



## 土地註冊處概覽

# THE LAND REGISTRY AT A GLANCE



### 土地註冊處營運基金

土地註冊處於1993年8月成為香港最先以營運基金形式運作的政府部門之一。營運基金是為鼓勵聚焦提升服務及回應客戶需要而設計的一項公共財政安排。土地註冊處處長是土地註冊處營運基金的總經理。

在營運基金模式下，土地註冊處仍是一個公營機構，但要自行管理財政，收入來自其提供服務所得的費用，以自負盈虧的模式經營。營運基金須向公帑支付紅利，但可以保留投資收益，用作改善服務。此外，基金享有自主權，可決定進行支援部門服務的資本投資項目，並可靈活調配員工，以回應客戶的服務需求。

營運基金的年報及經審計署署長認證的財務報表，每年均須提交香港特別行政區立法會省覽。

### The Land Registry Trading Fund

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、信念及職能

### 我們的理想

我們竭盡所能，凡事做到最好。

### 我們的使命

- 確保為客戶提供穩妥方便的土地註冊和資訊服務。
- 開發人力資源、發展資訊科技、優化服務環境，確保為客戶提供高效及優質服務。
- 與時並進，提倡及循序落實香港土地業權註冊制度。

## Vision, Mission, Values and Functions

### Our Vision

To be the best in all that we do.

### 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.

## 我們的信念

- 持平守正 — 以至誠的態度及操守接待客戶及工作夥伴。
- 追求卓越 — 一絲不苟，力臻完美。
- 誠摯尊重 — 竭誠尊重和信任客戶及工作夥伴。
- 積極學習 — 與客戶、工作夥伴和海內外同業緊密聯繫、交流學習，為社會提供更佳服務。

## 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.

## 土地註冊處概覽 THE LAND REGISTRY AT A GLANCE

### 我們對香港的價值

- 香港逾半數家庭是物業的註冊業主。
- 截至2015年3月，銀行及金融機構以註冊土地和物業作抵押的貸款約為21,340億港元。
- 2014/15年度查閱註冊資料超逾500萬宗。
- 超過90個政府部門和機構使用土地註冊處的資料進行規劃研究以至執法等工作。
- 土地註冊資料顯示的物業交易可追溯至1844年，乃香港經濟和社會歷史的資料寶庫。

### Our Value to Hong Kong

- Over half of all Hong Kong families are registered property owners.
- Banks and financial institutions loaned about HK\$2,134 billion as at March 2015 against the security of registered land and property.
- Over five million searches of registered information took place in 2014/15.
- 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.





## 職能

土地註冊處的主要職能如下：

- 按照《土地註冊條例》(第128章)及《土地註冊規例》的規定，備存最新的土地登記冊及相關的土地紀錄，以執行土地註冊制度；
- 為市民提供查閱土地登記冊及其他土地紀錄的設施；
- 向政府部門及機構提供物業資料；以及
- 按照《建築物管理條例》(第344章)的規定，處理業主立案法團的註冊申請。

## 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).

## 架構及管理 Structure and Management

土地註冊處的組織架構圖(截至2015年3月31日)

Organisation Chart of the Land Registry (as at 31 March 2015)



## 土地註冊處概覽 THE LAND REGISTRY AT A GLANCE





## 土地註冊處概覽 THE LAND REGISTRY AT A GLANCE

### 管理架構

- 土地註冊處由土地註冊處處長領導，下設三個科，分別由首長級人員主管。
- 土地註冊主任職系人員是土地註冊處的骨幹人員，負責監督各項營運職能及提供公共服務。
- 法律、財務和資訊科技的專業人員及一般職系人員則為土地註冊處提供支援。

### 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.

### 分科和分部

#### 契約註冊及部門服務科

### Branch and Division

#### Deeds Registration and Departmental Services Branch

#### 註冊服務部

#### Registration Services Division

- 按照《土地註冊條例》為影響土地的文件提供註冊服務。

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





### 查冊及部門服務部

- 提供查冊服務、處理業主立案法團的註冊申請，以及向政府部門提供業權報告。

### 管理及客戶服務部

- 管理和發展土地註冊主任職系；策劃及提供客戶服務並回應客戶需要；以及透過培訓及發展課程發展人力資源，以配合土地註冊處的業務需要。



### 業權註冊執行部

- 為業權註冊制度制定運作流程、程序及表格，以及籌劃和推行有關宣傳及教育計劃。
- 為實施業權註冊制度的準備工作提供行政支援，並為與《土地業權條例》相關的主要委員會提供秘書支援服務。

### 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.

### 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 Land Titles Ordinance (LTO).

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### 資訊科技管理部

- 策劃、開發、推行及管理資訊科技系統及服務，並為部門提供資訊科技支援。

### Information Technology Management Division

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

### 常務部

- 籌劃、管理和檢討人力資源、辦公室設施和行政制度，並為部門提供一般支援服務。

### 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.

### 法律事務科

#### 法律事務部

- 就《土地註冊條例》及部門的工作提供法律意見及支援服務。
- 就實施《土地業權條例》的準備工作提供法律意見及支援服務；檢討《土地業權條例》，以及擬備《土地業權（修訂）條例草案》。

### 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).

### 財務科

#### 財務部

- 擬備和管控財政預算、管理財務會計、評估成本及各項收費、檢討會計程序及財務制度；以及負責部門的物料供應事宜。

### 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.

### 項目發展部

- 策劃及推行新措施，以提升部門服務。

### Project Development Division

- To plan and implement new initiatives for service improvement.

## 土地註冊處的管理層團隊 Who's Who in the Land Registry



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

由左至右：  
吳麗君女士(副首席律師)，周淑貞女士(土地註冊處處長)，方吳淑儀女士(土地註冊處經理)，劉仲賢先生(業務經理)

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

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

由左至右：  
吳楚玲女士(總行政主任)，原偉銓先生(副土地註冊處經理)，陳碧瑜女士(副土地註冊處經理)，彭嘉輝先生(副土地註冊處經理)，方吳淑儀女士(土地註冊處經理)，溫錫麟先生(副土地註冊處經理)，黎偉強先生(部門主任秘書)，潘錦鴻先生(高級系統經理)，李芳群女士(副土地註冊處經理)，謝少卿女士(高級系統經理)

From left to right:  
Ms. Michelle NG (Chief Executive Officer), Mr. W. C. YUEN (Deputy Registry Manager), Ms. Peggy CHAN (Deputy Registry Manager), Mr. K. F. PANG (Deputy Registry Manager), Mrs. Amy FONG (Registry Manager), Mr. Francis WAN (Deputy Registry Manager), Mr. Jack LAI (Departmental Secretary), Mr. K. H. POON (Senior Systems Manager), Miss Fion LI (Deputy Registry Manager), Ms. Ada TSE (Senior Systems Manager)



### 法律事務科 Legal Services Branch

由左至右：  
談文錦先生(高級律師)，喬美琴女士(高級律師)(生效日期為2015年2月25日)，楊茜女士(高級律師)，吳麗君女士(副首席律師)，黃惠儀女士(高級律師)，尹玉清女士(高級律師)，吳世楷先生(高級律師)

From left to right:  
Mr. M. K. TAM (Senior Solicitor), Ms. Queenie KIU (Senior Solicitor) (With effect from 25 February 2015), Ms. Majestic YEUNG (Senior Solicitor), Ms. Doris WU (Deputy Principal Solicitor), Ms. Florence WONG (Senior Solicitor), Ms. Stephanie WAN (Senior Solicitor), Mr. S. K. NG (Senior Solicitor)

### 財務科 Financial Services Branch

由左至右：  
黃美珍女士(副業務經理)，劉仲賢先生(業務經理)，林謝淑儀女士(副土地註冊處經理)(生效日期為2014年11月13日)

From left to right:  
Ms. Peggy WONG (Deputy Business Manager), Mr. Gabriel LAU (Business Manager), Mrs. Cindy LAM (Deputy Registry Manager) (With effect from 13 November 2014)

