



保障市民财产 支持公开市场

ANNUAL REPORT 年报

2016-17



年报设计概念

地球围绕着不同类型的地标、绿色环境及来自各行各业的市民。此设计寓意土地注册处向大众提供360度的土地注册和查册服务，并为社群培育关怀的文化。至于色彩缤纷的水彩画贯彻整份年报，更突显本处和谐及共融的服务文化。

Design concept of the annual report

The earth is surrounded by different types of landmarks, green environment with people from all walks of life. This design symbolises the Land Registry delivers 360 degree of land registration and search services to the public, as well as nurtures a culture of caring for the community. A colorful water-painting of the whole layout also projects the harmonious and inclusive service culture of the department.

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2016/17年度重要事项 HIGHLIGHTS of 2016/17



财务管理 FINANCIAL MANAGEMENT



营业额：
Turnover:

\$409.1 百万元
million



盈利：
Profit:

\$42.3 百万元
million



营运成本：
Operating costs:

\$382.5 百万元
million



固定资产回报率：
Rate of return on fixed assets:

8.1%



服务及运作 SERVICES AND OPERATIONS



递交注册的土地文件数目：
No. of land documents
delivered for registration:

468,630



查阅土地登记册次数：
No. of searches of
land registers:

5,319,961



提供土地纪录的影像处理
副本及影印本数目：

No. of imaged copies
and photocopies of land
records supplied:

747,969



「综合注册资讯系统」
网上服务使用率：

Usage of IRIS
Online Services:

92%



电子注册摘要表格使用率：
Usage of e-Memorial Form:

>60%



《街道索引》及
《新界地段／地址对照表》
网上版浏览次数：

No. of visits to online versions
of the Street Index and
New Territories Lot/
Address Cross
Reference Table:

**38,660 &
90,045**



业主立案法团注册数目：
No. of owners' corporations
registered:

220



接待访客及参与分享会人数：
No. of visitors received and
participants of sharing
sessions:

359



为《银行业条例》(第155章)下
的认可机构推出电子提示服务
Launched e-Alert Service for
Authorised Institutions under
the Banking Ordinance
(Cap. 155)



企业管治 CORPORATE GOVERNANCE



服务指标：
超越部门在服务承诺中
订定的所有指标
Performance targets:
Exceeded all targets
set in our performance
pledges



客户表扬数目：
No. of commendations:
30



建议项目：
No. of suggestions:
11



投诉项目：
No. of complaints:
25



人力资源管理 HUMAN RESOURCES MANAGEMENT



雇员人数：
No. of employees:
572



培训天数：
No. of training days:
>1,630



企业社会责任 CORPORATE SOCIAL RESPONSIBILITY



义工活动数目：
No. of volunteer
activities:

26



慈善活动数目：
No. of charity programmes:

4



接待「校园推广计划」及事业探索先导计划的学生及学校数目：
No. of students and schools received under School Promotion
Programme and pilot scheme on career exploration:

24 学生
students

2 学校
schools



资讯科技管理 IT MANAGEMENT



「综合注册资讯系统」
的重大提升项目：
No. of major
enhancements to IRIS:

12



整合及提升办公室系统的
备份设施
Consolidated and upgraded
backup facilities of office
systems

处长的话

Message From The LAND REGISTRAR



我很高兴向大家提交截至2017年3月31日止财政年度的土地注册处营运基金报告。

香港物业市场在2016年第二季反弹回升，并于第三季转趋炽热。随着政府在2016年11月初再加推一轮需求管理措施，以及美国在2016年12月加息，香港物业市道显着冷却。虽然全年的市道极为波动，但与2015/16年度比较，文件注册及查阅土地登记册的总宗数分别增加5.1%及5.4%。本处的营业额及盈利分别上升5.7%至4.091亿元及8.9%至4,230万元，其主要原因是业务有所增加。在2016/17年度，土地注册处营运基金达致8.1%的固定资产回报率，较财政司司长所订定每年6.9%的目标利率为高。

I am pleased to present the report of the Land Registry Trading Fund for the financial year ending 31 March 2017.

The Hong Kong property market rebounded in the second quarter of 2016 and turned exuberant in the third quarter of the year. The market cooled off notably after the Government's introduction of a further round of demand-side management measures in early November 2016 and the US interest rate hike in December 2016. While there were sharp fluctuations through the year, as compared to 2015/16, the total number of documents registered and searches of land registers increased by 5.1% and 5.4% respectively. Our business turnover and profit registered an increase of 5.7% to \$409.1 million and 8.9% to \$42.3 million respectively, mainly due to an increase in business volume. The Land Registry Trading Fund achieved a financial return on fixed assets of 8.1% in 2016/17, which was higher than the target rate of 6.9% per annum set by the Financial Secretary.

本处的业务能取得稳健表现，是基于我们一直致力提供优质服务，并为客户开拓新服务。年内，我们超越了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。此外，与香港金融管理局(金管局)磋商后，本处修订了电子提示服务的功能，并于2017年2月起将有关服务扩展至《银行业条例》(第155章)下的认可机构，有助金管局落实对该等认可机构就按揭贷款进行信贷风险管理的一项新监管要求。在业主的同意下，认可机构为其承按的物业订购电子提示服务后，每当有再按押记／按揭文件交付本处办理注册时，便会收到本处发出的电子提示讯息。我们会继续聆听客户的意见，以提升电子提示服务的水平。

本处另一项主要工作是发展及落实香港的业权注册制度。我们一直与持份者紧密合作，并就「更正」和「弥偿」条文的修订建议、把现有土地纳入业权注册制度的不同方案，以及先在新土地实行业权注册制度的建议与他们交换意见。我们除了会继续与持份者就尚未解决的问题交换意见外，也会就部分海外普通法司法管辖区业权注册法例的最新发展，以及其采用的优良措施进行研究，以优化我们的建议方案。

展望未来，尽管本处在2016/17年度的业绩表现稳定，但前路仍充满挑战。环球和本地经济的不明朗情况，以及美国息率正常化的步伐，仍会成为影响物业市场的主要因素。纵使本处的业务表现会受到外围经济环境影响，我们将继续竭力为市民提供最佳服务。最后，我想藉此机会多谢各位同事过去一年再次的卓越工作表现，并衷心感谢所有合作伙伴和客户对本处的鼎力支持。

张美珠女士，JP
土地注册处处长
土地注册处营运基金总经理

Underpinning our solid business performance is our continued commitment in providing quality service and exploring new business for our customers. During the year, we exceeded all the targets set in our performance pledges and implemented various functional enhancements to our IRIS Online Services. In addition, we have in consultation with the Hong Kong Monetary Authority extended the e-Alert Service with modified features to the Authorised Institutions (AIs) under the Banking Ordinance (Cap. 155) since February 2017 to facilitate its implementation of a supervisory requirement on AIs for managing credit risks in mortgage lending. With the consent of the property owners, the AIs subscribing to the Service will receive electronic notifications from us when further charge/mortgage documents in respect of the properties mortgaged to the AIs concerned are lodged for registration in the Land Registry. We will continue to enhance the e-Alert Service in the light of feedback from our customers.

Another key aspect of our work is the development and implementation of a title registration system in Hong Kong. We have been working closely and exchanging views with stakeholders on the revised proposals for rectification and indemnity provisions, the options for bringing existing land under title registration and the proposal of implementing title registration on new land first. While continuing the exchange of views with stakeholders on the outstanding issues, we will conduct a study of the latest developments regarding title registration legislation and good practices being adopted in several overseas common law jurisdictions in order to enhance our proposals as necessary.

Looking forward, despite our stable performance in 2016/17, challenges abound. The uncertain global and local economic conditions as well as the pace of US interest rate normalisation will continue to be the major factors affecting the property market. Although our business performance is susceptible to the external economic environment, we remain committed to delivering the best services to the public. I would like to take this opportunity to thank my colleagues for another year of excellent work and to express my gratitude for the unfailing support from our partners and customers.

Ms Doris CHEUNG, JP
Land Registrar
General Manager, Land Registry Trading Fund



The Land Registry
AT A GLANCE
土地注册处 概览



土地注册处营运基金

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。

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、信念及职能

我们的理想

我们竭尽所能，凡事做到最好。

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。

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。 |

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.

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. |



我们对香港的价值

- 香港约有半数家庭是物业的注册业主。
- 截至2017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25,070亿港元。
- 2016/17年度查阅注册资料超逾500万宗。
- 超过95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。

Our Value to Hong Kong

- Around half of all Hong Kong families are registered property owners.
- Banks and financial institutions loaned about HK\$2,507 billion as at March 2017 against the security of registered land and property.
- Over five million searches of registered information took place in 2016/17.
- Over 95 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.

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。

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).

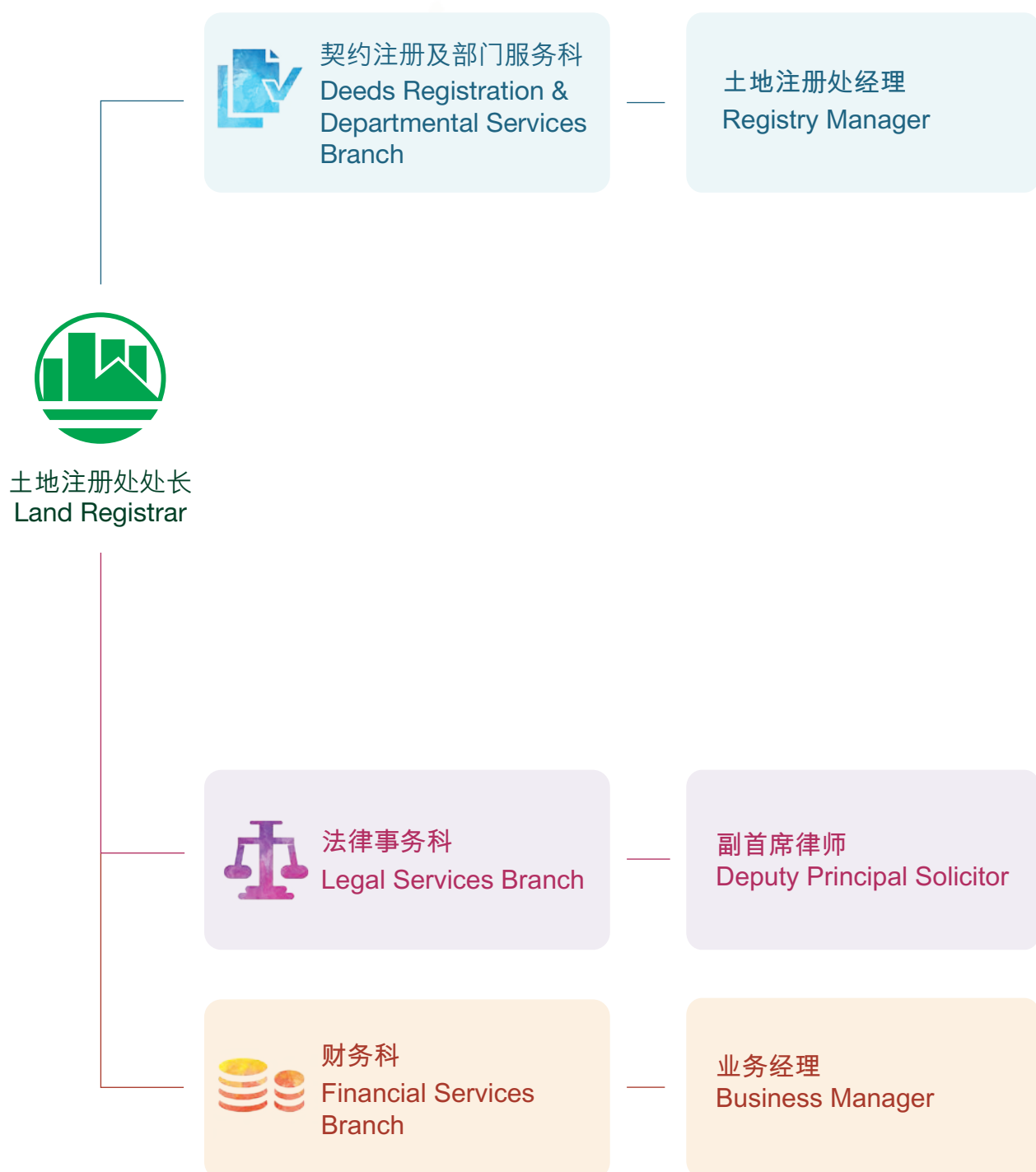
土地注册处概览

THE LAND REGISTRY AT A GLANCE

架构及管理 Structure and Management

土地注册处的组织架构图(截至2017年3月31日)

Organisation Chart of the Land Registry (as at 31 March 2017)



土地注册处概览
THE LAND REGISTRY AT A GLANCE



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。

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。

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.

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).

Information Technology Management Division

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

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；检讨已制定的《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。

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 enacted 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.



注册服务部
Registration Services Division



查册及部门服务部
Search & Departmental Services Division



管理及客户服务部
Management & Customer Services Division

土地注册处概览
THE LAND REGISTRY AT A GLANCE

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：

张美珠女士，JP（土地注册处处长）
李群女士（业务经理）
吴丽君女士（副首席律师）
方吴淑仪女士（土地注册处经理）

From left to right:

Ms Doris CHEUNG, JP (Land Registrar)
Ms Vivian LEE (Business Manager)
Ms Doris WU (Deputy Principal Solicitor)
Mrs Amy FONG (Registry Manager)

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



前排由左至右：

温锡麟先生(副土地注册处经理)
黎伟强先生(部门主任秘书)
方吴淑仪女士(土地注册处经理)
高倩雯女士(总行政主任)
陈碧瑜女士(副土地注册处经理)

Front row from left to right:

Mr Francis WAN (Deputy Registry Manager)
Mr Jack LAI (Departmental Secretary)
Mrs Amy FONG (Registry Manager)
Miss Shirley KO (Chief Executive Officer)
Ms Peggy CHAN (Deputy Registry Manager)

后排由左至右：

彭嘉辉先生(副土地注册处经理)
谢少卿女士(高级系统经理)
霍伟勤女士(高级系统经理)
李芳群女士(副土地注册处经理)
原伟铨先生(副土地注册处经理)

Back row from left to right:

Mr K. F. PANG (Deputy Registry Manager)
Ms Ada TSE (Senior Systems Manager)
Ms Emily FOK (Senior Systems Manager)
Miss Fion LI (Deputy Registry Manager)
Mr W. C. YUEN (Deputy Registry Manager)

土地注册处概览
THE LAND REGISTRY AT A GLANCE

法律事务科
Legal Services Branch



由左至右：

乔美琴女士(高级律师)
丘敏妮女士(高级律师)
(生效日期为2017年1月13日)
李宝君女士(高级律师)
吴丽君女士(副首席律师)
尹玉清女士(高级律师)

From left to right:

Ms Queenie KIU (Senior Solicitor)
Ms Teresa YAU (Senior Solicitor)
(With effect from 13 January 2017)
Ms Shirley LEE (Senior Solicitor)
Ms Doris WU (Deputy Principal Solicitor)
Ms Stephanie WAN (Senior Solicitor)

财务科
Financial Services Branch

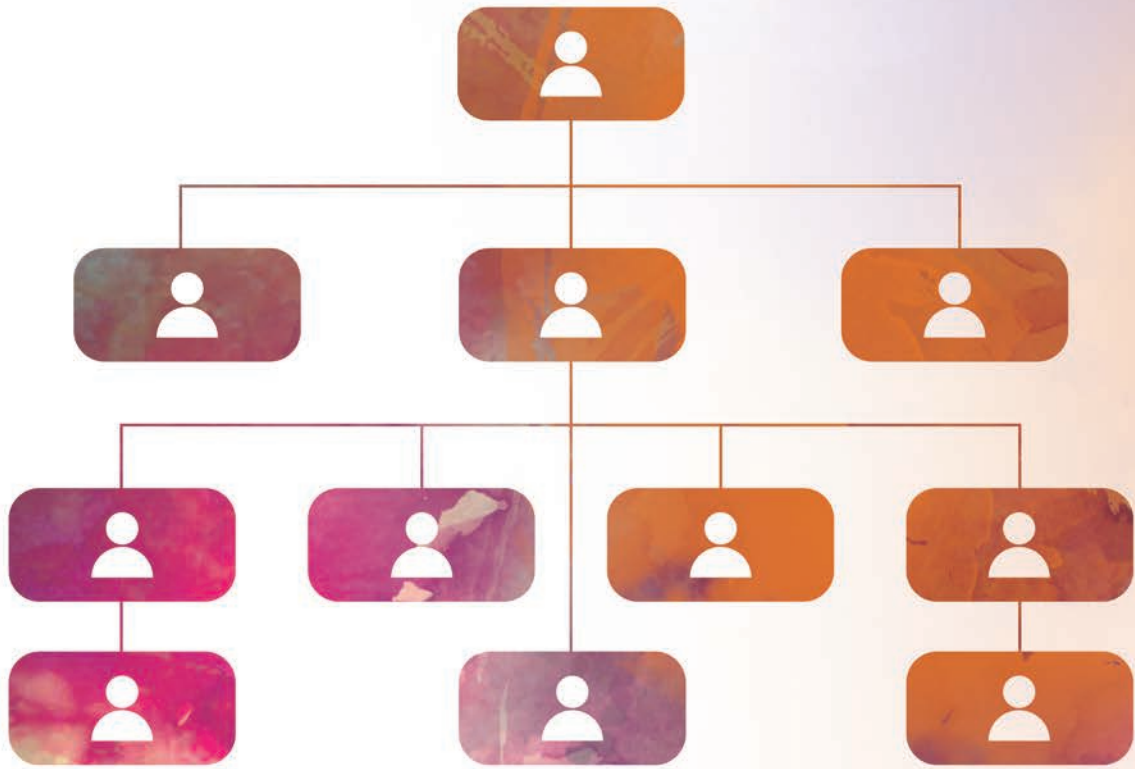


由左至右：

林谢淑仪女士(副土地注册处经理)
李群女士(业务经理)
黄美珍女士(副业务经理)

From left to right:

Mrs Cindy LAM (Deputy Registry Manager)
Ms Vivian LEE (Business Manager)
Ms Peggy WONG (Deputy Business Manager)



Corporate **GOVERNANCE**

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。发展局亦会为我们的工作给予政策指引。此外，我们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。在灵活自主的基础下，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。

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.

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。

服务承诺

本处自从于1993年成立营运基金后，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2016/17年度，我们超越了在服务承诺中订定的所有指标，更把电话查询的服务指标由93%提升至94%。附录I(a)列出本处于年内的服务承诺和表现。

来年，我们会就提供土地纪录的认证副本和电话查询提升服务标准。本处于2017/18年度的新服务承诺见附录I(b)。

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.

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 the establishment of the Trading Fund in 1993. In 2016/17, we exceeded all the targets set in our performance pledges. In particular, we enhanced the performance target for telephone enquiry services from 93% to 94%. Annex I (a) sets out the pledges and our performance for the year.

In the coming year, we will implement enhanced service standards for supply of certified copies of land records and telephone enquiry service. The new set of performance pledges for 2017/18 is at Annex I (b).



客户意见

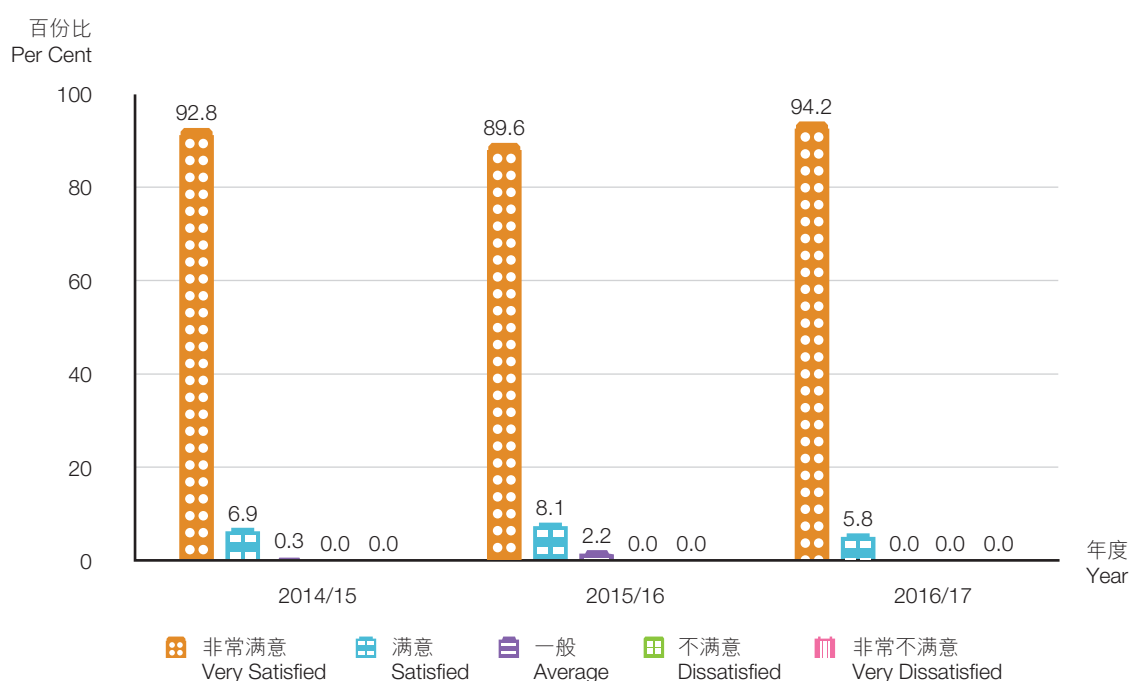
在2016/17年度，本处透过客户服务热线、部门网页、客户意见卡、来信和电邮等不同渠道接获30个客户表扬及11项建议。

Customer Feedback

In 2016/17, the Land Registry received 30 commendations and 11 suggestions through various channels, including our customer service hotline, the Land Registry's homepage, comment cards, letters and emails.

客户满意程度

Customer Satisfaction Rate



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%。

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

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25项投诉。所有建议和投诉均已获迅速回应及圆满处理。

There were also 25 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.



Corporate
SOCIAL 企业**社会**责任
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2016/17年度，我们的义工队为长者筹办了26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2017年3月，香港社会服务联会向本处颁发连续10年或以上「同心展关怀」标志，以表扬我们持续不断为社会服务。

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 2016/17, the Volunteer Team organised 26 volunteer activities for the elderly. 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 awarded the “Ten Years Plus Caring Organisation” logo to the Land Registry in March 2017.



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2016/17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」及「公益行善『折』食日」。我们亦透过参加渣打香港马拉松赛事，继续支持「看得见的希望—奥比斯」、香港残疾人奥委会暨伤残人士体育协会及香港防癌会的筹款活动。

Encouraging Donations

We support donation drives and charities by encouraging staff to participate in charity events. In 2016/17, we continued to encourage staff to participate and contribute in a variety of events organised by the Community Chest, including the Dress Casual Day, Love Teeth Day and Skip Lunch Day. We also continued to support fund raising for “Seeing is Believing” — Orbis, the Hong Kong Paralympic Committee and Sports Association for the Physically Disabled and the Hong Kong Anti-Cancer Society through joining the Standard Chartered Hong Kong Marathon.



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2016/17年度，我们共有24名残疾员工，占本处员工总人数的4.2%。我们会继续参与社会福利署的「阳光路上」培训计划和公务员事务局的「残疾学生实习计划」，为有需要人士提供培训实习机会。此外，我们继续邀请社会企业竞投本处办公室的清洁服务合约及圣诞联欢会的餐饮服务合约，以促进弱势社群的就业机会。

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 2016/17, we had a total of 24 staff members with disabilities, representing 4.2% of the total strength of the Land Registry. We also continued to provide placement opportunities for people in need through participating in the Social Welfare Department's Sunnyway Programme and the Civil Service Bureau's Internship Scheme for Students with Disabilities. Besides, for promoting job opportunities for the socially disadvantaged groups, we continued to invite social enterprises to bid for our office cleaning service contract and catering service contract for our departmental function during Christmas.

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2016/17年度，我们就相关课题为员工举办了32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、预防筋肌劳损、使用显示屏设备的健康锦囊，以及室内空气质量与职业健康等。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。

Caring for Employees

As a caring employer, the Land Registry is committed to maintaining a healthy workforce. In 2016/17, we organised a total of 32 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, prevention of musculoskeletal disorders, health hints on the use of display screen equipment, and indoor air quality and occupational health. We also provided counseling services through external specialists to assist staff facing work-related or personal issues.

Besides, we had 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.



企业社会责任

CORPORATE SOCIAL RESPONSIBILITY

香港吸烟与健康委员会为表扬土地注册处向员工推动无烟生活的努力，在2017年2月向本处颁发2016年「香港无烟领先企业大奖」之银奖。

In recognition of our efforts to promote a smoke-free lifestyle among our staff members, the Land Registry was awarded the Silver Award of Hong Kong Smoke-free Leading Company Awards 2016 by the Hong Kong Council on Smoking and Health in February 2017.

鉴于以母乳喂哺幼儿有多种好处，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。为表扬本处致力提供方便喂哺母乳的环境，部门于2016年10月获颁发「2015/16年度家庭友善雇主奖励计划」下的「支持母乳喂哺奖」。

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 office. In recognition of our dedication to providing a breastfeeding friendly environment, the Land Registry was granted the "Awards for Breastfeeding Support" under the 2015/16 Family-Friendly Employers Award Scheme in October 2016.



保护环境

我们继续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；
- 实行土地文件副本双面列印；
- 在切实可行范围内使用再生纸张或用过的空白页纸张进行列印及影印；以及

Being Green and Environmentally Friendly

We continue to strive to ensure 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;
- implemented double-sided printing of land document copies;
- used recycled paper or the blank side of used paper for printing and photocopying as far as practicable; and

CORPORATE SOCIAL RESPONSIBILITY

-

The Controlling Officer's Environmental Report 2016 with detailed environmental performance is available on the Land Registry's website.

Providing a Safe Workplace

We continue to make every endeavour to provide a safe and comfortable work environment for staff. In this regard, we set up a departmental Safety Management Committee 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 and all our offices have achieved the “Good” Class under the Scheme in 2016. Besides, regular inspections are conducted to ensure that the workplace is free from safety hazards.



公众教育

作为本处公众教育活动的一部分，我们继续参加了由公务员事务局与教育局在2016/2017学年合办的校园推广计划—「政府服务知多点」。本处亦于2017年3月安排罗定邦中学的学生前来参观，以介绍本处的服务和土地注册制度。学生对参观活动的反应良好，对本处的工作和土地纪录亦甚感兴趣。

此外，本处参与了由教育局主办的「为非华语中学生提供与就业相关的经历先导计划」，于2016年7月为圣保禄学校的学生，举办了一个设有分享环节的就业讲座。学生认为该等就业资讯非常有用，而且本处的土地注册主任所分享的实际工作经验和挑战很有趣和具启发性。

Public Education

As part of our public education activities, the Land Registry continued to participate in the School Promotion Programme — “Know More about Government Service”, which was jointly organised by the Civil Service Bureau and the Education Bureau for the 2016/2017 school year. A visit was arranged for Law Ting Pong Secondary School students in March 2017 to introduce our services and the land registration system. The feedback from the visit was positive. The students showed great interest in our work as well as the land records of the Land Registry.

Besides, we arranged a career talk with a sharing session for students from St. Paul's Convent School in July 2016 under the scheme of “Pilot on Providing Career-related Experience for Non-Chinese Speaking Students in Secondary Schools” organised by the Education Bureau. The students found the career-related information very useful and the sharing with our Land Registration Officers about their real-life work experience and challenges interesting and inspiring.



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。

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.

SERVICES And OPERATIONS

服务 及 运作





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2016/17年度，送交注册的土地文件共468,630份，较2015/16年度增加5.1%。

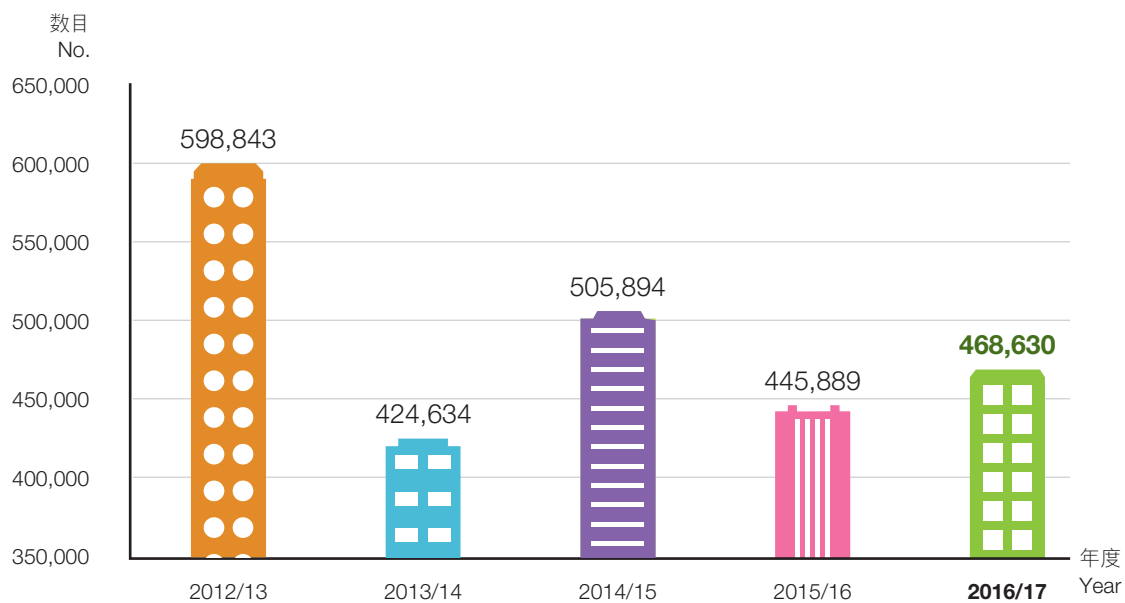
Registration of Land Documents

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

In 2016/17, 468,630 land documents were delivered for registration, representing an increase of 5.1% when compared with 2015/16.

送交注册的土地文件数目

No. of Land Documents Delivered for Registration



服务及运作

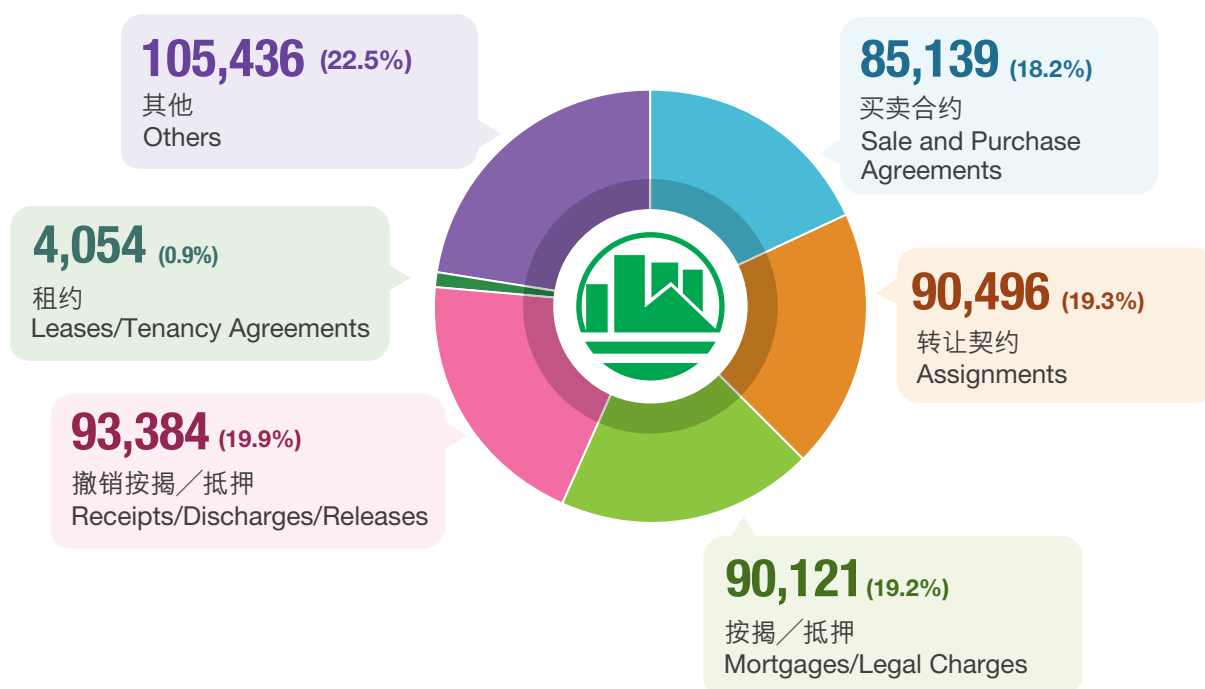
SERVICES AND OPERATIONS

年内收到的主要文件类别包括楼宇买卖合同、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77%。

Major types of documents received include sale and purchase agreements (SPAs), assignments, mortgages/legal charges and receipts/discharges/releases which collectively accounted for 77% of all documents received during the year.

2016/17年度送交注册的土地文件类别

Distribution of Land Documents Lodged for Registration in 2016/17

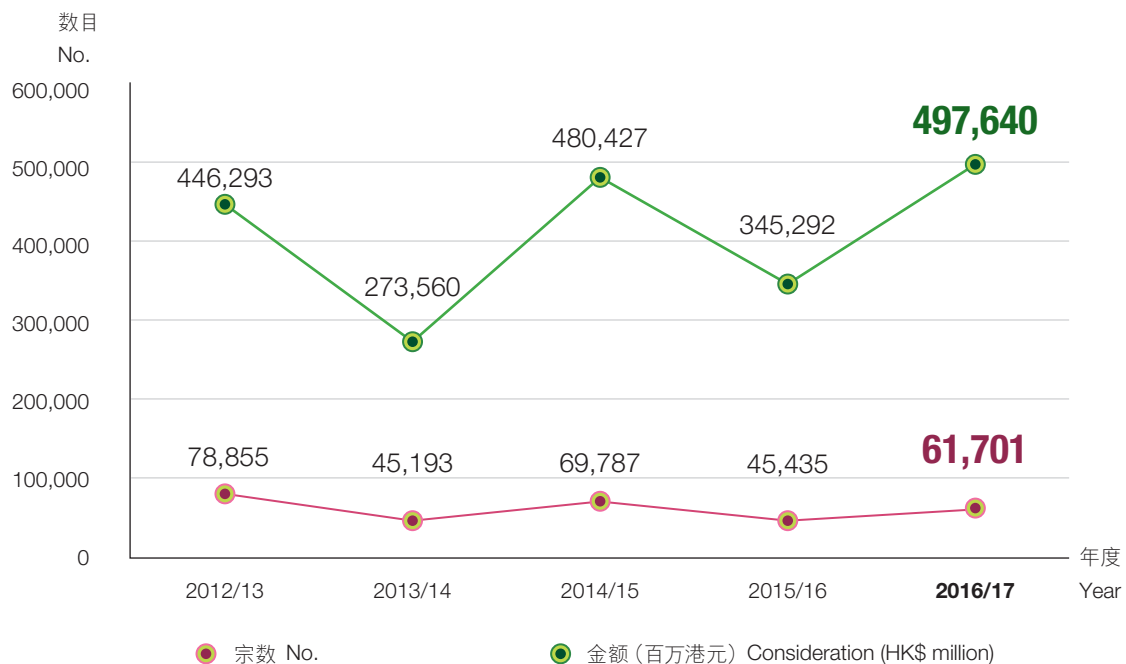


在2016/17年度送交注册的所有楼宇买卖合同中，住宅楼宇买卖合同的宗数和总值分别是61,701份（较去年增加35.8%）及4,976.4亿元（较去年增加44.1%）。一般而言，这类合约的数量是反映物业市场交投情况的重要指标。

Among the SPAs of all building units delivered for registration in 2016/17, the number of SPAs of residential units and its total consideration were 61,701 (+35.8% from last year) and \$497,640 million (+44.1% 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.

送交注册的住宅楼宇买卖合同宗数和金额

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



注：上述统计数字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。

Note: The statistics 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 after the sale restriction period.

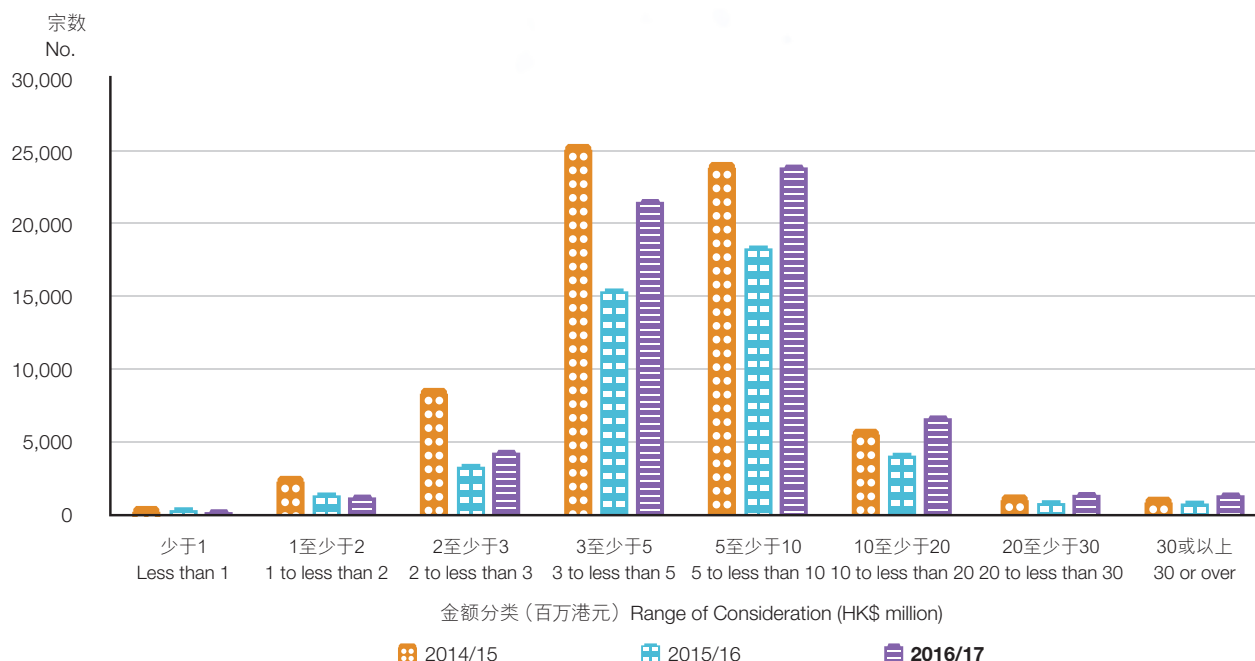
在2016/17年度，大多数住宅楼宇的交易金额是介乎500万至1,000万港元。年内超过1,000万港元的住宅楼宇交易则显著增加。

The majority of the transactions in residential units in 2016/17 were within the consideration range of five to ten million Hong Kong dollars. There was a significant increase in transactions in 2016/17 with consideration of more than ten 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

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



金额分类 Range of Consideration		2014/15		2015/16		2016/17	
(百万港元) (HK\$ million)		宗数 No.	%	宗数 No.	%	宗数 No.	%
少于1	Less than 1	373	0.5	329	0.7	279	0.5
1至少于2	1 to less than 2	2,501	3.6	1,399	3.1	1,356	2.2
2至少于3	2 to less than 3	8,705	12.5	3,486	7.7	4,451	7.2
3至少于5	3 to less than 5	25,465	36.5	15,536	34.2	21,682	35.1
5至少于10	5 to less than 10	24,227	34.7	18,487	40.7	24,046	39.0
10至少于20	10 to less than 20	5,899	8.5	4,249	9.4	6,814	11.0
20至少于30	20 to less than 30	1,387	2.0	989	2.2	1,552	2.5
30或以上	30 or over	1,230	1.8	960	2.1	1,521	2.5
总数	Total	69,787	100.0	45,435	100.0	61,701	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%。

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

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2016/17年度，查阅土地登记册的宗数，以及提供土地纪录的影像处理副本和影印本的总数分别为5,319,961宗（较去年增加5.4%）及747,969份（较去年减少6.2%）。

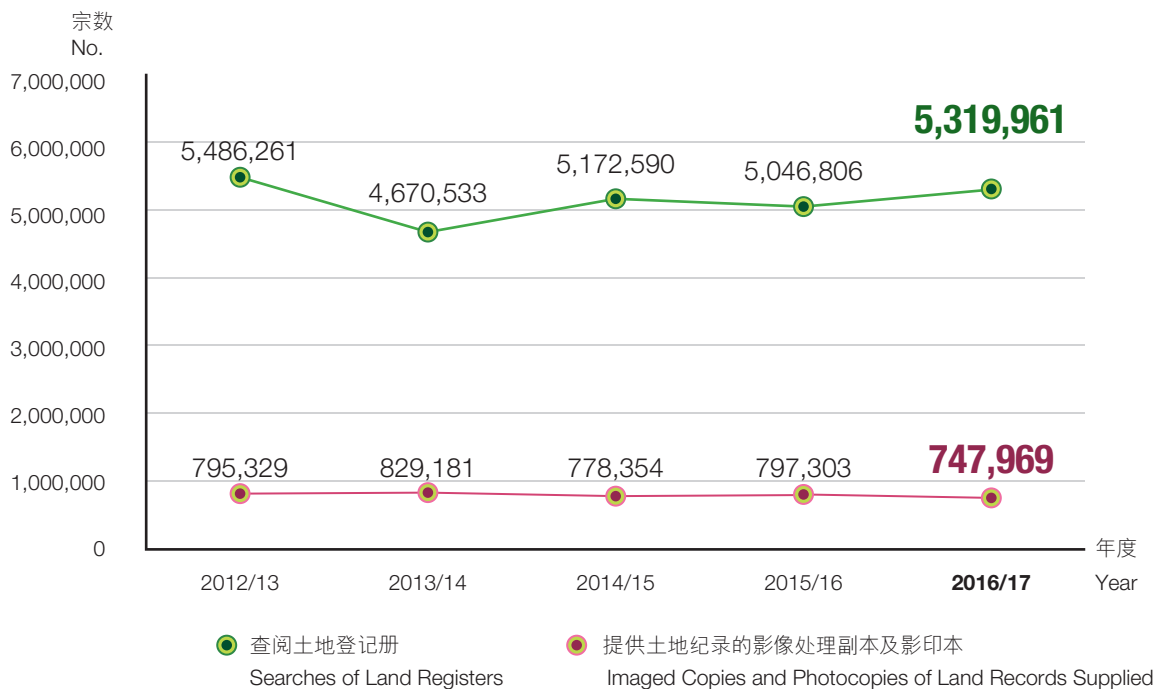
Search Services

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

In 2016/17, the total number of searches of land registers and supply of imaged copies and photocopies of land records were 5,319,961 (+5.4% from previous year) and 747,969 (-6.2% from previous year) respectively.

查阅土地登记册宗数和提供土地纪录的影像处理副本及影印本份数

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

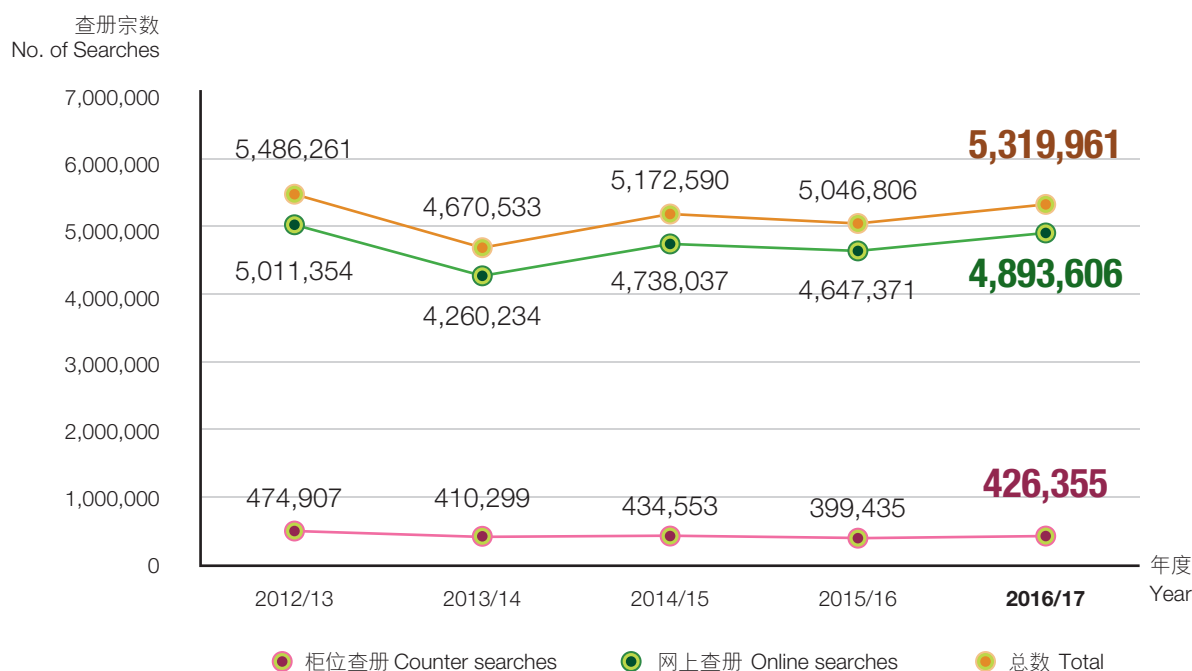


土地注册处透过互联网上的「综合注册资讯系统」(www.iris.gov.hk)提供每星期7天、每天20小时(由上午7时30分至翌日上午3时30分)的查册服务。公众人士可以非经常用户或登记用户身分进行查册。在2016/17年度,登记用户的数目增加了57个(上升4.6%),总数达1,286个。现时网上查册约占总查册量的92%,其余约8%是在本处设于金钟道政府合署的客户服务中心,以及位于大埔、元朗和荃湾的新界查册中心透过柜位查册服务进行。

The Land Registry is providing search services over the internet via our IRIS Online Services at www.iris.gov.hk seven days a week for 20 hours a day (from 7:30 a.m. to 3:30 a.m. the next day). The public can conduct searches on either an ad hoc or a subscription basis. The number of subscribers increased by 57 (+4.6%) and reached 1,286 during 2016/17. Currently, searches conducted online constituted about 92% of the total search volume. The remaining 8% 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.

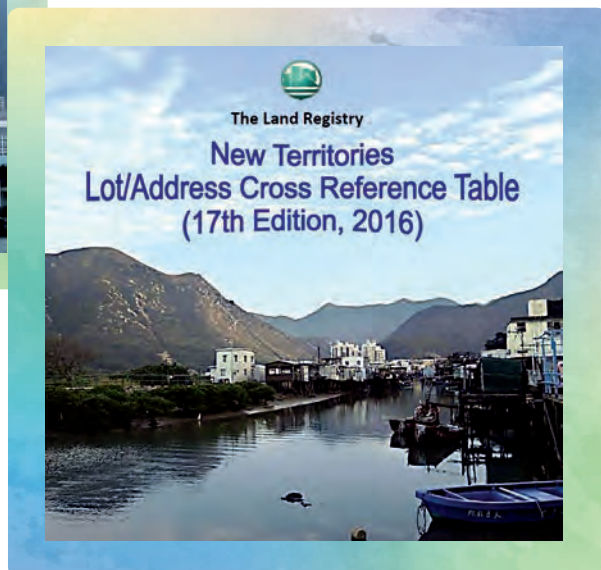
查阅土地登记册宗数

No. of Searches of Land Registers



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》)，方便公众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，公众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2017年3月31日，在2016年4月29日推出的《街道索引》及《对照表》网上版本已录得超过128,000浏览人次。

The Land Registry publishes new editions of the Street Index (SI) and the New Territories Lot/Address Cross Reference Table (CRT) annually to help the public correlate property addresses and building names with lot numbers in the territory. To facilitate online search services, online versions of the SI and the CRT are made available for free browsing on the Land Registry's website or through the hyperlink on the IRIS Online Services. Up to 31 March 2017, over 128,000 visits to the online versions of the SI and the CRT released on 29 April 2016 were recorded.



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，并就业主立案法团的纪录提供存档和查阅服务。在2016/17年度，新注册的业主立案法团共有220个，全港的业主立案法团总数增至10,498个。

Owners' Corporation Services

The Land Registry is responsible for registration of owners' corporations and provision of filing and search service for owners' corporation records under the BMO. In 2016/17, 220 new owners' corporations were registered. The total number of owners' corporations in the territory reached 10,498.

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。委员会成员名单见附录II(a)。

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. The membership of the Committee is at Annex II (a).



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。

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。两个小组的成员名单分别见附录II(b)及(c)。

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.

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. The membership of the private sector and the public sector groups is at Annexes II (b) and (c) respectively.



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



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

服务及运作

SERVICES AND OPERATIONS

访问

土地注册处与本地、内地及海外的相关机构保持紧密联系。土地注册处派出数名代表，分别于2016年5月24至27日出席在澳洲达尔文举行的「土地注册处处长发展事务人员会议」，以及于2016年10月18至21日出席在澳洲珀斯举行的「业权注册处长会议」。此外，我们亦分别于2016年6月和7月接待来自四川省国土资源厅及海南省地方税务局的代表团。上述会议及访问为本处提供了良机，与各方就土地注册的最新发展交流意见。

Visits

The Land Registry maintains close relationship with its local, Mainland and overseas associates. Representatives of the Land Registry attended the Land Registrars' Development Officers Conference in Darwin, Australia from 24 to 27 May 2016 and the Registrars of Title Conference in Perth, Australia from 18 to 21 October 2016 respectively. We received two delegations from the Land and Resources Department of Sichuan Province and Hainan Local Taxation Bureau in June and July 2016 respectively. The conferences and visits had provided useful opportunities for exchanging views on the latest developments on land registration.



2016年「土地注册处处长发展事务人员会议」
Land Registrars' Development Officers Conference 2016



2016年「业权注册处长会议」
Registrars of Title Conference 2016



服务及运作
SERVICES AND OPERATIONS

海南省地方税务局的代表团
A delegation from Hainan Local Taxation Bureau



四川省国土资源厅的代表团
A delegation from the Land and Resources Department of Sichuan Province

此外，在2016年4月、5月和2017年3月，香港大学附属学院、香港大学专业进修学院保良局何鸿燊社区书院和香港专业教育学院（屯门和摩利臣山分校）的法律系学生分别到访本处。

In addition, the legal studies students of the HKU SPACE Community College, HKU SPACE Po Leung Kuk Stanley Ho Community College and the Hong Kong Institute of Vocational Education (Tuen Mun and Morrison Hill) visited us in April, May 2016 and March 2017 respectively.



香港大学专业进修学院保良局何鸿燊社区书院到访
Visit by the HKU Space Po Leung Kuk Stanley Ho Community College

香港专业教育学院到访
Visit by the Hong Kong Institute of Vocational Education



「中止为文书注册的一般原因」客户交流会

为使客户更清楚认识和了解本处中止为文书注册的一般原因，我们在2016年11月和12月为99名来自各律师事务所及政府部门的参加者举办了五场客户分享交流会。我们并向与会者推广使用电子注册摘要表格及电子提示服务。交流会的反应良好，是一个有效的平台，让我们与客户就使用本处的服务分享经验和交流意见。

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

Five sharing sessions, with a total of 99 participants from solicitors firms and Government departments, were held in November and December 2016 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 and the e-Alert Service. The activity was well received and had provided an effective platform for sharing of experience and views with our customers on using our services.



为认可机构提供电子提示服务的简介会

为筹备于2017年2月推出供《银行业条例》下的认可机构（即持牌银行、有限制牌照银行及接受存款公司）订购的电子提示服务，本处于2017年1月举办了四场简介会，让有关认可机构清楚了解相关服务的安排和申请手续。简介会共有125名来自67间认可机构的代表出席，反应热烈。

Briefing on e-Alert Service for Authorised Institutions

To prepare for the launch of an e-Alert Service for Authorised Institutions (AIs) under the Banking Ordinance (i.e. licensed banks, restricted licence banks and deposit-taking companies) in February 2017, four briefing sessions were held in January 2017 to provide the AIs with a better understanding of the service arrangements and application procedures. A total of 125 representatives from 67 AIs had attended the briefing sessions with overwhelming responses.



沟通渠道

土地注册处通函

在2016/17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》

本处在2016年11月发布的《土地注册处通讯》电子版本采用了崭新、生动和具适应性的网页设计，向客户介绍部门的新猷、服务和活动。

资料单张

年内，我们更新了资料单张的内容，以提供本处服务的最新资讯。

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。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。

土地注册处网站

年内，共超逾700万人次浏览本处网站，当中有73%的人次浏览中文网页，27%的人次浏览英文网页。

Communication Channels

Land Registry Circular Memoranda

In 2016/17, we issued a Land Registry Circular Memorandum to update legal practitioners and customers on our new product/services.

Land Registry News

An electronic issue of the Land Registry News with a new dynamic and responsive layout was released in November 2016 to keep our customers updated on the Land Registry's initiatives, services and activities.

Information Leaflets

During the year, we updated the information leaflets to provide latest information on our services.

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. Through collaboration with the Efficiency Unit's 1823 Call Centre, our hotline enquiry service is provided 24 hours a day.

Land Registry's Website

During the year, there were 7.0 million visits (73% in the Chinese language and 27% in the English language) to the Land Registry's website.





奖项

2016年「申诉专员嘉许奖」

部门恭贺本处的文书主任余田田女士荣获2016年的「申诉专员嘉许奖」—公职人员奖。余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。

Awards

The Ombudsman's Awards 2016

Congratulations to our Clerical Officer, Ms YU Tin-tin, Doris who was awarded "The Ombudsman's Awards 2016 for Officers of Public Organisations". Ms YU's dedication and professionalism in delivering a high standard of customer service was well recognised.

「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「人才企业」称号，为期两年（由2015年4月1日至2017年3月31日），以表扬我们在人力培训及发展的卓越表现。

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 2015 to 31 March 2017 in recognition of our achievements in manpower training and development.

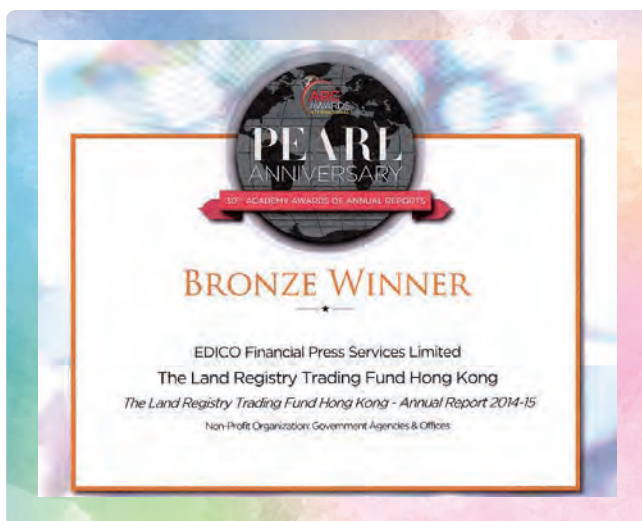


2016年「国际年报比赛大奖」

《土地注册处营运基金2014/15年报》荣获由美国MerComm, Inc举办的2016年「国际年报比赛大奖：政府机构及办事处」组别的铜奖，该奖项激励我们追求优质的年报制作。「国际年报比赛大奖」已举办26届，是全球最大型的国际性比赛，以表彰制作卓越的年报。

International Annual Report Competition (ARC) Awards 2016

The Land Registry Trading Fund Annual Report 2014/15 won the International ARC Awards 2016 — Bronze in the category of “Non-Profit Organizations — Government Agencies & Offices” organised by the MerComm, Inc in the United States. The Award had provided positive reinforcement for our pursuit for quality production of our annual report. The International ARC Awards 2016, in its twenty-sixth year, is the world’s largest international competition honoring excellence in annual reports.



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試算表输入相关资料，一举制备多份注册摘要表格。

在所有连同文书一并递交注册的注册摘要中，电子注册摘要表格的使用已超逾60%并正稳步增加。本处会继续留意用户的回应，以期进一步提升服务。

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。

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 downloading from our 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 60% of the total number of memorials delivered with the instruments for registration and the usage is increasing steadily. The Land Registry will continue to monitor users' feedback to identify room for further enhancement.

Inter-departmental Project

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.

电子提示服务

本处于2015年7月20日推出供业主订购的电子提示服务。每当有涉及相关物业的文书递交注册，本处便会向业主发出电邮提示通知。这项服务提供方便及有效的途径，让业主身处任何地方也可轻易监察有否影响其物业的文书递交注册。

由2017年2月1日起，本处另外修订了电子提示服务，并将该服务扩展至《银行业条例》下的认可机构（即持牌银行、有限制牌照银行及接受存款公司），以助认可机构更有效管理按揭贷款的信贷风险。该等认可机构在相关业主的同意下订购这项服务后，每当已承按的物业有再按押记／按揭文件交付本处办理注册时，便会收到本处发出的电子提示讯息。

e-Alert Service

The Land Registry launched the e-Alert Service on 20 July 2015 for property owners on a subscription basis. The service provides email alerts to property owners when instruments are lodged for registration against their properties. It offers a convenient and useful means for property owners to monitor anywhere with ease if any instrument affecting their properties has been lodged for registration.

We modified the e-Alert Service and extended it to the Authorised Institutions (AIs) under the Banking Ordinance (i.e. licensed banks, restricted licence banks and deposit-taking companies) to help them better manage credit risks in mortgage lending with effect from 1 February 2017. The AIs, with consent from property owners concerned for subscribing to our Service, will receive electronic notifications from the Land Registry when further charge/mortgage documents in respect of the properties mortgaged to the AIs concerned are lodged for registration with the Land Registry.



未来计划

电子提示服务

本处会继续监察用户的意见，从而进一步提升电子提示服务。

Future Plan

e-Alert Service

The Land Registry will continue to monitor users' feedback to identify room for further enhancement of the e-Alert Service.



TITLE

Registration **业权** 注册



近期发展

咨询持份者《土地业权条例》下的转换、更正及弥偿安排

年内，我们一直与香港律师会《土地业权条例》工作小组（律师会工作小组）及《土地业权条例》督导委员会（督导委员会）紧密合作。在2016年7月，我们与律师会工作小组举行会议，商讨在「两阶段转换机制」下的「更正」和「弥偿」安排的修订建议、现有土地的各个转换方案，以及如何处理不确定拥有权的土地登记册事宜。督导委员会亦于2016年12月召开会议，向各委员简介就最新的建议方案收到的意见，以及磋商有关事宜。督导委员会的委员名单见附录II(d)。我们会继续与各持份者保持紧密联系，因应所收到的意见改良我们的建议方案，并探讨首先在新土地实行业权注册的可行性和范畴，以期就《土地业权条例》所需的修订达成共识。

检讨《土地业权条例》及拟备《土地业权(修订)条例草案》

我们会因应与各持份者关于建议转换方案和更正及弥偿安排的讨论所带来的转变，继续拟备《土地业权(修订)条例草案》。我们并就一些在《土地业权条例》中找出的技术性问题作进一步的检视及研究。我们亦一直与相关的政府部门合作，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

除了拟备《土地业权(修订)条例草案》外，我们会就部分海外普通法司法管辖区业权注册法例的最新发展，以及其采用的优良措施进行研究，以优化我们的建议方案。我们亦会继续与各持份者及相关政府部门紧密合作，回应他们就《土地业权条例》修订建议的关注事项。我们也会在适当时候就修订建议进行公众咨询。

Recent Development

Stakeholders Consultation on the Conversion, Rectification and Indemnity Arrangements under the LTO

During the year, we have been working closely with the Law Society Working Party on LTO (LSWP) and the Land Titles Ordinance Steering Committee (LTOSC). In July 2016, a meeting was held with the LSWP to discuss the revised proposal of rectification and indemnity arrangements, the various conversion options for existing land and the issues over handling indeterminate ownership registers under the Two-Stage Conversion Mechanism. A meeting of the LTOSC was held in December 2016 to brief members on the comments received on the latest proposals and to discuss the issues concerned. The membership of the LTOSC is at Annex II (d). We will continue to liaise closely with stakeholders to refine our proposals and explore the feasibility and scope of implementing title registration on new land first in the light of the views gathered in order to forge consensus on the necessary amendments to the LTO.

Review of LTO and Preparation of LT(A)B

Preparation of the LT(A)B is in progress taking into account the changes to the proposed conversion, rectification and indemnity arrangements brought about by ongoing discussions with stakeholders. Some other technical issues in the LTO have been identified for further review and study. We have also been working with relevant Government departments to address and resolve interface issues between the LTO and the legislation under their purview.

Future Plan

In addition to the preparatory work for the drafting of the LT(A)B, we will conduct a study of the latest developments regarding title registration legislations and the good practices of several overseas common law jurisdictions in order to enhance our proposals. We will also continue to work closely with stakeholders and relevant Government departments to address their concern on the proposed amendments to the LTO. A public engagement exercise will be launched on the proposed amendments in due course.

HUMAN 人力 资源管理

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。我们亦按非公务员合约或退休后服务合约条款聘用合约人员，以灵活回应运作或业务不断转变的需求。

截至2017年3月31日，本处共雇用了476名常额人员和96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。合约人员则包括土地注册行政助理、律师、会计师、会计助理、秘书及合约文员等。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，我们制订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2016/17年度，我们举办了超过1,630天的培训，所提供的培训涵盖不同课题，并以多种形式进行。

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. Contract staff under Non-civil Service Contract or Post-retirement Service Contract terms are also employed to give flexibility to the department for responding to changes in operational or business needs.

As at 31 March 2017, we had 476 permanent and 96 contract staff members. Our permanent staff comprise officers of various grades including Land Registration Officers, Solicitors, Treasury Accountants, Analysts/Programmers and general grades. Our contract staff include Land Registration Executives, Solicitors, Accountant, Accounting Executive, Secretary and Clerks. We regularly review our staffing position and adjust the number of contract 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 an annual departmental staff training plan and organise training programmes in accordance with the plan. 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 2016/17, we arranged over 1,630 days of training in various modes on a wide spectrum of subjects.

常年培训

部门举办了不同的培训课程，以提升员工的主要工作技能。

维系一支清廉、诚实和问责的公务员团队，对持续获取公众信任至关重要。为此，本处安排廉政公署为部门的所有员工举办多场与诚信有关的「管理利益冲突」讲座。透过有关讲座，员工更能认知和了解与公职人员相关的诚信事宜。

我们为初级和新入职的主任级人员举办「督导要领」、「覆投诉信写作技巧(中文)」及「公文修辞(中文)」课程，以装备他们日常工作所需的基本督导和语文写作技巧。

我们特别为初级及中级经理人员设计「卓越的领导」课程，以加强他们在不同层面的领导能力。为进一步装备员工在提供服务时应付难处理情境的能力，我们亦为他们安排「处理难应付的顾客及冲突情境工作坊」。

Year-round Training

The department organised various training courses to enhance the core competencies of staff.

It is vital to maintain clean, honest and accountable civil service for sustaining public trust. To this end, department-wide integrity talks on “Managing Conflict of Interest” delivered by the Independent Commission Against Corruption were arranged and attended by all staff members of the department. Through the talks, staff members were enriched with knowledge and strengthened the awareness of the integrity issues concerning public officers.

Courses on “Essential Supervisory Skills”, “Replies to Complaints (in Chinese)” and “Style and Tone in Chinese Official Correspondence” were arranged for junior and newly recruited Officer Grade staff to equip them with the essential supervisory and language writing skills required for daily operations.

We organised tailor-made courses on “Leadership” for junior and middle managers to enhance their leadership abilities at different levels. To better equip our staff to handle difficult situations in service delivery, a training course on “Handling Difficult Customers and Confrontational Situations for Land Registry” was also arranged.



为提高员工的普通话水平，我们继续在午膳时间为员工举办普通话课程。此外，我们举办了「资讯科技保安复修课程」，以保持员工对资讯科技保安的警觉性。

有见部门在提升服务的同时遇到不同的挑战，我们为高级人员举办「如何面对逆境—启发思考及经验分享」的半日课程，以加强团队精神，并提升他们在处理逆境和挑战时的正能量，以达至部门订立的目标。当中「生命斗士」的经验分享，更令所有参与的同事有所启发。这些「生命斗士」曾经面对不同的重大逆境，但最终能克服挑战，并启发其他人如何面对逆境。

To strengthen staff's proficiency in Putonghua, we continued to organise Putonghua course at lunch time for all staff members. Besides, an IT Security refresher course was conducted to sustain staff's awareness of IT security.

In view of the challenges that the department was facing in improving its services, a half-day training course on "Handling Adversity – Inspiration and Experience" was organised for senior officers to reinforce team spirit and enhance positive energy in handling adversities and challenges for accomplishing organisational goal. Colleagues were inspired by the sharing of the "Life-fighters" who, though had faced drastic adversities, overcame the challenges and inspired others.



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自我增值。所有员工均获安排不多于一天半的网上学习，于办公时间在部门的学习资源中心选取各种感兴趣的自学课程。

We also regularly arrange 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 a maximum of one and a half days' e-learning during which they are free from their office work to pursue self-learning of various interested topics at our Learning Resource Centre.

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2016/17年度，本处人员参加了由公务员培训处举办的「清华大学课程」、「进阶管理课程」、「创意领导培训课程」和「领导才能基要课程」。

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2016/17年度，本处共收到四份员工建议书，并就此颁发了一项奖励。

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。在2016年，共有3名员工获颁奖项。

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 2016/17, our staff attended the "Tsinghua University Course", "Advanced Management Programme", "Innovative Leadership Programme" and "Leadership Essentials Programme" organised by 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 2016/17, we received a total of 4 staff suggestions and 1 award was 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 2016, three prizes were awarded.



(由左至右) 恭喜张德聪先生(查册及部门服务部)、凌俊逸先生(常务部)和何丽琼女士(中央影像处理中心)获选为2016年的土地注册处最优秀员工。(From left to right) Congratulations to Mr CHEUNG Tak-chung (Search and Departmental Services Division), Mr LING Chun-yat (General Support Services Division) and Ms HO Lai-king, Queenie (Central Imaging Centre) for winning the Land Registry Best Staff of the Year Award in 2016.

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2016年，共有32位服务年资达25年或以上的员工获此奖项。

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 2016, a total of 32 staff members with 25 or more years of service were honoured with the award.



汤国能先生(右)获颁发香港特别行政区政府四十年长期优良服务奖。

Mr TONG Kwok-nang (right), has been awarded the Government of the Hong Kong Special Administrative Region 40 Years' Meritorious Service Certificate.

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。

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.

2016年下半年的团队奖是由查册服务组夺得。
Winner of the Team Award for the second half year of 2016 is Search Services Section.



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。我们继续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。

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2016/17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、兴趣班、郊游及体育活动等。

Staff Relations

We recognise that effective communication between management and staff is crucial for the provision of quality service to customers. We continue to encourage 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.

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 2016/17, it organised various social and recreational activities for staff and their families, including the department's annual dinner, Christmas party, volunteer social services, interest classes, outing and sport activities.





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7,900份参考文件和案例。在2016/17年度，本处员工每天检索约150项系统资料，以作日常工作参考。

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 7,900 reference documents and precedent cases. Around 150 searches were made by our staff daily for reference in their work in 2016/17.

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。

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.

IT Management

资讯科技管理





「综合注册资讯系统」

「综合注册资讯系统」网上服务一直运作畅顺。

「综合注册资讯系统」服务提升

在2016/17年度，本处为「综合注册资讯系统」作出下列多项重大提升：

- 提升系统的基础建设，继续为客户提供可靠的服务；
- 当登记用户的账户未用余额低于其自订的预设金额时，用户可选择透过电子邮件及／或屏幕提示讯息接收有关通知；
- 若用户连接「综合注册资讯系统」网站后闲置了一段时间，系统会在终止用户连线五分钟前于屏幕上发出相关提示；
- 以「浏览」或「下载」方式收取已订购的土地文件的收取期限由一个服务日延长至三个服务日；
- 为加强系统保安，用户需于首次连接「综合注册资讯系统」网上服务时输入随机产生的验证码；

Integrated Registration Information System (IRIS)

The IRIS Online Services have been operating smoothly.

Enhancements to IRIS

The Land Registry implemented the following major enhancements to the IRIS in 2016/17:

- upgrading the system infrastructure to provide reliable services to customers continuously;
- providing a notification to subscriber when the account's unused balance drops below his/her pre-set balance amount. Subscriber can choose to receive the notification by email and/or alert message on screen;
- issuing a time-out alert message on screen to searcher when his/her current session will time-out in five minutes due to a period of inactivity;
- extending the time limit for retrieving land document orders to be delivered by "View by Browser" and "By Download" from one business day to three business days;
- requiring user to input a randomly generated CAPTCHA before his/her first access to the IRIS Online Services for strengthening system security;

- 除原有的香港邮政电子证书，登记用户可选择以电子核证服务有限公司ID-Cert电子证书于登入时作身分认证。此外，登记用户使用的香港邮政电子证书除可储存于钥匙或其他装置，亦可储存于智能身份证于登入时作身分认证；
- 在「综合注册资讯系统」网站提供连接至地政总署「港人港地」网页的超连结；
- 除原有的超文本标记语言(HTML)档案格式外，客户可选择便携式文档格式(PDF)以「浏览」、「下载」或「电邮」方式收取「土地登记册」查册订单、「尚未记入土地登记册的注册摘要资料」查册订单，以及「登记用户结算单」；
- 为客户所输入的电邮地址进行验证，在发现怀疑无效的电邮地址域名时作出提示；
- 把连接地政总署「地理资讯地图」网站的超连结改为直接前往「地段搜寻」网页；
- supporting the use of Digi-Sign ID-Cert for authentication during login by subscribers in addition to the existing Hongkong Post e-Cert, as well as the Hongkong Post e-Cert stored in smart ID card in addition to the existing storage in tokens and other devices;
- providing a hyperlink on the IRIS website to the webpage of the Lands Department on “Hong Kong Property for Hong Kong People”;
- introducing the Portable Document Format (PDF) in addition to the existing Hyper Text Markup Language (HTML) file format as an alternative for delivery methods including “View by Browser”, “By Download” and “By Email” of search orders of land register and unposted memorial information as well as statements for subscribers;
- validating email addresses inputted by customers and prompting an alert message when possible invalid email address domain is detected;
- changing the hyperlink to the Lands Department’s GeoInfo Map website to the “Search Lot” webpage directly;

- 同时支援以中文及英文输入街道名称及屋苑／楼宇名称；以及

- supporting bilingual input of Street Name and Development Name; and

- 在输入日期的栏位提供日期选择器的功能。
- providing date picker feature for date input fields.

其他资讯科技服务

为改善办公室系统的备份和复原效能，本处已整合并提升该等系统的备份设施。

Other IT Services

To improve the backup and recovery performance of office systems, the Land Registry has consolidated and upgraded backup facilities of these systems.

资讯科技保安

本处依据政府对资讯科技保安的要求，以及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。

IT Security

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



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；以及
- 采用具适应性的网页设计土地注册处部门网站，以达致更佳的浏览体验。

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 the IRIS for efficient and reliable service delivery; and
- to adopt responsive web design for the Land Registry website for better browsing experience.

Financial

MANAGEMENT

财政管理





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2015/16年度比较，本年度的营业额增加了2,220万元(上升5.7%)至4.091亿元，主要原因是业务有所增加。运作开支则增加了940万元(上升2.5%)至3.825亿元，主要原因是员工费用有所增加。

Financial Objectives

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

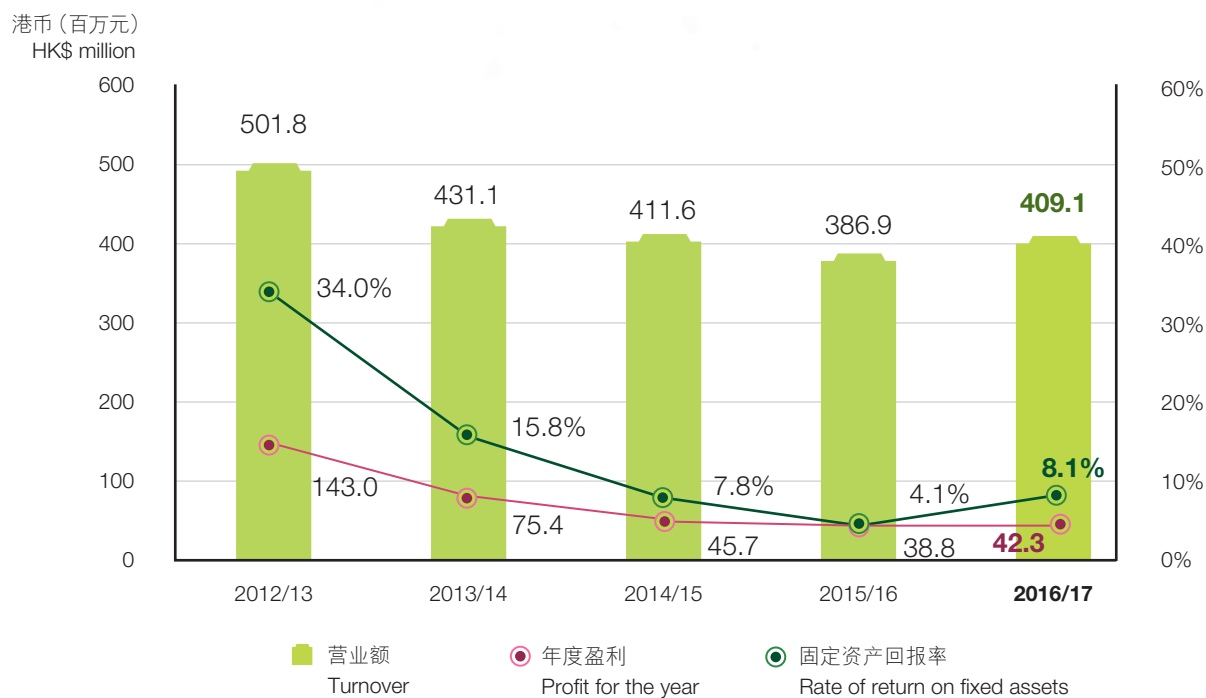
- meeting expenses incurred in the provision of services to the public and Government departments out of the income of the trading fund, taking one year with another; and
- achieving a reasonable return, as determined by the Financial Secretary, on the fixed assets employed.

Actual Performance

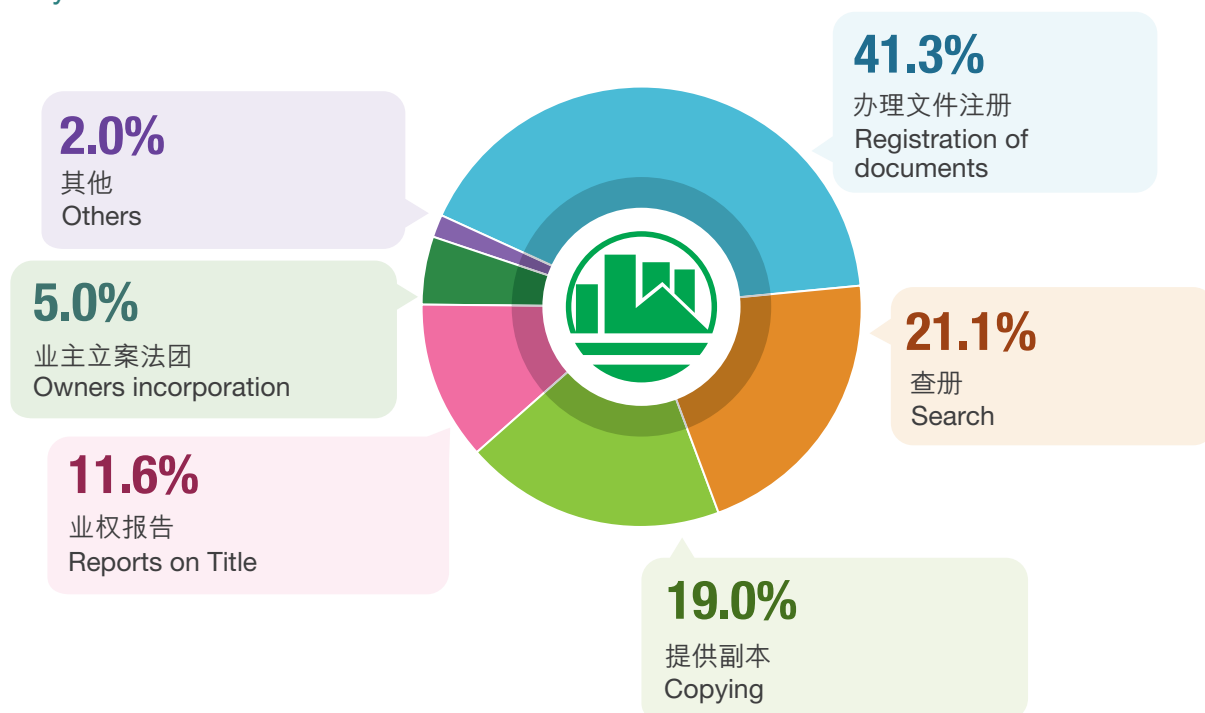
When compared with 2015/16, turnover increased by \$22.2 million (up 5.7%) to \$409.1 million mainly due to an increase in business volume. Operating expenses increased by \$9.4 million (up 2.5%) to \$382.5 million mainly due to increase in staff costs.

财务管理
FINANCIAL MANAGEMENT

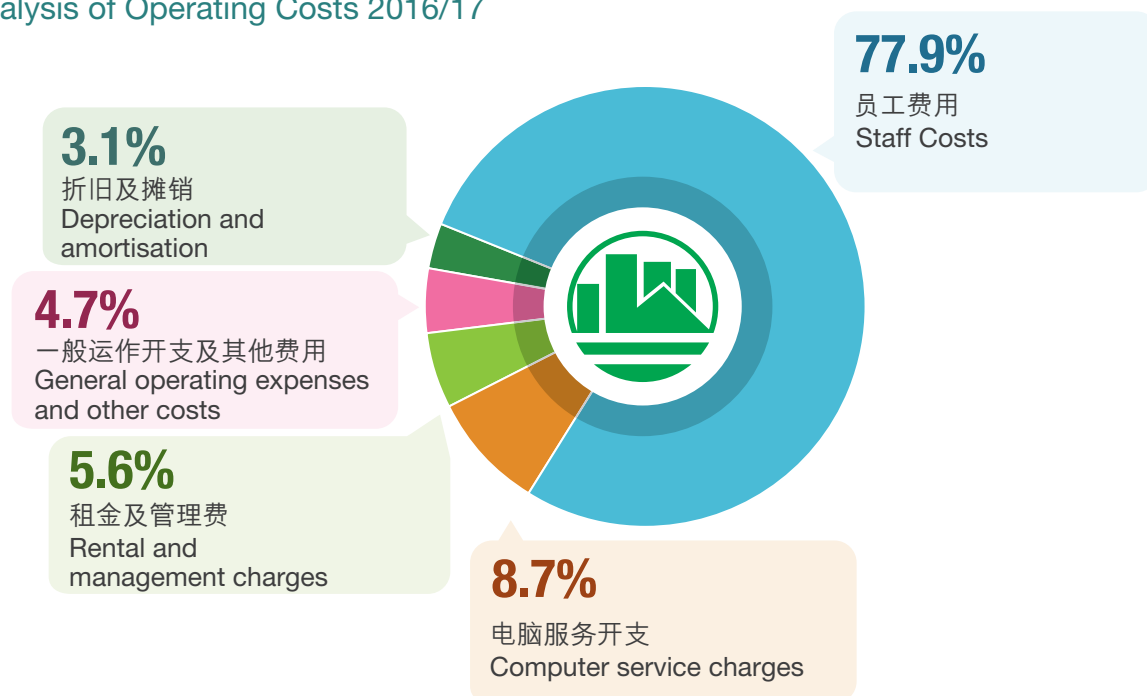
财政表现
Financial Performance



2016/17年度营业额分析
Analysis of Turnover 2016/17



2016/17年度营运成本分析
Analysis of Operating Costs 2016/17



展望

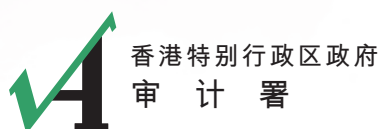
本处的收入和固定资产回报率主要取决于注册、查册、提供副本及业权报告服务的数量，而有关数量会受到物业市场和其他相关因素影响。我们会继续严谨控制成本，以提升固定资产回报率。

Forecast

The Land Registry's revenue and return on fixed assets will depend mainly on the business volume in the registration, search, copying and reports on title services which is subject to performance of the property market and other relevant factors. We will continue to exercise strict control on costs to improve the rate of return on fixed assets.

审计署署长报告

Report of the Director of Audit



独立审计师报告

致立法会

意见

兹证明我已审核及审计刊载于第72至105页土地注册处营运基金的财务报表，该等财务报表包括于2017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，以及财务报表的附注，包括主要会计政策概要。

我认为，该等财务报表已按照香港会计师公会颁布的《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2017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430章)第7(4)条所规定的方式妥为拟备。

意见的基础

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。我根据该等准则而须承担的责任，详载于本报告「审计师就财务报表审计而须承担的责任」部分。根据该等准则，我独立于土地注册处营运基金，并已按该等准则履行其他道德责任。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。

Independent Auditor's Report

To the Legislative Council

Opinion

I certify that I have examined and audited the financial statements of the Land Registry Trading Fund set out on pages 72 to 105, which comprise the statement of financial position as at 31 March 2017, and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

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 2017, and of its results of operations and cash flows for the year then ended in accordance with Hong Kong Financial Reporting Standards ("HKFRSs") issued by the Hong Kong Institute of Certified Public Accountants ("HKICPA") and have been properly prepared in accordance with the manner provided in section 7(4) of the Trading Funds Ordinance (Cap. 430).

Basis for opinion

I conducted my audit in accordance with section 7(5) of the Trading Funds Ordinance and the Audit Commission auditing standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of my report. I am independent of the Land Registry Trading Fund in accordance with those standards, and I have fulfilled my other ethical responsibilities in accordance with those standards. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

其他资料

土地注册处营运基金总经理须对其他资料负责。其他资料包括土地注册处营运基金2016-17年年报内的所有资料，但不包括财务报表及我的审计师报告。

我对财务报表的意见并不涵盖其他资料，我亦不对其他资料发表任何形式的鉴证结论。

就财务报表审计而言，我有责任阅读其他资料，从而考虑其他资料是否与财务报表或我在审计过程中得悉的情况有重大矛盾，或者似乎存有重大错误陈述。基于我已执行的工作，如果我认为其他资料存有重大错误陈述，我需要报告该事实。在这方面，我没有任何报告。

土地注册处营运基金总经理就财务报表而须承担的责任

土地注册处营运基金总经理须负责按照香港会计师公会颁布的《香港财务报告准则》及《营运基金条例》第7(4)条拟备真实而中肯的财务报表，及落实其认为必要的内部控制，使财务报表不存有因欺诈或错误而导致的重大错误陈述。

在拟备财务报表时，土地注册处营运基金总经理须负责评估土地注册处营运基金持续经营的能力，以及在适用情况下披露与持续经营有关的事项，并以持续经营作为会计基础。

Other information

The General Manager, Land Registry Trading Fund is responsible for the other information. The other information comprises all the information included in the Land Registry Trading Fund's 2016-17 Annual Report, other than the financial statements and my auditor's report thereon.

My opinion on the financial statements does not cover the other information and I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial statements, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I have nothing to report in this regard.

Responsibilities of the General Manager, Land Registry Trading Fund 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 HKFRSs issued by the HKICPA and section 7(4) of the Trading Funds Ordinance, 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.

In preparing the financial statements, the General Manager, Land Registry Trading Fund is responsible for assessing the ability of the Land Registry Trading Fund to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting.



审计师就财务报表审计而须承担的责任

我的目标是就整体财务报表是否不存有任何因欺诈或错误而导致的重大错误陈述取得合理保证，并发出包括我意见的审计师报告。合理保证是高水平的保证，但不能确保按审计署审计准则进行的审计定能发现所存有的任何重大错误陈述。错误陈述可以由欺诈或错误引起，如果合理预期它们个别或汇总起来可能影响财务报表使用者所作出的经济决定，则会被视作重大错误陈述。

在根据审计署审计准则进行审计的过程中，我会运用专业判断并秉持专业怀疑态度。我亦会：

- 识别和评估因欺诈或错误而导致财务报表存有重大错误陈述的风险；设计及执行审计程序以应对这些风险；以及取得充足和适当的审计凭证，作为我意见的基础。由于欺诈可能涉及串谋、伪造、蓄意遗漏、虚假陈述，或凌驾内部控制的情况，因此未能发现因欺诈而导致重大错误陈述的风险，较未能发现因错误而导致者为高；
- 了解与审计相关的内部控制，以设计适当的审计程序。然而，此举并非旨在对土地注册处营运基金内部控制的有效性发表意见；
- 评价土地注册处营运基金总经理所采用的会计政策是否恰当，以及其作出的会计估计和相关资料披露是否合理；

Auditor's responsibilities for the audit of the financial statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Audit Commission auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with the Audit Commission auditing standards, I exercise professional judgment and maintain professional skepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control;
- obtain an understanding of internal control relevant to the audit 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 Land Registry Trading Fund's internal control;
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the General Manager, Land Registry Trading Fund;

- 判定土地注册处营运基金总经理以持续经营作为会计基础的做法是否恰当，并根据所得的审计凭证，判定是否存在与事件或情况有关，而且可能对土地注册处营运基金持续经营的能力构成重大疑虑的重大不确定性。如果我认为存在重大不确定性，则有必要在审计师报告中请使用者留意财务报表中的相关资料披露。假若所披露的相关资料不足，我便须发出非无保留意见的审计师报告。我的结论是基于截至审计师报告日止所取得的审计凭证。然而，未来事件或情况可能导致土地注册处营运基金不能继续持续经营；及
- conclude on the appropriateness of the General Manager, Land Registry Trading Fund's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Land Registry Trading Fund's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Land Registry Trading Fund to cease to continue as a going concern; and
- 评价财务报表的整体列报方式、结构和内容，包括披露资料，以及财务报表是否中肯反映交易和事项。
- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

审计署署长
(审计署助理署长何作柱代行)

审计署
香港湾仔
告士打道7号
入境事务大楼26楼
2017年9月28日

Kenneth Ho
Assistant Director of Audit
for Director of Audit

Audit Commission
26th Floor, Immigration Tower
7 Gloucester Road
Wanchai, Hong Kong
28 September 2017





Certified
FINANCIAL
Statements 财务报表





全面收益表 STATEMENT OF COMPREHENSIVE INCOME

截至二零一七年三月三十一日止年度
(以港币千元表示)

for the year ended 31 March 2017
(Expressed in thousands of Hong Kong dollars)

		附注 Note	2017	2016
营业额	Turnover	3	409,096	386,941
运作成本	Operating costs	4	(382,476)	(373,062)
运作盈利	Profit from operations		26,620	13,879
其他收入	Other income	5	23,234	31,973
名义利得税前盈利	Profit before notional profits tax		49,854	45,852
名义利得税	Notional profits tax	6	(7,579)	(7,040)
年度盈利	Profit for the year		42,275	38,812
其他全面收益	Other comprehensive income		—	—
年度总全面收益	Total comprehensive income for the year		42,275	38,812
固定资产回报率	Rate of return on fixed assets	7	8.1%	4.1%

第79至105页的附注为本财务报表的一部分。

The notes on pages 79 to 105 form part of these financial statements.

财务状况表

STATEMENT OF FINANCIAL POSITION

于二零一七年三月三十一日
(以港币千元表示)

as at 31 March 2017
(Expressed in thousands of Hong Kong dollars)

		附注 Note	2017	2016
非流动资产	Non-current assets			
物业、设备及器材	Property, plant and equipment	8	266,286	272,098
无形资产	Intangible assets	9	7,897	6,250
外汇基金存款	Placement with the Exchange Fund	10	628,869	608,780
			903,052	887,128
流动资产	Current assets			
应收帐款及预缴款项	Debtors and prepayments	11	19,365	16,239
应收关连人士帐款	Amounts due from related parties		16,411	6,057
银行存款	Bank deposits		319,000	302,000
现金及银行结余	Cash and bank balances		18,409	26,667
			373,185	350,963
流动负债	Current liabilities			
递延收入	Deferred revenue	12	7,748	8,041
客户按金	Customers' deposits	13	36,046	30,695
应付帐款	Creditors		9,642	8,043
应付关连人士帐款	Amounts due to related parties		2,481	2,003
雇员福利拨备	Provision for employee benefits	14	5,979	5,609
应付名义利得税	Notional profits tax payable		7,573	149
			69,469	54,540
流动资产净额	Net current assets		303,716	296,423
总资产减去流动负债	Total assets less current liabilities		1,206,768	1,183,551

第79至105页的附注为本财务报表的一部分。

The notes on pages 79 to 105 form part of these financial statements.

财务状况表(续)

STATEMENT OF FINANCIAL POSITION (CONTINUED)

		附注 Note	2017	2016
非流动负债	Non-current liabilities			
递延税项	Deferred tax	15	2,206	2,200
雇员福利拨备	Provision for employee benefits	14	80,708	80,366
			82,914	82,566
资产净额	NET ASSETS		1,123,854	1,100,985
资本及储备	CAPITAL AND RESERVES			
营运基金资本	Trading fund capital	16	118,300	118,300
保留盈利	Retained earnings	17	963,279	963,279
拟发股息	Proposed dividend	18	42,275	19,406
			1,123,854	1,100,985

张美珠女士，JP
土地注册处营运基金总经理
二零一七年九月二十八日

Ms Doris CHEUNG, JP
General Manager, Land Registry Trading Fund
28 September 2017

第79至105页的附注为本财务报表的一部分。
The notes on pages 79 to 105 form part of these financial statements.

权益变动表

STATEMENT OF CHANGES IN EQUITY

截至二零一七年三月三十一日止年度
(以港币千元表示)

for the year ended 31 March 2017
(Expressed in thousands of Hong Kong dollars)

		2017	2016
在年初的结余	Balance at beginning of year	1,100,985	1,085,005
年度总全面收益	Total comprehensive income for the year	42,275	38,812
年内已付股息	Dividend paid during the year	(19,406)	(22,832)
在年终的结余	Balance at end of year	1,123,854	1,100,985

第79至105页的附注为本财务报表的一部分。

The notes on pages 79 to 105 form part of these financial statements.

现金流量表

STATEMENT OF CASH FLOWS

截至二零一七年三月三十一日止年度
(以港币千元表示)

for the year ended 31 March 2017
(Expressed in thousands of Hong Kong dollars)

	附注 Note	2017	2016
营运项目的现金流量	Cash flows from operating activities		
运作盈利	Profit from operations	26,620	13,879
折旧及摊销	Depreciation and amortisation	11,743	15,533
处置固定资产 亏损	Loss on disposal of fixed assets	200	1
应收帐款及应收 关连人士帐款的 (增加)/减少	(Increase)/Decrease in debtors and amounts due from related parties	(13,302)	1,390
递延收入的减少	Decrease in deferred revenue	(293)	(1,697)
应付帐款及应付 关连人士帐款的 增加/(减少)	Increase/(Decrease) in creditors and amounts due to related parties	375	(1,405)
雇员福利拨备 的增加/(减少)	Increase/(Decrease) in provision for employee benefits	712	(1,507)
客户按金的增加	Increase in customers' deposits	5,351	477
已付名义利得税	Notional profits tax paid	(149)	(18,441)
营运项目的现金流量 流入净额	Net cash from operating activities	31,257	8,230
投资项目的现金流量	Cash flows from investing activities		
原有效期为3个月以上 的银行存款的增加	Increase in bank deposits with original maturities over three months	(162,000)	(92,000)
添置固定资产	Purchase of fixed assets	(6,076)	(8,935)
外汇基金存款的增加	Increase in placement with the Exchange Fund	(20,089)	(31,738)
已收利息	Interest received	23,056	34,613
投资项目的现金流量 流出净额	Net cash used in investing activities	(165,109)	(98,060)

第79至105页的附注为本财务报表的一部分。

The notes on pages 79 to 105 form part of these financial statements.

现金流量表(续)

STATEMENT OF CASH FLOWS (CONTINUED)

		附注 Note	2017	2016
融资项目的现金 流量	Cash flows from financing activities			
已付股息	Dividend paid		(19,406)	(22,832)
融资项目的现金 流出净额	Net cash used in financing activities		(19,406)	(22,832)
现金及等同现金的 减少净额	Net decrease in cash and cash equivalents		(153,258)	(112,662)
在年初的现金 及等同现金	Cash and cash equivalents at beginning of year		171,667	284,329
在年终的现金 及等同现金	Cash and cash equivalents at end of year	19	18,409	171,667

第79至105页的附注为本财务报表的一部分。

The notes on pages 79 to 105 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 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，则于交收日入账。

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. 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

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).

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. 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)****2.3.2.2 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.

2.3.3 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 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账。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账。

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.

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)**

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

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. 主要会计政策(续)

Significant accounting policies (continued)

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.

2.7 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. 主要会计政策(续)**Significant accounting policies (continued)****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账。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.

- (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.

2. 主要会计政策(续)

Significant accounting policies (continued)

2.9 名义利得税(续)

Notional profits tax (continued)

- (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.

2.13 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。适用于本财务报表所呈报的年度会计政策，并未因这些发展而有任何改变。

The HKICPA has issued certain new and revised HKFRSs that are first effective or available for early adoption for the current accounting period. There have been no changes to the accounting policies applied in these financial statements for the years presented as a result of these developments.

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24)。

The LRTF has not applied any new HKFRSs that are not yet effective for the current accounting period (note 24).

3. 营业额

Turnover

		2017	2016
办理文件注册	Registration of documents	169,091	166,369
查册	Search	86,341	81,708
提供副本	Copying	77,628	72,065
业权报告	Reports on title	47,342	47,164
业主立案法团	Owners incorporation	20,303	11,452
其他	Others	8,391	8,183
总额	Total	409,096	386,941

4. 运作成本

Operating costs

		2017	2016
员工费用	Staff costs	297,990	284,588
一般运作开支	General operating expenses	14,105	13,261
电脑服务开支	Computer service charges	33,236	34,135
租金及管理费	Rental and management charges	21,604	20,601
中央行政费用	Central administrative overheads	2,797	4,232
折旧及摊销	Depreciation and amortisation	11,743	15,533
处置固定资产亏损	Loss on disposal of fixed assets	200	1
审计费用	Audit fees	801	711
总额	Total	382,476	373,062

5. 其他收入

Other income

		2017	2016
银行存款利息	Bank deposits interest	3,797	3,066
外汇基金存款利息	Placement with the Exchange Fund interest	19,437	28,907
总额	Total	23,234	31,973

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:

		2017	2016
本期税项	Current tax		
本年名义利得税的 拨备	Provision for notional profits tax for the year	7,573	8,061
递延税项	Deferred tax		
暂记差额的产生 及拨回	Origination and reversal of temporary differences	6	(1,021)
名义利得税	Notional profits tax	7,579	7,040

- (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:

		2017	2016
名义利得税前盈利	Profit before notional profits tax	49,854	45,852
按香港利得税率16.5% (二零一六年： 16.5%)计算的税项	Tax at Hong Kong profits tax rate of 16.5% (2016: 16.5%)	8,226	7,566
一次性的税项宽减	One-off tax reduction	(20)	(20)
非应课税收入的 税项影响	Tax effect of non-taxable revenue	(627)	(506)
名义税项支出	Notional tax expense	7,579	7,040

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%(二零一六年: 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% (2016: 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	电脑器材	器材、家具 及装置	汽车	总计
		Land and Buildings	Computer Equipment	Equipment, Furniture and Fittings	Motor Vehicles	Total
成本	Cost					
在二零一五年四月一日	At 1 April 2015	350,000	165,080	19,528	244	534,852
添置	Additions	—	2,182	441	—	2,623
出售/注销	Disposals	—	(40)	(1,995)	—	(2,035)
在二零一六年三月三十一日	At 31 March 2016	350,000	167,222	17,974	244	535,440
在二零一六年四月一日	At 1 April 2016	350,000	167,222	17,974	244	535,440
添置	Additions	—	2,103	595	—	2,698
出售/注销	Disposals	—	(1,422)	(2,939)	—	(4,361)
在二零一七年三月三十一日	At 31 March 2017	350,000	167,903	15,630	244	533,777
累计折旧	Accumulated depreciation					
在二零一五年四月一日	At 1 April 2015	83,444	154,792	18,256	147	256,639
年度费用	Charge for the year	3,851	4,208	621	49	8,729
出售/注销	Disposals	—	(31)	(1,995)	—	(2,026)
在二零一六年三月三十一日	At 31 March 2016	87,295	158,969	16,882	196	263,342
在二零一六年四月一日	At 1 April 2016	87,295	158,969	16,882	196	263,342
年度费用	Charge for the year	3,851	3,908	700	48	8,507
出售/注销	Disposals	—	(1,419)	(2,939)	—	(4,358)
在二零一七年三月三十一日	At 31 March 2017	91,146	161,458	14,643	244	267,491
帐面净值	Net book value					
在二零一七年三月三十一日	At 31 March 2017	258,854	6,445	987	—	266,286
在二零一六年三月三十一日	At 31 March 2016	262,705	8,253	1,092	48	272,098

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	
		2017	2016
成本	Cost		
在年初	At beginning of year	192,315	189,918
添置	Additions	5,080	2,410
出售/注销	Disposals	(589)	(13)
在年终	At end of year	196,806	192,315
累计摊销	Accumulated amortisation		
在年初	At beginning of year	186,065	179,272
年度费用	Charge for the year	3,236	6,804
出售/注销	Disposals	(392)	(11)
在年终	At end of year	188,909	186,065
帐面净值	Net book value		
在年终	At end of year	7,897	6,250

10. 外汇基金存款

Placement with the Exchange Fund

外汇基金存款结余为6.289亿港元(二零一六年：6.088亿港元)，其中5.6亿港元为本金，6,890万港元(二零一六年：4,880万港元)为报告期结束日已入账但尚未提取的利息。存款期为六年(由存款日起计)，期内不能提取本金。

The balance of the placement with the Exchange Fund amounted to HK\$628.9 million (2016: HK\$608.8 million), being principal sums of HK\$560 million plus interest paid but not yet withdrawn at the end of the reporting period of HK\$68.9 million (2016: HK\$48.8 million). The term of the placement is six years from the date of placement, during which the amount of principal sums 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年期政府债券在上一个年度的平均年度收益率，以0%为下限，两者取其较高者。二零一七年固定息率为每年2.8%，二零一六年为每年3.3%。

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 Government Bonds for the previous year subject to a minimum of zero percent, whichever is the higher. The interest rate has been fixed at 2.8% per annum for the year 2017 and at 3.3% per annum for the year 2016.

11. 应收帐款及预缴款项

Debtors and prepayments

		2017	2016
应收帐款	Trade debtors	9,686	6,961
应计利息：	Accrued interest from:		
— 银行存款	— bank deposits	1,484	653
— 外汇基金存款	— placement with the Exchange Fund	4,342	4,995
预缴款项及其他按金	Prepayment and other deposits	3,853	3,630
总额	Total	19,365	16,239

12. 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.

13. 客户按金

Customers' deposits

指向客户提供服务前收取的按金。

This represents deposits received from customers for services to be rendered.

14. 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的估计负债(见附注2.8)。

This represents the estimated liability for employees' annual leave for services rendered up to the end of the reporting period (also see Note 2.8).

15. 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
在二零一五年四月一日的结余	Balance at 1 April 2015	3,310	(89)	3,221
于全面收益表内计入	Credited to the statement of comprehensive income	(1,004)	(17)	(1,021)
在二零一六年三月三十一日的 结余	Balance at 31 March 2016	2,306	(106)	2,200
在二零一六年四月一日的结余	Balance at 1 April 2016	2,306	(106)	2,200
于全面收益表内扣除／(计入)	Charged/(Credited) to the statement of comprehensive income	28	(22)	6
在二零一七年三月三十一日的 结余	Balance at 31 March 2017	2,334	(128)	2,206

16. 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.

17. 保留盈利

Retained earnings

		2017	2016
在年初的结余	Balance at beginning of year	963,279	943,873
年度总全面收益	Total comprehensive income for the year	42,275	38,812
拟发股息	Proposed dividend	(42,275)	(19,406)
在年终的结余	Balance at end of year	963,279	963,279

18. 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100%目标派息比率(二零一六年: 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 100% (2016: 50%) stated in the annual business plan approved by the Secretary for Financial Services and the Treasury.

19. 现金及等同现金

Cash and cash equivalents

		2017	2016
现金及银行结余	Cash and bank balances	18,409	26,667
银行存款	Bank deposits	319,000	302,000
小计	Subtotal	337,409	328,667
减: 原有期限为3个月以上的银行存款	Less: Bank deposits with original maturity over three months	(319,000)	(157,000)
现金及等同现金	Cash and cash equivalents	18,409	171,667

20. 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1.024亿港元(二零一六年：9,300万港元)，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\$102.4 million (2016: HK\$93 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3,100万港元(二零一六年：3,200万港元)，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\$31 million (2016: HK\$32 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59万港元(二零一六年：40万港元)。

Acquisition of fixed assets from related parties included fitting out projects. The total cost of these assets amounted to HK\$0.59 million (2016: HK\$0.4 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.

21. 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.

21. 金融风险管理 (续)

Financial risk management (continued)

(ii) 信贷风险 (续)

Credit risk (continued)

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.

21. 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 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.

21. 金融风险管理 (续)

Financial risk management (continued)

(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.

在报告期结束日，以美元为本位的金融资产总计有5仟港元(二零一六年：5仟港元)。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\$5,000 (2016: HK\$5,000) were denominated in United States dollars. The remaining financial assets and all financial liabilities were denominated in Hong Kong dollars.

21. 金融风险 管理(续)**Financial risk management** (continued)**(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10)的变动而须面对金融风险。于二零一七年三月三十一日,假设二零一六年及二零一七年的息率增加/减少50个基点(二零一六年: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260万港元(二零一六年:250万港元)。

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 10). It was estimated that, as at 31 March 2017, a 50 basis point (2016: 50 basis point) increase/decrease in the interest rates for 2016 and 2017, with all other variables held constant, would increase/decrease the profit for the year and reserves by HK\$2.6 million (2016: HK\$2.5 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.

22. 资本承担

Capital commitments

在二零一七年三月三十一日，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 2017, the LRTF had capital commitments, so far as not provided for in the financial statements, as follows :

		2017	2016
已批准及签约	Authorised and contracted for	1,209	1,252
已批准惟未签约	Authorised but not yet contracted for	164,537	149,906
总额	Total	165,746	151,158

23. 经营租约承担

Operating lease commitments

在二零一七年三月三十一日，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 2017, the total future minimum lease payments under non-cancellable operating leases for land and buildings were payable as follows:

		2017	2016
不超过一年	Not later than one year	3,293	3,951
超过一年但不超过五年	Later than one year but not later than five years	—	3,293
总额	Total	3,293	7,244

24. 已颁布但于截至二零一七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 2017**

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。其中包括于截至二零一七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。其中包括以下可能与基金有关。

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 2017 and which have not been early adopted in these financial statements. These include the following which may be relevant to the LRTF.

	在以下日期或之后 开始的会计期生效 Effective for accounting periods beginning on or after
香港财务报告准则第9号「金融工具」	二零一八年一月一日
HKFRS 9, Financial Instruments	1 January 2018
香港财务报告准则第15号「客户合同收入」	二零一八年一月一日
HKFRS 15, Revenue from Contracts with Customers	1 January 2018
香港财务报告准则第16号「租赁」	二零一九年一月一日
HKFRS 16, Leases	1 January 2019

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财务报表有重大影响。

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 financial statements.

ANNEXES

附录



(a) 2016/17 年度服务承诺
Performance Pledges 2016/17

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	99.7
(a) 由收到文书至根据已注册的文书更新土地登记册 ^(注1) ；以及 From receipt of an instrument to updating the land register with the registered instrument ^(See Note 1) , and	(a) 11			
(b) 完成影像处理程序并把已注册的文书送回交契人士 ^(注1) Completion of imaging and return of the registered instrument to the lodging party ^(See Note 1)	(b) 4			
2. 在柜位查阅土地登记册 Counter search of land registers		15	97	100
3. 提供土地纪录影像处理副本 Supply of imaged copies of land records				
(a) 在柜位索取 Over the counter				
(i) 不连过大图则 Without oversized plans		15	97	100
(ii) 附连过大图则 With oversized 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				
• 不连颜色图则 Without coloured plans	1		97	100
• 附连颜色图则 With coloured plans	3		97	100
• 附连过大图则 With oversized plans	5		97	100

附录I
ANNEX I

服务类别 Service Type	服务标准		服务指标 (达到服务标准的 百分比)	实际表现 (达到服务标准的 百分比)
	Service Standard		Performance Target	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				
• 不连颜色图则 Without coloured 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
• 附连颜色图则 With coloured plans	3		97	100
• 附连过大图则 With oversized 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) 土地登记册 Land registers		40	97	100
(ii) 不连过大图则的影像处理副本 Imaged copies without oversized plans		40	97	100
(iii) 附连过大图则的影像处理副本 Imaged copies with oversized 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				
• 土地登记册 Land registers	1		97	100
• 影像处理副本 Imaged copies				
— 不连过大图则 Without oversized plans	3		97	100
— 附连过大图则 With oversized plans	5		97	100

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		
(ii) 邮寄或由传递公司送递 Delivery by post or courier				
• 土地登记册 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处理副本 Imaged copies without oversized plans	3		97	100
• 附连过大图则的影像处理副本 Imaged copies with oversized 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分钟内回覆 Return calls within 60 minutes after receiving the voice mail	94	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时前回覆 Return calls before 10 am on the next working day	94	100

附录I
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	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	100
(b) 复杂个案 Complicated cases	10		92	99.6
9. 为再交付注册的中止注册文书办理注册 Registration of withheld instruments redelivered for registration	16 (a+b)		92	99.3
(a) 由收到再交付注册的中止注册文书至根据已注册的文书更新相关土地登记册；以及 From receipt of a withheld instrument redelivered for registration to updating the land register with the registered instrument; and	(a) 12			
(b) 完成影像处理程序并把已注册的文书送回交契人士 Completion of imaging and return of the registered instrument 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覆。如果不可能在这限期内详尽作覆，也会给予初步回覆。 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文书

Note 1: Excluding instruments withheld from registration

(b) 2017/18年度服务承诺(生效日期为2017年4月1日起)
Performance Pledges 2017/18 (with effect from 1 April 2017)

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) 由收到文书至根据已注册的文书更新土地登记册 ^(注1) ；以及 From receipt of an instrument to updating the land register with the registered instrument ^(See Note 1) ; and	(a) 11		
(b) 完成影像处理程序并把已注册的文书送回交契人士 ^(注1) Completion of imaging and return of the registered instrument to the lodging party ^(See Note 1)	(b) 4		
2. 在柜位查阅土地登记册 Counter search of land registers		15	97
3. 提供土地纪录影像处理副本 Supply of imaged copies of land records			
(a) 在柜位索取 Over the counter			
(i) 不连过大图则 Without oversized plans		15	97
(ii) 附连过大图则 With oversized plans	5		97
(b) 透过网上服务订购 Order via online services			
(i) 亲身领取 Collection in person			
• 不连颜色图则 Without coloured plans	1		97
• 附连颜色图则 With coloured plans	3		97
• 附连过大图则 With oversized plans	5		97

附录I
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) 邮寄或由传递公司送递 ^(注2) Delivery by post or courier ^(See Note 2)			
• 不连颜色图则 Without coloured 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
• 附连颜色图则 With coloured plans	3		97
• 附连过大图则 With oversized 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) 土地登记册 Land registers		35	97
(ii) 不连过大图则的影像处理副本 Imaged copies without oversized plans		35	97
(iii) 附连过大图则的影像处理副本 Imaged copies with oversized plans	5		97
(b) 透过网上服务订购 Order via online services			
(i) 亲身领取 Collection in person			
• 土地登记册 Land registers	1		97
• 影像处理副本 Imaged copies			
— 不连过大图则 Without oversized plans	3		97
— 附连过大图则 With oversized plans	5		97

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) 邮寄或由传递公司送递 ^(注2) Delivery by post or courier ^(See Note 2)			
• 土地登记册 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处理副本 Imaged copies without oversized plans	3		97
• 附连过大图则的影像处理副本 Imaged copies with oversized 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) 送递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) 送递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40分钟内回覆 Return calls within 40 minutes after receiving the voice mail		94
(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时前回覆 Return calls before 10 am on the next working day		94

附录I
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文书办理注册 Registration of withheld instruments redelivered for registration	16 (a+b)		92
(a) 由收到再交付注册的中止注册文书至根据已注册的文书更新相关土地登记册；以及 From receipt of a withheld instrument redelivered for registration to updating the land register with the registered instrument; and	(a) 12		
(b) 完成影像处理程序并把已注册的文书送回交契人士 Completion of imaging and return of the registered instrument 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覆。如果不可能在这限期内详尽作覆，也会给予初步回覆。 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文书

Note 1: Excluding instruments withheld from registration

注2： 不包括送递时间

Note 2: Delivery time not included

(a) 2016/17年度土地注册处联合常务委员会委员
**Membership of the Land Registry Joint Standing Committee
2016/17**

主席 Chairperson

土地注册处
The Land Registry

张美珠女士

Ms Doris CHEUNG Mei-chu

委员 Members

土地注册处
The Land Registry

方吴淑仪女士
李群女士
吴丽君女士

Mrs Amy FONG NG Suk-yee
Ms Vivian LEE Kwan
Ms Doris WU Lai-kwan

香港律师会
The Law Society of Hong Kong

林月明女士
马华润先生
萧咏仪女士
杨宝林先生

Ms Emily LAM Yuet-ming
Mr Billy MA Wah-yan
Ms Silvia SIU Wing-yee
Mr Terry YEUNG Po-lam

秘书 Secretary

土地注册处
The Land Registry

原伟铨先生

Mr Isaac YUEN Wai-chuen

(b) 2016/17年度土地注册处客户联络小组(私营机构)委员
Membership of the Land Registry Customer Liaison Group
(Private Sector) 2016/17

主席 Chairperson

土地注册处
The Land Registry

方吴淑仪女士

Mrs Amy FONG NG Suk-yee

委员 Members

香港会计师公会
Hong Kong Institute of
Certified Public Accountants

蔡子杰先生
(生效日期为2017年2月)
靳润芳女士
李浩尧先生
黄超贤先生
(截至2017年1月)

Mr Sammy CHOI Tze-kit
(With effect from February 2017)
Ms Helen KUN Yun-fong
Mr Thomas LEE Ho-yiu
Mr Frederick WONG Chiu-yin
(Until January 2017)

香港地产代理商总会
Hong Kong Real Estate
Agencies General Association

陈炳才先生

Mr CHAN Ping-choi

香港地产代理专业协会有限公司
Society of Hong Kong Real Estate
Agents Limited

区奕明先生

Mr Franklin AU Yick-ming

香港银行公会
The Hong Kong Association of Banks

陈玮芝女士
刘淑敏女士
卢永欣女士
吴克钟先生
胡婵卿女士

Ms Gigi CHAN Wai-chi
Ms Josephine LAU Shuk-man
Ms Christine LO Wing-yun
Mr Andy NG Hak-chung
Ms Daisy WU Sim-hing

香港测量师学会
The Hong Kong Institute of Surveyors

赵锦权先生
邓康伟博士
(生效日期为2017年2月)
杨文佳先生
(截至2017年1月)

Mr CHIU Kam-kuen
Dr Conrad TANG Hong-wai
(With effect from February 2017)
Mr Gary YEUNG Man-kai
(Until January 2017)

(b) 2016/17年度土地注册处客户联络小组(私营机构)委员 (续)
Membership of the Land Registry Customer Liaison Group
(Private Sector) 2016/17 (continued)

土地注册处
The Land Registry

陈碧瑜女士
霍伟勤女士
林谢淑仪女士
李群女士
李芳群女士
彭嘉辉先生
谢少卿女士
温锡麟先生
原伟铨先生

Ms Peggy CHAN
Ms Emily FOK Wai-kan
Mrs LAM TSE Shuk-yee
Ms Vivian LEE Kwan
Miss Fion LI Fong-kwan
Mr PANG Ka-fai
Ms Ada TSE Siu-hing
Mr Francis WAN
Mr Isaac YUEN Wai-chuen

香港律师会
The Law Society of Hong Kong

区健雯女士
区曼珍女士
齐雅安先生
江玉欢女士
(生效日期为2017年2月)
林敏仪女士
马华润先生
(截至2017年1月)
黄绮薇女士

Ms AU Kin-man
Ms Stella AU Man-chun
Mr Alson CHAI
Ms Doreen KONG Yuk-foon
(With effect from February 2017)
Ms LAM Man-yee
Mr Billy MA Wah-yan
(Until January 2017)
Ms Annkie WONG Yee-mei

秘书 Secretary

土地注册处
The Land Registry

刘少雯女士
(生效日期为2016年7月)

Ms Eva LAU Siu-man
(With effect from July 2016)

附录II
ANNEX II

(c) 2016/17年度土地注册处客户联络小组(公营机构)委员
Membership of the Land Registry Customer Liaison Group
(Public Sector) 2016/17

主席 Chairperson

土地注册处 The Land Registry	方吴淑仪女士 Mrs Amy FONG NG Suk-yee
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委员 Members

渔农自然护理署 Agriculture, Fisheries and Conservation Department	魏远娥女士 Ms NGAR Yuen-ngor
屋宇署 Buildings Department	郑启发先生 Mr Newman CHENG Kai-fat 黄炜欣女士 Ms Anson WONG Wai-yan
香港海关 Customs and Excise Department	李建文先生 Mr David LEE Kin-man
律政司 Department of Justice	陈祖赐先生 Mr Joseph CHAN Cho-chee 张聪玲女士 Miss Charlene CHEUNG Chung-ling 王胜先生 Mr Solomon WONG Sing 杨景珊女士 Miss Anissa YANG King-shan
环境保护署 Environmental Protection Department	郭伟忠先生 Mr Calvin KWOK Wai-chung
食物环境卫生署 Food and Environmental Hygiene Department	叶嘉辉先生 Mr IP Ka-fai 梅静文女士 Ms Ann MUI Ching-man
政府产业署 Government Property Agency	霍宝桦女士 Ms Kathy FOK Po-wa 莫嘉祺先生 Mr Simpson MOK Ka-kei
民政事务总署 Home Affairs Department	黄汝恒女士 Ms Anita WONG Yu-hang
香港房屋协会 Hong Kong Housing Society	陈丽娟女士 Ms Fanny CHAN Lai-kuen
香港警务处 Hong Kong Police Force	吴欣儿女士 Ms Polly NG Yan-yi 谭佩芳女士 Ms Wendy TAM Pui-fong
房屋署 Housing Department	周俭诚先生 Mr CHOW Kim-sing 李燕玲女士 Ms LEE Yin-ling 叶顺娟女士 Ms IP Shun-kuen

(c) 2016/17年度土地注册处客户联络小组(公营机构)委员 (续)
Membership of the Land Registry Customer Liaison Group
(Public Sector) 2016/17 (continued)

廉政公署 Independent Commission Against Corruption	邓伟强先生 王纯聪先生	Mr Wilson TANG Wai-keung Mr Paul WONG Shun-chung
税务局 Inland Revenue Department	关浩泰先生	Mr KWAN Ho-tai
地政总署 Lands Department	陈淑华女士 韩国禎先生	Miss Junie CHAN Suk-wah Mr James HON Kwok-ching
破产管理署 Official Receiver's Office	陈丽贞女士 薛汉仪女士	Miss Laetitia CHAN Lai-ching Miss Kitty SIT Hon-yee
规划署 Planning Department	沈羨兰女士	Miss SHUM Sin-lan
差餉物业估价署 Rating and Valuation Department	区振耀先生 江晓晖先生	Mr Calvin AU Chun-yiu Mr KONG Hiu-fai
土地注册处 The Land Registry	陈碧瑜女士 霍伟勤女士 林谢淑仪女士 李群女士 李芳群女士 彭嘉辉先生 谢少卿女士 温锡麟先生 原伟铨先生	Ms Peggy CHAN Ms Emily FOK Wai-kan Mrs LAM TSE Shuk-yee Ms Vivian LEE Kwan Miss Fion LI Fong-kwan Mr PANG Ka-fai Ms Ada TSE Siu-hing Mr Francis WAN Mr Isaac YUEN Wai-chuen

秘书 Secretary

土地注册处 The Land Registry	刘少雯女士 (生效日期为2016年7月)	Ms Eva LAU Siu-man (With effect from July 2016)
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附录II
ANNEX II

(d) 2016/17年度《土地业权条例》督导委员会委员
Membership of the Land Titles Ordinance Steering Committee
2016/17

主席 Chairperson

土地注册处
The Land Registry

张美珠女士

Ms Doris CHEUNG Mei-chu

委员 Members

消费者委员会
Consumer Council

黄蕴明女士
(截至2016年12月)
陈思琦女士
(生效日期为2016年12月)

Ms Rosa WONG Wan-ming
(Until December 2016)
Ms Shirley CHAN Sze-ki
(With effect from December 2016)

律政司
Department of Justice

李伯诚先生

Mr Simon LEE Pak-sing

发展局
Development Bureau

罗淦华先生

Mr Maurice LOO Kam-wah

地产代理监管局
Estate Agents Authority

刘淑葵女士

Ms Eva LAU Suk-fun

新界乡议局
Heung Yee Kuk New Territories

林国昌先生

Mr Alfred LAM Kwok-cheong

地政总署
Lands Department

林梁曼华女士

Mrs Maria LAM LEUNG Man-wah

香港银行公会
The Hong Kong Association of Banks

王维宪先生
(截至2016年10月)
冯钰龙先生
(生效日期为2016年10月)

Mr Teddy WONG Wai-hin
(Until October 2016)
Mr Ryan FUNG Yuk-lung
(With effect from October 2016)

香港按揭证券有限公司
The Hong Kong Mortgage Corporation Limited

张少慧女士

Ms Feliciana CHEUNG Siu-wai

土地注册处
The Land Registry

方吴淑仪女士
吴丽君女士

Mrs Amy FONG NG Suk-yee
Ms Doris WU Lai-kwan

香港律师会
The Law Society of Hong Kong

戴永新先生
(生效日期为2016年8月)

Mr Eric John DAVISON
(With effect from August 2016)

香港地产建设商会
The Real Estate Developers
Association of Hong Kong

龙汉标先生

Mr Louis LOONG Hon-biu

秘书 Secretary

土地注册处
The Land Registry

高倩雯女士

Miss Shirley KO Sin-man



香港土地注册处营运基金

The Land Registry Trading Fund Hong Kong

香港金钟道六十六号

金钟道政府合署二十八楼

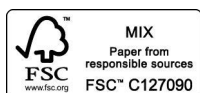
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网址 Website : www.landreg.gov.hk



短片 Video



网址 Website