溫錫麟先生 Mr. Francis WAN
副土地註冊處經理 Deputy Registry Manager | 13 | 黎健榮先生 Mr. Gary LAI
總系統經理 Chief Systems Manager |
| 02 | 陳偉康先生 Mr. Wallace CHAN
助理土地註冊處經理 Assistant Registry Manager | 14 | 潘錦鴻先生 Mr. K H POON
高級系統經理 Senior Systems Manager |
| 03 | 彭嘉輝先生 Mr. K F PANG
副土地註冊處經理 Deputy Registry Manager | 15 | 方偉興先生 Mr. Tony FONG
合約項目經理 Contract Project Manager |
| 04 | 陳倩姬女士 Ms. Emily CHAN
高級主任 Senior Executive | 16 | 葉榮深先生 Mr. Luis YIP
合約項目經理 Contract Project Manager |
| 05 | 張寶玲女士 Miss Helen CHEUNG
助理土地註冊處經理 Assistant Registry Manager | 17 | 程綺圓女士 Ms. Iris CHING
合約項目經理 Contract Project Manager |
| 06 | 王慧芳女士 Ms. Evian WONG
助理土地註冊處經理 Assistant Registry Manager | 18 | 尹兆信先生 Mr. S S WAN
系統經理 Systems Manager |
| 07 | 田世雯女士 Ms. Ella TIN
助理土地註冊處經理 Assistant Registry Manager | 19 | 梁志成先生 Mr. Philip LEUNG
系統經理 Systems Manager |
| 08 | 梁慧嫻女士 Ms. Alice LEUNG
助理土地註冊處經理 Assistant Registry Manager | 20 | 韋比得先生 Mr. Peter WAI
合約項目經理 Contract Project Manager |
| 09 | 黃婉君女士 Miss Wendy WONG
宣傳主任 Publicity Officer | 21 | 伍仲良先生 Mr. Albert NG
高級系統經理 Senior Systems Manager |
| 10 | 吳楚玲女士 Ms. Michelle NG
總行政主任 Chief Executive Officer | 22 | 姚志強先生 Mr. C K YIU
系統經理 Systems Manager |
| 11 | 方吳淑儀女士 Mrs. Amy FONG
首席土地註冊主任 Principal Land Registration Officer | 23 | 陳曾碧玲女士 Mrs. Alison CHAN
助理土地註冊處經理 Assistant Registry Manager |
| 12 | 湯張惠芳女士 Mrs. Edith TONG
業權註冊發展經理 Title Registration Development Manager | | |

組織及管理 Organisation and Management

(b) 管理架構

- 土地註冊處由土地註冊處處長領導，下設四個科，分別由首長級人員主管。
- 土地註冊主任職系人員是土地註冊處的骨幹人員，負責監督各項運作職能及提供公共服務。
- 法律、財務、資訊科技專業人員，以及一般職系人員則為部門提供支援。

(c) 各科職能

契約註冊及部門服務科

- 為影響香港土地的文件提供註冊服務。
- 提供查閱土地登記冊、影像文件及其他土地紀錄的服務。
- 為各政府部門提供業權報告服務。
- 按照《建築物管理條例》的規定，辦理成立業主立案法團註冊的申請。
- 提供客戶服務，預計客戶的需要並予回應。
- 管理及發展土地註冊主任職系。
- 透過綜合培訓計劃以規劃及發展人力資源，配合部門業務的需求。
- 為部門籌劃、管理及檢討人力資源、辦公地方和行政制度。

組織及管理 Organisation and Management

(b) Management Structure

- Under the Land Registrar, the Land Registry is organised into four functional branches each headed by a directorate staff.
- The departmental grade of Land Registration Officer (LRO) forms the backbone of the Land Registry overseeing various operational functions and provision of public services.
- The department is also supported by legal, financial and IT professionals, and general grades staff.

(c) Branch Functions

Deeds Registration and Departmental Services Branch

- To provide services for registration of documents affecting land in Hong Kong.
- To provide services for search of the land register, imaged documents and other land records.
- To provide reports-on-title services to Government departments.
- To process applications for the incorporation of owners under the Building Management Ordinance.
- To provide customer services as well as to anticipate and respond to customers' needs.
- To manage and develop the LRO grade.
- To plan for the development of the workforce through comprehensive training programmes to meet the business needs of the Land Registry.
- To plan, manage and review human resources, office accommodation and administrative systems.

組織及管理 Organisation and Management

法律事務科

- 就部門職能提供關乎契約註冊制度及根據《建築物管理條例》註冊業主立案法團的法律諮詢和支援服務。
- 為實施《土地業權條例》的籌備工作提供法律諮詢和支援服務；檢討《土地業權條例》；擬備相關的規則和法定表格；以及為從業人員提供專業指引。

財務科

- 擬備及監控財政預算；管理財政帳目；評估成本、費用和收費；檢討會計程序和財政制度。
- 管理部門物料的供應和存貨。

業權註冊發展科

- 為實施土地業權註冊制度提供政策和行政支援，並為與《土地業權條例》及業權註冊制度相關的主要諮詢委員會提供秘書支援服務。
- 為業權註冊制度制定運作方式、設計新註冊程序，以及籌劃和推出公眾教育及專業培訓計劃。
- 管理及監督「綜合註冊資訊系統」的日常運作和持續的系統改善工作；推出新查冊系統；開發合適電腦系統以支援業權註冊制度；以及為土地註冊處的各项服務提供資訊科技支援。

組織及管理 Organisation and Management

Legal Services Branch

- To provide legal advisory and support services on departmental functions relating to the deeds registration system and the registration of incorporation of owners under the Building Management Ordinance.
- To provide legal advisory and support services in the preparation for implementation of the Land Titles Ordinance (LTO), to conduct LTO review, to prepare relevant rules and statutory forms, and to provide professional guidance to practitioners.

Financial Services Branch

- To prepare and control budgets, to manage financial accounts, to evaluate costing, fees and charges, and to review accounting procedures and financial systems.
- To manage departmental supplies and stores.

Title Registration Development Branch

- To provide policy and administrative support to the implementation of the title registration system and secretarial support to major consultative committees concerning the LTO and the title registration system.
- To develop operational practices and design new registration processes for the title registration system, and to plan and implement public education and professional training programmes on the title registration system.
- To manage and oversee the daily operation and on-going enhancement of the Integrated Registration Information System (IRIS), to implement a new search system, to develop suitable computer systems to support the title registration system, and to provide IT support for various services in the Land Registry.