



香港土地注册处营运基金

The Land Registry Trading Fund Hong Kong

Annual Report 年报
2013-14

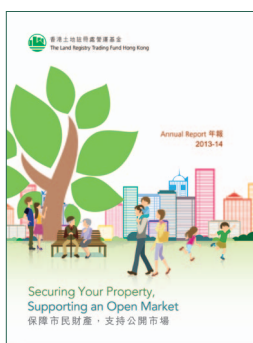


Securing Your Property,
Supporting an Open Market
保障市民财产，支持公开市场



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年报设计概念

「树木」、「建筑物」和「市民大众」是封面设计的主要元素。一棵大树在高楼大厦的背景下茂盛生长，展现土地注册处在施行土地注册制度下，致力保障物业财产及提供以环保为理念的服务。该设计亦展示土地注册处致力支持公开的物业市场和一个和谐社会。

Design Concept of the Annual Report

"Tree", "buildings" and "citizens" are the main elements of the cover design. A growing tree against the background of high-rise buildings simulates the Land Registry, in administering the land registration system, strives for promoting security of properties and delivers services with green objectives. It also portrays the Land Registry's dedication to supporting an open property market and a harmonious community.

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- 116 (c) 2013/14年度土地注册处客户联络小组(公营机构)外界委员
Membership (External) of the Land Registry Customer Liaison Group (Public Sector) 2013/14

处长的话

Message from the Land Registrar

处长的话

我很高兴向大家提交截至2014年3月31日止财政年度的土地注册处营运基金报告。

与2012/13年度比较，文件注册及查阅土地登记册的总宗数分别显著下跌29.1%及14.9%，从而令本处的营业额及盈利分别下跌14.1%至4.311亿元及下跌47.3%至7,540万元。在2013/14年度，土地注册处营运基金达致15.8%的固定资产回报率。

我们超越了本处在服务承诺中订下的所有指标，并提升了「综合注册资讯系统」网上服务的多项功能。我们亦于2014年第二季推出了「综合注册资讯系统」网上服务的流动版，以方便客户使用智能手机及流动装置进行「综合注册资讯系统」网上查册。

在发展业权注册制度方面，本处已进一步修订拟议的「两阶段转换机制」，并一直与主要持份者讨论已修订的建议方案。我们会继续与持份者紧密合作，以敲定对《土地业权条例》的整套修订建议，并于适当时候就修订建议进行公众咨询。



周淑贞
土地注册处处长
土地注册处营运基金总经理
2014年9月30日

Message from the Land Registrar

I am pleased to present the report for the Land Registry Trading Fund for the financial year ending 31 March 2014.

As compared to 2012/13, the total number of documents registered and searches of land registers decreased noticeably by 29.1% and 14.9% respectively. As a result, our business turnover and profit registered a decrease of 14.1% to \$431.1 million and 47.3% to \$75.4 million respectively. The Land Registry Trading Fund achieved a financial return on fixed assets of 15.8% in 2013/14.

We exceeded all targets set in our performance pledges and implemented various functional enhancements to our IRIS Online Services. We also launched a mobile version of the IRIS Online Services in the second quarter of 2014 to facilitate customers using smartphones and mobile devices to conduct IRIS online searches.

Regarding the development of a title registration system, we have further revised the proposed Two-Stage Conversion Mechanism and have been discussing the revised proposal with major stakeholders. We will continue to work closely with stakeholders to finalise a package of amendment proposals to the Land Titles Ordinance and launch a public consultation exercise on the proposed amendments in due course.

Mary CHOW
Land Registrar
General Manager, Land Registry Trading Fund
30 September 2014

土地注册处的管理层团队 Who's Who in the Land Registry



土地注册处处长及各科主管 The Land Registrar and Branch Heads



由左至右:
刘仲贤先生(业务经理), 周淑贞女士(土地注册处处长), 方吴淑仪女士(土地注册处经理), 吴丽君女士(副首席律师)(生效日期为2014年2月17日)

From left to right:
Mr. Gabriel LAU (Business Manager), Miss Mary CHOW (Land Registrar), Mrs. Amy FONG (Registry Manager), Ms. Doris WU (Deputy Principal Solicitor) (With effect from 17 February 2014)

契约注册及部门服务科 Deeds Registration & Departmental Services Branch



前排由左至右:
黎伟强先生(部门主任秘书), 方吴淑仪女士(土地注册处经理), 吴楚玲女士(总行政主任)

后排由左至右:
温锡麟先生(副土地注册处经理), 卫超雄先生(副土地注册处经理), 谢少卿女士(高级系统经理), 陈碧瑜女士(副土地注册处经理), 李芳群女士(副土地注册处经理), 彭嘉辉先生(副土地注册处经理), 潘锦鸿先生(高级系统经理)

Front row from left to right:
Mr. Jack LAI (Departmental Secretary), Mrs. Amy FONG (Registry Manager), Ms. Michelle NG (Chief Executive Officer)

Back row from left to right:
Mr. Francis WAN (Deputy Registry Manager), Mr. John WAI (Deputy Registry Manager), Ms. Ada TSE (Senior Systems Manager), Ms. Peggy CHAN (Deputy Registry Manager), Miss Fion LI (Deputy Registry Manager), Mr. K. F. PANG (Deputy Registry Manager), Mr. K. H. POON (Senior Systems Manager)

法律事务科 Legal Services Branch



由左至右:
吴世楷先生(高级律师), 尹玉清女士(高级律师), 黄惠仪女士(高级律师), 吴丽君女士(副首席律师)(生效日期为2014年2月17日), 蔡恒璇女士(高级律师), 杨茜女士(高级律师), 谈文锦先生(高级律师)

From left to right:
Mr. S. K. NG (Senior Solicitor), Ms. Stephanie WAN (Senior Solicitor), Ms. Florence WONG (Senior Solicitor), Ms. Doris WU (Deputy Principal Solicitor) (With effect from 17 February 2014), Ms. Christina CHOI (Senior Solicitor), Ms. Majestic YEUNG (Senior Solicitor), Mr. M. K. TAM (Senior Solicitor)

财务科 Financial Services Branch



由左至右:
原伟铨先生(副土地注册处经理), 刘仲贤先生(业务经理), 黄美珍女士(副业务经理)

From left to right:
Mr. W. C. YUEN (Deputy Registry Manager), Mr. Gabriel LAU (Business Manager), Ms. Peggy WONG (Deputy Business Manager)



土地注册处营运基金

The Land Registry Trading Fund

土地注册处于1993年8月成为香港最先以营运基金形式运作的政府部门之一。营运基金是为鼓励聚焦提升服务及回应客户需要而设计的一项公共财政安排。土地注册处处长是土地注册处营运基金的总经理。

在营运基金模式下，土地注册处仍是一个公营机构，但要自行管理财政，收入来自其提供服务所得的费用，以自负盈亏的模式经营。营运基金须向公帑支付红利，但可以保留投资收益，用作改善服务。此外，基金享有自主权，可决定进行支援部门服务的资本投资项目，并可灵活调配员工，以回应客户的服务需求。

营运基金的年报及经审计署署长认证的财务报表，每年均须提交香港特别行政区立法会省览。

In August 1993, the Land Registry was established as one of Hong Kong's first Trading Fund Departments. The trading fund concept is an approach to public financing designed to encourage greater focus on improving services and responding to customer needs. The Land Registrar is the General Manager of the Land Registry Trading Fund.

Under the trading fund model, the Land Registry remains a public agency but is responsible for its own finances and must meet its expenditure from the income derived from fees and charges for the services that it provides. The Trading Fund pays dividends to public funds but may otherwise retain profits to invest for service improvements. In particular, it has autonomy over capital investment projects that will support its services and has flexibility to redeploy staff to respond to the service needs of customers.

The Trading Fund's Annual Report and the financial statements certified by the Director of Audit must be tabled in the Legislative Council of the Hong Kong Special Administrative Region each year.



理想、使命、信念及职能

Vision, Mission, Values and Functions

我们的理想

我们竭尽所能，凡事做到最好。

Our Vision

To be the best in all that we do.

我们的使命

- 确保为客户提供稳妥方便的土地注册和资讯服务。
- 开发人力资源、发展资讯科技、优化服务环境，确保为客户提供高效及优质服务。
- 与时俱进，提倡及循序落实香港土地业权注册制度。

Our Mission

- To ensure secure, customer friendly land registration and information services.
- To develop our human resources, information technology and service environment so as to ensure improvement in service quality and value to our customers.
- To advocate reform of Hong Kong's land registration system through introduction of title registration.

我们的信念

- | | | |
|------|---|------------------------------------|
| 持平守正 | — | 以至诚的态度及操守接待客户及工作伙伴。 |
| 追求卓越 | — | 一丝不苟，力臻完美。 |
| 诚挚尊重 | — | 竭诚尊重和信任客户及工作伙伴。 |
| 积极学习 | — | 与客户、工作伙伴和海内外同业紧密联系、交流学习，为社会提供更佳服务。 |

Our Values

- | | | |
|------------|---|---|
| Integrity | — | to customers, partners and colleagues, we observe the highest ethical standards. |
| Excellence | — | we aim to excel in all that we do. |
| Respect | — | we show respect and trust to our customers, partners and colleagues. |
| Learning | — | we learn constantly from each other, from our partners, customers and comparable organisations elsewhere how to provide better services to the community. |



理想、使命、信念及职能 Vision, Mission, Values and Functions

我们对香港的价值

- 香港逾半数家庭是物业的注册业主。
- 截至2014年3月，银行及金融机构以注册土地和物业作抵押的贷款约为19,800亿港元。
- 2013/14年度查阅注册资料超逾500万宗。
- 超过90个政府部门和机构使用土地注册处的资料进行规划研究以至执法等工作。
- 土地注册资料显示的物业交易可追溯至1844年，乃香港经济和社会历史的资料宝库。

职能

土地注册处的主要职能如下：

- 按照《土地注册条例》(第128章)及《土地注册规例》的规定，备存最新的土地登记册及相关的土地纪录，以执行土地注册制度；
- 为市民提供查阅土地登记册及其他土地纪录的设施；
- 向政府部门及机构提供物业资料；以及
- 按照《建筑物管理条例》(第344章)的规定，处理业主立案法团的注册申请。





Our Value to Hong Kong

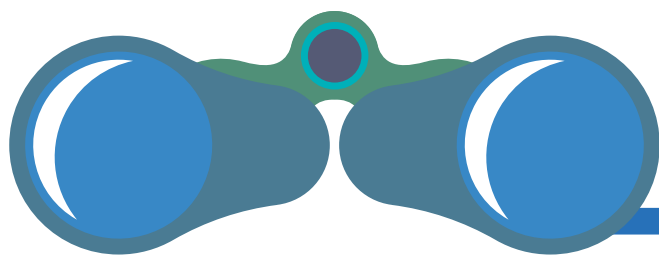
- Over half of all Hong Kong families are registered property owners.
- Banks and financial institutions loaned about HK\$1,980 billion as at March 2014 against the security of registered land and property.
- Over five million searches of registered information took place in 2013/14.
- Over 90 Government departments and agencies use the Land Registry's information for purposes ranging from planning studies to law enforcement.
- Registered information traces back to 1844, providing resources on the economic and social history of Hong Kong.

Functions

The Land Registry's main functions are to:

- administer a land registration system by maintaining a land register and related land records under the Land Registration Ordinance (Cap. 128) (LRO) and its regulations;
- provide the public with facilities for search of the land register and other land records;
- provide Government departments and agencies with property information; and
- process applications for incorporation of owners under the Building Management Ordinance (Cap. 344) (BMO).





2013/14 年度 重要事项与未来展望 Highlights of 2013/14 and Future Outlook

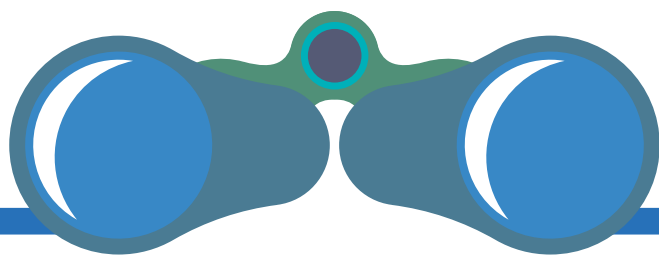
2013/14 年度重要事项	详情	未来展望
企业管治 <ul style="list-style-type: none"> 超越部门在服务承诺中订定的所有指标，并把在柜位办理提供土地纪录认证本的服务指标由50分钟缩减至40分钟，以及把在3个工作日内就一般个案修订土地登记册资料的服务指标由92%提升至93%。 接获367个客户表扬、3项建议及14项投诉。 	<p>第16页</p> <p>第16页</p>	<ul style="list-style-type: none"> 按订定的服务指标以实行和监察表现。 持续听取客户意见，致力提升本处服务的质素和效率。
企业社会责任 <ul style="list-style-type: none"> 参与各种不同的社区计划及活动、为员工提供安全及健康的工作环境，以及支持环保倡议。 为新高中课程下的通识教育科制作一个介绍香港土地注册制度的网上版教材套。 	<p>第24、26、28页</p> <p>第28页</p>	<ul style="list-style-type: none"> 继续参与社区服务，以履行服务社会的承诺。 继续举办公众教育活动，令公众进一步了解本处的服务及香港土地注册制度的发展情况。

2013/14 年度重要事项与未来展望

Highlights of 2013/14 and Future Outlook



Highlights of 2013/14	More information	Future outlook
Corporate Governance <ul style="list-style-type: none"> Exceeded all targets set in our performance pledges and enhanced the targets for supply of certified copies of land records over the counter from 50 minutes to 40 minutes and amendment of registered data for simple cases within 3 working days from 92% to 93%. Received 367 commendations, 3 suggestions and 14 complaints. 	<p>P.17</p> <p>P.17</p>	<ul style="list-style-type: none"> To implement and monitor performance against the set targets. To continue to gauge customer feedback and sustain our efforts to further improve the quality and efficiency of our services.
Corporate Social Responsibility <ul style="list-style-type: none"> Participated in various community programmes and activities; provided a safe and healthy work environment for staff and supported environmentally friendly initiatives. Produced an online version of the teaching kit on land registration in Hong Kong for the Liberal Studies subject under the New Senior Secondary curriculum. 	<p>P.25, 27, 29</p> <p>P.29</p>	<ul style="list-style-type: none"> To continue to participate in community services and serve the community with commitment. To continue with our public education activities to enhance public understanding of our services and the development of the land registration system in Hong Kong.



2013/14 年度重要事项与 未来展望 Highlights of 2013/14 and Future Outlook

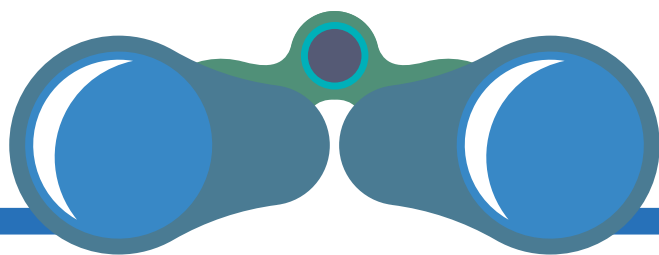
2013/14 年度重要事项	详情	未来展望
服务及运作 <ul style="list-style-type: none"> 土地文件的注册量较2012/13年度减少29.1%。 「综合注册资讯系统」网上服务新增了58个登记用户，户口总数达1,084个。 在本处网站推出新版的街道索引及新界地段／地址对照表，供公众免费网上浏览。 荣获2013年「申诉专员嘉许奖」— 公职人员奖、ERB人才企业嘉许、2013年「国际年报比赛大奖」荣誉奖，以及香港管理专业协会2013年「最佳年报奖」— 优异奖。 	<p>第30页</p> <p>第38页</p> <p>第38页</p> <p>第46、48页</p>	<ul style="list-style-type: none"> 继续提供方便及高效率的注册服务。 继续令「综合注册资讯系统」网上服务更方便易用，以切合客户的需要。 每年均制作更新的版本。 继续提供优质的服务。
业权注册 <ul style="list-style-type: none"> 进一步修订「两阶段转换机制」，并与主要持份者进行讨论，以回应他们所关注的事宜。 	<p>第52页</p>	<ul style="list-style-type: none"> 修订更正、弥偿及转换事宜的安排／方案，并于适当时候就《土地业权条例》（第585章）的修订建议进行公众咨询。

2013/14 年度重要事项与未来展望

Highlights of 2013/14 and Future Outlook



Highlights of 2013/14	More information	Future outlook
Services and Operations <ul style="list-style-type: none"> Registration of land documents decreased by 29.1% as compared with 2012/13. The number of subscribers for Integrated Registration Information System (IRIS) Online Services reached 1,084 with 58 new customers. Launched new versions of the Street Index and the New Territories Lot/Address Cross Reference Table on the Land Registry's website for free online browsing. Received The Ombudsman's Awards 2013 for Officers of Public Organisations, ERB Manpower Developer Award, Honours award in the International ARC Awards 2013 and Honourable Mention in the Hong Kong Management Association Best Annual Reports Awards 2013 	<p>P.31</p> <p>P.39</p> <p>P.39</p> <p>P.47, 49</p>	<ul style="list-style-type: none"> To continue to provide customer friendly and efficient registration services. To keep on enhancing the user-friendliness of IRIS Online Services to meet customers' needs. To produce updated versions annually. To continue to deliver quality services.
Title Registration <ul style="list-style-type: none"> Further developed the Two-Stage Conversion Mechanism and held discussions with major stakeholders to address their concerns. 	<p>P.53</p>	<ul style="list-style-type: none"> To develop revised arrangements/options for rectification, indemnity and conversion and to launch a public consultation exercise on the proposed amendments to the Land Titles Ordinance (Cap. 585) (LTO) in due course.



2013/14 年度重要事项与 未来展望 Highlights of 2013/14 and Future Outlook

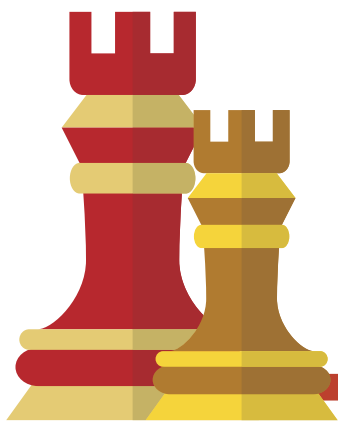
2013/14 年度重要事项	详情	未来展望
人力资源管理 <ul style="list-style-type: none"> 落实2013/14年度部门培训计划，并已按照计划举办培训课程。 	第54、56、58页	<ul style="list-style-type: none"> 推行2014/15年度部门培训计划，并按照计划举办培训课程。
资讯科技管理 <ul style="list-style-type: none"> 为「综合注册资讯系统」网上服务推出数项重大提升。 推行妥善措施，确保资讯科技系统的安全性，并继续提高员工的资讯科技保安意识。 	第64页 第66页	<ul style="list-style-type: none"> 推出「综合注册资讯系统」网上服务的流动版，并进一步提升服务，以迎合客户的需要。 确保遵行政府的资讯科技保安要求，以及采用资讯科技保安的最佳守则。
财政管理 <ul style="list-style-type: none"> 2013/14年度录得15.8%的固定资产回报率。 	第68页	<ul style="list-style-type: none"> 严谨控制成本，并因应业务的波动灵活调配人手。

2013/14 年度重要事项与未来展望

Highlights of 2013/14 and Future Outlook



Highlights of 2013/14	More information	Future outlook
Human Resources Management <ul style="list-style-type: none"> Implemented departmental Training Plan 2013/14 and organised training programmes according to the Plan. 	P.55, 57, 59	<ul style="list-style-type: none"> To implement Training Plan 2014/15 and organise training programmes according to the Plan.
IT Management <ul style="list-style-type: none"> Implemented several major enhancements to the IRIS Online Services. Put in place measures to ensure the security of IT systems and continued to raise staff awareness of IT security. 	<p>P.65</p> <p>P.67</p>	<ul style="list-style-type: none"> To launch a mobile version of the IRIS Online Services and to further enhance services to meet customers' needs. To ensure compliance with the Government's IT security requirements and adopt the best practices in IT security.
Financial Management <ul style="list-style-type: none"> The rate of return on fixed assets was 15.8% in 2013/14. 	P.69	<ul style="list-style-type: none"> To exercise strict control on costs and to deploy staff flexibly taking into account fluctuations in business volume.



企业管治 Corporate Governance

管治架构

本处以问责、诚信及透明度为基石，透过制定的服务标准，力求达致最佳的企业管治水平。

问责

本处须分别向发展局和财经事务及库务局负责及汇报部门的业绩和财务表现。我们每年会向两个决策局呈交中期企业计划暨年度业务计划，以供批核。企业计划订定本处未来五年的发展纲领，而业务计划则作为评核本处每年业绩的基准。我们定期与发展局开会，以检讨业务表现。发展局亦会我们的工作给予政策指引。此外，我们亦与负责监督本处财务表现的财经事务及库务局定期联系。

诚信

根据《营运基金条例》（第430章），本处可自主进行资本投资及运用资源，以灵活回应服务需求及提高营运效率。在灵活自主的基础上，我们执行职务时须履行恪守诚信的责任。本处全体人员均须遵守部门指引及相关的政府规则和规章，以妥善履行日常职责。土地注册处经理是本处的诚信事务主任，负责监督部门的诚信管理事宜。本处除为员工举办有关的培训课程及工作坊外，亦会定期公布及传阅有关诚信管理的指引和通告，以提升员工对诚信管理的认知。

透明度

本处奉行以高透明度运作的原则。根据《营运基金条例》，我们每年须呈交营运基金的年报连同经审计署署长审核的财务报表予立法会省览。为让公众知悉部门业务和物业市场的情况，我们每月会发表土地注册和查册的统计数据。

此外，我们透过定期举行的客户联络小组会议，与私营及公营机构的客户保持紧密联系。由土地注册处处长担任主席的《土地业权条例》督导委员会是一个重要渠道，让主要持份者共同商议关于《土地业权条例》修订的主要事宜。





Governance Framework

The Land Registry strives to achieve the best in corporate governance. To this end, we have established performance standards based on the cornerstones of accountability, integrity and transparency.

Accountability

The Land Registry is accountable to the Development Bureau (DEVB) and the Financial Services and the Treasury Bureau (FSTB) for its business and financial performance respectively. We submit a medium range corporate-cum-annual business plan to the two Bureaux for approval each year. The corporate plan sets out the blueprint for the department's development in the next five years, while the business plan serves as the basis against which our annual performance is evaluated. We meet regularly with the DEVB to review our business performance. The DEVB also provides policy steer for our work. In addition, we maintain regular liaison with the FSTB, which monitors our financial performance.

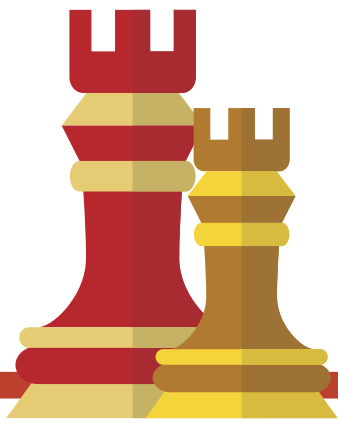
Integrity

Under the Trading Funds Ordinance (Cap. 430) (TFO), we have the flexibility to respond to service needs and enhance operational efficiency through autonomy in capital investment and the use of resources. Underpinning this flexibility is the duty to uphold integrity in discharging our responsibilities. All Land Registry staff conduct daily business in a proper manner in compliance with departmental guidelines and the relevant Government rules and regulations. The Registry Manager is the Ethics Officer of the Land Registry overseeing integrity management work in the department. Apart from organising training courses and workshops, relevant guidelines and circulars on integrity management are promulgated and re-circulated to staff regularly to raise their awareness in this regard.

Transparency

The Land Registry's operation is also guided by the principle of transparency. As provided under the TFO, the Trading Fund's annual report together with the financial statements audited by the Director of Audit is required to be tabled in the Legislative Council each year. To help keep the public apprised of our work and the situation in the property market, we publish statistics on land registration and search on a monthly basis.

We maintain close contact with our customers of the private and public sectors through our regular Customer Liaison Group meetings. The LTO Steering Committee chaired by the Land Registrar is an important forum for major stakeholders to consider key issues regarding the amendments to the LTO.



企业管治 Corporate Governance

服务承诺

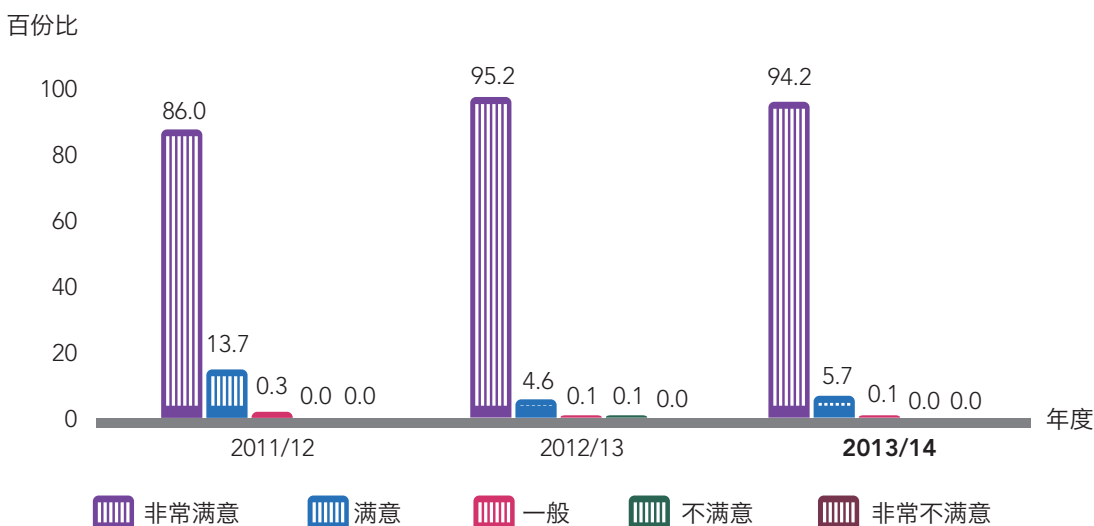
本处自1993年起每年均会检讨「服务承诺」，以贯彻我们持续提升服务质素和效率的方针。在2013/14年度，我们超越了在服务承诺中所有订定的指标，并提升了一些指标。值得一提的是，我们把在柜位提供办理土地纪录认证本的服务标准由50分钟缩减至40分钟，并把在3个工作日内就一般个案修订土地登记册资料的服务标准由92%提高至93%。附件I(a)列出本处于年内的服务承诺和表现。

来年我们会继续为市民提供优质的服务。本处于2014/15年度的服务承诺见附件I(b)。

客户意见

在2013/14年度，本处透过客户服务热线、部门网页、客户意见卡、来信和电邮等不同渠道接获367个客户表扬及3项建议。

客户满意程度



此外，我们亦收到由本处接获或是经由其他政府部门或立法会秘书处转介的14项投诉。所有建议和投诉均已获迅速回应及圆满处理。



Performance Pledges

As part of our continuing commitment to improving the quality and efficiency of services, we have been conducting review of our performance pledges annually since 1993. In 2013/14, we exceeded all the targets set in our performance pledges and enhanced some of the targets. In particular, we enhanced the service standards for supply of certified copies of land records over the counter from 50 minutes to 40 minutes and amendment of registered data for simple cases within 3 working days from 92% to 93%. Annex I (a) sets out the pledges and our performance for the year.

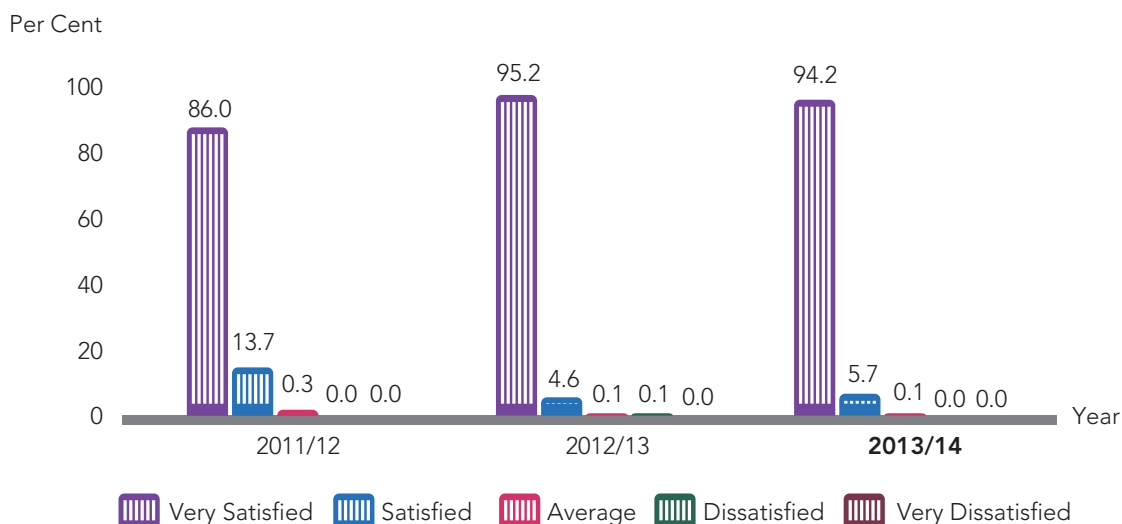
We will sustain our quality service in the coming year. The performance pledges for 2014/15 are at Annex I (b).



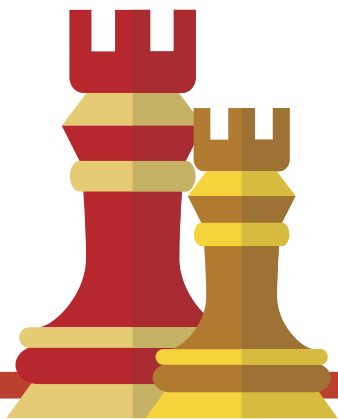
Customer Feedback

In 2013/14, the Land Registry received 367 commendations and 3 suggestions through various channels, including our customer service hotline, the Land Registry's homepage, comment cards, letters and emails.

Customer Satisfaction Rate



There were also 14 complaints received by us or referred to us by other Government offices or the Legislative Council Secretariat. All the suggestions and complaints were promptly addressed and fully responded to.

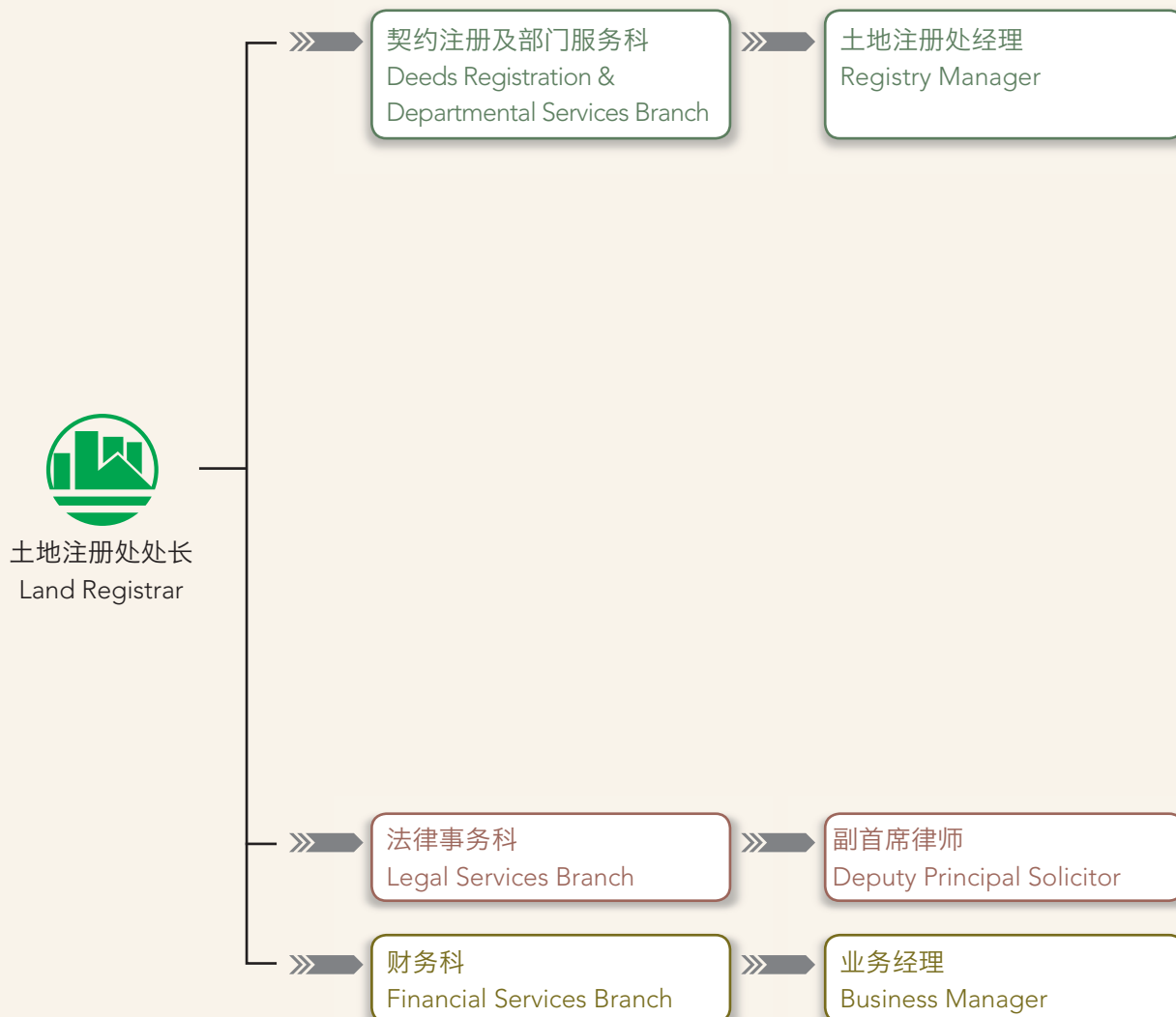


企业管治 Corporate Governance

架构及管理 Structure and Management

土地注册处的组织架构图(截至2014年3月31日)

Organisation Chart of the Land Registry (as at 31 March 2014)





- »»» 常务部
General Support Services Division
- »»» 管理及客户服务部
Management & Customer Services Division
- »»» 查册及部门服务部
Search & Departmental Services Division
- »»» 注册服务部
Registration Services Division
- »»» 资讯科技管理部
Information Technology Management Division
- »»» 业权注册执行部
Title Registration Operation Division

- »»» 部门主任秘书
Departmental Secretary
- »»» 副土地注册处经理(管理及客户服务)
Deputy Registry Manager/Management & Customer Services
- »»» 副土地注册处经理(查册及部门服务)
Deputy Registry Manager/Search & Departmental Services
- »»» 副土地注册处经理(注册服务)
Deputy Registry Manager/Registration Services
- »»» 高级系统经理
Senior Systems Managers
- »»» 副土地注册处经理/总行政主任(业权注册)
Deputy Registry Managers/Chief Executive Officer (Title Registration)

- »»» 法律事务部
Legal Services Division

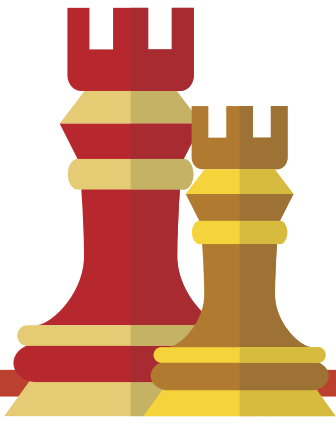
- »»» 高级律师
Senior Solicitors

- »»» 财务部
Financial Services Division

- »»» 副业务经理
Deputy Business Manager

- »»» 项目发展部
Project Development Division

- »»» 副土地注册处经理(项目发展)
Deputy Registry Manager/Project Development



企业管治 Corporate Governance

管理架构

- 土地注册处由土地注册处处长领导，下设三个科，分别由首长级人员主管。
- 土地注册主任职系人员是土地注册处的骨干人员，负责监督各项营运职能及提供公共服务。
- 法律、财务和资讯科技的专业人员及一般职系人员则为土地注册处提供支援。

分科和分部

契约注册及部门服务科

注册服务部

- 按照《土地注册条例》为影响土地的文件提供注册服务。

查册及部门服务部

- 提供查册服务、处理业主立案法团的注册申请，以及向政府部门提供业权报告。

管理及客户服务部

- 管理和发展土地注册主任职系；策划及提供客户服务并回应客户需要；以及透过培训及发展课程发展人力资源，以配合土地注册处的业务需要。





Management Structure

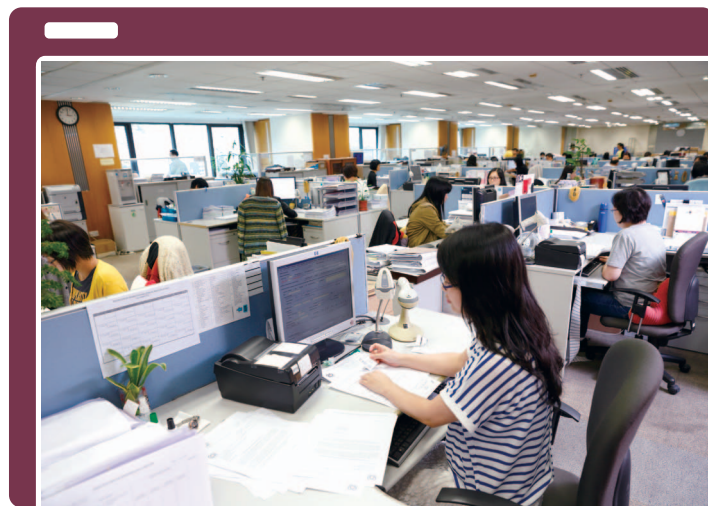
- Headed by the Land Registrar, the Land Registry is organised into three functional branches each led by a directorate officer.
- The departmental grade of Land Registration Officer forms the backbone of the Land Registry overseeing various operational functions and the provision of public services.
- The Land Registry is also supported by legal, financial and IT professionals and general grades staff.

Branch and Division

Deeds Registration and Departmental Services Branch

Registration Services Division

- To provide services for registration of documents affecting land under the LRO.

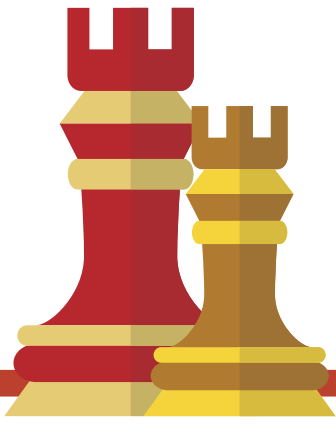


Search & Departmental Services Division

- To provide search services; to handle applications for registration of owners' corporations; and to provide reports-on-title to Government departments.

Management & Customer Services Division

- To manage and develop the Land Registration Officer grade; to plan and deliver customer services and respond to their needs; and to develop human resources through training and development programmes to meet the business needs of the Land Registry.



企业管治 Corporate Governance

业权注册执行部

- 为业权注册制度制定运作流程、程序及表格，以及筹划和推行有关宣传及教育计划。
- 为实施业权注册制度的准备工作提供行政支援，并为与《土地业权条例》相关的主要委员会提供秘书支援服务。

资讯科技管理部

- 策划、开发、推行及管理资讯科技系统及服务，并为部门提供资讯科技支援。

常务部

- 筹划、管理和检讨人力资源、办公室设施和行政制度，并为部门提供一般支援服务。

法律事务科

法律事务部

- 就《土地注册条例》及部门的工作提供法律意见及支援服务。
- 就实施《土地业权条例》的准备工作提供法律意见及支援服务；检讨《土地业权条例》，以及拟备《土地业权(修订)条例草案》。

财务科

财务部

- 拟备和管控财政预算、管理财务会计、评估成本及各项收费、检讨会计程序及财务制度；以及负责部门的物料供应事宜。

项目发展部

- 策划及推行新措施，以提升部门服务。



Title Registration Operation Division

- To design operational processes, procedures and forms for the Title Registration System (TRS); and to plan and implement publicity and education programmes.
- To provide administrative support in the preparation for the implementation of the TRS and secretariat support to major committees concerning the LTO.

Information Technology Management Division

- To plan, develop, implement and manage IT systems and services; and to provide IT support for the department.

General Support Services Division

- To plan, manage and review human resources, office accommodation and administrative systems; and to provide general support services to the department.

Legal Services Branch

Legal Services Division

- To provide legal advisory and support services relating to the LRO and the work of the department.
- To provide legal advisory and support services in the preparation for the implementation of the LTO; to conduct review of the LTO; and to prepare the Land Titles (Amendment) Bill (LT(A)B).

Financial Services Branch

Financial Services Division

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

Project Development Division

- To plan and implement new initiatives for service improvement.



企业社会责任 Corporate Social Responsibility

企业公民

本处十分重视社会责任，致力成为优秀的企业公民。我们的承诺可见于以下七个主要范畴：

支持社会服务

土地注册处义工队自2005年起与十多个其他政府部门合力推动「义工服务协作计划」。在2013/14年度，我们的义工队为长者和住院病人筹办了23项义工活动。我们并鼓励同事们腾出私人时间，以组织及参与义工及社区活动。

在2014年2月，香港社会服务联会再一次向本处颁发「5年Plus同心展关怀」标志，以表扬我们持续不断为社会服务。



鼎力募捐

我们支持捐助和慈善行动，并鼓励员工参与各项慈善活动。在2013/14年度，我们继续鼓励同事参加由公益金举办的各种活动及作出慷慨捐助，其中包括「公益金便服日」、「爱牙日」、「公益绿识日」及「公益行善『折』食日」。我们亦透过参加香港渣打马拉松赛事，为香港残疾人奥委会暨伤残人士体育协会筹募经费。

促进平等机会

我们致力消除雇佣方面的歧视（包括性别、残疾、家庭岗位及种族等），以及促进全体员工的平等机会。

在2013/14年度，我们继续参与社会福利署的「阳光路上」培训计划及劳工处的「展翅•青见计划」，为有需要人士提供培训实习机会。此外，我们邀请了社会企业竞投本处办公室的清洁服务合约，及为部门的圣诞联欢会提供餐饮服务，以促进弱势社群的就业机会。



Corporate Citizenship

The Land Registry attaches great importance to social responsibility and strives to uphold a high standard of corporate citizenship. Our commitment is demonstrated through our efforts in seven main areas.

Supporting Social Services

The Land Registry Volunteer Team has been joining hands with some ten other Government departments to run a "Crossover Volunteer Project" programme since 2005. In 2013/14, the Volunteer Team organised 23 volunteer activities for the elderly and hospitalised patients. We also encouraged our staff to contribute their own time to organise and participate in volunteer activities and community programmes.

In recognition of our continuing efforts in serving the community, the Hong Kong Council of Social Service once again awarded the "Five Years Plus Caring Organisation" logo to the Land Registry in February 2014.

Encouraging Donations

We support donation drives and charities by encouraging staff to participate in charity events. In 2013/14, we continued to encourage staff to participate and contribute in a variety of activities organised by the Community Chest, including Dress Casual Day, Love Teeth Day, Green Day and Skip Lunch Day. We also raised funds for the Hong Kong Paralympic Committee and Sports Association for the Physically Disabled through joining the Standard Chartered Marathon.



Promoting Equal Opportunities

We are committed to eliminating discrimination (including sex, disability, family status and race) in employment and promoting equal opportunities for all staff.

In 2013/14, we continued to provide placement opportunities for people in need through participating in the Social Welfare Department's Sunnyway Programme and the Labour Department's Youth Pre-employment Training — Workplace Attachment Programme. Besides, for promoting job opportunities for the socially disadvantaged groups, we invited social enterprises to bid for our office cleaning service contract and providing catering service for our departmental function during Christmas.



企业社会责任 Corporate Social Responsibility

关怀员工

作为关爱员工的雇主，本处致力维持一支健康的员工队伍。在2013/14年度，我们就相关课题为员工举办了25个讲座，包括急救训练、预防上肢及下肢劳损、使用电脑屏幕的健康小贴士、压力管理、办公室暴力处理，以及预防筋肌劳损等。我们亦透过外界的专业人士为员工提供辅导服务，协助他们面对与工作相关或其个人的问题。此外，我们继续透过部门刊物、讲座及员工康乐会的活动，加深员工及其家属对维持工作和生活平衡，以及健康生活方式的认识。

有见以母乳喂养幼儿的好处，本处支持女性员工在产假完毕返回工作岗位后继续喂哺母乳，容许她们在办公时间作挤奶小休，并在办公室为她们安排合适的设施。

保护环境

我们致力确保部门各项业务和日常运作符合环保原则。为履行此承诺，我们采取了以下措施：

- 制定环保政策，确定须采取行动的主要范畴；
- 公布环保管理指引，以供员工遵守；
- 定期到各个办公室进行环保审核和突击巡查，使员工持续关注环保；
- 继续实行「减少使用」、「废物利用」、「循环再造」及「替代使用」的环保政策，并有效使用能源和资源；
- 扩展环保采购的范围，增加购置含环保特性的物品，以及要求办公室清洁的营办商采取环保做法，包括在清洁期间尽可能减少用水和能源消耗；
- 透过部门的《员工通讯》，向员工推广环保意识，宣扬减少废物、循环再造、节约能源及反污染的讯息；以及
- 实行土地文件双面列印。

公众人士可到本处的网站浏览《2013年管制人员环保报告》，了解我们的环保成绩。



Caring for Employees

As a caring employer, the Land Registry is committed to maintaining a healthy workforce. In 2013/14, we organised a total of 25 seminars for staff on relevant subjects, including first aid, prevention of upper and lower limbs disorder, health tips on the use of computer monitors, stress management, handling of workplace violence and prevention of musculoskeletal disorders. We also provided counseling services through external specialists to assist staff confronting work-related or personal issues. Besides, we continued to enhance staff awareness in maintaining work-life balance and a healthy life style through departmental publications, seminars and outings organised by the Staff Recreation Club for staff and their family members.

Given the benefits of breastfeeding for infants, we support female staff to continue breastfeeding after returning to work from maternity leave by allowing them to take lactation breaks during working hours and providing facilitation arrangements in the offices.

Being Green and Environmentally Friendly

We are committed to ensuring that our business and daily operations are conducted in an environmentally responsible manner. To fulfill this commitment, we have taken the following actions:

- formulated an environmental policy and set out key areas for actions;
- promulgated green housekeeping guidelines for observance by staff;
- conducted regular environmental audit and surprise checks to various offices to sustain the momentum in environmental protection;
- continued our drive in 4-Rs (i.e. reduce, reuse, recycle and replace) and efficient use of energy and resources;
- expanded the scope of green procurement through increasing the number of purchase items that should contain environmentally friendly features and requiring the office cleaning contractor to adopt a number of green practices, including reduction of water and energy consumption in their operation as far as practicable;
- promoted green awareness among staff by publicising messages on waste reduction and recycling, energy conservation and anti-pollution through departmental staff magazine; and
- implemented double-sided printing of land documents.

The Controlling Officer's Environmental Report 2013 with detailed environmental performance is available on the Land Registry's website.



企业社会责任 Corporate Social Responsibility

提供安全的工作环境

我们继续致力为员工提供安全及舒适的工作环境。

我们在1997年成立了部门安全管理委员会，负责制定及推行职业安全与健康的政策。我们已颁布周全的职业安全指引和程序，并为员工提供符合人体工程学的办公室家具和设施，以促进员工的职业健康。此外，本处自2003年起参加了由环境保护署举办的「室内空气质素检定计划」。我们会定期进行巡查，确保同事工作间的安全。

公众教育

继本处在2013年2月向各间设有通识教育课的中学派发以香港土地注册为题的《土地注册解码》双语教材套印刷版后，我们于同年11月在本处网站推出了备有英文、繁体中文和简体中文的教材套网上版。

教材套网上版可作为资料库，为学生提供一站式的资讯平台，让他们独立学习，亦可协助教师就土地注册课题进行研究及资料搜集，为课堂讨论及活动作好准备。此外，教材套网上版可让市民更了解土地注册在香港发展过程中所担当的重要角色，以及与日常生活的密切关系。为提高课题的互动性和趣味性，教材套网上版加入两个特别设计的游戏。



未来计划

绿色管理

本处会继续提倡「绿色办公室」环境，并寻求减少能源及纸张消耗的契机。

公众教育

本处会继续举办公众教育活动，使公众加深认识本处的服务及香港土地注册制度的发展情况。



Providing a Safe Workplace

We continue to make every endeavour to provide a safe and comfortable work environment for staff.

A departmental Safety Management Committee was set up in 1997 to formulate and implement policy on occupational safety and health. We have promulgated comprehensive guidelines and procedures on occupational safety and provided our staff with ergonomic office furniture and equipment to promote occupational health. We have also participated in the Indoor Air Quality (IAQ) Certification Scheme organised by the Environmental Protection Department since 2003. Regular inspections are conducted to ensure that the workplace is free from safety hazards.

Public Education

Following the distribution in February 2013 of printed copies of a bilingual teaching kit on land registration in Hong Kong entitled “Decoding Land Registration” to all secondary schools which offer the Liberal Studies classes, the Land Registry launched an online version of the teaching kit in English, Traditional Chinese and Simplified Chinese on the Land Registry’s website in November 2013.

This online version serves as a database to provide students with a one-stop information platform for conducting independent study and help teachers conduct research and collect information for preparing classroom discussions and activities on the subject. It also enables members of the public to know more about the significant role played by land registration in the development of Hong Kong and its close relationship with people’s everyday life. Two online games have been specially designed to make the presentation of the subject interactive and interesting.

Future Plan

Green Management

We will continue to promote a “green office” environment and explore opportunities for reducing consumption of energy and paper.

Public Education

We will continue with our public education activities to raise public understanding of the services of the Land Registry and the development of the land registration system in Hong Kong.



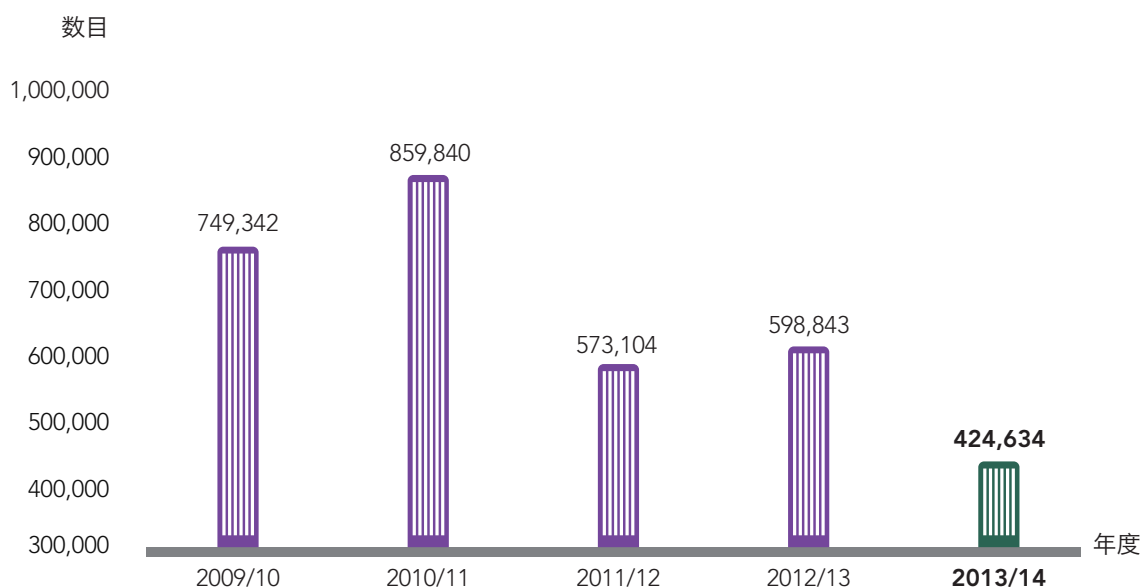
服务及运作 Services and Operations

办理土地文件注册

影响土地的文件均送交本处位于金钟道政府合署的客户服务中心办理注册。

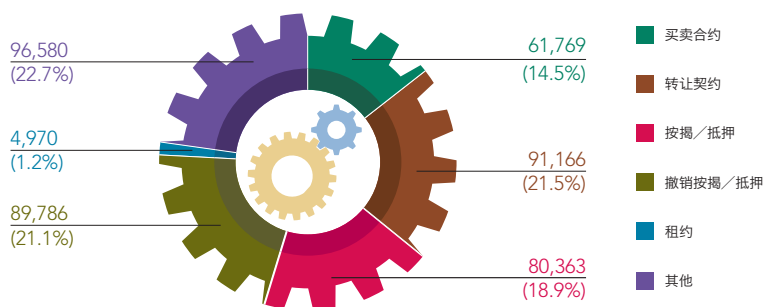
在2013/14年度，送交注册的土地文件共424,634份，较2012/13年度减少29.1%。

送交注册的土地文件数目



年内收到的主要文件类别包括楼宇买卖合约、转让契约、按揭／抵押及撤销按揭／抵押，占全年收到文件总数的76%。

2013/14年度送交注册的土地文件类别



注：由于「四舍五入」关系，个别项目的百分率数字总和可能不等于100%。

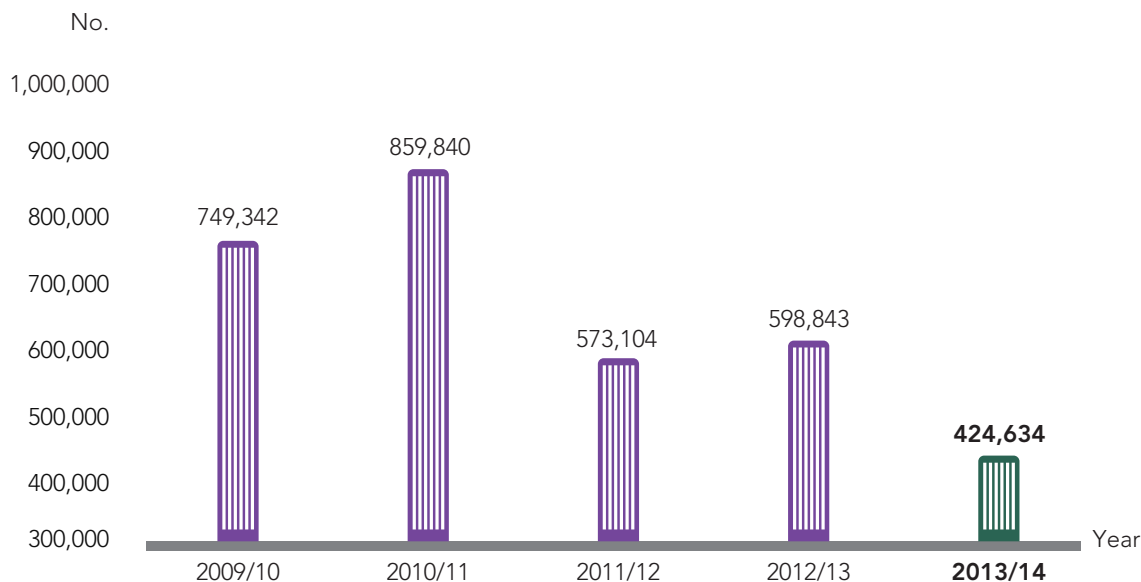


Registration of Land Documents

Documents affecting land are delivered to our Customer Centre at Queensway Government Offices for registration.

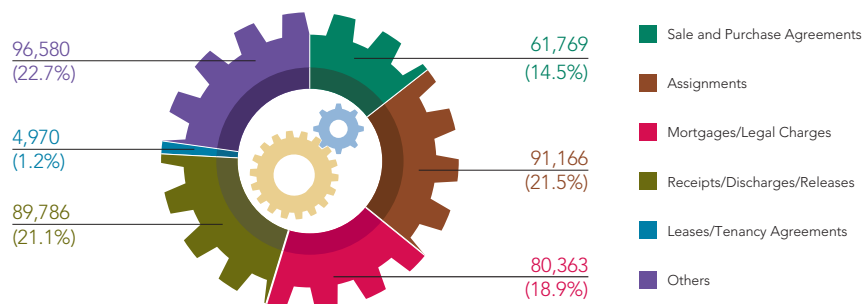
In 2013/14, 424,634 land documents were delivered for registration, representing a decrease of 29.1% when compared with 2012/13.

No. of Land Documents Delivered for Registration



Major types of documents received include sale and purchase agreements (SPAs), assignments, mortgages/legal charges and receipts/discharges/releases which collectively accounted for 76% of all documents received during the year.

Distribution of Land Documents Lodged for Registration in 2013/14



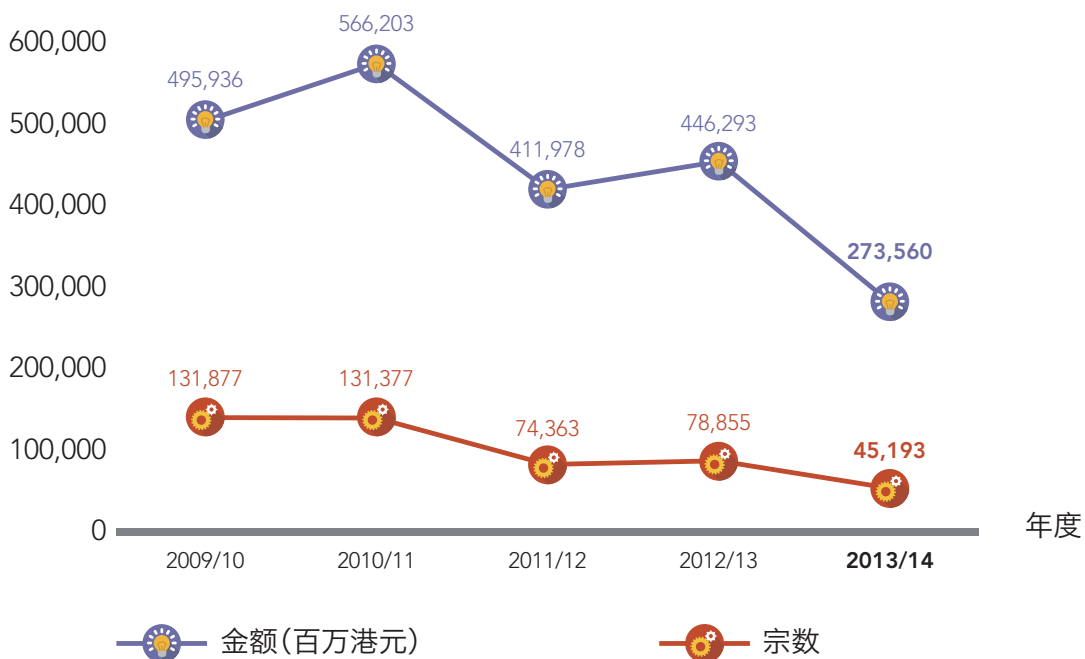
Note: Figures in percentage for individual items may not add up to 100% due to rounding.



服务及运作 Services and Operations

在2013/14年度送交注册的所有楼宇买卖合约中，住宅楼宇买卖合约的宗数和总值分别是45,193份（较去年减少42.7%）及2,735.6亿元（较去年减少38.7%）。一般而言，这类合约的数量是反映物业市场交投情况的重要指标。

送交注册的住宅楼宇买卖合约宗数和金额



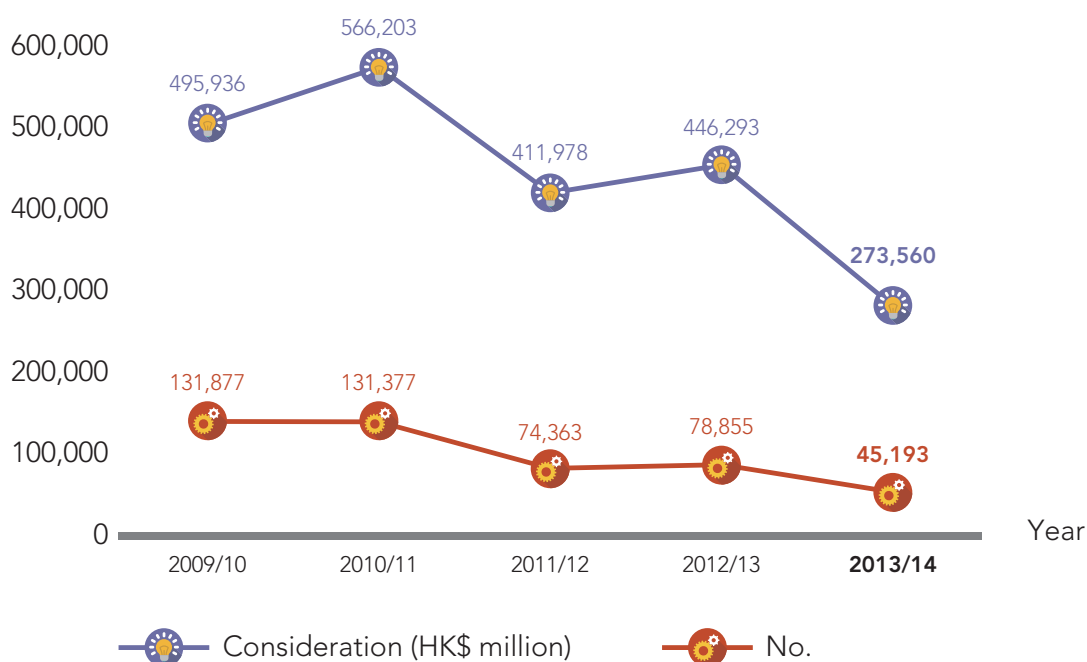
注：上述统计数字只包括已缴付印花税的楼宇买卖合约，并不包括居者有其屋、私人机构参建居屋及租者置其屋计划下的住宅买卖，除非有关单位转售限制期届满并已补偿差价。

在2013/14年度，大多数住宅楼宇的交易金额是介乎300万至500万港元。年内少于200万港元的住宅楼宇交易则显著减少。



Among the SPAs of all building units delivered for registration in 2013/14, the number of SPAs of residential units and its total consideration were 45,193 (-42.7% from last year) and \$273,560 million (-38.7% from last year) respectively. The number of these agreements is generally regarded as a key indicator of the level of activity in the property market.

No. and Consideration of Sale and Purchase Agreements of Residential Units Delivered for Registration



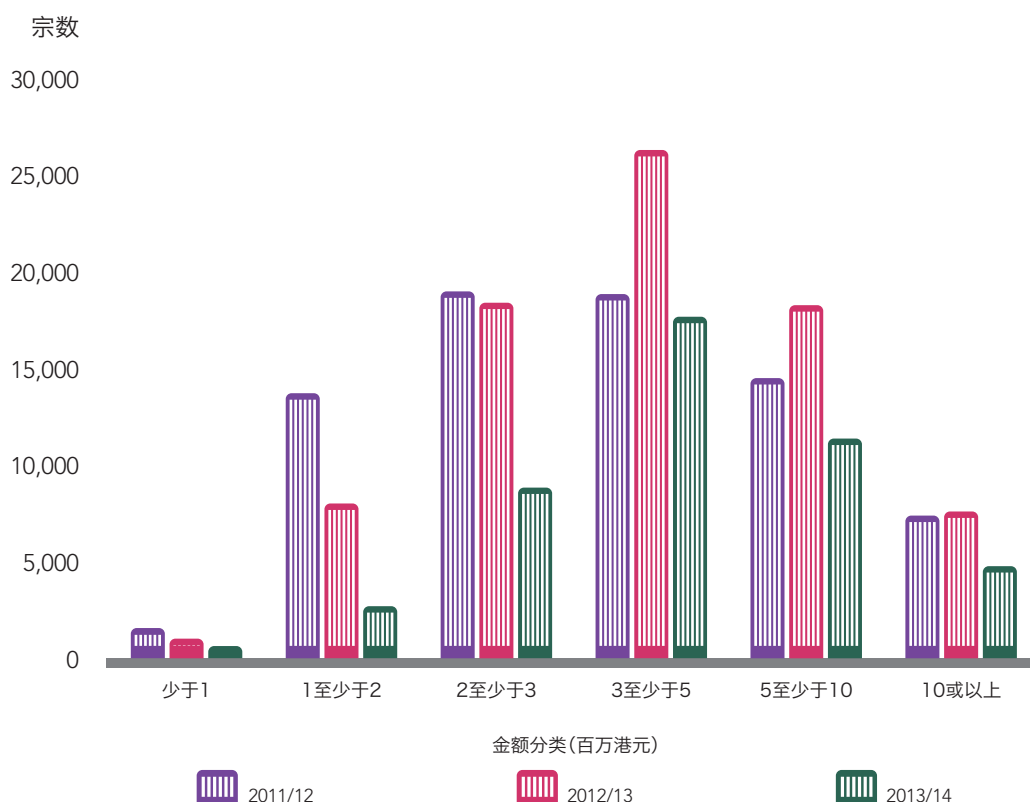
Note: The statistics only include SPAs with payment of stamp duty and do not include sales of units under the Home Ownership Scheme, the Private Sector Participation Scheme and the Tenants Purchase Scheme unless the premium of the unit concerned has been paid.

The majority of the transactions in residential units in 2013/14 were within the consideration range of three to five million Hong Kong dollars. There was a significant drop in such transactions in 2013/14 with consideration of less than two million Hong Kong dollars.



服务及运作 Services and Operations

按金额分类的住宅楼宇买卖合同宗数

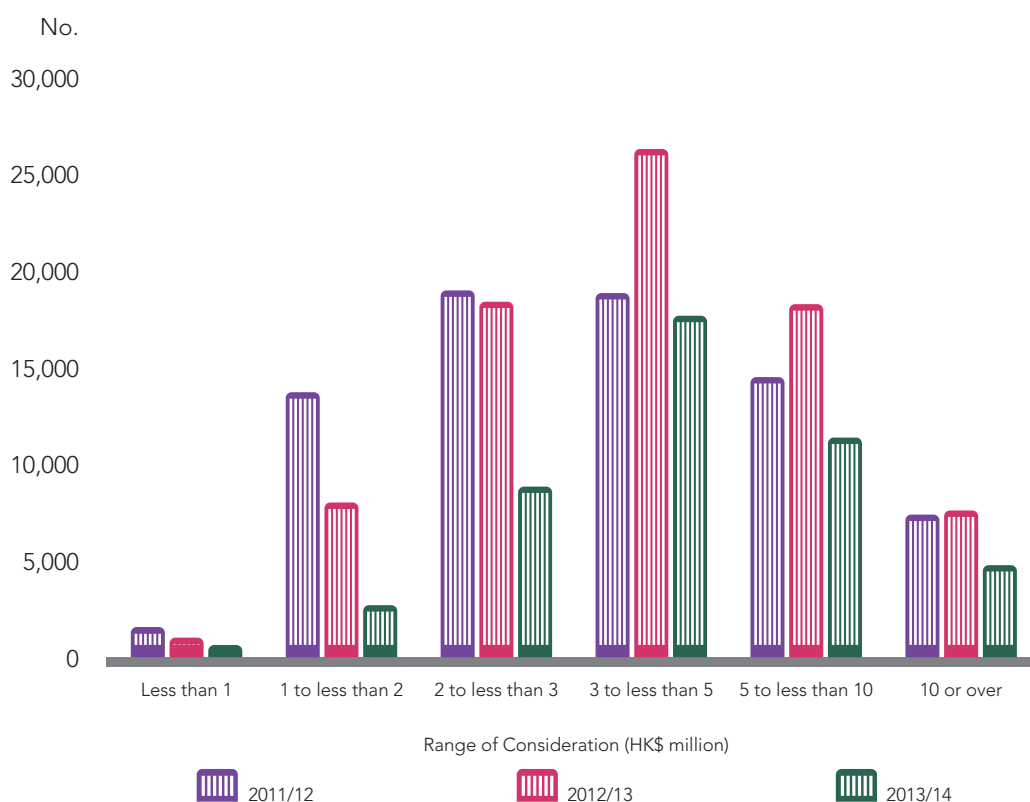


金额分类 (百万港元)	2011/12		2012/13		2013/14	
	宗数	%	宗数	%	宗数	%
少于1	1,464	2.0	902	1.1	491	1.1
1至少于2	13,605	18.3	7,902	10.0	2,589	5.7
2至少于3	18,908	25.4	18,228	23.1	8,717	19.3
3至少于5	18,709	25.2	26,211	33.2	17,519	38.8
5至少于10	14,411	19.4	18,133	23.0	11,258	24.9
10或以上	7,266	9.8	7,479	9.5	4,619	10.2
总数	74,363	100.0	78,855	100.0	45,193	100.0

注：由于「四舍五入」关系，个别项目的百分率数字总和可能不等于100%。



No. of Sale & Purchase Agreements of Residential Units by Range of Consideration



Range of Consideration (HK\$ million)	2011/12		2012/13		2013/14	
	No.	%	No.	%	No.	%
Less than 1	1,464	2.0	902	1.1	491	1.1
1 to less than 2	13,605	18.3	7,902	10.0	2,589	5.7
2 to less than 3	18,908	25.4	18,228	23.1	8,717	19.3
3 to less than 5	18,709	25.2	26,211	33.2	17,519	38.8
5 to less than 10	14,411	19.4	18,133	23.0	11,258	24.9
10 or over	7,266	9.8	7,479	9.5	4,619	10.2
Total	74,363	100.0	78,855	100.0	45,193	100.0

Note: Figures in percentage for individual items may not add up to 100% due to rounding.



服务及运作 Services and Operations

查阅土地纪录服务

土地注册处备存土地纪录，旨在提供一个关于物业拥有权的资讯平台，以方便物业交易。

在2013/14年度，查阅土地登记册的宗数，以及提供土地纪录的影像本和影印本的总数分别为4,670,533宗(较去年减少14.9%)及829,181份(较去年增加4.3%)。

查阅土地登记册宗数和提供土地纪录的影像本及影印本份数



年度	2009/10	2010/11	2011/12	2012/13	2013/14
查阅土地登记册	5,819,397	6,382,360	5,181,527	5,486,261	4,670,533
提供土地纪录的影像本及影印本	720,351	812,099	803,689	795,329	829,181



Search Services

Land records are kept by the Land Registry for the purpose of providing an information platform on property ownership to facilitate property transactions.

In 2013/14, the total number of searches of land registers and supply of imaged copies and photocopies of land records were 4,670,533 (-14.9% from previous year) and 829,181 (+4.3% from previous year) respectively.

No. of Searches of Land Registers & Imaged Copies and Photocopies of Land Records Supplied



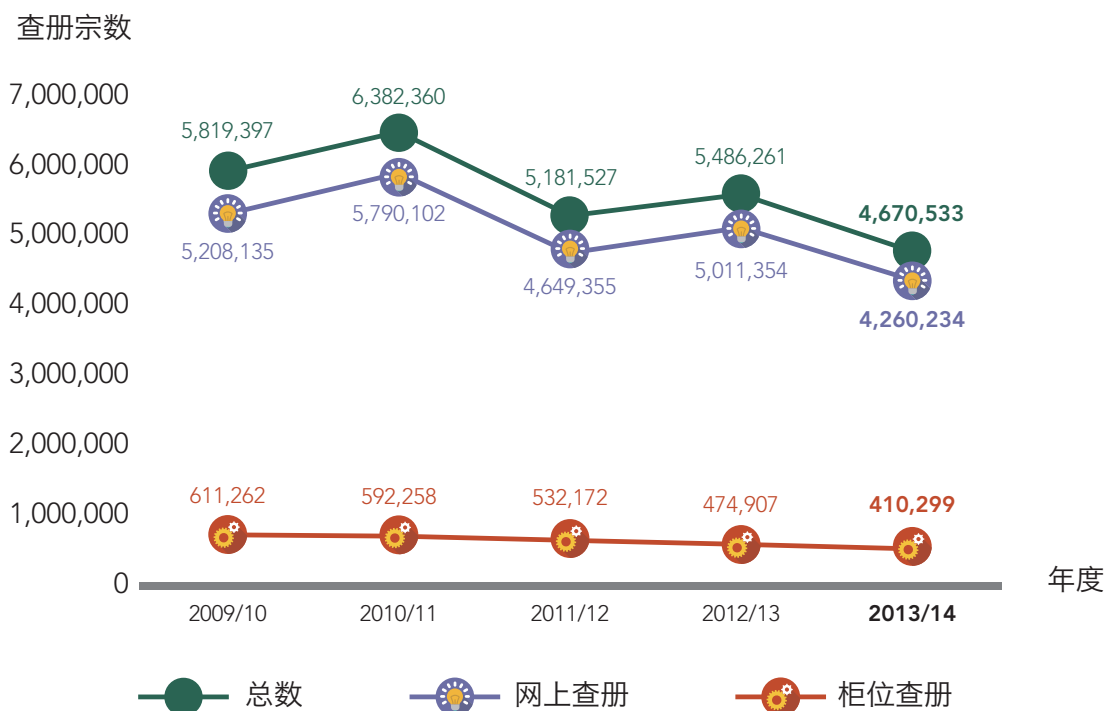
Year	2009/10	2010/11	2011/12	2012/13	2013/14
Searches of Land Registers	5,819,397	6,382,360	5,181,527	5,486,261	4,670,533
Imaged Copies and Photocopies of Land Records Supplied	720,351	812,099	803,689	795,329	829,181



服务及运作 Services and Operations

土地注册处自2005年2月起透过互联网由「综合注册资讯系统」(www.iris.gov.hk)提供每星期7天、每天16小时的查册服务，并由2010年8月起进一步将网上查册服务时间延长至每天20小时(由上午7时30分至翌日上午3时30分)。公众人士可以非经常用户或登记用户身分进行查册。截至2014年3月，登记用户的数目增加了58个(上升5.7%)，总数达1,084个。现时网上查册约占总查册量的91%，其余约9%是在本处设于金钟道政府合署的客户服务中心，以及位于大埔、元朗和荃湾的新界查册中心透过柜位查册服务进行。

查阅土地登记册宗数



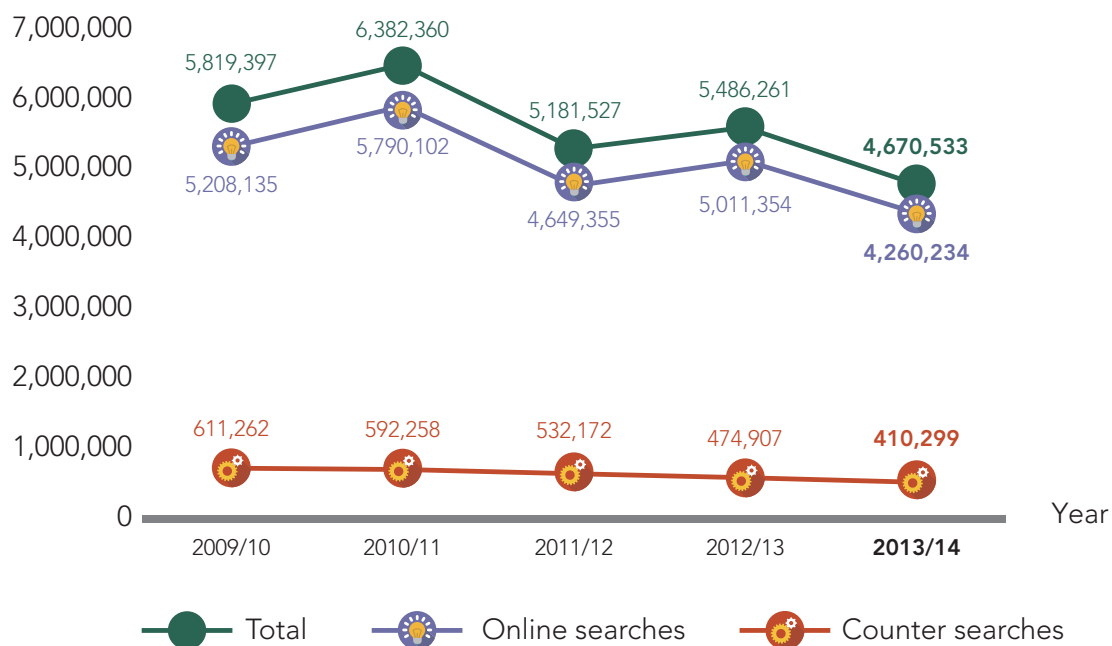
本处每年均会推出新版的《街道索引》及《新界地段／地址对照表》(《对照表》)，方便用户以本港的物业地址或楼宇名称查阅相关的地段编号。为配合网上查册服务，用户自2012年起可在本处网站或透过「综合注册资讯系统」网上服务的超连结，免费浏览《街道索引》及《对照表》的网上版本。截至2014年3月31日，在2013年4月30日推出的《街道索引》及《对照表》网上版本已录得超过156,800浏览人次。



The Land Registry has been providing search services over the internet via our IRIS Online Services at www.iris.gov.hk for 16 hours a day, seven days a week since February 2005, and further extended the service hours to 20 hours daily (from 7:30 a.m. to 3:30 a.m. the next day) from August 2010. The public can conduct searches on either an ad hoc or a subscription basis. The number of subscribers increased by 58 (+5.7%) and reached 1,084 in March 2014. Currently, searches conducted online constituted about 91% of the total search volume. The remaining 9% were conducted over the counter. Counter search service is available at our Customer Centre in Queensway Government Offices and the New Territories Search Offices (NTSOs) in Tai Po, Yuen Long and Tsuen Wan.

No. of Searches of Land Registers

No. of Searches



The Land Registry publishes new editions of the Street Index and the New Territories Lot/Address Cross Reference Table (CRT) annually to help users correlate property addresses and building names with lot numbers in the territory. To facilitate online search service, online versions of the Street Index and the CRT have been made available for free browsing on the Land Registry's website or through the hyperlink on the IRIS Online Services since 2012. Up to 31 March 2014, over 156,800 visits to the online versions of the Street Index and the CRT released on 30 April 2013 were recorded.



服务及运作 Services and Operations

业主立案法团服务

根据《建筑物管理条例》，土地注册处负责办理业主立案法团的注册事宜，并为公众提供业主立案法团纪录的查阅服务。在2013/14年度，新成立的业主立案法团共有180个，全港的业主立案法团总数增至9,869个。



客户服务

本处的管理及客户服务部专责策划及统筹客户服务，以促进卓越服务，满足客户对服务质素的殷切期望。我们善用各种渠道与客户联络和沟通，以提升部门服务。

联络客户

土地注册处联合常务委员会

土地注册处联合常务委员会的成员包括土地注册处处长、其下的高级管理团队，以及香港律师会的代表。委员会定期举行会议，就土地注册事宜、本处向法律界人士所提供的服务，以及拟备推行业权注册制度等进行商讨和交流意见。委员会外界成员名单见附录II(a)。



Owners' Corporation Services

The Land Registry is responsible for registration of owners' corporations and provision of service for public search of owners' corporation records under the BMO. In 2013/14, 180 new owners' corporations were formed. The total number of owners' corporations in the territory reached 9,869.

Customer Services

The Management and Customer Services Division of the Land Registry is dedicated to the planning and coordination of customer services for promoting service excellence to meet rising public aspirations. We make use of various channels to liaise and communicate with our customers for improving our services.

Liaison with Customers

Land Registry Joint Standing Committee

The Land Registry Joint Standing Committee, comprising the Land Registrar, her senior management team and representatives of the Law Society of Hong Kong, meets regularly to discuss and exchange views on land registration matters, the Land Registry's services provided to legal practitioners and preparation for implementation of the title registration system. Membership (External) of the Committee is at Annex II (a).





服务及运作 Services and Operations

客户联络小组

本处透过两个客户联络小组(私营机构和公营机构)与客户保持联络,让客户了解本处的最新计划、服务和工作程序,在业务运作和服务提供事宜上促进意见交流,以及就客户的意见作出回应。



客户联络小组(公营机构)
Customer Liaison Group (Public Sector)

私营机构客户联络小组的成员来自法律界、专业机构及工商团体;公营机构客户联络小组的成员则来自政府部门及公营机构。两个小组的外界成员名单分别见附录II(b)及(c)。



访问

土地注册处与本地及海外的相关机构保持紧密联系。本处两名代表在2013年5月22日至24日参加于澳洲举行的「土地注册处处长发展事务人员会议」,而土地注册处处长则在2013年10月2日至4日参加于加拿大举行的「土地业权会议」。该两个会议提供了有用的平台,让与会者就土地注册的最新发展进行意见交流和分享。

此外,我们在2014年3月5日为香港专业教育学院(屯门分校)行政及法律事务学高级文凭的两批学生,安排参观本处的客户服务中心,并向他们介绍本处的主要服务。



Customer Liaison Groups

The Land Registry maintains regular liaison with customers through two Customer Liaison Groups (private and public sectors) to update customers on the department's latest initiatives, services and procedures, to facilitate exchange of views on operational and service delivery issues, and to respond to customers' feedback.



客户联络小组(私营机构)
Customer Liaison Group (Private Sector)

The private sector group comprises representatives from the legal community, professional bodies and trade associations while the public sector group comprises representatives from Government departments and public bodies. Membership (External) of the private sector and the public sector groups is at Annexes II (b) and (c) respectively.

Visits

The Land Registry maintains close relationship with both local and overseas associates. Two representatives of the Land Registry attended the Land Registrars' Development Officers Conference in Australia from 22 to 24 May 2013 and the Land Registrar attended the Land Title Conference in Canada from 2 to 4 October 2013 respectively. The conferences provided useful forums for exchange of views and sharing of latest developments on land registration.



In addition, two guided tours to the Land Registry's Customer Centre were arranged for students of the Higher Diploma in Legal and Administrative Studies of the Hong Kong Institute of Vocational Education (Tuen Mun) on 5 March 2014. During the tours, we introduced our major services to the students.



服务及运作 Services and Operations

「中止为文书注册的一般原因」

客户交流会

为使客户更清楚了解本处中止为文书注册的一般原因，以及推广电子注册摘要表格的使用，我们在2013年11月为来自各律师事务所的代表举办了4节客户交流会，反应均十分良好。



沟通渠道

土地注册处通函

在2013/14年度，我们发出了一份通函，让法律界人士和客户知悉本处推出的新产品／服务。

《土地注册处通讯》

本处分别在2013年7月及2014年2月发布了共两期的《土地注册处通讯》电子版本，向客户介绍部门的新猷、服务和活动。

资料小册

我们更新了「服务承诺」的资料小册，以反映年内已提高的服务指标。

新闻稿

我们不时发放新闻稿公布本处的最新服务资讯，以及提供土地注册及查册的定期统计数字。

客户服务热线

本处的客户服务热线由互动语音系统支援，透过预录讯息和职员接听服务提供全面的资讯。由2012年9月3日起，当系统接驳至个别支援服务小组时会提供轮候次序的服务。透过与效率促进组辖下的1823电话中心合作，本处提供每天24小时的热线查询服务。



Meet-the-Client Sessions on “Common Reasons for Withholding Instruments from Registration”

Four sessions with participants from solicitors firms were held in November 2013 for enhancing participants’ knowledge and understanding of the common reasons for withholding instruments from registration and for promoting the use of the e-Memorial Form. The sessions were well received.

Communication Channels

Land Registry Circular Memoranda

In 2013/14, we issued a Land Registry Circular Memorandum to update legal practitioners and customers on our new product/services.

Land Registry News

Two issues of the Land Registry News were released in July 2013 and February 2014 respectively in electronic format to keep our customers updated on the Land Registry’s initiatives, services and activities.

Information Leaflets

The information leaflet on Performance Pledges was updated for the implementation of our enhanced performance targets during the year.

Press Releases

We issue press releases from time to time to announce the Land Registry’s latest service updates and provide regular statistics on land registration and search.

Customer Service Hotline

Our Customer Service Hotline supported by an Interactive Voice Response System offers a whole range of information through recorded messages and manned operator service. A queuing service for specific service help desks is also available starting from 3 September 2012. Through collaboration with the Efficiency Unit’s 1823 Call Centre, our hotline enquiry service is provided 24 hours a day.



服务及运作 Services and Operations

土地注册处网站

年内，浏览本处网站的人次超逾500万，当中有70%的人次浏览中文网页，30%的人次浏览英文网页。

土地注册处部门短片

我们制作了一条全新的部门短片，并于2014年3月20日在本处网站推出。短片用以介绍本处的服务及推广部门的企业形象。



奖项

2013年「申诉专员嘉许奖」

本处助理文书主任丁敏仪女士荣获2013年的「申诉专员嘉许奖」— 公职人员奖。丁女士致力以专业态度提供优质的客户服务，是次获奖乃实至名归。

「ERB人才企业嘉许计划」

雇员再培训局于2009年推出「ERB人才企业嘉许计划」。本处获授予为期两年(由2013年4月1日至2015年3月31日)的「人才企业」称号，以表扬我们在人力培训及发展的卓越表现。颁授典礼于2013年4月25日举行。





Land Registry's Website

During the year, there were over five million visits (70% in the Chinese language and 30% in the English language) to the Land Registry's website.

Land Registry's Corporate Video

A new corporate video was produced and launched on the Land Registry's website on 20 March 2014 for introducing our department and services and promoting our corporate image.

Awards

The Ombudsman's Awards 2013

One of our Assistant Clerical Officers, Ms DING Man-yee, Mandy was awarded "The Ombudsman's Awards 2013 for Officers of Public Organisations". Ms DING's dedication and professionalism in delivering a high standard of customer service was well recognised.



ERB Manpower Developer Award

The Employees Retraining Board (ERB) launched the "ERB Manpower Developer Award Scheme" in 2009. Under the Scheme, the Land Registry was accredited "Manpower Developers" for two years from 1 April 2013 to 31 March 2015 in recognition of our achievements in manpower training and development. The award presentation ceremony was held on 25 April 2013.



服务及运作 Services and Operations

2013年「国际年报比赛大奖」

《土地注册处营运基金 2011/12 年报》荣获 2013 年「国际年报比赛大奖」的「封面图片／设计：政府机构及办事处」组别的优异奖。



2013 年香港管理专业协会「最佳年报奖」

《土地注册处营运基金 2011/12 年报》亦荣获香港管理专业协会举办的 2013 年「最佳年报奖」之优异奖，以表扬该年报在不同范畴的优胜之处。

项目发展与新服务

电子注册摘要表格

电子注册摘要表格是注册摘要表格的电子范本，本处在部门网站分别备有基本版和具资料汇入功能的版本供免费下载。基本版内置自动填写功能，让用户在填写注册摘要表格时，可从「综合注册资讯系统」检索相关的物业资料作参考。若用户须以同一套基本资料处理一连串交易或物业项目，具备资料汇入功能的电子注册摘要表格可让其从电脑试算表输入相关资料，一举制备多份注册摘要表格。

在所有连同文书一起递交注册的注册摘要中，电子注册摘要表格的使用已超逾半数并持续增加。本处会继续留意用户的回应，以期进一步提升服务。



International ARC Awards 2013

The Land Registry Trading Fund Annual Report for 2011/12 was awarded Honors in the International Annual Report Competition (ARC) Awards 2013 under the category of "Cover Photo/Design: Government Agencies & Offices".



Hong Kong Management Association Best Annual Reports Awards 2013

The Land Registry Trading Fund Annual Report 2011/12 was also awarded an Honourable Mention for different aspects in the Best Annual Reports Awards 2013 organised by the Hong Kong Management Association.

Development Projects and New Services

e-Memorial Form

The e-Memorial Form is an electronic template of the memorial form provided by the Land Registry for free download from its homepage. Two versions of the e-Memorial Form are available including a basic version and one with data import function. The basic version has an auto-fill function enabling users to retrieve property particulars from the IRIS for reference while they are filling in the memorial form. For users handling a series of transactions or property projects with the same set of basic information, the form with data import function enables transfer of the relevant information from a computer spreadsheet to multiple memorial forms in one go.

The e-Memorial Form has been used for over half of the total number of memorials delivered with the instruments for registration and the usage is increasing gradually. The Land Registry will continue to monitor users' feedbacks to identify room for further enhancement.



服务及运作 Services and Operations

跨部门的项目

为方便市民取得全面的物业资讯，本处一直提供物业地址资料，以配合差饷物业估价署为「物业资讯网」进行的地址配对工作。我们亦在「综合注册资讯系统」网站提供连接至「物业资讯网」的超连结，令查阅物业纪录更为方便。



未来计划

标准条款文件

本处计划建议藉由《土地业权(修订)条例草案》的相应修订，对《土地注册条例》作出修订，以赋权本处存放标准条款文件，以大幅减少递交注册的按揭文件页数。

电子提示服务

本处现正为业主开发崭新的电子提示收费服务。每当有文书送递相关物业注册，本处便会向业主发出电邮提示通知。这项服务可为业主提供更佳物业保障，有助防止物业交易欺诈。



Inter-departmental Projects

The Land Registry has been collaborating with the Rating and Valuation Department in the Property Information Online (PIO) Service through supplying and aligning address information to facilitate the public to obtain comprehensive property information. A hyperlink to the PIO is available on the IRIS website to further enhance the convenience of searching property records.

Future Plan

Standard Terms Document

The Land Registry intends to propose amendments to the LRO, in the form of consequential amendments under the LT(A)B, to enable deposit of standard terms documents in the Land Registry. The aim is to reduce the bulk of mortgage documents presented for registration.

e-Alert Service

The Land Registry is developing a new e-Alert Service for property owners on a subscription basis. The service will provide an email alert to property owners when instruments are presented for registration against their properties. This new service will be a useful tool for owners to better protect their properties and help prevent property transaction fraud.



业权注册 Title Registration

近期发展

咨询持份者

《土地业权条例》督导委员会在2013年6月召开会议，讨论经修订的「两阶段转换机制」建议方案。我们并分别在2013年7月和10月向乡议局及消费者委员会介绍该建议方案。我们会因应持份者的关注及提出的事宜进一步修订「两阶段转换机制」和更正及弥偿安排。

检讨《土地业权条例》及拟备《土地业权(修订)条例草案》

我们会就着建议转换方案和更正及弥偿安排的最新发展所带来的转变，继续进行《土地业权(修订)条例草案》的拟备工作。我们亦一直与其他政府部门紧密合作，以处理及解决《土地业权条例》与有关政府部门辖下法例之间互相影响的问题。

未来计划

我们会继续与持份者紧密合作，以敲定对《土地业权条例》的整套修订建议。然后，我们会就修订建议进行公众咨询。与此同时，我们会继续就《土地业权(修订)条例草案》及相关附属法例的草拟进行筹备工作。



Recent Development

Stakeholder Consultation

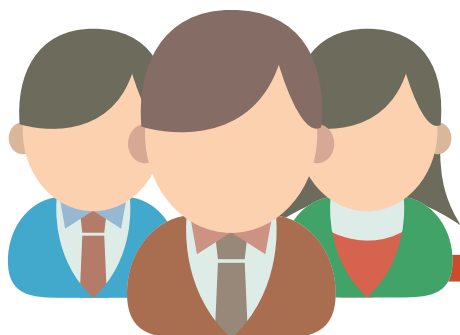
In June 2013, the LTO Steering Committee met to discuss the revised proposal of the Two-Stage Conversion Mechanism. We also briefed the Heung Yee Kuk and the Consumer Council separately in July and October 2013 on the proposal. The Two-Stage Conversion Mechanism and the rectification and indemnity arrangements will be further revised to address the concerns raised by the stakeholders and the issues identified.

Review of LTO and Preparation of LT(A)B

Preparation of the LT(A)B is in progress taking into account the changes brought by the latest developments of the conversion proposal and the rectification and indemnity arrangements. We have also been working closely with other Government departments to address and resolve interface issues between the LTO and the ordinances under their purview.

Future Plan

We will continue to work closely with stakeholders to finalise the package of proposed amendments to the LTO. A public consultation will then be launched on the proposed amendments. Meanwhile, we will continue with the preparatory work for the drafting of the LT(A)B and its subsidiary legislations.



人力资源管理 Human Resources Management

员工发展

人员编制

土地注册处致力维持一支训练有素及具灵活性的员工团队。公务员是本处的核心员工，以确保部门及客户服务质素的稳定性。我们亦聘用非公务员合约人员，以灵活回应运作或业务不断转变的需求。

截至2014年3月31日，本处共雇用了479名常额人员和132名非公务员合约人员。常额人员包含不同职系的人员，包括土地注册主任、律师、库务会计师、系统分析／程式编制主任及一般职系人员等。非公务员合约人员则包括土地注册行政助理、律师、会计助理、资讯科技人员及合约文员等。本处会定期检视人员编制状况，并因应运作需要的改变而调整非公务员合约人员的数目。

员工培训

员工培训是人力资源发展的重要组成部分。我们给予员工机会和鼓励，协助他们在不同职业阶段全面发挥及发展潜能。为此，我们制定部门年度员工培训计划，并按照计划举办各项培训活动，旨在增加员工的工作信心、加强团队合作、竭力优化服务，从而令员工以至整个部门的表现持续提升。

在2013/14年度，我们举办了超过1,900天的培训，所提供的培训涵盖不同课题，并以多种形式进行。

全面性培训

年内，部门举办了不同系列的培训课程，以提升员工的主要工作技能。

我们亦为新入职的主任级人员安排迎新课程，让其熟悉部门的各项运作。



维持公务员的廉洁、诚信及问责性对维系市民的信任皆十分重要。为唤起员工对诚信管理的认识，以及加强他们对利益冲突角色管理的认知，我们在2013年6月为所有高级文书主任及文书主任举办由廉政公署人员主持的「利益冲突管理」讲座。



Staff Development

Staffing

The Land Registry maintains a well-trained and highly flexible team of staff. The core group of staff are civil servants to ensure stability of the department and quality of service to customers. Non-civil Service Contract (NCSC) staff are also employed to give flexibility to the department for responding to changes in operational or business needs.

As at 31 March 2014, we employed 479 permanent and 132 NCSC staff. Our permanent staff comprise officers of various grades including Land Registration Officers, Solicitors, Treasury Accountants, Analysts/Programmers and general grades. Our NCSC staff include Land Registration Executives, Solicitors, Accounting Executives, IT staff and contract clerks. We regularly review our staffing position and adjust the number of NCSC staff in the light of changes in operational requirements.

Staff Training

Staff training is a critical component of human resource development. We provide opportunities and encouragement for staff at all stages of their career to help them realise their potential. To achieve this, we develop annual departmental staff training plans and organise training programmes in accordance with the plans. The ultimate objective is to enable staff to work with confidence, strengthen teamwork, reinforce commitment to service excellence and support continuous improvement in individual and departmental performance.

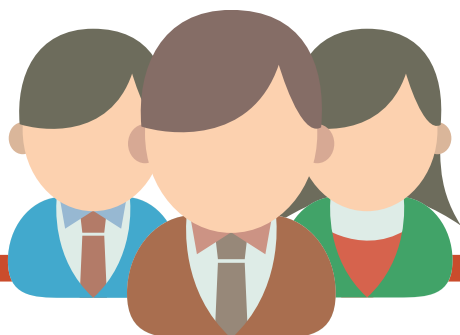
In 2013/14, we arranged over 1,900 days of training in various modes on a wide spectrum of subjects.

Organisation-wide Training

Throughout the year, the department organised a wide range of training courses to enhance the core competencies of staff.

For new recruits of Officer Grade staff, an in-house induction course was arranged to familiarise them with the operations of the department.

Maintaining a clean, honest and accountable civil service is vital for sustaining public trust. To refresh staff's knowledge about integrity management and strengthen their awareness of the roles in managing conflict of interest, talks on "Managing Conflict of Interest" by the Independent Commission Against Corruption were delivered to all Senior Clerical Officers and Clerical Officers in June 2013.



人力资源管理 Human Resources Management

为使主任级人员具备有效的管理知识和技巧，我们特别为不同职级的主任级人员举办了「领导才能工作坊」、「压力管理工作坊」及「冲突管理工作坊」。



我们亦为主任级人员安排了「介绍屋宇署角色和职能，以及其与土地注册处相关运作」的讲座，加深他们认识屋宇署的最新发展项目与计划，以及屋宇署与土地注册处的相互合作关系。

我们继续为所有员工举办不同级别的普通话课程，提高他们以普通话沟通的能力。除普通话课程外，我们亦举办了「职务中文写作工作坊」，以提升员工的书面沟通技巧。此外，本处为员工举办各类电脑课程，以更新其资讯科技应用的最新知识。

我们亦定期安排高级人员参加由其他政府部门及私人界别的业务伙伴主办的讲座和简报会，以扩阔他们的知识和视野。

自我增值

除安排课堂培训外，本处亦鼓励员工透过网上学习进行自我增值。所有员工均获安排一天的网上学习，于办公时间在部门的学习资源中心选取感兴趣的不同自修课程。



To equip Officer Grade staff with the knowledge and skills in effective management, we organised tailor-made courses on “Leadership”, “Personal Effectiveness” and “Staff Management” for various levels of officers.



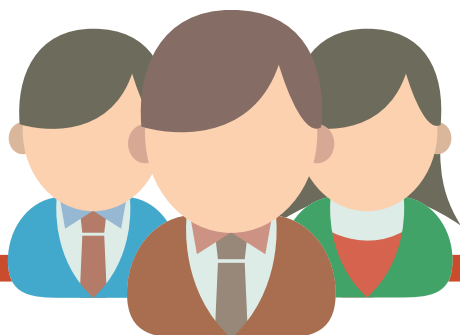
A talk on “Roles and Responsibilities of the Buildings Department and its Operation relating to the Land Registry” was arranged for Officer Grade staff to enrich their knowledge about the latest projects and initiatives of the Buildings Department and the co-working relationship between the Land Registry and the Buildings Department.

To strengthen staff’s proficiency in communicating in Putonghua, we continued to organise Putonghua courses at different levels for all staff. Apart from Putonghua, workplace Chinese writing workshops were conducted to enhance staff’s written communication skills. Various computer courses were also organised to update staff’s knowledge in IT applications.

We also regularly arranged talks and briefing sessions by other Government departments and business partners in the private sector for broadening our senior staff’s knowledge and exposure.

Self-learning

In addition to classroom training, the Land Registry encourages self-learning through e-learning programmes. All staff are allowed to undertake one day’s e-learning during which they are free from their office work to pursue self-learning of various interested topics at our Learning Resource Centre.



人力资源管理 Human Resources Management

员工发展

我们为员工安排扩阔视野的发展课程，以便他们迎接新挑战、加强沟通技巧，以及培养制定政策及领导的能力。在2013/14年度，本处人员参加了浙江大学的国家事务研习课程，以及公务员培训处的「创意领导培训课程」。

鼓励及嘉许员工

作为不断追求卓越客户服务的营运基金部门，我们十分注重对员工的鼓励和嘉许。

员工建议书计划

本处自1993年起推行员工建议书计划，以鼓励所有员工就不同事宜，包括提升服务质素、部门运作、节约资源及环境保护，提出建议。

在2013/14年度，本处共收到13份员工建议书，并就此颁发了7项奖励。

最优秀员工选举

本处自1997年起推行周年的「最优秀员工选举」奖励计划，以激励员工士气、提高工作热忱，以及表扬对部门作出卓越贡献的员工。

我们在2013年11月邀请所有员工投票选出「最优秀员工」，3名员工获颁奖项。

长期服务奖励计划

本处自1999年起推行周年的「长期服务奖励计划」，以表扬在本处长期服务而表现优良的员工。

在2013年，共有19位服务年资达25年或以上的员工获此奖项。



Staff Development

We arrange staff development programmes to broaden staff's perspectives so that they can meet new challenges, strengthen their communication skills and develop policy formulation and leadership capacities. In 2013/14, our staff attended the "National Studies Course at Zhejiang University" and the "Innovative Leadership Programme" of the Civil Service Training and Development Institute.

Staff Motivation and Recognition

As a Trading Fund department, we put great emphasis on staff motivation and recognition for the continual pursuit of excellence in customer services.

Staff Suggestions Scheme

Since 1993, we have introduced the Staff Suggestions Scheme to encourage all staff to make suggestions on various issues including improvement of service quality, operation, efficient use of resources and environmental protection.

In 2013/14, we received a total of 13 staff suggestions and 7 awards were granted.

Best Staff of the Year Award Scheme

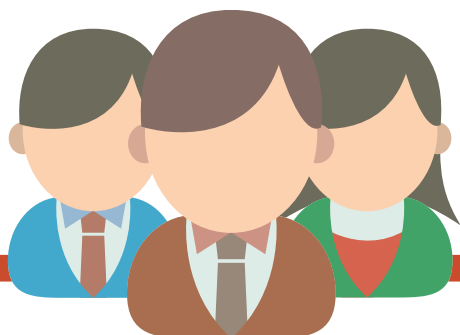
Since 1997, we have introduced the annual "Best Staff of the Year" award scheme to motivate staff, promote work commitment and give recognition to staff with remarkable contributions to the department.

In November 2013, all staff were invited to vote for the "Best Staff". Three prizes were awarded.

Long Service Appreciation Award Scheme

Since 1999, we have launched the annual "Long Service Appreciation Award Scheme" to give recognition to staff with long and meritorious service in the department.

In 2013, a total of 19 staff members with 25 or more years of service were honoured with the award.



人力资源管理 Human Resources Management

最佳前线员工奖励计划

本处自2007年4月起推行「最佳前线员工奖励计划」，旨在提倡优质客户服务文化，以及表扬杰出员工的表现和成绩。

是项奖励计划每半年举办一次，期间获客户嘉许次数最多的个别员工和团队便可得奖。获奖的员工和团队名单会在客户服务中心及新界查册中心张贴，以作表扬。



2013年上半年团队奖得奖组别
Winner of the Team Award for the first half year of 2013



2013年下半年团队奖得奖组别
Winner of the Team Award for the second half year of 2013

员工关系

我们深明职管双方有效沟通对提供优质客户服务极为重要。我们致力提供合适的环境，例如透过定期举行的员工关系会议、部门刊物和员工福利活动等，促进各级员工之间的沟通。

部门协商委员会

「部门协商委员会」共有14位来自各个员工组别和管理层的代表。委员会每季举行一次会议，以促进员工与管理层之间的了解和合作。



Best Frontline Staff Award Scheme

The Land Registry has launched the Best Frontline Staff Award Scheme since April 2007 with the aim of fostering a culture of good customer service and to recognise laudable staff performance and achievements.

Individual staff members and teams receiving the highest number of commendations from our customers in each half-year period are awarded. To give due recognition, the names of the winning staff members and teams are posted at the Customer Centre and NTSOs.



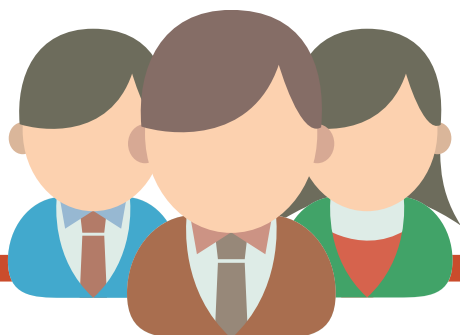
2013年下半年个人奖得奖者
Winner of the Individual Award for the second half year of 2013

Staff Relations

We recognise that effective communication between management and staff is crucial for the provision of quality service to customers. We are committed to providing an environment that encourages communication among staff at all levels through regular staff relations meetings, departmental publications and staff welfare functions.

Departmental Consultative Committee

The Committee comprises 14 representatives of various staff groups and representatives of the management. It meets quarterly to promote better understanding and cooperation between staff and the management.



人力资源管理 Human Resources Management

土地注册处员工通讯

《土地注册处员工通讯》是由来自各个部组的编辑委员会成员定期编制的部门刊物。通讯内容涵盖不同课题，包括专题故事、最新业务资讯、社区事务、员工消息与活动剪影、环境保护、保健贴士及语文知识等。这份刊物深受各员工欢迎，有助促进团队精神和加强员工对部门的归属感。

土地注册处员工康乐会

「土地注册处员工康乐会」由本处同事以义务形式管理。在2013/14年度，该会为部门同事及其家属举办了多项社会及康乐活动，包括部门的周年员工联欢晚宴、圣诞联欢会、义工服务及郊游活动等。

知识管理

本处设置了「知识管理系统」，以促进部门内部有系统的知识管理和分享。该系统包含超过5,500份参考文件和案例。在2013/14年度，本处员工检索超过200项系统资料，以作日常工作参考。

未来计划

本处在来年会继续加强部门的学习文化，为员工提供适当的培训课程，并安排合适的人员参加管理人员专业发展课程及公务员事务局的培训课程。透过参加这些培训及发展课程，员工的能力将有所提高，可作出更好准备以面对转变，为部门的未来发展作出贡献。



Staff Magazine

The Staff Magazine is a departmental publication issued periodically under an editorial board comprising staff of various divisions. It covers a wide range of topics including featured stories, business updates, community involvement, staff news and activity snapshots, environmental protection, health tips and language knowledge, etc. It is popular among staff and helps promote team spirit and a sense of corporate identity.



Staff Recreation Club

The Staff Recreation Club is run by staff on a voluntary basis. In 2013/14, it organised various social and recreational activities for staff and their families, including the department's annual dinner, Christmas party, volunteer social services and outings.

Knowledge Management

The Land Registry maintains a Knowledge Management System to facilitate systematic management and sharing of knowledge across the department. The system contains over 5,500 reference documents and precedent cases. Over 200 searches were made by our staff for reference in their daily work in 2013/14.

Future Plan

The Land Registry will continue to reinforce its organisational learning culture by providing appropriate training programmes to staff and arranging suitable officers to attend executive development programmes and training programmes of the Civil Service Bureau in the coming year. Through the training and development programmes, staff capabilities will be strengthened to better prepare for changes and contribute to the future development of the department.



资讯科技管理 IT Management

「综合注册资讯系统」

「综合注册资讯系统」网上服务在本处密切监察下一直运作畅顺。

「综合注册资讯系统」服务提升

在2013/14年度，本处为「综合注册资讯系统」作出下列多项重大提升：

- 把「综合注册资讯系统」的伺服器升级，向客户提供更可靠的服务；
- 在每份订单的「输入客户资料」版面上加入「用户参考编号」；
- 当客户选择透过「传真」收取一份预计超过30页的订购土地文件时，屏幕上会显示建议客户选择其他收取方法的讯息；
- 以「电邮」方式收取土地纪录（包括土地登记册、尚未记入土地登记册的注册摘要资料及土地文件）的档案容量上限由2 MB增至4 MB；
- 当客户的密码将于7天内到期时，屏幕上会显示提醒客户更改密码的讯息；以及
- 在「认收页」及「查询查册／订单状况」的版面上，把已阅览或下载文件的超连结颜色转为红色。

其他资讯科技服务

为了更有效支援内部运作，本处现正把部门个人电脑的视窗作业系统升级至更新的版本。



Integrated Registration Information System (IRIS)

Kept under close monitoring, the IRIS Online Services have been operating smoothly.

Enhancements to IRIS

The Land Registry implemented the following major enhancements to IRIS in 2013/14:

- upgrading the servers of IRIS to provide more reliable services to customers;
- adding a new "User Reference" to each order on the "Enter Customer Information" screen;
- displaying a message on screen to advise customers to choose other delivery methods when "By Fax" delivery is selected for an ordered document which is estimated to have over 30 pages;
- increasing the upper limit of the file size of land records (including land registers, unposted memorial information and land documents) to be delivered by email from two megabytes to four megabytes;
- displaying a reminder on screen to remind customers to change passwords that will expire within seven days; and
- changing the colour of the hyperlinks to red on the "Acknowledgement" and "Enquire Search/Order Status" screens if the documents have been viewed or downloaded.

Other IT Services

To ensure better support to internal operations, the Land Registry is upgrading the personal computers in the department to newer versions of Windows operating systems.



资讯科技管理 IT Management

资讯科技保安

本处恪守政府的资讯科技保安要求，并参考资讯科技保安业界的最佳做法，推行各种改进措施。我们会定期传阅部门的资讯科技保安政策及指引，让员工加深认识资讯保安及保障个人资料的重要性。

未来计划

我们会继续研究如何进一步提升部门的电子服务，以切合客户的需求，包括：

- 提升「综合注册资讯系统」的硬件和软件，以提供高效及可靠的服务；
- 在2014年第二季推出「综合注册资讯系统」网上服务的流动版，方便客户利用智能手机及流动装置进行更便捷的查册；以及



圖一：主頁面

圖二：查閱土地登記冊畫面

圖三：土地登記冊的查閱結果畫面

- 在「综合注册资讯系统」新增自助服务的功能，使登记用户能以安全的方式重新设定其密码。



IT Security

The Land Registry complies with the Government's IT security requirements and implements improvement measures with reference to the best practices in the IT security field. Departmental policy and guidelines on IT security are periodically circulated to reinforce staff understanding of the importance of information security and personal data protection.

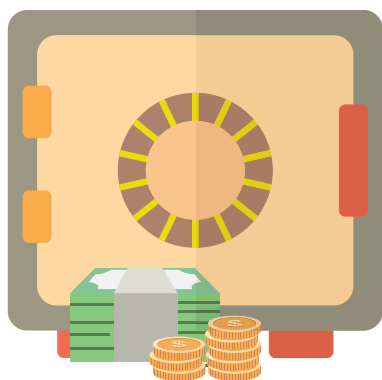
Future Plan

We will continue to explore ways to further enhance our e-services to meet customers' needs, including:

- to upgrade the hardware and software of IRIS for efficient and reliable service delivery;



- to launch a mobile version of the IRIS Online Services in the second quarter of 2014 to facilitate customers using smartphones and mobile devices to conduct land searches more efficiently; and
- to provide a new self-service function in IRIS to enable subscribers to reset their passwords in a secure manner.



财务管理 Financial Management

财政目标

土地注册处根据《营运基金条例》的条文，奉行下列明确的财政目标：

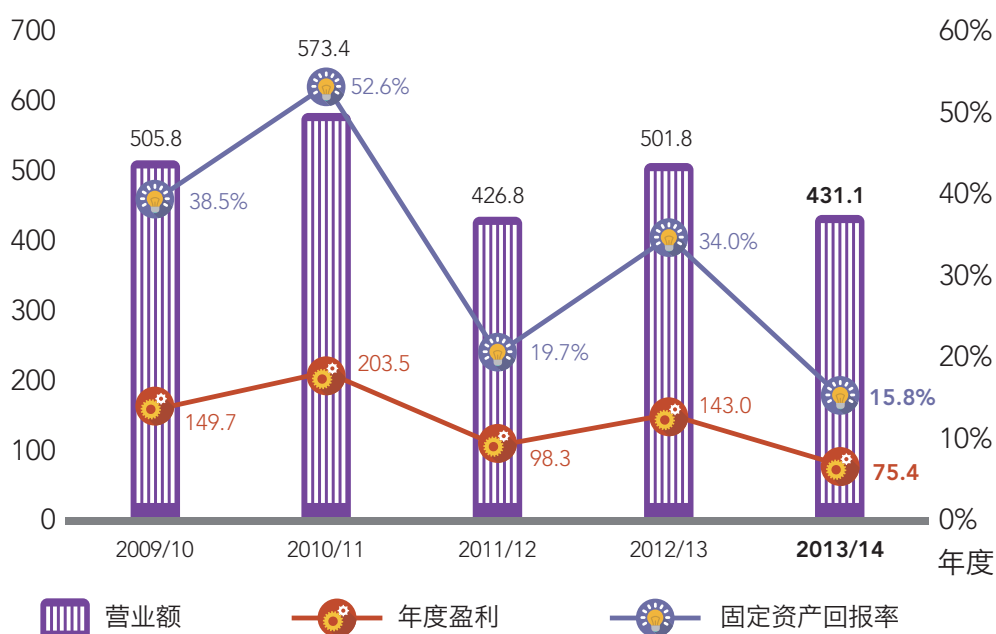
- 使以跨年方式计算的营运基金收入足以支付为市民及政府部门提供服务的开支；以及
- 取得合理的回报，回报率是由财政司司长根据固定资产而厘订。

实际表现

与2012/13年度比较，本年度的营业额减少了7,070万元(下跌14.1%)至4.311亿元，主要原因是业务有所下降。运作开支则增加了830万元(上升2.3%)至3.705亿元，主要原因是员工费用有所增加。

财政表现

港币(百万元)





Financial Objectives

In accordance with the TFO, the Land Registry pursues clearly defined financial objectives as follows:

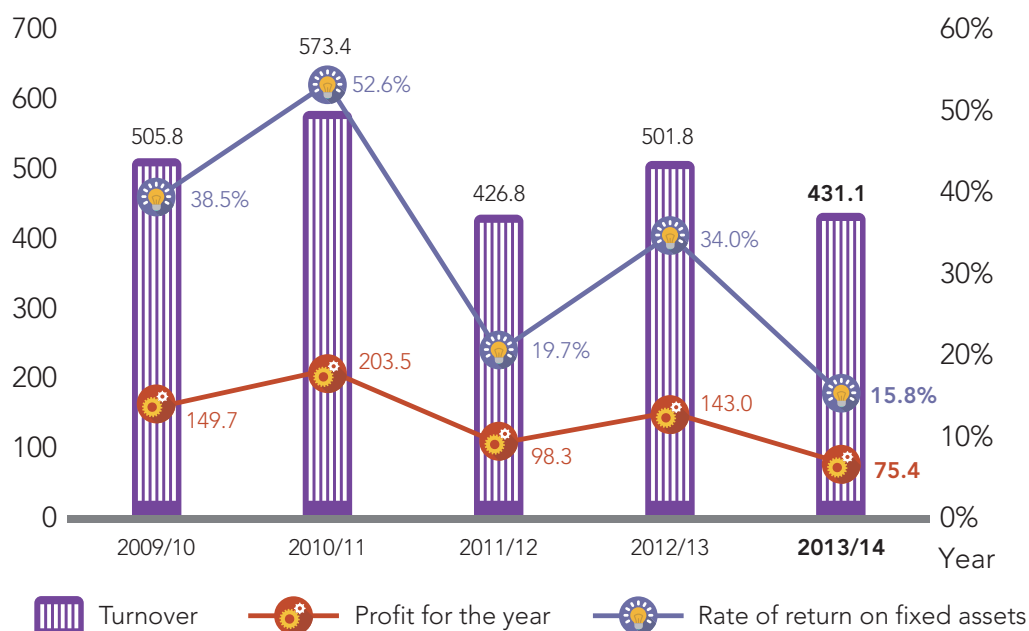
- meeting expenses incurred in the provision of services to the public and Government departments out of the income of the trading fund, taking one year with another; and
- achieving a reasonable return, as determined by the Financial Secretary, on the fixed assets employed.

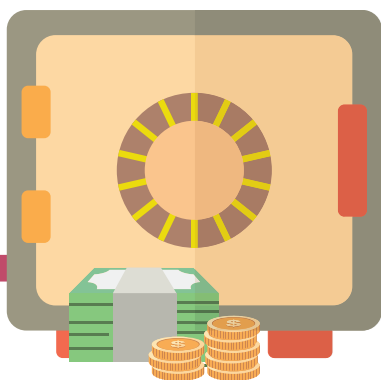
Actual Performance

When compared with 2012/13, turnover decreased by \$70.7 million (down 14.1%) to \$431.1 million mainly due to a downturn in business volume. Operating expenses increased by \$8.3 million (up 2.3%) to \$370.5 million mainly due to increase in staff costs.

Financial Performance

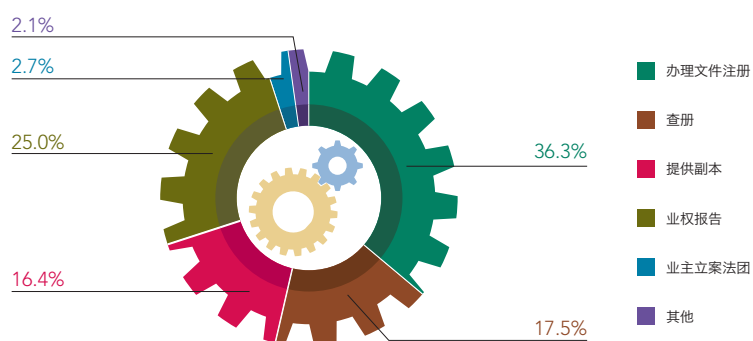
HK\$ million



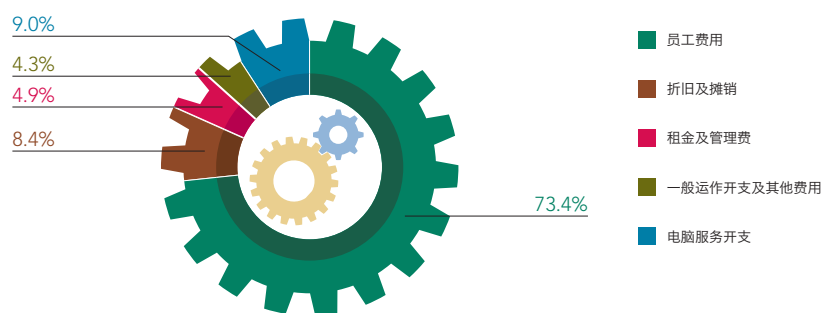


财务管理 Financial Management

2013/14 年度营业额分析



2013/14 年度营运成本分析

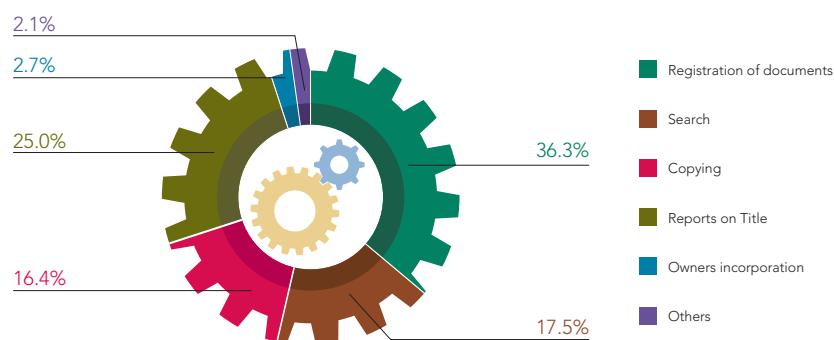


展望

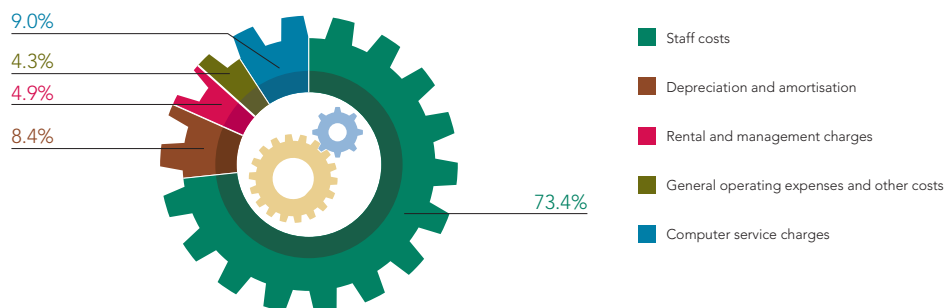
本处的收入和固定资产回报率主要取决于我们所提供的注册及查册服务的数量。为了应对近期业务的下降，我们会严谨控制成本，并因应业务的波动灵活调配人手。



2013/14 Analysis of Turnover

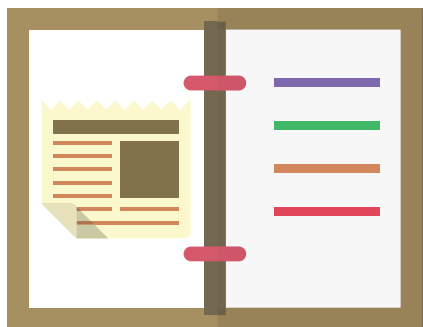


2013/14 Analysis of Operating Costs



Forecast

The Land Registry's revenue and return on fixed assets will depend mainly on the business volume in the registration and search services that we provide. To cope with the recent downturn in business volume, we will exercise strict control on costs and deploy staff flexibly taking into account fluctuations in business volume.



审计署署长报告 Report of the Director of Audit



香港特別行政區政府
審計署



Audit Commission
The Government of the Hong Kong Special Administrative Region

独立审计报告

致立法会

兹证明我已审核及审计刊载于第74至106页土地注册处营运基金的财务报表，该等财务报表包括于2014年3月31日的财务状况表与截至该日止年度的全面收益表、权益变动表和现金流量表，以及主要会计政策概要及其他附注解释资料。

土地注册处营运基金总经理就财务报表须承担的责任

土地注册处营运基金总经理须负责按照《营运基金条例》(第430章)第7(4)条及香港财务报告准则制备真实而中肯的财务报表，及落实其认为必要的内部控制，以使财务报表不存有由于欺诈或错误而导致的重大错误陈述。

审计师的责任

我的责任是根据我的审计对该等财务报表作出意见。我已按照《营运基金条例》第7(5)条及审计署的审计准则进行审计。这些准则要求我遵守道德规范，并规划及执行审计，以合理确定财务报表是否不存有任何重大错误陈述。

Independent Audit Report

To the Legislative Council

I certify that I have examined and audited the financial statements of the Land Registry Trading Fund set out on pages 74 to 106, which comprise the statement of financial position as at 31 March 2014, and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

General Manager, Land Registry Trading Fund's Responsibility for the Financial Statements

The General Manager, Land Registry Trading Fund is responsible for the preparation of financial statements that give a true and fair view in accordance with section 7(4) of the Trading Funds Ordinance (Cap. 430) and Hong Kong Financial Reporting Standards, and for such internal control as the General Manager, Land Registry Trading Fund determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with section 7(5) of the Trading Funds Ordinance and the Audit Commission auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.



审计涉及执行程序以获取有关财务报表所载金额及披露资料的审计凭证。所选定的程序取决于审计师的判断，包括评估由于欺诈或错误而导致财务报表存有重大错误陈述的风险。在评估该等风险时，审计师考虑与该基金制备真实而中肯的财务报表有关的内部控制，以设计适当的审计程序，但并非为对基金的内部控制的效能发表意见。审计亦包括评价土地注册处营运基金总经理所采用的会计政策的合适性及所作出的会计估计的合理性，以及评价财务报表的整体列报方式。

我相信，我所获得的审计凭证是充足和适当地为我的审计意见提供基础。

意见

我认为，该等财务报表已按照香港财务报告准则真实而中肯地反映土地注册处营运基金于2014年3月31日的状况及截至该日止年度的运作成果及现金流量，并已按照《营运基金条例》第7(4)条所规定的方式妥为制备。

审计署署长
(审计署助理署长刘新和代行)

审计署
香港湾仔
告士打道7号
入境事务大楼26楼
2014年9月23日

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of financial statements that give a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the General Manager, Land Registry Trading Fund, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements give a true and fair view of the state of affairs of the Land Registry Trading Fund as at 31 March 2014, and of its results of operations and cash flows for the year then ended in accordance with Hong Kong Financial Reporting Standards and have been properly prepared in accordance with the manner provided in section 7(4) of the Trading Funds Ordinance.

LAU Sun-wo
Assistant Director of Audit
for Director of Audit

Audit Commission
26th Floor, Immigration Tower
7 Gloucester Road
Wanchai, Hong Kong
23 September 2014

财务报表

Certified Financial Statements



全面收益表

Statement of Comprehensive Income



截至二零一四年三月三十一日止年度
(以港币千元表示)

for the year ended 31 March 2014
(Expressed in thousands of Hong Kong dollars)

		附注 Note	2014	2013
营业额	Turnover	3	431,070	501,775
运作成本	Operating costs	4	(370,502)	(362,233)
运作盈利	Profit from operations		60,568	139,542
其他收入	Other income	5	28,315	30,707
名义利得税前盈利	Profit before notional profits tax		88,883	170,249
名义利得税	Notional profits tax	6	(13,523)	(27,229)
年度盈利	Profit for the year		75,360	143,020
其他全面收益	Other comprehensive income		—	—
年度总全面收益	Total comprehensive income for the year		75,360	143,020
固定资产回报率	Rate of return on fixed assets	7	15.8%	34.0%

第81至106页的附注为本财务报表的一部分。

The notes on pages 81 to 106 form part of these financial statements.

财务状况表

Statement of Financial Position



于二零一四年三月三十一日
(以港币千元表示)

as at 31 March 2014
(Expressed in thousands of Hong Kong dollars)

		附注 Note	2014	2013
非流动资产	Non-current assets			
物业、设备及器材	Property, plant and equipment	8	285,897	294,508
无形资产	Intangible assets	9	23,078	35,982
持至期满的证券	Held-to-maturity securities	10	–	55,397
外汇基金存款	Placement with the Exchange Fund	11	460,380	438,457
			769,355	824,344
流动资产	Current assets			
应收帐款及预缴款项	Debtors and prepayments	12	15,067	18,190
应收关连人士帐款	Amounts due from related parties		11,986	13,577
应退名义利得税	Notional profits tax recoverable		6,589	–
持至期满的证券	Held-to-maturity securities	10	55,431	46,055
银行存款	Bank deposits		315,000	280,000
现金及银行结余	Cash and bank balances		48,157	49,756
			452,230	407,578
流动负债	Current liabilities			
递延收入	Deferred revenue	13	9,049	11,228
客户按金	Customers' deposits	14	29,702	29,124
应付帐款	Creditors		11,792	8,387
应付关连人士帐款	Amounts due to related parties		1,569	1,389
雇员福利拨备	Provision for employee benefits	15	6,031	4,882
应付名义利得税	Notional profits tax payable		–	14,604
			58,143	69,614
流动资产净额	Net current assets		394,087	337,964
总资产减去流动负债	Total assets less current liabilities		1,163,442	1,162,308

第81至106页的附注为本财务报表的一部分。

The notes on pages 81 to 106 form part of these financial statements.

财务状况表(续)

Statement of Financial Position (continued)



		附注 Note	2014	2013
非流动负债	Non-current liabilities			
递延税项	Deferred tax	16	5,794	8,546
雇员福利拨备	Provision for employee benefits	15	80,627	80,591
			86,421	89,137
资产净额	NET ASSETS		1,077,021	1,073,171
资本及储备	CAPITAL AND RESERVES			
营运基金资本	Trading fund capital	17	118,300	118,300
保留盈利	Retained earnings	18	921,041	883,361
拟发股息	Proposed dividend	19	37,680	71,510
			1,077,021	1,073,171

周淑贞

土地注册处营运基金总经理
二零一四年九月二十三日

Mary CHOW

General Manager, Land Registry Trading Fund
23 September 2014

第81至106页的附注为本财务报表的一部分。

The notes on pages 81 to 106 form part of these financial statements.

权益变动表

Statement of Changes in Equity



截至二零一四年三月三十一日止年度
(以港币千元表示)

for the year ended 31 March 2014
(Expressed in thousands of Hong Kong dollars)

		2014	2013
在年初的结余	Balance at beginning of year	1,073,171	979,322
年度总全面收益	Total comprehensive income for the year	75,360	143,020
年内已付股息	Dividend paid during the year	(71,510)	(49,171)
在年终的结余	Balance at end of year	1,077,021	1,073,171

第81至106页的附注为本财务报表的一部分。

The notes on pages 81 to 106 form part of these financial statements.

现金流量表

Statement of Cash Flows



截至二零一四年三月三十一日止年度
(以港币千元表示)

for the year ended 31 March 2014
(Expressed in thousands of Hong Kong dollars)

	附注 Note	2014	2013
营运项目的现金流量	Cash flows from operating activities		
运作盈利	Profit from operations	60,568	139,542
折旧及摊销	Depreciation and amortisation	31,099	30,139
应收帐款及应收关连人士 帐款的减少/(增加)	Decrease/(Increase) in debtors and amounts due from related parties	3,692	(5,023)
递延收入的(减少)/增加	(Decrease)/Increase in deferred revenue	(2,179)	553
应付帐款及应付关连人士 帐款的增加	Increase in creditors and amounts due to related parties	854	1,421
雇员福利拨备的增加	Increase in provision for employee benefits	1,185	4,754
客户按金的增加	Increase in customers' deposits	578	1,643
已付名义利得税	Notional profits tax paid	(37,468)	(10,971)
营运项目的现金流入净额	Net cash from operating activities	58,329	162,058
投资项目的现金流量	Cash flows from investing activities		
持至期满的证券于 赎回时的净收益	Proceeds from redemption of held-to-maturity securities	46,072	—
添置固定资产	Purchase of fixed assets	(6,854)	(8,583)
外汇基金存款的增加	Increase in placement with the Exchange Fund	(21,923)	(23,252)
已收利息	Interest received	29,287	30,412
投资项目的现金 流入/(流出)净额	Net cash from/(used in) investing activities	46,582	(1,423)

第81至106页的附注为本财务报表的一部分。

The notes on pages 81 to 106 form part of these financial statements.

现金流量表(续)

Statement of Cash Flows (continued)



		附注 Note	2014	2013
融资项目的现金流量	Cash flows from financing activities			
已付股息	Dividend paid		(71,510)	(49,171)
融资项目的现金流出净额	Net cash used in financing activities		(71,510)	(49,171)
现金及等同现金的 增加净额	Net increase in cash and cash equivalents		33,401	111,464
在年初的现金及 等同现金	Cash and cash equivalents at beginning of year		329,756	218,292
在年终的现金及 等同现金	Cash and cash equivalents at end of year	20	363,157	329,756

第81至106页的附注为本财务报表的一部分。

The notes on pages 81 to 106 form part of these financial statements.

财务报表附注

Notes to the Financial Statements



(除另有注明外，所有金额均以港币千元为表示单位)

(Amounts expressed in thousands of Hong Kong dollars, unless otherwise stated)

1. 总论

General

立法会在一九九三年六月三十日根据《营运基金条例》(第430章)第3、4及6条通过决议案，在一九九三年八月一日设立土地注册处营运基金。土地注册处备存载列最新资料的土地登记册以执行土地注册制度，并向客户提供查阅土地登记册和有关土地记录的服务和设施。此外，土地注册处亦负责办理业主立案法团的申请。

The Land Registry Trading Fund ("LRTF") was established on 1 August 1993 under the Legislative Council Resolution passed on 30 June 1993 pursuant to sections 3, 4 and 6 of the Trading Funds Ordinance (Cap. 430). The Land Registry administers a land registration system by maintaining an up-to-date Land Register and provides its customers with services and facilities for searches of the Land Register and related land records. The Land Registry also processes applications for the incorporation of owners.

2. 主要会计政策

Significant accounting policies

2.1 符合准则声明

Statement of compliance

本财务报表是按照香港公认的会计原则及所有适用的香港财务报告准则(此词是统称，当中包括香港会计师公会颁布的所有适用的个别香港财务报告准则、香港会计准则及诠释)编制。土地注册处营运基金采纳的主要会计政策摘要如下。

These financial statements have been prepared in accordance with accounting principles generally accepted in Hong Kong and all applicable Hong Kong Financial Reporting Standards ("HKFRSs"), a collective term which includes all applicable individual Hong Kong Financial Reporting Standards, Hong Kong Accounting Standards ("HKASs") and Interpretations issued by the Hong Kong Institute of Certified Public Accountants ("HKICPA"). A summary of the significant accounting policies adopted by the LRTF is set out below.



2. 主要会计政策(续)

Significant accounting policies (continued)

2.2 编制财务报表的基础

Basis of preparation of the financial statements

本财务报表的编制基础均以原值成本法计量。

The measurement basis used in the preparation of the financial statements is historical cost.

编制符合香港财务报告准则的财务报表需要土地注册处营运基金管理层作出判断、估计及假设。该等判断、估计及假设会影响会计政策的实施，以及资产与负债和收入与支出的呈报款额。该等估计及相关的假设，均按以往经验及其他在有关情况下被认为合适的因素而制订。倘若没有其他现成数据可供参考，则会采用该等估计及假设作为判断有关资产及负债的帐面值的基础。估计结果或会与实际价值有所不同。

The preparation of financial statements in conformity with HKFRSs requires the management of LRTF to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets, liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the results of which form the basis of making judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

该等估计及其所依据的假设会作持续检讨。如修订会计估计只会影响当年的会计期，当年的会计期内会确认有关修订；如修订会影响当年及未来的会计期，则会在当年及未来的会计期内确认有关修订。

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

土地注册处营运基金在实施会计政策方面并不涉及任何关键的会计判断。无论对未来作出的假设，或在报告期结束日估计过程中所存在的不明朗因素，皆不足以构成重大风险，导致资产和负债的帐面金额在来年大幅修订。

There are no critical accounting judgements involved in the application of the LRTF's accounting policies. There are also no key assumptions concerning the future, or other key sources of estimation uncertainty at the end of the reporting period, that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities in the next year.



2. 主要会计政策(续)

Significant accounting policies (continued)

2.3 金融资产及金融负债

Financial assets and financial liabilities

2.3.1 初始确认

Initial recognition

土地注册处营运基金会按起初取得资产或引致负债的目的将金融资产及金融负债作下列分类：贷出款项及应收帐款、持至期满的证券及其他金融负债。

The LRTF classifies its financial assets and financial liabilities into different categories at inception, depending on the purpose for which the assets were acquired or the liabilities were incurred. The categories are: loans and receivables, held-to-maturity securities and other financial liabilities.

金融资产及金融负债最初按公平值(通常相等于成交价)加上因收购金融资产或产生金融负债而直接引致的交易成本计量。

Financial assets and financial liabilities are measured initially at fair value, which normally equals to the transaction prices, plus transaction costs that are directly attributable to the acquisition of the financial asset or issue of the financial liability.

土地注册处营运基金在成为有关金融工具的合约其中一方之日会确认有关金融资产及金融负债。至于购买及出售市场上有既定交收期的金融资产，则于交收日入帐。

The LRTF recognises financial assets and financial liabilities on the date it becomes a party to the contractual provisions of the instrument. Regular way purchases and sales of financial assets are accounted for at settlement date.

2.3.2 分类

Categorisation

2.3.2.1 贷出款项及应收帐款

Loans and receivables

贷出款项及应收帐款为具有固定或可以确定收支金额，但在活跃市场并没有报价的非衍生金融资产，而土地注册处营运基金亦无意将之持有作交易用途。此类别包括外汇基金存款、应收帐款、应收关连人士帐款、银行存款及现金及银行结余。

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and which the LRTF has no intention of trading. This category includes placement with the Exchange Fund, debtors, amounts due from related parties, bank deposits, and cash and bank balances.

贷出款项及应收帐款采用实际利率法按摊销成本值扣除任何减值亏损(如有)列帐(附注2.3.4)。

Loans and receivables are carried at amortised cost using the effective interest method less impairment losses, if any (note 2.3.4).



2. 主要会计政策(续)

Significant accounting policies (continued)

2.3 金融资产及金融负债(续)

Financial assets and financial liabilities (continued)

2.3.2 分类(续)

Categorisation (continued)

2.3.2.1 贷出款项及应收帐款(续)

Loans and receivables (continued)

实际利率法是计算金融资产或金融负债的摊销成本值，以及摊分在有关期间的利息收入或支出的方法。实际利率是指可将金融工具在预计有效期间(或适用的较短期间)内的预计现金收支，折现成该金融资产或金融负债的帐面净值所适用的贴现率。土地注册处营运基金在计算实际利率时，会考虑金融工具的所有合约条款以估计现金流量，但不会计及日后的信贷亏损。有关计算包括与实际利率相关的所有收取自或支付予合约各方的费用、交易成本及所有其他溢价或折让。

The effective interest method is a method of calculating the amortised cost of a financial asset or a financial liability and of allocating the interest income or interest expense over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash payments or receipts through the expected life of the financial instrument or, when appropriate, a shorter period to the net carrying amount of the financial asset or financial liability. When calculating the effective interest rate, the LRTF estimates cash flows considering all contractual terms of the financial instruments but does not consider future credit losses. The calculation includes all fees paid or received between parties to the contract that are an integral part of the effective interest rate, transaction costs and all other premiums or discounts.

2.3.2.2 持至期满的证券

Held-to-maturity securities

持至期满的证券为具有固定或可以确定收支金额及有固定到期日，而且土地注册处营运基金有明确意向及能力，可以持有直至到期的非衍生金融资产，惟符合贷出款项及应收帐款定义的金融资产则除外。

Held-to-maturity securities are non-derivative financial assets with fixed or determinable payments and fixed maturity which the LRTF has the positive intention and ability to hold to maturity, other than those that meet the definition of loans and receivables.

持至期满的证券采用实际利率法按摊销成本值扣除任何减值亏损(如有)列帐(附注2.3.4)。

Held-to-maturity securities are carried at amortised cost using the effective interest method less impairment losses, if any (note 2.3.4).

2.3.2.3 其他金融负债

Other financial liabilities

其他金融负债采用实际利率法按摊销成本值列帐。

Other financial liabilities are carried at amortised cost using the effective interest method.



2. 主要会计政策(续)

Significant accounting policies (continued)

2.3 金融资产及金融负债(续)

Financial assets and financial liabilities (continued)

2.3.3 注销确认

Derecognition

当从金融资产收取现金流量的合约权届满时，或已转让该金融资产及其绝大部分风险和回报的拥有权，该金融资产会被注销确认。

A financial asset is derecognised when the contractual rights to receive the cash flows from the financial asset expire, or where the financial asset together with substantially all the risks and rewards of ownership have been transferred.

当合约指明的债务被解除、取消或到期时，该金融负债会被注销确认。

A financial liability is derecognised when the obligation specified in the contract is discharged or cancelled, or when it expires.

2.3.4 金融资产减值

Impairment of financial assets

贷出款项及应收帐款、持至期满的证券的帐面值会在每个报告期结束日作出评估，以确定是否有客观的减值证据。贷出款项及应收帐款以及持至期满的证券若存在减值证据，亏损会以该资产的帐面值与按其原本的实际利率用折现方式计算其预期未来现金流量的现值之间的差额，在全面收益表内确认。如其后减值亏损降低，并证实与在确认减值亏损后出现的事件相关，则该减值亏损会在全面收益表内回拨。

The carrying amount of loans and receivables and held-to-maturity securities are reviewed at the end of each reporting period to determine whether there is objective evidence of impairment. If any impairment evidence exists, a loss is recognised in the statement of comprehensive income as the difference between the asset's carrying amount and the present value of estimated future cash flows discounted at the asset's original effective interest rate. If in a subsequent period, the amount of such impairment loss decreases and the decrease can be linked objectively to an event occurring after the impairment loss was recognised, the impairment loss is reversed through the statement of comprehensive income.



2. 主要会计政策(续)

Significant accounting policies (continued)

2.4 物业、设备及器材

Property, plant and equipment

于一九九三年八月一日拨归土地注册处营运基金的物业、设备及器材，最初的成本是按立法会所通过成立土地注册处营运基金的决议案中所列的估值入帐。由一九九三年八月一日起新购的物业、设备及器材均按购入价入帐。

Property, plant and equipment appropriated to the LRTF on 1 August 1993 were measured initially at deemed cost equal to the value contained in the Legislative Council Resolution for the setting up of the LRTF. Property, plant and equipment acquired since 1 August 1993 are capitalised at their costs of acquisition.

以下物业、设备及器材以成本值扣除累计折旧及任何减值亏损列帐(附注2.6)：

- 于一九九三年八月一日拨归土地注册处营运基金的自用物业；及
- 设备及器材包括电脑器材、汽车、家具与装置，以及其他器材。

The following property, plant and equipment are stated at cost less accumulated depreciation and any impairment losses (note 2.6):

- buildings held for own use appropriated to the LRTF on 1 August 1993; and
- plant and equipment, including computer equipment, motor vehicles, furniture and fittings and other equipment.

折旧是按照物业、设备及器材的估计可使用年期以直线法摊销扣除估计剩余值的成本值，计算方法如下：

- | | |
|------------|-----|
| — 建筑物 | 30年 |
| — 电脑器材 | 5年 |
| — 器材、家具及装置 | 5年 |
| — 汽车 | 5年 |

Depreciation is calculated to write off the cost of property, plant and equipment, less their estimated residual value, on a straight-line basis over their estimated useful lives as follows:

- | | |
|-------------------------------------|----------|
| — Buildings | 30 years |
| — Computer equipment | 5 years |
| — Equipment, furniture and fittings | 5 years |
| — Motor vehicles | 5 years |



2. 主要会计政策(续)

Significant accounting policies (continued)

2.4 物业、设备及器材(续)

Property, plant and equipment (continued)

于一九九三年八月一日拨归土地注册处营运基金的土地(为土地注册处营运基金之物业所在地)视为非折旧资产。

The land on which the LRTF's buildings are situated as appropriated to the LRTF on 1 August 1993 is regarded as a non-depreciating asset.

出售物业、设备及器材的损益以出售所得净额与资产的帐面值之间的差额来决定，并在出售日于全面收益表内确认。

Gains or losses arising from the disposal of property, plant and equipment are determined as the difference between the net disposal proceeds and the carrying amount of the asset, and are recognised in the statement of comprehensive income at the date of disposal.

2.5 无形资产

Intangible assets

无形资产包括购入的电脑软件牌照及已资本化的电脑软件程式开发成本值。若电脑软件程式在技术上可行，而土地注册处营运基金有足够资源及有意完成开发工作，有关的开发费用会被资本化。资本化费用包括直接工资及材料费用。无形资产按成本值扣除累计摊销及任何减值亏损列帐(附注2.6)。

Intangible assets include acquired computer software licences and capitalised development costs of computer software programmes. Expenditure on development of computer software programmes is capitalised if the programmes are technically feasible and the LRTF has sufficient resources and the intention to complete development. The expenditure capitalised includes direct labour and cost of materials. Intangible assets are stated at cost less accumulated amortisation and any impairment losses (note 2.6).

无形资产的摊销按估计可使用年期(5年)以直线法列入全面收益表。

Amortisation of intangible assets is charged to the statement of comprehensive income on a straight-line basis over the assets' estimated useful lives of 5 years.

2.6 固定资产的减值

Impairment of fixed assets

固定资产，包括物业、设备及器材，以及无形资产的帐面值在每个报告期结束日评估，以确定有否出现减值迹象。若有减值迹象而资产的帐面值高于其可收回数额，则有关减值亏损在全面收益表内确认。资产的可收回数额为其公平值减出售成本与使用值两者中的较高者。

The carrying amounts of fixed assets, including property, plant and equipment and intangible assets, are reviewed at the end of each reporting period to identify any indication of impairment. If there is an indication of impairment, an impairment loss is recognised in the statement of comprehensive income whenever the carrying amount of an asset exceeds its recoverable amount. The recoverable amount of an asset is the greater of its fair value less costs to sell and value in use.



2. 主要会计政策(续)

Significant accounting policies (continued)

2.7 等同现金

Cash equivalents

等同现金指短期及流通性高的投资，该等项目在购入时距期满日不超过3个月，并随时可转换为已知数额的现金，而其价值变动的风险不大。

Cash equivalents are short-term highly liquid investments that are readily convertible to known amounts of cash and subject to an insignificant risk of changes in value, having been within three months of maturity at acquisition.

2.8 雇员福利

Employee benefits

土地注册处营运基金的雇员包括公务员及合约员工。薪金、约满酬金及年假开支均在雇员提供有关服务所在年度以应计基准确认入帐。就公务员而言，雇员附带福利开支包括香港特别行政区政府(「政府」)给予雇员的退休金及房屋福利，均在雇员提供有关服务所在年度支销。

The employees of LRTF comprise civil servants and contract staff. Salaries, staff gratuities, and annual leave entitlements are accrued and recognised as expenditure in the year in which the associated services are rendered by the staff. For civil servants, staff on-costs, including pensions and housing benefits provided to the staff by the Government of the Hong Kong Special Administrative Region ("the Government"), are charged as expenditure in the year in which the associated services are rendered.

就按可享退休金条款受聘的公务员的长俸负债已包括于支付予政府有关附带福利开支中。就其他员工向强制性中央公积金计划的供款于全面收益表中支销。

For civil servants employed on pensionable terms, their pension liabilities are discharged by reimbursement of the staff on-cost charged by the Government. For other staff, contributions to Mandatory Provident Fund Scheme are charged to the statement of comprehensive income as incurred.

2.9 名义利得税

Notional profits tax

- (i) 根据《税务条例》(第112章)土地注册处营运基金并无税务责任，但政府要求土地注册处营运基金须向政府一般收入支付一笔款项以代替利得税(即名义利得税)，该款项是根据《税务条例》的规定所计算。本年度名义利得税支出包括本期税项及递延税项资产和负债的变动。

The LRTF has no tax liability under the Inland Revenue Ordinance (Cap. 112). However, the Government requires the LRTF to pay to the General Revenue an amount in lieu of profits tax (i.e. notional profits tax) calculated on the basis of the provisions of the Inland Revenue Ordinance. Notional profits tax expense for the year comprises current tax and movements in deferred tax assets and liabilities.



2. 主要会计政策(续)

Significant accounting policies (continued)

2.9 名义利得税(续)

Notional profits tax (continued)

- (ii) 本期税项为本年度对应课税收入按报告期结束日已生效或实际有效的税率计算的预计应付税项，并包括以往年度应付税项的任何调整。

Current tax is the expected tax payable on the taxable income for the year, using tax rates enacted or substantively enacted at the end of the reporting period, and any adjustment to tax payable in respect of previous years.

- (iii) 递延税项资产及负债是因纳税基础计算的资产及负债与其帐面值之间的差异，而分别产生的可扣税及应课税的暂记差额。递延税项资产也可由未使用税务亏损及税项抵免而产生。

Deferred tax assets and liabilities arise from deductible and taxable temporary differences respectively, being the differences between the carrying amounts of assets and liabilities for financial reporting purposes and their tax bases. Deferred tax assets also arise from unused tax losses and unused tax credits.

所有递延税项负债及未来可能有应课税盈利予以抵销的递延税项资产，均予确认。

All deferred tax liabilities, and all deferred tax assets to the extent that it is probable that future taxable profits will be available against which the assets can be utilised, are recognised.

递延税项的确认额是根据该资产及负债的帐面值之预期收回及结算的方式，按在报告期结束日已生效或实际有效的税率计算。递延税项资产及负债不作折现。

The amount of deferred tax recognised is measured based on the expected manner of realisation or settlement of the carrying amount of the assets and liabilities, using tax rates enacted or substantively enacted at the end of the reporting period. Deferred tax assets and liabilities are not discounted.

递延税项资产的帐面金额在每个报告期结束日重新审阅，对预期不再有足够的应课税盈利以实现相关税务利益的递延税项资产予以扣减。被扣减的递延税项资产会于预期将来出现足够的应课税盈利时拨回。

The carrying amount of a deferred tax asset is reviewed at the end of each reporting period and is reduced to the extent that it is no longer probable that sufficient taxable profit will be available to allow the related tax benefit to be utilised. Any such reduction is reversed to the extent that it becomes probable that sufficient taxable profit will be available.



2. 主要会计政策(续)

Significant accounting policies (continued)

2.10 收入的确认

Revenue recognition

营运收入在提供服务时确认。利息收入采用实际利率法以应计方式确认。

Revenue is recognised as services are provided. Interest income is recognised as it accrues using the effective interest method.

2.11 外币换算

Foreign currency translation

本年度外币交易，按交易当日的汇率换算为港元。以非港币计算的货币资产及负债，均按报告期结束日的汇率换算为港元。外汇换算产生的汇兑收益及亏损，会在全面收益表中确认。

Foreign currency transactions during the year are translated into Hong Kong dollars using the spot exchange rates at the transaction dates. Monetary assets and liabilities denominated in currencies other than Hong Kong dollars are translated into Hong Kong dollars using the closing exchange rate at the end of the reporting period. Exchange gains and losses are recognised in the statement of comprehensive income.

2.12 关连人士

Related parties

土地注册处营运基金是根据《营运基金条例》成立，并属政府辖下的独立会计单位。年内，土地注册处营运基金在日常业务中与各关连人士进行交易。这些人士包括政府各局及部门、营运基金，以及受政府所管制或主要影响的财政自主机构。

The LRTF is a separate accounting entity within the Government established under the Trading Funds Ordinance. During the year, the LRTF has entered into transactions with various related parties, including government bureaux and departments, trading funds and financially autonomous bodies controlled or significantly influenced by the Government, in the ordinary course of its business.



2. 主要会计政策(续)

Significant accounting policies (continued)

2.13 新订及经修订香港财务报告准则的影响 Impact of new and revised HKFRSs

香港会计师公会已颁布若干新订或经修订的香港财务报告准则，于本会计期生效或供提前采纳。当中适用于土地注册处营运基金财务报表的一项，开列如下：

The HKICPA has issued certain new and revised HKFRSs that are first effective or available for early adoption for the current accounting period. Of these, the following is relevant to LRTF's financial statements:

香港会计准则第1号「财务报表的呈报 — 其他全面收益项目的呈报」的修订	Amendments to HKAS 1, Presentation of Financial Statements — Presentation of Items of Other Comprehensive Income
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香港会计准则第1号的修订规定，日后在符合若干条件时会被重新分类为损益的其他全面收益项目，与永不会被重新分类为损益的其他全面收益项目，须分别作出呈报。由于土地注册处营运基金并无其他全面收益项目，此项修订对土地注册处营运基金的财务报表没有影响。

The amendments to HKAS 1 require entities to present separately the items of other comprehensive income that would be reclassified to profit or loss in the future if certain conditions are met from those that would never be reclassified to profit or loss. There is no impact on the LRTF's financial statements as the LRTF does not have items of other comprehensive income.

修订内容亦包括建议把「全面收益表」改称为「损益及其他全面收益表」。使用新名称与否，并非强制，土地注册处营运基金已选择沿用旧称「全面收益表」。

The amendments also introduce a new terminology for the "Statement of Comprehensive Income" to be renamed as the "Statement of Profit or Loss and Other Comprehensive Income". The use of this new terminology is not mandatory. The LRTF has chosen to retain the title of "Statement of Comprehensive Income".

土地注册处营运基金并没有采纳在本会计期尚未生效的任何新香港财务报告准则(附注25)。

The LRTF has not applied any new HKFRSs that are not yet effective for the current accounting period (note 25).

财务报表附注(续)

Notes to the Financial Statements (continued)



3. 营业额

Turnover

		2014	2013
办理文件注册	Registration of documents	156,589	214,209
查册	Search	75,529	87,771
提供副本	Copying	70,717	82,736
业权报告	Reports on title	107,703	100,101
业主立案法团	Owners incorporation	11,727	9,316
其他	Others	8,805	7,642
总额	Total	431,070	501,775

4. 运作成本

Operating costs

		2014	2013
员工费用	Staff costs	271,883	264,199
一般运作开支	General operating expenses	12,504	14,777
电脑服务开支	Computer service charges	33,486	32,529
租金及管理费	Rental and management charges	18,090	18,409
中央行政费用	Central administrative overheads	2,872	1,615
折旧及摊销	Depreciation and amortisation	31,099	30,139
审计费用	Audit fees	568	565
总额	Total	370,502	362,233

5. 其他收入

Other income

		2014	2013
银行存款利息	Bank deposits interest	3,949	2,185
持至期满证券利息	Held-to-maturity securities interest	3,918	5,316
	Placement with the Exchange Fund		
外汇基金存款利息	interest	20,604	22,876
汇兑净亏损	Net exchange loss	(156)	(39)
其他	Others	—	369
总额	Total	28,315	30,707

财务报表附注(续)

Notes to the Financial Statements (continued)



6. 名义利得税

Notional profits tax

- (i) 于全面收益表内扣除的名义利得税如下：

The notional profits tax charged to the statement of comprehensive income represents:

		2014	2013
本期税项	Current tax		
本年名义利得税的拨备	Provision for notional profits tax for the year	16,275	30,475
上年度多提之拨备	Over-provision in respect of last year	–	(12)
		16,275	30,463
递延税项	Deferred tax		
暂记差额的产生及拨回	Origination and reversal of temporary differences	(2,752)	(3,234)
名义利得税	Notional profits tax	13,523	27,229

- (ii) 税项支出与会计盈利按适用税率计算的税项两者之对帐如下：

The reconciliation between tax expense and accounting profit at applicable tax rates is as follows:

		2014	2013
名义利得税前盈利	Profit before notional profits tax	88,883	170,249
按香港利得税率 16.5% (二零一三年：16.5%) 计算的税项	Tax at Hong Kong profits tax rate of 16.5% (2013: 16.5%)	14,665	28,091
一次性的税项宽减	One-off tax reduction	(10)	(10)
非应课税收入的税项影响	Tax effect of non-taxable revenue	(1,132)	(840)
上年度多提之拨备	Over-provision in respect of last year	–	(12)
名义税项支出	Notional tax expense	13,523	27,229



7. 固定资产回报率

Rate of return on fixed assets

固定资产回报率是以总全面收益(不包括利息收入和利息支出)除以固定资产平均净值所得的百分率。固定资产包括物业、设备、器材及无形资产。预期土地注册处营运基金可以达致财政司司长定下每年固定资产回报率6.9%(二零一三年: 6.9%)的目标。

The rate of return on fixed assets is calculated as total comprehensive income (excluding interest income and interest expenses) divided by average net fixed assets, and expressed as a percentage. Fixed assets include property, plant and equipment and intangible assets. The LRTF is expected to meet a target rate of return on fixed assets of 6.9% (2013: 6.9%) per year as determined by the Financial Secretary.

8. 物业、设备及器材

Property, plant and equipment

		土地及 建筑物 Land and Buildings	电脑器材 Computer Equipment	器材、家具 及装置 Equipment, Furniture and Fittings	汽车 Motor Vehicles	总计 Total
成本	Cost					
在二零一二年四月一日	At 1 April 2012	350,000	150,040	18,615	–	518,655
添置	Additions	–	3,632	1,727	244	5,603
出售/注销	Disposals	–	–	(1,087)	–	(1,087)
在二零一三年三月三十一日	At 31 March 2013	350,000	153,672	19,255	244	523,171
在二零一三年四月一日	At 1 April 2013	350,000	153,672	19,255	244	523,171
添置	Additions	–	5,638	317	–	5,955
出售/注销	Disposals	–	–	(441)	–	(441)
在二零一四年三月三十一日	At 31 March 2014	350,000	159,310	19,131	244	528,685
累计折旧	Accumulated depreciation					
在二零一二年四月一日	At 1 April 2012	71,888	126,814	17,157	–	215,859
年度费用	Charge for the year	3,852	8,833	1,157	49	13,891
出售/注销	Disposals	–	–	(1,087)	–	(1,087)
在二零一三年三月三十一日	At 31 March 2013	75,740	135,647	17,227	49	228,663
在二零一三年四月一日	At 1 April 2013	75,740	135,647	17,227	49	228,663
年度费用	Charge for the year	3,852	9,826	839	49	14,566
出售/注销回拨	Written back on disposals	–	–	(441)	–	(441)
在二零一四年三月三十一日	At 31 March 2014	79,592	145,473	17,625	98	242,788
帐面净值	Net book value					
在二零一四年三月三十一日	At 31 March 2014	270,408	13,837	1,506	146	285,897
在二零一三年三月三十一日	At 31 March 2013	274,260	18,025	2,028	195	294,508

财务报表附注(续) Notes to the Financial Statements (continued)



9. 无形资产

Intangible assets

电脑软件牌照及系统开发成本
Computer software licences
and system development costs
2014 2013

成本	Cost		
在年初	At beginning of year	182,355	181,219
添置	Additions	3,629	1,136
在年终	At end of year	185,984	182,355
累计摊销	Accumulated amortisation		
在年初	At beginning of year	146,373	130,125
年度费用	Charge for the year	16,533	16,248
在年终	At end of year	162,906	146,373
帐面净值	Net book value		
在年终	At end of year	23,078	35,982



10. 持至期满的证券

Held-to-maturity securities

		2014	2013
按摊销成本列帐	At amortised cost		
上市：	Listed:		
— 本港	— in Hong Kong	55,431	55,397
— 本港以外	— outside Hong Kong	—	15,123
非上市	Unlisted	55,431	70,520
		—	30,932
总额	Total	55,431	101,452
列为：	Classified as:		
流动资产	Current assets	55,431	46,055
非流动资产	Non-current assets	—	55,397
总额	Total	55,431	101,452

11. 外汇基金存款

Placement with the Exchange Fund

外汇基金存款结余为4.604亿港元(二零一三年：4.385亿港元)，其中4亿港元为原有存款，6,040万港元(二零一三年：3,850万港元)为报告期结束日已入帐但尚未提取的利息。该存款为期六年(由存款日起计)，期内不能提取原有存款。

The balance of the placement with the Exchange Fund amounted to HK\$460.4 million (2013: HK\$438.5 million), being the original placement of HK\$400 million plus HK\$60.4 million (2013: HK\$38.5 million) interest paid but not yet withdrawn at the end of the reporting period. The term of the placement is six years from the date of placement, during which the amount of original placement cannot be withdrawn.

外汇基金存款利息按每年1月厘定的固定息率计算。该息率是基金投资组合过去6年的平均年度投资回报，或3年期外汇基金债券在上一个年度的平均年度收益，两者取其较高者，下限为0%。二零一四年固定息率为每年3.6%，二零一三年为每年5.0%。

Interest on the placement is payable at a fixed rate determined every January. The rate is the average annual investment return of the Exchange Fund's Investment Portfolio for the past six years or the average annual yield of three-year Exchange Fund Notes for the previous year subject to a minimum of zero percent, whichever is the higher. The interest rate has been fixed at 3.6% per annum for the year 2014 and at 5.0% per annum for the year 2013.



12. 应收帐款及预缴款项

Debtors and prepayments

		2014	2013
应收帐款	Trade debtors	7,218	7,827
应计利息：	Accrued interest from:		
— 银行存款	— bank deposits	553	48
— 持至期满的证券	— held-to-maturity securities	466	674
— 外汇基金存款	— placement with the Exchange Fund	4,087	5,406
预缴款项及其他按金	Prepayment and other deposits	2,743	4,235
总额	Total	15,067	18,190

13. 递延收入

Deferred revenue

指预先支付的订购费用或其他服务收费。

This represents subscription fees/other service charges received in advance of which services have not yet been rendered.

14. 客户按金

Customers' deposits

		2014	2013
网上服务登记用户	Online services subscribers	27,896	27,409
各政府部门	Government departments	1,715	1,715
其他	Others	91	—
总额	Total	29,702	29,124

15. 雇员福利拨备

Provision for employee benefits

此为在计至报告期结束日就所提供的服务给予雇员年假及合约雇员约满酬金的估计负债(见附注2.8)。

This represents the estimated liability for employees' annual leave and obligations on contract-end gratuities payable to contract staff for services rendered up to the end of the reporting period (also see Note 2.8).

财务报表附注(续)

Notes to the Financial Statements (continued)



16. 递延税项

Deferred tax

在财务状况表内确认的递延税项主要部分及年内的变动如下：

Major components of deferred tax recognised in the statement of financial position and the movements during the year are as follows:

		多于有关折旧及 摊销的折旧免税额 Depreciation allowances in excess of the related depreciation and amortisation	其他暂记差额 Other temporary differences	总额 Total
在二零一二年四月一日的结余	Balance at 1 April 2012	11,870	(90)	11,780
于全面收益表内(计入)/扣除	(Credited)/Charged to the statement of comprehensive income	(3,247)	13	(3,234)
在二零一三年三月三十一日的结余	Balance at 31 March 2013	8,623	(77)	8,546
在二零一三年四月一日的结余	Balance at 1 April 2013	8,623	(77)	8,546
于全面收益表内计入	Credited to the statement of comprehensive income	(2,737)	(15)	(2,752)
在二零一四年三月三十一日的结余	Balance at 31 March 2014	5,886	(92)	5,794

17. 营运基金资本

Trading fund capital

此为政府对土地注册处营运基金的投资。

This represents the Government's investment in the LRTF.



18. 保留盈利

Retained earnings

		2014	2013
在年初的结余	Balance at beginning of year	883,361	811,851
年度总全面收益	Total comprehensive income for the year	75,360	143,020
拟发股息	Proposed dividend	(37,680)	(71,510)
在年终的结余	Balance at end of year	921,041	883,361

19. 拟发股息

Proposed Dividend

向政府拟发股息是根据年度总全面收益及经财经事务及库务局局长核准的年度营运计划里列出的50%目标派息比率(二零一三年: 50%)作出。

The proposed dividend to the Government is based on the total comprehensive income for the year and the target dividend payout ratio of 50% (2013: 50%) stated in the annual business plan approved by the Secretary for Financial Services and the Treasury.

20. 现金及等同现金

Cash and cash equivalents

		2014	2013
现金及银行结余	Cash and bank balances	48,157	49,756
银行存款	Bank deposits	315,000	280,000
现金及等同现金	Cash and cash equivalents	363,157	329,756



21. 关连人士交易

Related party transactions

除了在本财务报表的其他部分披露的与关连人士交易外，年内与关连人士进行的其他重大交易摘述如下：

Apart from those separately disclosed in the financial statements, the other material related party transactions for the year are summarised as follows:

- (i) 土地注册处营运基金向关连人士提供的服务包括土地文件注册、查阅土地登记册及土地记录，以及提供土地记录副本和业权报告。这些服务为土地注册处营运基金带来的总收入达1.52亿港元(二零一三年：1.38亿港元)，这金额已计算在附注3的营业额项下。

Services provided to related parties included registration of land documents, search of land registers and records, supply of copies of land records and reports on title. The total revenue derived from these services amounted to HK\$152 million (2013: HK\$138 million). This amount is included in turnover under note 3.

- (ii) 关连人士向土地注册处营运基金提供的服务包括有关电脑、办公地方、中央行政和审计的服务。土地注册处营运基金在这些服务方面的总开支达2,700万港元(二零一三年：2,600万港元)，这金额已计算在附注4的运作成本项下。

Services received from related parties included computer services, accommodation, central administration and auditing. The total cost incurred on these services amounted to HK\$27 million (2013: HK\$26 million). This amount is included in operating costs under note 4.

- (iii) 向关连人士购入的固定资产包括装置工程。这些资产的总成本为30万港元(二零一三年：200万港元)。

Acquisition of fixed assets from related parties included fitting out projects. The total cost of these assets amounted to HK\$0.3 million (2013: HK\$2.0 million).

土地注册处营运基金向关连人士提供服务的收费和接受这些人士服务的收费都是按照划一标准计算，即同时提供给公众的服务，收费和公众一样；至于只提供给关连人士的服务，则按服务的十足成本计算。

Charging for services rendered to or received from related parties was on the same basis, that is, at the rates payable by the general public for services which were also available to the public or on a full cost recovery basis for services which were available only to related parties.



22. 金融风险管理

Financial risk management

(i) 投资政策

Investment policy

土地注册处营运基金以审慎保守的方式来投资包括外汇基金存款、债务证券及银行存款的金融资产。投资的决定是按照由财经事务及库务局局长、香港金融管理局所发出的指引，并符合其他有关规例。投资的债务证券是由政府或由信贷评级可靠的香港半官方机构发出。一般来说，投资的债务证券会持至期满。

The LRTF maintains a conservative approach on investments in financial assets including placement with the Exchange Fund, debt securities and bank deposits. Investment decisions are made according to the guidelines from the Secretary for Financial Services and the Treasury, Hong Kong Monetary Authority and other relevant regulations. Invested debt securities are issued by the Government or quasi-government bodies in Hong Kong with sound credit ratings and are in general held to maturity.

(ii) 信贷风险

Credit risk

信贷风险指金融工具的一方将不能履行责任而且会引致另一方蒙受财务损失的风险。

Credit risk is the risk that one party to a financial instrument will fail to discharge an obligation and cause the other party to incur a financial loss.

土地注册处营运基金的信贷风险，主要取决于应收帐款、银行存款、外汇基金存款及债务证券的投资。土地注册处营运基金订有风险政策，并持续监察须承担的信贷风险。

The LRTF's credit risk is primarily attributable to debtors, bank deposits, placement with the Exchange Fund and investments in debt securities. The LRTF has a credit policy in place and the exposure to these credit risks is monitored on an ongoing basis.

关于应收帐款，网上服务登记用户须缴付按金。

In respect of debtors, deposits are required from the LRTF's online services subscribers.

为尽量减低信贷风险，所有定期存款均存于香港的持牌银行。

To minimise credit risks, all fixed deposits are placed with licensed banks in Hong Kong.

至于外汇基金存款，其相关信贷风险偏低。

For the placement with the Exchange Fund, the credit risk is considered to be low.



22. 金融风险管理(续)

Financial risk management (continued)

(ii) 信贷风险(续)

Credit risk (continued)

债务证券投资方面，只考虑获穆迪或标准普尔评为投资级别的债务证券。在报告期结束日，债务证券投资的信贷质素(以穆迪或标准普尔的评级中的较低者分析)如下：

For investments in debt securities, only those classified under the investment grade by Moody's or Standard & Poor's are considered. At the end of the reporting period, the credit quality of investments in debt securities, analysed by the lower of ratings designated by Moody's or Standard & Poor's, is as follows:

		2014	2013
持至期满的证券 (按信贷级别排列)	Held-to-maturity securities by credit rating		
Aa1 至 Aa3/AA+ 至 AA-	Aa1 to Aa3/AA+ to AA-	55,431	101,452

在报告期结束日土地注册处营运基金的金融资产所须承担的最高信贷风险数额相当于其帐面值。

The maximum exposure to credit risk of the financial assets of the LRTF at the end of the reporting period is equal to their carrying values.

(iii) 流动资金风险

Liquidity risk

流动资金风险指某一实体将难以履行与金融负债相关的责任的风险。

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities.

根据《营运基金条例》，土地注册处营运基金须负责其现金管理，包括盈余现金的长短期投资，惟须获财政司司长批准。土地注册处营运基金的政策是定期监察即时及预期的流动资金需要，确保能维持足够的现金储备，以符合长短期的流动资金需要。土地注册处营运基金的流动资金状况稳健，故其面对的流动资金风险甚低。

Under the Trading Funds Ordinance, the LRTF is responsible for its own cash management, including short-term and long-term investment of cash surpluses, subject to approval by the Financial Secretary. The LRTF's policy is to regularly monitor current and expected liquidity requirements to ensure that it maintains sufficient reserves of cash to meet its liquidity requirements in the short and longer term. As the LRTF has a strong liquidity position, it has a very low level of liquidity risk.



22. 金融风险管理(续)

Financial risk management (continued)

(iv) 利率风险

Interest rate risk

利率风险指因市场利率变动而引致亏损的风险。利率风险可进一步分为公平值利率风险及现金流量利率风险。

Interest rate risk refers to the risk of loss arising from changes in market interest rates. This can be further classified into fair value interest rate risk and cash flow interest rate risk.

公平值利率风险指金融工具的公平值会因市场利率变动而波动的风险。由于土地注册处营运基金的持至期满的证券及银行存款为定息金融工具，当市场利率上升，这些金融工具的公平值便会下跌。然而，由于上述金融资产均按摊销成本值列示，市场利率的变动不会影响相关帐面值及土地注册处营运基金的盈利和储备。

Fair value interest rate risk is the risk that the fair value of a financial instrument will fluctuate because of changes in market interest rates. Since the LRTF's held-to-maturity securities and bank deposits bear interest at fixed rates, their fair values will fall when market interest rates increase. However, as all these financial assets are stated at amortised cost, changes in market interest rates will not affect their carrying amounts and the LRTF's profit and reserves.

现金流量利率风险指金融工具的未来现金流量会因市场利率变动而波动的风险。土地注册处营运基金无须面对重大的现金流量利率风险，因为其持有的主要金融工具都不是浮息金融工具。

Cash flow interest rate risk is the risk that future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The LRTF is not exposed to material cash flow interest rate risk because it has no major financial instruments bearing interest at a floating rate.

(v) 货币风险

Currency risk

货币风险指金融工具的公平值或未来现金流量会因汇率变动而波动的风险。

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates.

土地注册处营运基金的一般业务交易是以港元为单位，因而不会引致货币风险。

The LRTF's normal business transactions are denominated in Hong Kong dollars and therefore do not give rise to currency risk.

至于以美元为单位的投资，基于港元与美元挂钩，土地注册处营运基金的货币风险甚低。

In respect of investments denominated in United States dollars, owing to the linked exchange rate of the Hong Kong dollar to the United States dollar, the LRTF has a very low level of currency risk.



22. 金融风险管理(续)

Financial risk management (continued)

(v) 货币风险(续)

Currency risk (continued)

在报告期结束日，以美元为本位的金融资产总计有5,600万港元(二零一三年：1.02亿港元)。剩余的金融资产及所有金融负债均以港元为本位。

At the end of the reporting period, financial assets totalling HK\$56 million (2013: HK\$102 million) were denominated in United States dollars. The remaining financial assets and all financial liabilities were denominated in Hong Kong dollars.

(vi) 其他财务风险

Other financial risk

土地注册处营运基金因于每年一月厘定的外汇基金存款息率(附注11)的变动而须面对金融风险。于二零一四年三月三十一日，假设二零一三年及二零一四年的息率增加／减少50个基点而其他因素不变，估计年度盈利及储备将增加／减少190万港元(二零一三年：180万港元)。

The LRTF is exposed to financial risk arising from changes in the interest rate on the placement with the Exchange Fund which is determined every January (Note 11). It was estimated that, as at 31 March 2014, a 50 basis point increase/decrease in the interest rates for 2013 and 2014, with all other variables held constant, would increase/decrease the profit for the year and reserves by HK\$1.9 million (2013: HK\$1.8 million).

(vii) 公平值

Fair values

在活跃市场买卖的金融工具的公平值是根据报告期结束日的市场报价厘定。如没有该等市场报价，则以现值或其他估值方法以报告期结束日的市况数据评估其公平值。

The fair value of financial instruments traded in active markets is based on quoted market prices at the end of the reporting period. In the absence of such quoted market prices, fair values are estimated using present value or other valuation techniques, using inputs based on market conditions existing at the end of the reporting period.

所有金融工具均以与其公平值相同或相差不大的金额在财务状况表内列帐。

All financial instruments are stated in the statement of financial position at amounts equal to or not materially different from their fair values.



23. 资本承担

Capital commitments

在二零一四年三月三十一日，土地注册处营运基金有下列尚未列入财务报表的资本承担：

As at 31 March 2014, the LRTF had capital commitments, so far as not provided for in the financial statements, as follows:

		2014	2013
已批准及签约	Authorised and contracted for	1,002	1,019
已批准惟未签约	Authorised but not yet contracted for	44,972	96,162
总额	Total	45,974	97,181

24. 经营租约承担

Operating lease commitments

在二零一四年三月三十一日，根据不可撤销的土地及建筑物经营租约在未来的最低应付租赁款项总额如下：

As at 31 March 2014, the total future minimum lease payments under non-cancellable operating leases for land and buildings were payable as follows:

		2014	2013
不超过一年	Not later than one year	3,840	2,434
超过一年但不超过五年	Later than one year but not later than five years	3,200	—
总额	Total	7,040	2,434



25. 已颁布但于截至二零一四年三月三十一日止年度尚未生效的修订、新准则及诠释可能造成的影响

Possible impact of amendments, new standards and interpretations issued but not yet effective for the year ended 31 March 2014

直至本财务报表发出之日，香港会计师公会已颁布多项修订、新准则及诠释。其中包括于截至二零一四年三月三十一日止年度尚未生效，亦没有提前在本财务报表中被采纳的修订、新准则及诠释。

Up to the date of issue of these financial statements, the HKICPA has issued a number of amendments, new standards and interpretations which are not yet effective for the year ended 31 March 2014 and which have not been early adopted in these financial statements.

土地注册处营运基金正就该等修订、新准则及诠释在首次采纳期间预计会产生的影响进行评估。迄今的结论是采纳该等修订、新准则及诠释不大可能会对土地注册处营运基金的运作成果及财务状况有重大影响。

The LRTF is in the process of making an assessment of what the impact of these amendments, new standards and interpretations is expected to be in the period of initial adoption. So far it has concluded that the adoption of them is unlikely to have a significant impact on the LRTF's results of operations and financial position.

下列财务报告准则修订及新准则可能会导致日后的财务报表须作出新的或经修订的资料披露：

The following developments may result in new or amended disclosures in future financial statements:

	在以下日期或之后 开始的会计期生效 Effective for accounting periods beginning on or after
香港会计准则第16号「物业、设备及器材」及 香港会计准则第38号「无形资产」的修订： — 澄清折旧及摊销的可接纳方法	二零一六年一月一日
Amendments to HKAS 16, Property, Plant and Equipment and HKAS 38, Intangible Assets — Clarification of Acceptable Methods of Depreciation and Amortization	1 January 2016
香港会计准则第36号「资产减值」的修订： — 非金融资产可收回金额的披露	二零一四年一月一日
Amendments to HKAS 36, Impairment of Assets — Recoverable Amount Disclosures for Non-Financial Assets	1 January 2014
香港财务报告准则第9号「金融工具」 HKFRS 9, Financial Instruments	二零一八年一月一日 1 January 2018
香港财务报告准则第15号「来自客户合约之收入」 HKFRS 15, Revenue from Contracts with Customers	二零一七年一月一日 1 January 2017

附录 I

Annex I



(a) 2013/14 年度服务承诺

2013/14 Performance Pledges

服务类别 Service Type	服务标准 Service Standard		服务指标 (达到服务标准的百分比) Performance Target (% meeting service standard)	实际表现 (达到服务标准的百分比) Actual Performance (% meeting service standard)
	工作天 Working Day(s)	分钟 Minutes		
1. 办理土地文件注册 Registration of land documents	15(a+b)		92	99.4
(a) 由收到契约至根据已注册的契约更新土地登记册 ^(注1) ；以及 From receipt of a deed to updating the land register with the registered deed ^(See Note 1) ; and	(a) 11			
(b) 完成影像处理程序并把已注册的契约送回交契人士 ^(注1) Completion of imaging and return of the registered deed to the lodging party ^(See Note 1)	(b) 4			
2. 在柜位查阅电脑土地登记册 Counter search of computerised land registers		15	97	100
3. 提供土地纪录影像副本 Supply of imaged copies of land records				
(a) 在柜位索取 Over the counter				
(i) 不连过大图则 Without oversize plans		15	97	100
(ii) 附连过大图则 With oversize plans	5		97	100
(b) 透过网上服务订购 Order via online services				
(i) 亲身领取 Collection in person				
• 不连彩色图则 Without colour plans	1		97	100
• 附连彩色图则 With colour plans	3		97	100
• 附连过大图则 With oversize plans	5		97	100

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服务类别 Service Type	服务标准 Service Standard		服务指标 (达到服务标准的百分比) Performance Target	实际表现 (达到服务标准的百分比) Actual Performance
	工作天 Working Day(s)	分钟 Minutes	(% meeting service standard)	(% meeting service standard)
(ii) 邮寄或由传递公司送递 Delivery by post or courier				
• 不连彩色图则 Without colour plans				
— 下午6时前订购 Orders placed before 6 pm	1		97	100
— 下午6时后或在星期六、 星期日及公众假期订购 Orders placed after 6 pm or on Saturdays, Sundays & public holidays	2		97	100
• 附连彩色图则 With colour plans	3		97	100
• 附连过大图则 With oversize plans	5		97	100
4. 提供土地纪录认证本 Supply of certified copies of land records				
(a) 在柜位办理 Over the counter				
(i) 电脑土地登记册 Computerised land registers		40 ^(注2) (See Note 2)	97	100
(ii) 不连过大图则的影像副本 Imaged copies without oversize plans		40 ^(注2) (See Note 2)	97	100
(iii) 附连过大图则的影像副本 Imaged copies with oversize plans	5		97	100
(b) 透过网上服务订购 Order via online services				
(i) 亲身领取 Collection in person				
• 电脑土地登记册 Computerised land registers	1		97	100
• 影像副本 Imaged copies				
— 不连过大图则 Without oversize plans	3		97	100
— 附连过大图则 With oversize plans	5		97	100

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服务类别 Service Type	服务标准 Service Standard		服务指标 (达到服务标准的百分比) Performance Target	实际表现 (达到服务标准的百分比) Actual Performance
	工作天 Working Day(s)	分钟 Minutes	(% meeting service standard)	(% meeting service standard)
(ii) 邮寄或由传递公司送递 Delivery by post or courier				
• 电脑土地登记册 Computerised land registers				
— 下午6时前订购 Orders placed before 6 pm	1		97	100
— 下午6时后或在星期六、星期日及公众假期订购 Orders placed after 6 pm or on Saturdays, Sundays & public holidays	2		97	100
• 不连过大图则的影像副本 Imaged copies without oversize plans	3		97	100
• 附连过大图则的影像副本 Imaged copies with oversize plans	5		97	100
5. 销售注册摘要日志 Sale of Memorial Day Book (MDB)				
(a) 批阅注册摘要日志的申请 Approval of MDB applications	2		98	100
(b) 送递注册摘要日志资料档案 Delivery of MDB data files	1		98	100
6. 销售按揭注册摘要月志 Sale of Monthly Memorial Information on Mortgage Transactions (MMIM)				
(a) 批阅按揭注册摘要月志的申请 Approval of MMIM applications	2		98	100
(b) 送递按揭注册摘要月志资料档案 Delivery of MMIM data files	4		98	100
7. 电话查询服务 Telephone enquiry services				
(a) 办公时间收到留言 Voice mail left during office hours		收到留言后60分钟内回复 Return calls within 60 minutes after receiving the voice mail	93	100
(b) 非办公时间收到留言 Voice mail left after office hours		下一个工作天早上10时前回复 Return calls before 10 am on the next working day	93	100

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服务类别 Service Type	服务标准 Service Standard		服务指标 (达到服务标准的百分比) Performance Target	实际表现 (达到服务标准的百分比) Actual Performance
	工作天 Working Day(s)	分钟 Minutes	(% meeting service standard)	(% meeting service standard)
8. 修订土地登记册资料 Amendment of Registered Data				
(a) 一般个案(即根据注册摘要资料更正土地登记册) Simple cases (i.e. Rectification of land registers based on Memorial information)	3		93 ^(注3) (See Note 3)	99
(b) 复杂个案 Complicated cases	10		92	99
9. 为再交付注册的中止注册契约办理注册 Registration of withheld deeds redelivered for registration	16(a+b)		92	98
(a) 由收到再交付注册的中止注册契约至根据已注册的契约更新相关土地登记册；以及 From receipt of a withheld deed redelivered for registration to updating the land register with the registered deed; and	(a) 12			
(b) 完成影像处理程序并把已注册的契约送回交契人士 Completion of imaging and return of the registered deed to the lodging party	(b) 4			
10. 处理建议/投诉 Handling of suggestions /complaints	本处会在收到建议或投诉后的十天内答复。如果不可能在这限期内详尽作复，也会给予初步回复。 Replies to suggestions or complaints will be sent within 10 calendar days of their receipt. If this is not possible, an interim reply will be sent within this period.		—	—

注1： 不包括被中止注册的契约
Note 1: Excluding deeds withheld from registration

注2： 已提高的服务标准
Note 2: Enhanced service standard

注3： 已提高的服务指标
Note 3: Enhanced performance target

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(b) 2014/15 年度服务承诺 (生效日期为 2014 年 4 月 1 日起)

2014/15 Performance Pledges (with effect from 1 April 2014)

服务类别 Service Type	服务标准 Service Standard		服务指标 (达到服务标准的百分比) Performance Target (% meeting service standard)
	工作天 Working Day(s)	分钟 Minutes	
1. 办理土地文件注册 Registration of land documents	15(a+b)		92
(a) 由收到契约至根据已注册的契约更新土地登记册 ^(注1) ； 以及 From receipt of a deed to updating the land register with the registered deed ^(See Note 1) ; and	(a) 11		
(b) 完成影像处理程序并把已注册的契约送回交契人士 ^(注1) Completion of imaging and return of the registered deed to the lodging party ^(See Note 1)	(b) 4		
2. 在柜位查阅电脑土地登记册 Counter search of computerised land registers		15	97
3. 提供土地纪录影像副本 Supply of imaged copies of land records			
(a) 在柜位索取 Over the counter			
(i) 不连过大图则 Without oversize plans		15	97
(ii) 附连过大图则 With oversize plans	5		97
(b) 透过网上服务订购 Order via online services			
(i) 亲身领取 Collection in person			
• 不连彩色图则 Without colour plans	1		97
• 附连彩色图则 With colour plans	3		97
• 附连过大图则 With oversize plans	5		97

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Annex I



服务类别 Service Type	服务标准 Service Standard		服务指标 (达到服务标准的百分比) Performance Target (% meeting service standard)
	工作天 Working Day(s)	分钟 Minutes	
(ii) 邮寄或由传递公司递送 Delivery by post or courier			
• 不连彩色图则 Without colour plans			
— 下午6时前订购 Orders placed before 6 pm	1		97
— 下午6时后或在星期六、星期日及公众假期订购 Orders placed after 6 pm or on Saturdays, Sundays & public holidays	2		97
• 附连彩色图则 With colour plans	3		97
• 附连过大图则 With oversize plans	5		97
4. 提供土地纪录认证本 Supply of certified copies of land records			
(a) 在柜位办理 Over the counter			
(i) 电脑土地登记册 Computerised land registers		40	97
(ii) 不连过大图则的影像副本 Imaged copies without oversize plans		40	97
(iii) 附连过大图则的影像副本 Imaged copies with oversize plans	5		97
(b) 透过网上服务订购 Order via online services			
(i) 亲身领取 Collection in person			
• 电脑土地登记册 Computerised land registers	1		97
• 影像副本 Imaged copies			
— 不连过大图则 Without oversize plans	3		97
— 附连过大图则 With oversize plans	5		97

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服务类别 Service Type	服务标准 Service Standard		服务指标 (达到服务标准的百分比) Performance Target (% meeting service standard)
	工作天 Working Day(s)	分钟 Minutes	
(ii) 邮寄或由传递公司递送 Delivery by post or courier			
• 电脑土地登记册 Computerised land registers			
— 下午6时前订购 Orders placed before 6 pm	1		97
— 下午6时后或在星期六、星期日及公众假期订购 Orders placed after 6 pm or on Saturdays, Sundays & public holidays	2		97
• 不连过大图则的影像副本 Imaged copies without oversize plans	3		97
• 附连过大图则的影像副本 Imaged copies with oversize plans	5		97
5. 销售注册摘要日志 Sale of Memorial Day Book (MDB)			
(a) 批阅注册摘要日志的申请 Approval of MDB applications	2		98
(b) 递送注册摘要日志资料档案 Delivery of MDB data files	1		98
6. 销售按揭注册摘要月志 Sale of Monthly Memorial Information on Mortgage Transactions (MMIM)			
(a) 批阅按揭注册摘要月志的申请 Approval of MMIM applications	2		98
(b) 递送按揭注册摘要月志资料档案 Delivery of MMIM data files	4		98
7. 电话查询服务 Telephone enquiry services			
(a) 办公时间收到留言 Voice mail left during office hours		收到留言后60分钟内回复 Return calls within 60 minutes after receiving the voice mail	93
(b) 非办公时间收到留言 Voice mail left after office hours		下一个工作天早上10时前回复 Return calls before 10 am on the next working day	93

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Annex I



服务类别 Service Type	服务标准 Service Standard		服务指标 (达到服务标准的百分比) Performance Target (% meeting service standard)
	工作天 Working Day(s)	分钟 Minutes	
8. 修订土地登记册资料 Amendment of Registered Data			
(a) 一般个案(即根据注册摘要资料更正土地登记册) Simple cases (i.e. Rectification of land registers based on Memorial information)	3		93
(b) 复杂个案 Complicated cases	10		92
9. 为再交付注册的中止注册契约办理注册 Registration of withheld deeds redelivered for registration	16(a+b)		92
(a) 由收到再交付注册的中止注册契约至根据已注册的契约更新相关土地登记册；以及 From receipt of a withheld deed redelivered for registration to updating the land register with the registered deed; and	(a) 12		
(b) 完成影像处理程序并把已注册的契约送回交契人士 Completion of imaging and return of the registered deed to the lodging party	(b) 4		
10. 处理建议/投诉 Handling of suggestions/complaints	本处会在收到建议或投诉后的十天内答复。如果不可能在这限期内详尽作复，也会给予初步回复。 Replies to suggestions or complaints will be sent within 10 calendar days of their receipt. If this is not possible, an interim reply will be sent within this period.		—

注 1： 不包括被中止注册的契约

Note 1: Excluding deeds withheld from registration



(a) 2013/14 年度土地注册处联合常务委员会外界委员

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		林新强先生 Mr. Ambrose LAM
		林月明女士 Ms. Emily LAM
		颜安德先生 Mr. Andy NGAN

(b) 2013/14 年度土地注册处客户联络小组(私营机构)外界委员

Membership (External) of the Land Registry Customer Liaison Group (Private Sector) 2013/14

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		区曼珍女士 Ms. Stella AU Man-chun
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香港地产代理专业协会有限公司	Society of Hong Kong Real Estate Agents Limited	黄志民先生 Mr. WONG Chi-man

附录 II Annex II



(c) 2013/14 年度土地注册处客户联络小组(公营机构)外界委员 Membership (External) of the Land Registry Customer Liaison Group (Public Sector) 2013/14

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香港海关	Customs and Excise Department	张浩健先生	Mr. H. K. CHEUNG
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食物环境卫生署	Food and Environmental Hygiene Department	李少强先生	Mr. S. K. LI
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