



SECURING your **PROPERTY**
Supporting an **OPEN MARKET**

保障市民财产 支持公开市场

Annual Report 年报 2017-18



香港土地注册处营运基金

The Land Registry Trading Fund Hong Kong



年报设计概念

除了向大众提供优质的土地注册和查册服务外，土地注册处亦十分重视社会责任，致力成为优秀的企业公民。环保元素贯彻整份年报，旨在突显本处可持续发展的绿色文化。

Design concept of the annual report

In addition to the provision of the quality land registration and search services to the public, the Land Registry attaches great importance to social responsibility and strives to uphold a high standard of corporate citizenship. The environmental-friendly elements of the whole layout aim to project the green culture of sustainability of the department.

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2017/18年度重要事项 HIGHLIGHTS of 2017/18

财务管理 FINANCIAL MANAGEMENT



营业额：
Turnover:
\$490.7 百万元
million



盈利：
Profit:
\$131.8 百万元
million



营运成本：
Operating costs:
\$395.4 百万元
million



固定资产回报率：
Rate of return on fixed assets:
38.1%

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:
528,767



查阅土地登记册次数：
No. of searches of land
registers:
5,644,216



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:

838,871



「综合注册资讯系统」
网上服务使用率：
Usage of IRIS Online Services:

93%



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

>65%



推出两款加强版电子注册
摘要表格
Launched two enhanced
versions of e-Memorial Form



《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:

**28,648 &
115,206**



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

213



接待内地及海外访客人数：
No. of mainland and
overseas visitors received:

41

2017/18年度重要事项 HIGHLIGHTS of 2017/18

工作成果 ACHIEVEMENTS



2017年「公务员事务局局长嘉许状」计划
The Secretary for the Civil Service's Commendation Award Scheme 2017



2017年「申诉专员嘉许奖」
The Ombudsman's Awards 2017



「ERB人才企业嘉许计划」
ERB Manpower Developer Award



《土地注册处营运基金2015/16年
报》荣获四个国际／本地比赛奖项
Four international/local
competition awards for the Land
Registry Trading Fund Annual
Report 2015/16



获颁连续10年或以上「同心展关怀」
标志
Award of 10 Years Plus Caring
Organisation Logo

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:
44



建议项目：
No. of suggestions:
8

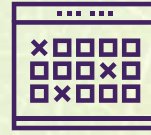


投诉项目：
No. of complaints:
26

人力资源管理 HUMAN RESOURCES MANAGEMENT



雇员人数：
No. of employees:
587



培训天数：
No. of training days:
>2,240

企业社会责任 CORPORATE SOCIAL RESPONSIBILITY



义工活动数目：
No. of volunteer activities:
22



慈善活动数目：
No. of charity programmes:
4



接待中学及专上院校学生数目：
No. of secondary and tertiary students received:
114

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:
10



土地注册处网站采用具适应性的网页设计
Adoption of responsive web
design for the Land Registry
website



土地註冊處
THE LAND REGISTRY



MESSAGE FROM THE LAND REGISTRAR

我很高兴向大家提交截至2018年3月31日止财政年度的土地注册处营运基金报告。

由于市民对经济增长前景的信心日增、利率持续偏低，以及物业供求仍然紧张，所以尽管持续实施的物业市场需求管理措施进一步收紧，包括由4月起向一次过购买多个物业的首次置业人士征收15%印花税，以及在5月针对物业按揭推出新一轮措施，2017年的香港物业市道普遍畅旺。

与2016/17年度比较，文件注册及查阅土地登记册的总宗数分别增加12.8%及6.1%。本处的营业额及盈利分别上升20%至4.907亿元及211.9%至1.318亿元，其主要原因是业务有所增加。在2017/18年度，土地注册处营运基金达致38.1%的固定资产回报率。


本处的整体业绩能取得成功，主要基于我们致力提供优质服务，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。

I am pleased to present the report of the Land Registry Trading Fund for the financial year ending 31 March 2018.

Notwithstanding the ongoing implementation and further tightening of property market demand-side management measures, including a 15% stamp duty levy on first-time homebuyers purchasing multiple flats in one go in April and a new round of measures on property mortgage in May, Hong Kong's property market in 2017 was generally buoyant, supported by rising confidence in economic growth, persistent low interest rates, and the still-tight demand-supply balance of flats.

As compared to 2016/17, the total number of documents registered and searches of land registers increased by 12.8% and 6.1% respectively. Our business turnover and profit registered an increase of 20% to \$490.7 million and 211.9% to \$131.8 million respectively, mainly due to an increase in business volume. The Land Registry Trading Fund achieved a financial return on fixed assets of 38.1% in 2017/18.

Our commitment to providing quality service and exploring new business for our customers plays a significant role in the overall success of the business. During the year, we exceeded all the targets set in our performance pledges and implemented various functional enhancements to our IRIS Online Services.



在开创新服务方面，本处于2017年2月为《银行业条例》(第155章)下的认可机构推出电子提示服务。认可机构在相关业主的同意下，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。为使认可机构在提交服务申请过程中得到更大保障和方便，并同时提升有关机构和本处的运作效率，我们计划为该项服务开设电子渠道，将于2019及2020年分两个阶段推行。

与此同时，本处不断努力与持份者紧密联系，以期尽早在香港落实业权注册制度。年内，我们继续与持份者就「新土地先行」方案和建议的「两阶段转换机制」下尚未解决的转换问题进行讨论和交换意见，并与他们分享我们就数个具普通法背景的海外司法管辖区业权注册法例的最新发展及其采用的优良措施的中期研究结果。展望未来，我们除了继续与持份者商议在转换机制下尚未解决的问题及进一步推展「新土地先行」方案外，亦会完成对海外司法管辖区的研究，以优化对《土地业权条例》的修订建议。

As for new business, we launched the e-Alert Service for Authorised Institutions (AIs) under the Banking Ordinance (Cap. 155) in February 2017. With the consent of the relevant 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. In order to provide greater security and convenience to the AIs for submission of service applications for the Service as well as to increase the operational efficiency of both the AIs and the Land Registry, we plan to implement an e-channel for the Service by two phases in 2019 and 2020 respectively.

Meanwhile, we have been making continuous efforts in engaging stakeholders for the early implementation of title registration system in Hong Kong. During the year, we continued to discuss and exchange views with stakeholders on the “new land first” proposal and the outstanding issues concerning conversion under the proposed Two-Stage Conversion Mechanism. We also shared with them our interim findings from the study of the latest developments regarding the title registration legislations and good practices adopted in some overseas jurisdictions with common law background. While continuing the efforts to resolve the outstanding issues on conversion with the stakeholders and further pursue the “new land first” proposal, we will complete the overseas jurisdiction study with a view to enhance our proposals on amendments to the Land Titles Ordinance.

尽管短期内市场气氛依然乐观，但随着本地房屋供应逐步增加，连同美国联邦储备局缩减资产负债表的潜在影响，以及美国进一步加息，均会日渐对住宅物业市场造成压力。虽然本处的业绩容易被物业市场波动所影响，但我们会继续留意本处的财政状况、采取控制开支的措施，以及探索新的商机，以切合客户的需要。

最后，我想藉此机会多谢本处同事一直勤勉不懈，亦衷心感谢业务伙伴和客户对本处的鼎力支持。我深信只要大家继续努力不懈并给予全力支持，我们在来年定能再创佳绩。

张美珠女士，JP太平绅士
土地注册处处长
土地注册处营运基金总经理

Despite positive market sentiment in the near term, gradual improvement in local housing supply, together with the potential impact of the Federal Reserve's balance sheet reduction and further US rate hikes, will pose increasing adjustment pressures on the residential property market over time. Although our business performance is susceptible to the volatility of the property market conditions, we will keep in view the financial position, take measures to contain expenditures and explore new business opportunities to meet our customers' needs.

Taking this opportunity, I would like to thank our colleagues for their hard work and our partners and customers for their valuable support. I am confident that with continued dedication and support from all, we will yield fruitful results in the coming year.

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 may 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2018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27,950亿港元。
- 2017/18年度查阅注册资料超逾500万宗。
- 超过100个政府部门和机构使用土地注册处的资料进行规划研究以至执法等工作。
- 土地注册资料显示的物业交易可追溯至1844年，乃香港经济和社会历史的资料宝库。

职能

土地注册处的主要职能如下：

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

Our Value to Hong Kong

- Around half of all Hong Kong families are registered property owners.
- Banks and financial institutions loaned about HK\$2,795 billion as at March 2018 against the security of registered land and property.
- Over five million searches of registered information took place in 2017/18.
- Over 100 Government departments and agencies use the Land Registry's information for purposes ranging from planning studies to law enforcement.
- Registered information traces back to 1844, providing resources on the economic and social history of Hong Kong.

Functions

The Land Registry's main functions are to:

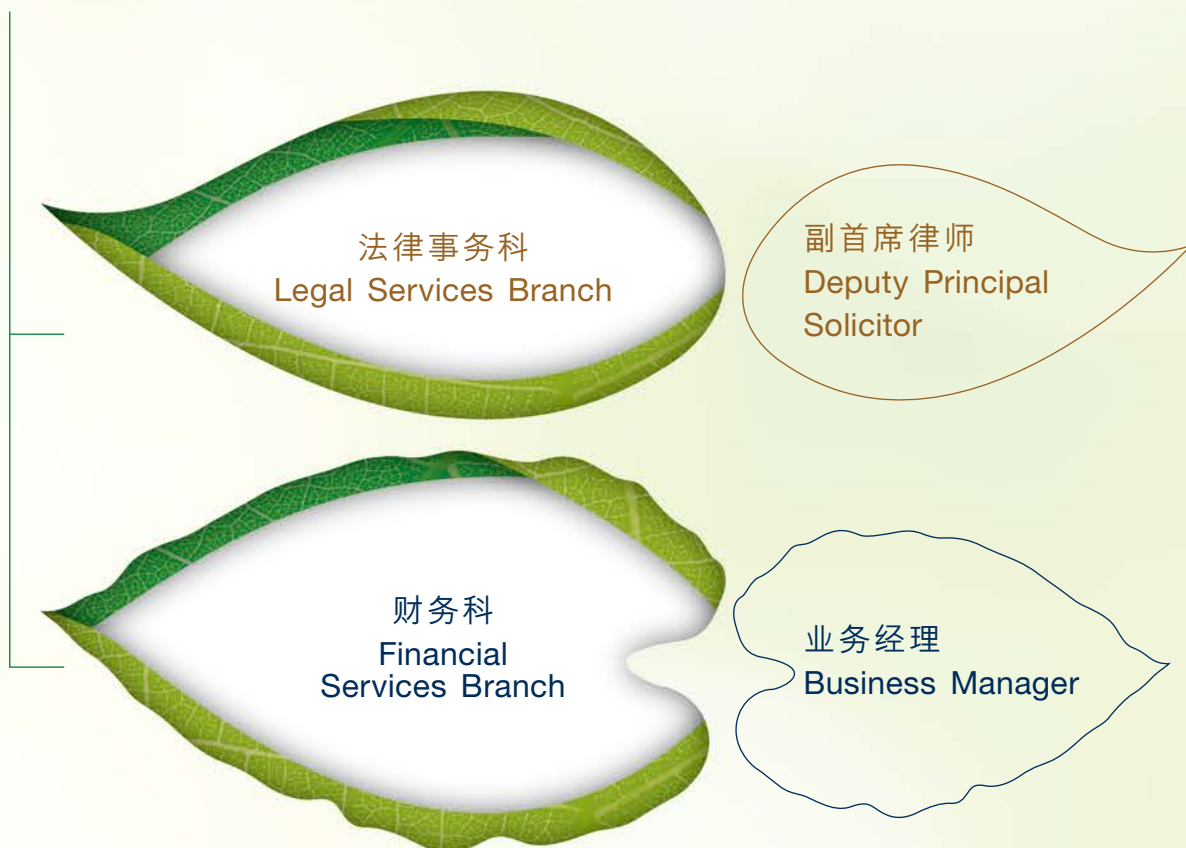
- administer a land registration system by maintaining a land register and related land records under the Land Registration Ordinance (Cap. 128) (LRO) and its regulations;
- provide the public with facilities for search of the land register and other land records;
- provide Government departments and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

架构及管理 Structure and Management

土地注册处的组织架构图(截至2018年3月31日)
Organisation Chart of the Land Registry (as at 31 March 2018)



土地注册处处长
Land Registrar



注册服务部 Registration Services Division	>	副土地注册处经理(注册服务) Deputy Registry Manager/ Registration Services
查册及部门服务部 Search & Departmental Services Division	>	副土地注册处经理(查册及部门服务) Deputy Registry Manager/ Search & Departmental Services
管理及客户服务部 Management & Customer Services Division	>	副土地注册处经理(管理及客户服务) Deputy Registry Manager/ Management & Customer Services
业权注册执行部 Title Registration Operation Division	>	副土地注册处经理/ 总行政主任(业权注册) Deputy Registry Managers/ Chief Executive Officer (Title Registration)
资讯科技管理部 Information Technology Management Division	>	高级系统经理 Senior Systems Managers
常务部 General Support Services Division	>	部门主任秘书 Departmental Secretary
法律事务部 Legal Services Division	>	高级律师 Senior Solicitors
财务部 Financial Services Division	>	副业务经理 Deputy Business Manager
项目发展部 Project Development Division	>	副土地注册处经理(项目发展) Deputy Registry Manager/ Project Development

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。

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 and 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 and 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).

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。

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。

General Support Services Division

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

法律事务科

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》。

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).

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。

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.

项目发展部

- 策划及推行新措施，以提升部门服务。

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



1 张美珠女士，JP太平绅士
(土地注册处处长)

2 方吴淑仪女士(土地注册处经理)

3 许国鸿先生(副首席律师)
(生效日期为2018年1月2日)

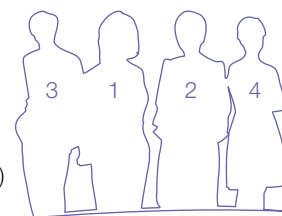
4 李群女士(业务经理)

Ms Doris CHEUNG, JP
(Land Registrar)

Mrs Amy FONG (Registry Manager)

Mr Joseph HUI (Deputy Principal Solicitor)
(With effect from 2 January 2018)

Ms Vivian LEE (Business Manager)



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



1 方吴淑仪女士(土地注册处经理)

Mrs Amy FONG (Registry Manager)

2 潘辉耀先生(副土地注册处经理)
(生效日期为2018年1月2日)

Mr Kenneth POON (Deputy Registry Manager)
(With effect from 2 January 2018)

3 温锡麟先生(副土地注册处经理)

Mr Francis WAN (Deputy Registry Manager)

4 林谢淑仪女士(副土地注册处经理)

Mrs Cindy LAM (Deputy Registry Manager)

5 原伟铨先生(副土地注册处经理)

Mr W. C. YUEN (Deputy Registry Manager)

6 霍伟勤女士(高级系统经理)

Ms Emily FOK (Senior Systems Manager)

7 高倩雯女士(总行政主任)

Miss Shirley KO (Chief Executive Officer)

8 谢少卿女士(高级系统经理)

Ms Ada TSE (Senior Systems Manager)

9 彭嘉辉先生(副土地注册处经理)

Mr K. F. PANG (Deputy Registry Manager)

10 黎伟强先生(部门主任秘书)

Mr Jack LAI (Departmental Secretary)



法律事务科
Legal Services Branch



- 1 许国鸿先生(副首席律师)
(生效日期为2018年1月2日)
- 2 李宝君女士(高级律师)
- 3 陈小玲女士(高级律师)
(生效日期为2017年11月27日)
- 4 邱敏妮女士(高级律师)
- 5 乔美琴女士(高级律师)
- 6 尹玉清女士(高级律师)

- Mr Joseph HUI (Deputy Principal Solicitor)
(With effect from 2 January 2018)
- Ms Shirley LEE (Senior Solicitor)
- Miss Urania CHAN (Senior Solicitor)
(With effect from 27 November 2017)
- Ms Teresa YAU (Senior Solicitor)
- Ms Queenie KIU (Senior Solicitor)
- Ms Stephanie WAN (Senior Solicitor)



财务科
Financial Services Branch



1 李群女士(业务经理)

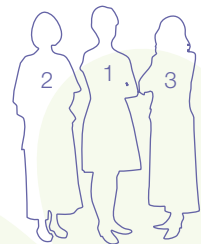
Ms Vivian LEE (Business Manager)

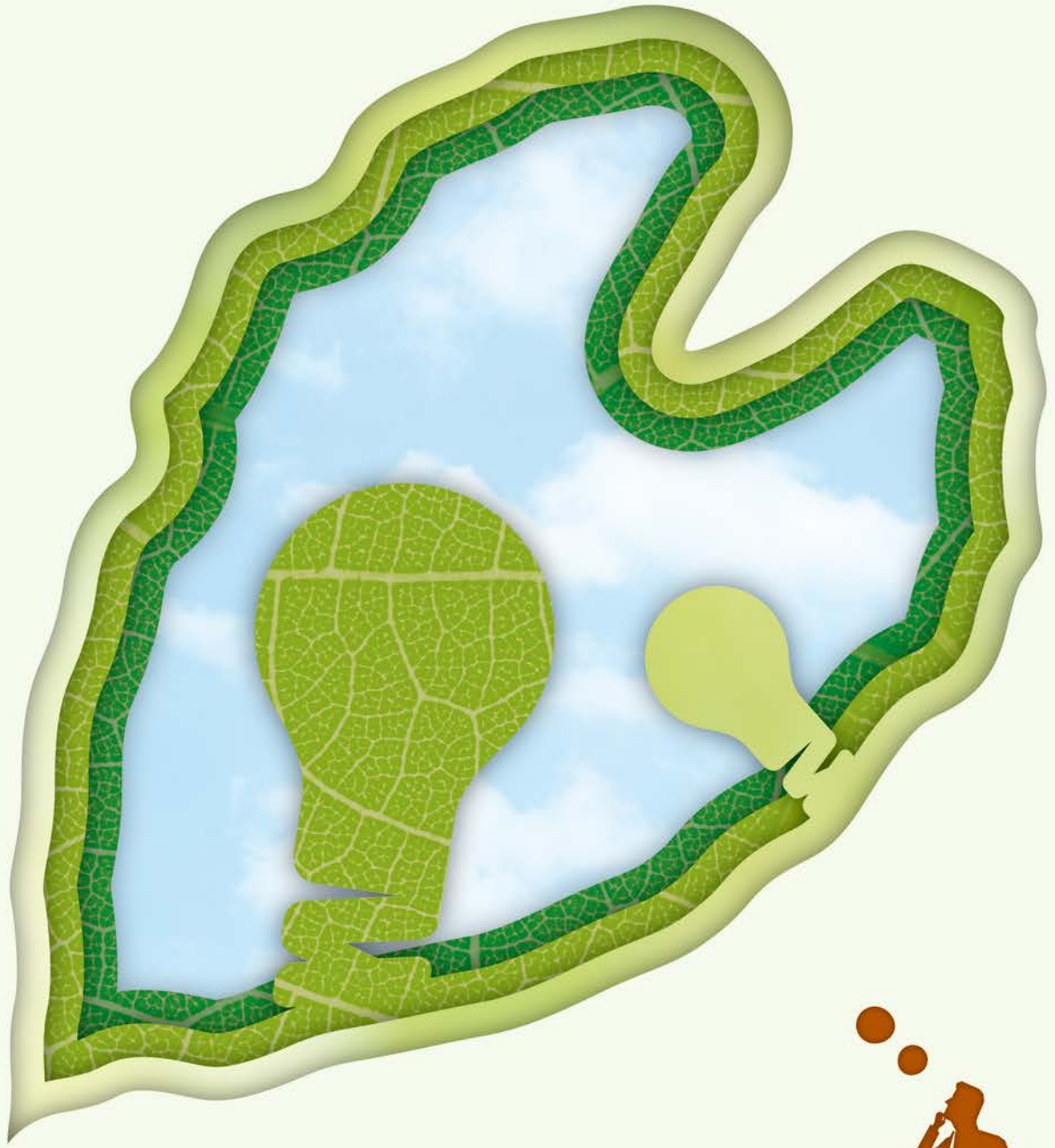
2 李芳群女士(副土地注册处经理)

Miss Fion LI (Deputy Registry Manager)

3 黄美珍女士(副业务经理)

Ms Peggy WONG (Deputy Business Manager)





Corporate

GOVERNANCE



企业管治

管治架构

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

问责

本处须分别向发展局和财经事务及库务局负责及汇报部门的业绩和财务表现。我们每年会向两个决策局呈交中期企业计划暨年度业务计划，以供批核。企业计划订定本处未来五年的发展纲领，而业务计划则作为评核本处每年业绩的基准。我们定期与发展局开会，以检讨业务表现。发展局亦会我们的工作给予政策指引。此外，我们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2017/18年度，我们超越了在服务承诺中订定的所有指标，更把在柜位提供土地纪录的认证本和不连过大图则的影像处理副本的服务指标由40分钟缩减至35分钟，以及把回复办公时间收到留言电话查询的服务指标由60分钟缩减至40分钟。附件I(a)列出本处于年内的服务承诺和表现。在2018/19年度，我们会提升有关修订土地登记册资料(包括一般个案及复杂个案)的服务指标。本处于2018/19年度的新服务承诺见附件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 2017/18, we exceeded all the targets set in our performance pledges. In particular, we enhanced the service standards for supply of certified copies of land registers and imaged copies without oversize plans over the counter from 40 minutes to 35 minutes; and telephone enquiry services for voice mail left during office hours from return calls within 60 minutes to 40 minutes. Annex I (a) sets out the pledges and our performance for the year. In 2018/19, we will implement enhanced performance targets for amendment of registered data for both simple cases and complicated cases. The new set of performance pledges for 2018/19 is at Annex I (b).



客户意见

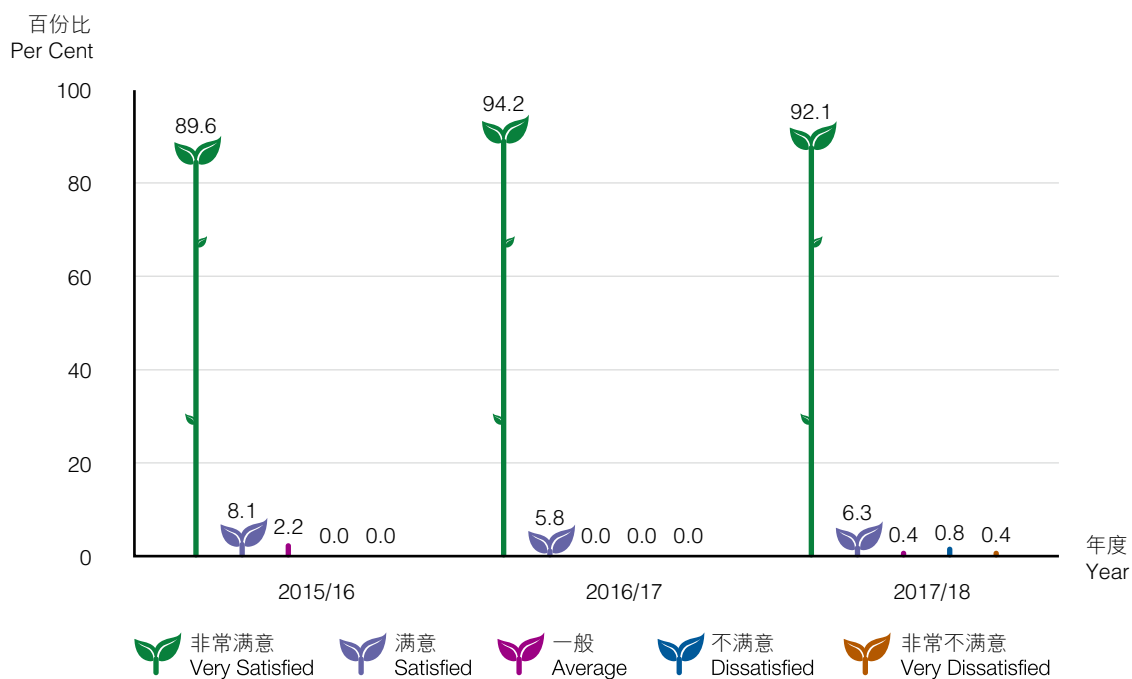
在2017/18年度，本处透过客户服务热线、部门网站、客户意见卡、来信和电邮等不同渠道接获44个客户表扬及8项建议。

Customer Feedback

In 2017/18, the Land Registry received 44 commendations and 8 suggestions through various channels, including our customer service hotline, the Land Registry website, 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转介的26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 26 complaints received by us or referred to us by other Government offices. All the suggestions and complaints were promptly addressed and fully responded to.





Corporate

SOCIAL



Responsibility

企业社会责任

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：

服务社会

本处一向鼓励同事腾出私人时间，以组织及参与义工和社区活动。自2005年起，土地注册处义工队与十多个其他政府部门合力推动「义工服务协作计划」。在2017/18年度，我们的义工队为长者筹办了22项义工活动。

此外，土地注册处处长及义工队分别于2017年5月21日及22日到访九龙城区和葵青区参与「共庆回归显关怀」计划的家访活动，探访长者家庭和有需要家庭，并向他们派发礼物包，共同分享香港特别行政区成立20周年的喜悦，以及向社会宣扬团结、包容和关怀的重要信息。

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:

Serving the Community

Staff have all along been encouraged to contribute their own time to organise and participate in volunteer activities and community programmes. Since 2005, the Land Registry Volunteer Team has been co-operating with some ten other Government departments to run a “Crossover Volunteer Project” programme. In 2017/18, the Volunteer Team organised 22 volunteer activities for the elderly.

In addition, the Land Registrar and volunteers of the Land Registry visited elderly households and families in need in Kowloon City District and Kwai Tsing District under the “Celebrations for All” project on 21 May 2017 and 22 May 2017 respectively. Gift packs were distributed to share the joy of the 20th anniversary of the establishment of the Hong Kong Special Administrative Region and to promote the important messages of unity, inclusiveness and care in our society.



在2018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、全力为社会服务的承诺。

In recognition of our dedication and ongoing commitment 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 2018.



参与慈善活动

我们致力推行慈善活动，并鼓励员工及其家人参与不同慈善项目。

Participating in Charity Activities

We are dedicated to promoting charity activities by encouraging staff and their families to participate in charity events.



在2017/18年度，本处同事参加由公益金举办的各项慈善活动，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。

In 2017/18, our staff participated in a variety of charity 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.

消除歧视及设立友善工作间

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2017/18年度,我们共有21名残疾员工,占本处员工总人数的3.6%。我们会为有需要的残疾员工提供辅助器材,以助他们履行职务。

我们也支持政府的性别主流化政策。部门主任秘书是指定的性别课题联络人,协助部门认识和理解与性别相关的事宜。此外,为支持政府提倡设立喂哺母乳友善处所及工作间的政策,我们已为到访本处办事处的女性访客及返回工作岗位后拟继续授乳的女性员工提供方便喂哺母乳的环境。我们也制定内部指引供各员工遵守,并为女性员工提供挤奶设备。

我们亦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。

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。

Eliminating Discrimination and Promoting Friendly Workplace

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

In 2017/18, we had a total of 21 staff members with disabilities, representing 3.6% of the total strength of the Land Registry. We would provide technical aids, where necessary for staff members with disabilities to facilitate their performance of duties.

We also support the Government's policy on gender mainstreaming. The Departmental Secretary has been designated as the General Focal Point who helps raise awareness and understanding of gender-related issues within the department. Besides, in support of the Government's breastfeeding friendly premises and workplace policies, we have provided a breastfeeding friendly environment for both female members of the public whilst they are visiting our offices and female staff members who wish to continue breastfeeding after returning to work. Internal guidelines have been formulated for observance by staff members. Besides, lactation facilities are provided to our female staff members.

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.

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

作为关怀员工的雇主，我们致力维持一支健康的员工队伍。在2017/18年度，我们就相关课题为员工举办了27个讲座，包括急救训练、预防上肢及下肢劳损和筋肌劳损、使用显示屏设备的健康小贴士、压力管理、办公室暴力处理、对语言暴力的了解及应对，以及室内空气质素与职业健康等。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。

Caring for Employees

As a caring employer, we strive to maintain a healthy workforce. In 2017/18, we organised a total of 27 seminars for staff on relevant subjects, including first aid, prevention of upper and lower limbs disorders and musculoskeletal disorders, health tips on the use of display screen equipment, stress management, handling of workplace violence, understanding and responding to verbal violence, indoor air quality and occupational health. We also provided counseling services through external specialists to assist staff facing work-related or personal issues.



此外，我们继续透过部门刊物、讲座、运动项目、兴趣班及员工康乐会的户外活动，加强员工及其家人对维持工作和生活平衡，以及健康生活方式的认识。

Besides, we continued to enhance staff awareness in maintaining work-life balance and a healthy lifestyle through departmental publications, seminars, sports events, interest classes and outings organised by the Staff Recreation Club for staff and their family members.

推动环保管理

本处致力推动环保管理，并确保部门各项业务和日常运作符合环保原则。我们为此采取了以下措施：

Promoting Green Management

We are committed to promoting green management and ensuring that our business and daily operations are conducted in an environmentally responsible manner. In this regard, we have taken the following measures:



- 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；
- 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 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;



- 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造纸张或曾使用的空白页纸张进行列印及影印；
- 在适当的情况下，于主管人员的房间安装自动感应照明设备，以减少能源消耗；以及
- 参与由「绿惜地球」举办的「绿瓶子工作间」计划，承诺在办公室举行的盛事／活动／会议中不提供胶樽装水。
- 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;
- installed lighting motion sensors in the officers' rooms, where appropriate, to reduce energy consumption; and
- participated in the "Green Bottle Workplace" programme organised by the Green Earth and not providing bottled water when holding events/activities/meetings at our offices.

公众人士可到本处的网站浏览《2017年管制人员环保报告》，了解我们的环保成绩。

The Controlling Officer's Environmental Report 2017 with detailed environmental performance is available on the Land Registry website.



参与2017年工作影子计划日的中学生在一天实习计划期间自备水樽装水。
Secondary school students participating in the Job Shadow Day 2017 brought their own water bottles for refilling drinking water during their 1-day work attachment.

在工作间推行职业安全与健康措施

我们十分重视员工的职业安全与健康。自1997年起，我们成立了部门安全管理委员会，负责为部门制定及推行职业安全与健康的政策。我们已颁布周全的职业安全指引和程序，并为员工提供符合人体工程学的办公室家具和设施，以促进员工的职业健康。在2017/18年度，我们为员工购置许多职业安全与健康设备，包括脚踏板、背垫、腰垫、键盘腕垫、滑鼠垫(连腕垫)及电脑屏幕防眩光保护贴。为提高员工的认知，我们定期透过《员工通讯》提供关于职业安全与健康的实用资讯和贴士。我们也定期进行巡查，确保工作间的安全。此外，本处自2003年起参加了由环境保护署举办的「室内空气质素检定计划」，我们所有办事处在2017年均获得「良好级」证书。



Promoting Occupational Safety and Health in the Workplace

We attach great importance to the occupational safety and health of staff. Since 1997, we have set up a departmental Safety Management Committee to formulate and implement departmental 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. In 2017/18, we procured a number of occupational safety and health equipment, including footrests, backrests, waist pads, keyboard wrist rest pads, mouse pads (containing wrist pad) and anti-glare filters for computer monitors, for our staff. To enhance staff awareness, we have made use of our Staff Magazine to provide useful information and tips on occupational safety and health on a regular basis. Besides, regular inspections are conducted to ensure that the workplace is free from safety hazards. In addition, we have 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 2017.



公众教育

作为本处公众教育活动的一部分，我们继续为中学和专上院校的学生，安排讲解及参观本处的客户服务中心，致力向学界介绍本处的服务和香港的土地注册制度。

Public Education

As part of our public education activities, the Land Registry has continued its efforts to introduce its services and the land registration system in Hong Kong to the school community by delivering presentations and conducting guided tours to our Customer Centre for secondary and tertiary students.



本处参加了「赛马会鼓掌·创你程计划」下的「有职可寻-政府部门篇」活动，于2017年4月安排东华三院陈兆民中学的学生参观本处。本处也参加了由公务员事务局与教育局合办的校园推广计划 - 「政府服务知多点」，并于2017年7月安排中华基督教会方润华中学的学生参观本处。

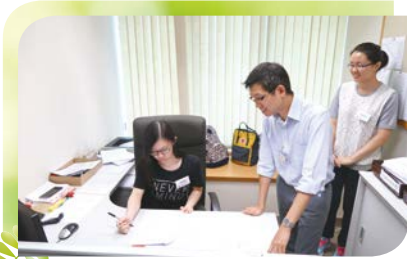
A visit to the Land Registry was arranged for the students of Tung Wah Group of Hospitals Chen Zao Men College in April 2017 under the CLAP for Youth @ JC of “Career Explorer – Government Departments” Programme. In July 2017, students of the Church of Christ in China Fong Yun Wah Secondary School visited the Land Registry under the School Promotion Programme on “Know More about Government Service” jointly organised by the Civil Service Bureau and the Education Bureau.



此外，我们于2017年6月为香港专业教育学院(屯门分校)的法律学课程学生安排到访本处。各校学生对参观活动的反应良好，对本处的工作和土地纪录甚感兴趣。

In addition, a visit was arranged for the Legal Studies students of the Hong Kong Institute of Vocational Education (Tuen Mun) in June 2017. The feedback from the participants of the visits was positive. They showed great interest in our work as well as the land records of the Land Registry.

为支持培育年青一代，本处除了与国际成就计划香港部第十年合作，为中学生举办工作影子计划日外，更参与由政务司司长私人办公室政策及项目统筹处推出的「友•导向



师友计划之职场体验项目」，以支持青少年向上流动。在上述两个计划下，嘉诺撒圣家书院和真光女书院的学生分别于2017年5月和7月到访本处多个工作组别，并由土地注册主任担任导师，带领她们在一天内到不同岗位工作。各同学藉着这两个实习计划，获得真实工作的体验，有助她们扩阔眼界和策划未来的事业。

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。

In support of nurturing our younger generation, besides partnering with the Junior Achievement Hong Kong for the tenth year to organise the Job Shadow Day, we participated in the “Life Buddies Mentoring Scheme – Job Tasting Programmes” launched by the Policy and Project Co-ordination Unit of the Chief Secretary for Administration’s Private Office to support upward mobility of youth. Under the respective programmes, students from the Holy Family Canossian College and the True Light Girls’ College were guided by Land Registration Officers as their mentors to work for one day in various work units in the Land Registry in May and July 2017 respectively. Through the work attachments, the students had a taste of real-life work in the Land Registry which helped broaden their exposure and facilitated their career planning.



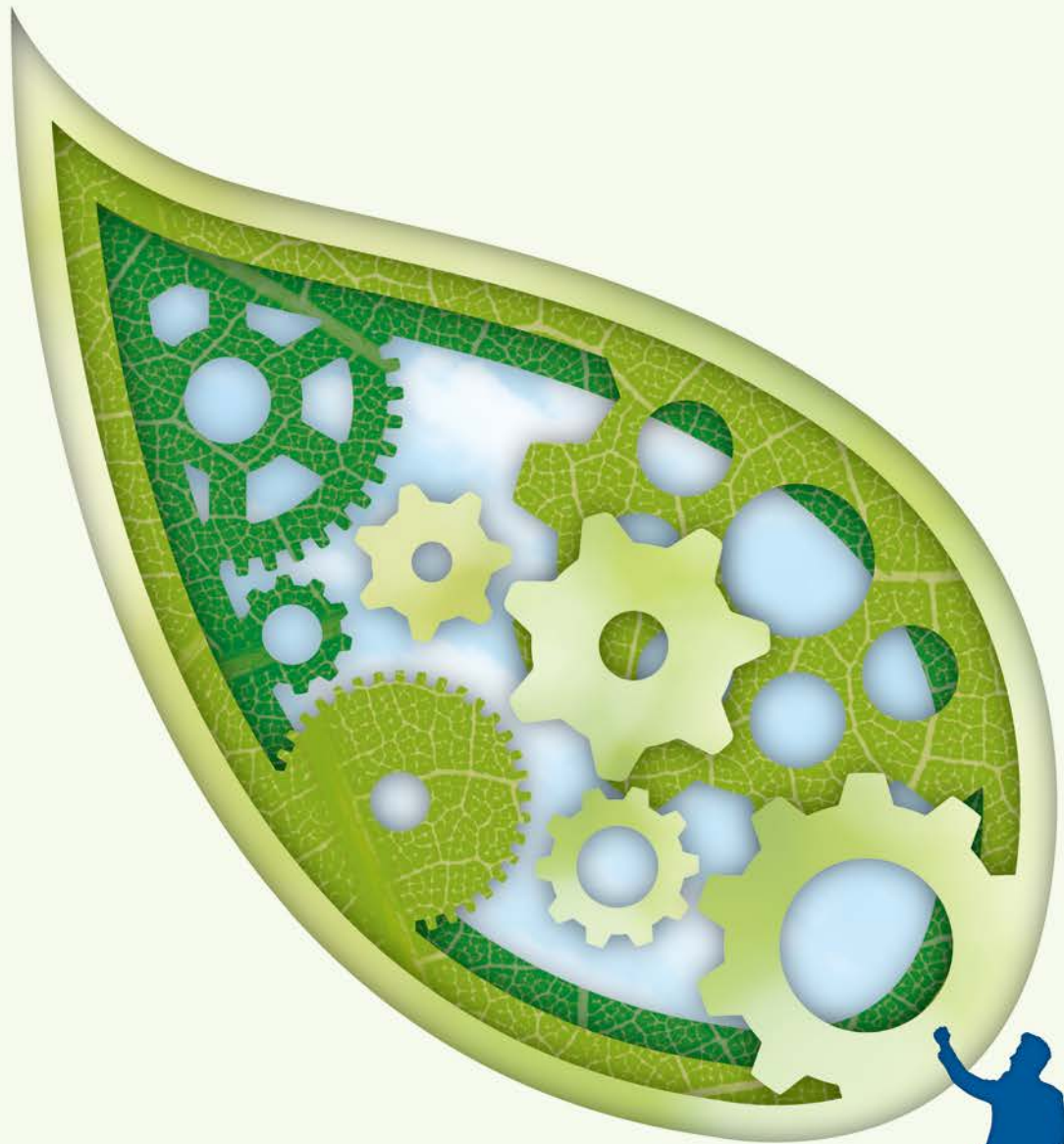
Future Plan

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。

Registration of Land Documents

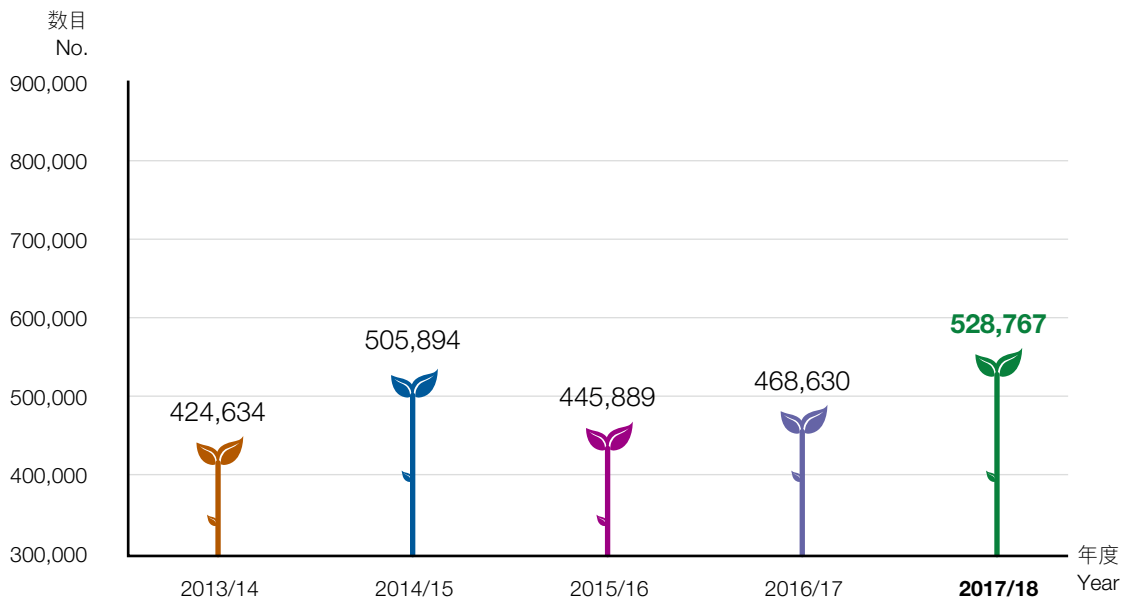
Documents affecting land are delivered to our Customer Centre at Queensway Government Offices for registration.

在2017/18年度，送交注册的土地文件共528,767份，较2016/17年度增加12.8%。

In 2017/18, 528,767 land documents were delivered for registration, representing an increase of 12.8% when compared with 2016/17.

送交注册的土地文件数目

No. of Land Documents Delivered for Registration



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79%。

Major types of documents received include sale and purchase agreements (SPAs), assignments, mortgages/legal charges and receipts/discharges/releases which collectively accounted for 79% of all documents received during the year.

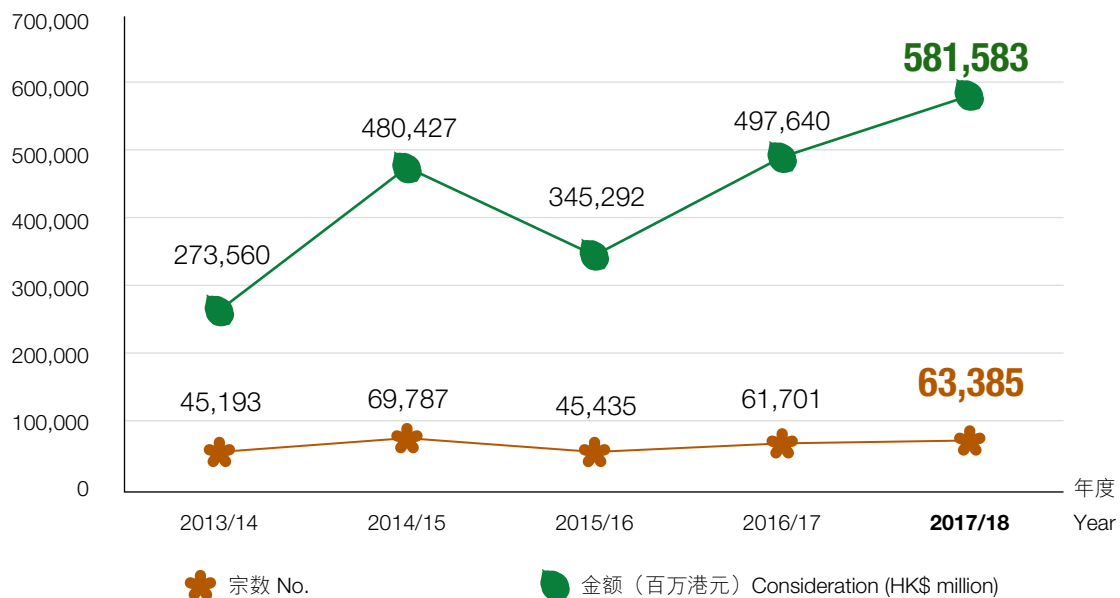
2017/18年度送交注册的土地文件类别 Distribution of Land Documents Lodged for Registration in 2017/18



在2017/18年度送交注册的所有楼宇买卖合同中，住宅楼宇买卖合约的宗数和总值分别是63,385份(较去年增加2.7%)及5,815.83亿元(较去年增加16.9%)。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 2017/18, the number of SPAs of residential units and its total consideration were 63,385 (+2.7% from last year) and \$581,583 million (+16.9% 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。

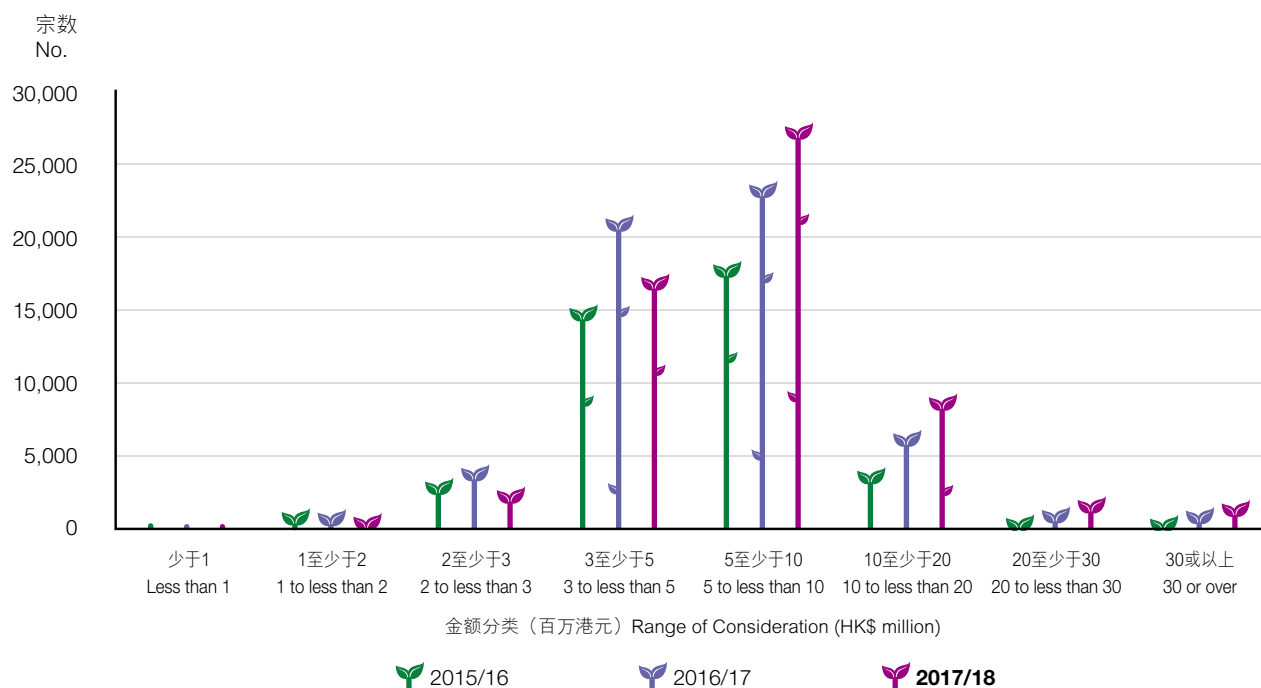
Note: The statistics do not include sales of units under the Home Ownership Scheme, the Private Sector Participation Scheme and the Tenants Purchase Scheme unless the premium of the unit concerned has been paid after the sale restriction period.

在2017/18年度，大多数住宅楼宇的交易金额是介乎500万至1,000万港元之间。年内交易金额超过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 2017/18 were within the consideration range of five to ten million Hong Kong dollars. There was a significant increase in transactions in 2017/18 with consideration of more than ten million Hong Kong dollars.

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		2015/16		2016/17		2017/18	
Range of Consideration		宗数 No.		宗数 No.		宗数 No.	
(百万港元)		%		%		%	
(HK\$ million)							
少于1	Less than 1	329	0.7	279	0.5	282	0.4
1至少于2	1 to less than 2	1,399	3.1	1,356	2.2	1,075	1.7
2至少于3	2 to less than 3	3,486	7.7	4,451	7.2	2,882	4.5
3至少于5	3 to less than 5	15,536	34.2	21,682	35.1	17,595	27.8
5至少于10	5 to less than 10	18,487	40.7	24,046	39.0	28,081	44.3
10至少于20	10 to less than 20	4,249	9.4	6,814	11.0	9,302	14.7
20至少于30	20 to less than 30	989	2.2	1,552	2.5	2,190	3.5
30或以上	30 or over	960	2.1	1,521	2.5	1,978	3.1
总数	Total	45,435	100.0	61,701	100.0	63,385	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。

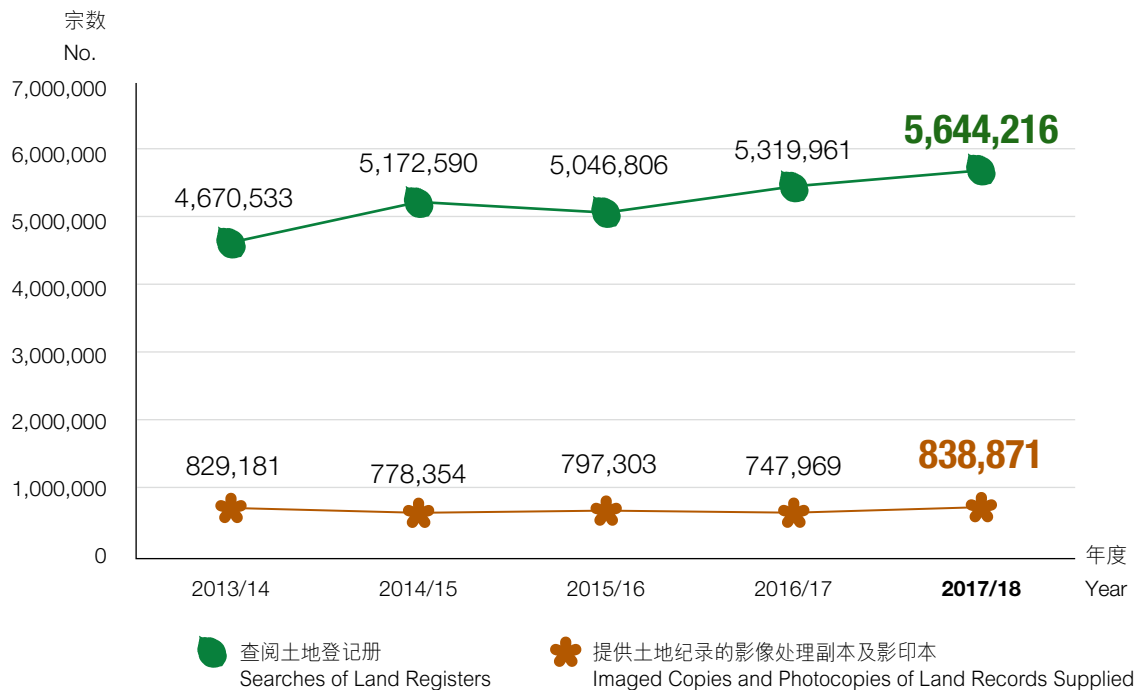
在2017/18年度，查阅土地登记册的宗数，以及提供土地纪录的影像处理副本和影印本的总数分别为5,644,216宗(较去年增加6.1%)及838,871份(较去年增加12.2%)。

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 2017/18, the total number of searches of land registers and supply of imaged copies and photocopies of land records were 5,644,216 (+6.1% from previous year) and 838,871 (+12.2% from previous year) respectively.

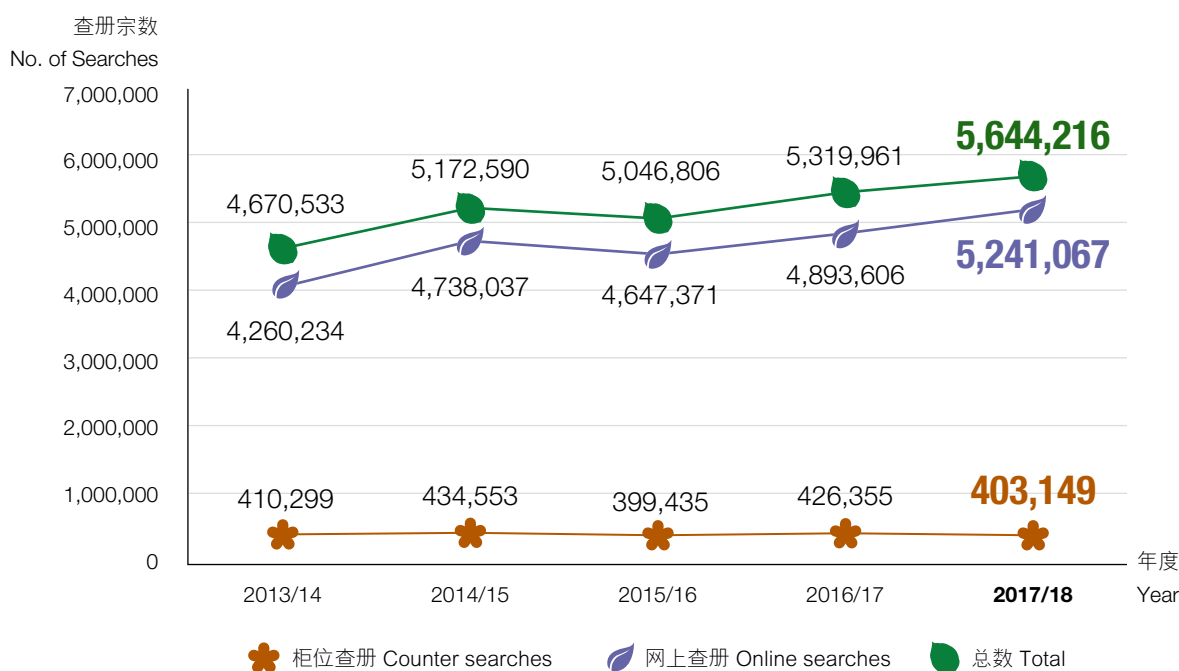
查阅土地登记册宗数和提供土地纪录的影像处理副本及影印本份数 No. of Searches of Land Registers & Imaged Copies and Photocopies of Land Records Supplied



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2017/18年度，登记用户的数目增加了62个(上升4.8%)，总数达1,348个。现时网上查册约占总查册量的93%，其余约7%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 62 (+4.8%) and reached 1,348 during 2017/18. Currently, searches conducted online constituted about 93% of the total search volume. The remaining 7% 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2018年3月31日，在2017年4月28日推出的《街道索引》及《对照表》网上版本已录得超过143,000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 website or through the hyperlink on the IRIS Online Services. Up to 31 March 2018, over 143,000 visits to the online versions of the SI and the CRT released on 28 April 2017 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2017/18年度，新注册的业主立案法团共有213个，全港的业主立案法团总数增至10,711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 2017/18, 213 new owners' corporations were registered. The total number of owners' corporations in the territory reached 10,711.

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。

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.



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件II(a)。

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。

Customer Liaison Groups

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



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

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件II(b)及(c)。

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



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

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。本处派出数名代表，分别于2017年7月18至21日出席在澳洲珀斯举行的「土地注册处处长发展事务人员会议」，以及于2017年10月24至27日出席在苏格兰爱丁堡举行的「业权注册处长会议」。

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 held in Perth, Australia from 18 to 21 July 2017 and the Registrars of Title Conference held in Edinburgh, Scotland from 24 to 27 October 2017 respectively.



2017年「土地注册处处长发展事务人员会议」
Land Registrars'
Development Officers Conference 2017



2017年业权注册处长会议
Registrars of Title Conference 2017

此外，我们分别于2017年4月和8月接待来自中华人民共和国国土资源部和深圳市规划和国土资源委员会的代表团。

We received two delegations from the Ministry of Land and Resources of the People's Republic of China and the Urban Planning, Land and Resources Commission of Shenzhen Municipality in April and August 2017 respectively.

在2018年3月，我们接待了马来西亚砂拉越州的副首席部长暨城市发展及天然资源部第二部长所率领的部门代表，以及当地的地方政府及房屋部、律政司署和土地及测量局的代表。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。

We also received a delegation led by the Deputy Chief Minister and Second Minister of Ministry of Urban Development and Natural Resources and which comprised representatives from his Ministry, the Ministry of Local Government and Housing, the State Attorney General's Chambers, and the Land and Survey Department of Sarawak, Malaysia in March 2018. The conferences and visits had provided useful opportunities for exchanging views on the latest developments on land registration.



国家国土资源部代表团
A delegation from the Ministry of Land and Resources of the People's Republic of China



深圳市规划和国土资源委员会代表团
A delegation from the Urban Planning, Land and Resources Commission of Shenzhen Municipality



马来西亚砂拉越的城市发展及天然资源部、当地的地方政府及房屋部、律政司署和土地及测量局代表团
A delegation from the Ministry of Urban Development and Natural Resources, the Ministry of Local Government and Housing, the State Attorney General's Chambers, and the Land and Survey Department of Sarawak, Malaysia

沟通渠道

土地注册处通函

在2017/18年度，我们发出了一份通函，让法律界人士和客户知悉本处推出的新产品／服务。

《土地注册处通讯》

本处分别在2017年5月及11月发布了两期的《土地注册处通讯》电子版，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。

Communication Channels

Land Registry Circular Memoranda

In 2017/18, we issued a Land Registry Circular Memorandum to update legal practitioners and customers on our new product/services.

Land Registry News

Two electronic issues of the Land Registry News were released in May and November 2017 respectively 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.

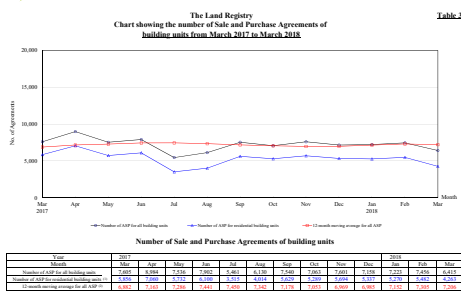
THE LAND REGISTRY
Consolidated Monthly Statistics in respect of deeds received
Registration in the Land Registry

Table 1

Month: March 2018

Item	Number of Deeds received for registration			Completion (cases completed)		
	Urgent	New	Total	Urgent	New	Total
1. Agreements for Sale and Purchase of Building Units	3,314	3,391	6,705	29,810	20,700	50,510
2. Agreements for Sale and Purchase of Land	2	211	213	189	2,114	2,303
Sub-total (1) + (2)	3,316	3,602	6,918	29,999	22,814	52,813
3. Assignments of Building Units	3,766	3,284	7,050	39,814	44,181	83,995
4. Assignments of Land	12	373	385	1,106	867	1,973
Sub-total (3) + (4)	3,778	3,657	7,435	40,920	45,048	85,968
5. Building Mortgage/Building Legal Charges	1	4	5			
6. Other Mortgage/Legal Charges	3,469	3,200	6,669			
Sub-total (5) + (6)	3,470	3,204	6,674			
7. Receipts/Discharges/Refusals	4,023	4,589	8,612			
8. Leases/Tenancy Agreements	232	114	346			
9. Enclosure Orders	0	0	0			
10. Others	4,088	3,770	7,858			
Total	19,530	22,943	42,473			

Note: Figures in brackets denote the number of units received.



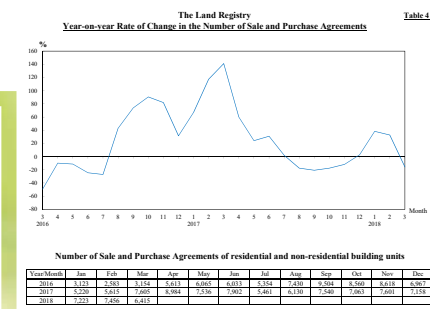
THE LAND REGISTRY
Compendium of Monthly Statistics

Table 2

Month: March 2018

Item	2017	2018	2017	March 2018		
	March	February	March	Value (1 or 1A)	% Change (1 or 1A)	Percentage
1. Agreements for Sale and Purchase of Building Units (a) No.	6,415	7,456	7,605	1,041	+ 16.0	11.96
(b) Consideration (a) No.	36,510	42,580	41,589	12,075	+ 33.0	28.89
2. Agreements for Sale and Purchase of Land (a) No.	233	1,041	1,939	1,706	+ 73.0	73.00
(b) Consideration (a) No.	233	1,041	1,939	1,706	+ 73.0	73.00
Sub-total of (1) + (2) (a) No.	6,648	8,497	9,544	2,747	+ 41.0	41.00
(b) Consideration (a) No.	36,743	43,621	43,528	13,781	+ 37.0	31.50
3. Assignments of Building Units (a) No.	8,970	8,123	8,179	847	+ 9.4	9.10
(b) Consideration (a) No.	49,989	41,136	33,983	22,043	+ 53.0	64.50
4. Assignments of Land (a) No.	185	178	480	295	+ 16.0	16.00
(b) Consideration (a) No.	1,972	3,881	2,687	2,311	+ 116.0	59.50
Sub-total of (3) + (4) (a) No.	9,155	8,301	8,659	1,142	+ 12.0	12.40
(b) Consideration (a) No.	51,961	45,017	36,670	24,354	+ 47.0	47.00
5. No. of Building Mortgage/Building Legal Charges (a) No.	5	3	1	2	+ 40.0	40.00
(b) No. of Other Mortgage/Legal Charges (a) No.	8,699	8,397	8,398	182	+ 2.0	2.18
Sub-total of (5) + (6) (a) No.	8,704	8,399	8,400	184	+ 2.0	2.20
(b) Consideration (a) No.	9,882	9,524	9,486	509	+ 5.0	5.37
6. No. of Public Search (a) No.	152,217	164,524	164,219	166,301	+ 9.0	10.86

Note: Consideration rounded to the nearest million Hong Kong dollars.

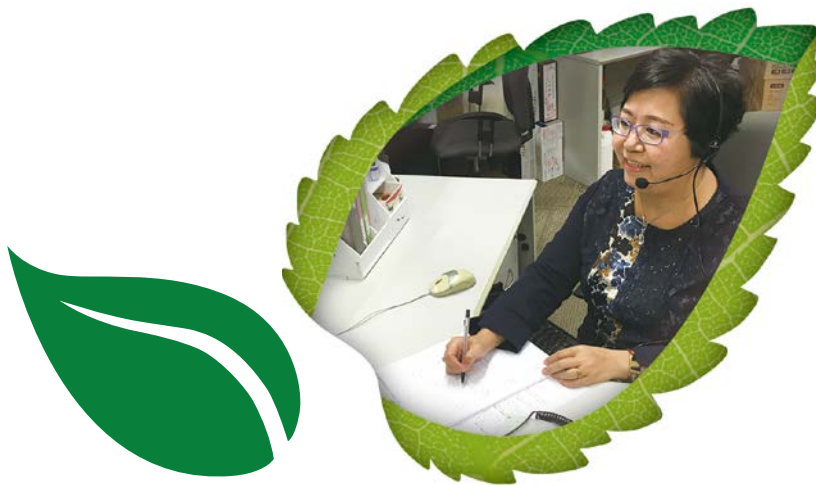


客户服务热线

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。透过与效率促进办公室辖下的1823电话中心合作，本处提供每天24小时的热线查询服务。

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 Office's 1823 Call Centre, our hotline enquiry service is provided 24 hours a day.



土地注册处网站

年内，共超逾780万人次浏览本处网站，当中有59%的人次浏览中文网页，41%的人次浏览英文网页。

Land Registry Website

During the year, there were 7.8 million visits (59% in the Chinese language and 41% in the English language) to the Land Registry website.

奖项

2017年「公务员事务局局长嘉许状」计划

本处的文书主任赵陈燕仪女士荣获2017年的「公务员事务局局长嘉许状」，以表彰她的卓越表现。

Awards

The Secretary for the Civil Service's Commendation Award 2017

Our Clerical Officer, Mrs CHIU CHAN Yin-yi, Jessica, was awarded "The Secretary for the Civil Service's Commendation Award 2017" for her exemplary performance.



2017年「申诉专员嘉许奖」

本处的二级土地注册主任陈文仲先生荣获2017年「申诉专员嘉许奖」— 公职人员奖，以表扬他处理客户查询及投诉的杰出表现。



The Ombudsman's Awards 2017

Our Land Registration Officer II, Mr CHAN Man-chung Benson, was awarded "The Ombudsman's Awards 2017 for Officers of Public Organisations" for his excellent performance in handling customers' enquiries and complaints.



「ERB人才企业嘉许计划」

土地注册处十分重视人力培训及发展。雇员再培训局向本处授予「ERB人才企业嘉许计划」—「人才企业」的称号，为期两年(由2017年4月1日至2019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 Land Registry places great emphasis on staff training and development. In recognition of our achievements in manpower training and development, we were accredited "Manpower Developers" by the Employees Retraining Board (ERB) for two consecutive years from 1 April 2017 to 31 March 2019 under the "ERB Manpower Developer Award Scheme".



《土地注册处营运基金2015/16年
报》奖项

《土地注册处营运基金2015/16年
报》荣获三个国际奖项，包括美国
传媒专业联盟(LACP)颁发的「2016
Vision Awards」之「印刷本年报 —
市/州/国家政府组别」的银奖、
「2017国际Astrid Awards」之「年报
— 非牟利机构组别」的铜奖，以及
「2017国际年报比赛大奖」之「插图
— 政府机构及办事处组别」的铜
奖。

Awards for Land Registry Trading Fund (LRTF) Annual
Report 2015/16



The LRTF
Annual Report
2015/16 won
three international
awards i.e. the
Silver Award
of the League
of American
Communications
Professionals



(LACP) 2016 Vision Awards
under the category of
“Print-Based Annual
Reports — Government
— City/State/National”,
the Bronze Award in the
International Astrid Awards
2017 under the category
of “Annual Reports — Not-
For-Profit Organisations”
and the Bronze Award in
the International Annual
Report Competition (ARC)
Awards 2017 under the
category of “Illustrations —
Government Agencies and
Offices”.



此外，该年报在香港管理专业协会的「最佳年报比赛」中获颁「优秀环境、社会及管治资料披露」奖项。上述各个奖项肯定了我们在制作优质年报方面的努力。



The annual report was also
honoured with “Citation for
Environmental, Social and
Governance Disclosure”
Award under the Hong Kong
Management Association
(HKMA) Best Annual Reports
Competition. These awards
reinforce our pursuit for quality
production of our annual
reports.

项目发展与新服务 电子注册摘要表格

Development Projects and New Services e-Memorial Form

MEMORIAL of an instrument to be registered in the Land Registry under the Land Registration Ordinance
依據土地註冊條例在土地註冊處註冊的文書之註冊摘要

Solicitors Code of Lodging Firm
交付文書律師行的牌照代號

Registration Fee
註冊費用

Other (please specify)
其他(請註明)

Nature and object of the instrument
文書的性質及目的

12345678 Assignment with plan

Property Reference Number (if any) 物業參考編號(如有列誌)	Property Reference Number (if any) 物業參考編號(如有列誌)	Property Reference Number (if any) 物業參考編號(如有列誌)	Property Reference Number (if any) 物業參考編號(如有列誌)	Property Reference Number (if any) 物業參考編號(如有列誌)
D3940657	D3940664	D3940670	D3940686	D3940693
D3940703				
D3940759				
D3940807				
D3940850				
D3940901				
D3940957				
D3941023				
A8093024	B7070713	A8092837	B4387756	B7000647
A7537189	A7536889	A7537006	A7536936	A7537175
B4319582	A7537281	A7537292	B3133960	B7704535
B3135021	C0384026	B3135713	B3103312	B5014185
C0380358	B3103192	C0380228	B6048629	B3106173
B3104122	B3106203	C0380668	B7379061	C0680866
B7379750	B0564099	B5984429	B5984984	B0559105
B0553115	B7379041	B0554261	B0554499	C0060082
B0543728	B0551472	B7378597	B9969603	A9814929
C1328872	A9815020	A9815308	A9815379	A9812691
A9815342	A9815363	A9815014	B4601714	B4601905
B5965901	A9815280	B7286261	B5037907	B7723606
B3205288	B3201078			

The maximum number of PRNs (including '-') to be retrieved is 100.
你最多只可檢索100個物業參考編號(包括「-」)。

Print 10pt 11pt
新編列 加設 標題
列印 Print
重設 Clear
預覽 Preview

电子注册摘要表格由土地注册处为方便用户更有效率拟备注册摘要而提供的注册摘要表格电子范本，可在本处网站免费下载。电子注册摘要表格备有基本版和具资料汇入功能两个版本。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。

The e-Memorial Form is an electronic template of the memorial form provided by the Land Registry for free downloading from our homepage to facilitate users to complete the memorials in a more efficient way. Two versions of the e-Memorial Form are available i.e. 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.

电子注册摘要表格的使用率正稳步上升，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率已超逾65%。为了进一步提高使用率，本处在2018年3月26日推出两款加强版电子注册摘要表格，让用户以更简便的方法填写有关表格，进一步加快注册摘要的拟备工作。当中主要的功能提升包括把透过自动填入资料功能，从「综合注册资讯系统」网上服务检索相关物业资料（即地址、地段资料及所占的不分割份数，如适用）的物业参考编号，由最多20个增至100个；及为具备资料汇入功能的电子注册摘要表格加入了自动填入资料功能，让客户在填写注册摘要表格时，可从「综合注册资讯系统」网上服务检索相关物业资料，并自动填入注册摘要表格内，以供参考。本处会继续留意用户的回应，以期进一步改善服务。

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。

The usage of e-Memorial Form is increasing steadily and has accounted for over 65% of the total number of memorials delivered with the instruments for registration. To further boost the usage, two enhanced versions of the e-Memorial Form were released on 26 March 2018. The enhanced versions can further speed up the preparation of memorials by allowing users to complete the memorial forms in a simpler and more convenient way. Major enhancements include increasing the maximum number of Property Reference Numbers (PRN) of which the corresponding property particulars i.e. address, lot information and undivided shares, if applicable, can be retrieved from the IRIS through the auto-fill function from 20 to 100, and adding the auto-fill function to the e-Memorial Form with data import function for retrieving the corresponding property particulars from the IRIS for reference in filling out the memorial form. The Land Registry will continue to monitor users' feedback to identify room for further improvement.

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，从而有助保障其贵重物业的权益。

e-Alert Service

The Land Registry launched the e-Alert Service for property owners on 20 July 2015 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 so as to help protect their interest in the valuable properties owned by them.



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》(第155章)下的认可机构(即持牌银行、有限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揭/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。

We modified the e-Alert Service and extended it to the Authorised Institutions (AIs) under the Banking Ordinance (Cap. 155) (i.e. licensed banks, restricted licence banks and deposit-taking companies) with effect from 1 February 2017 to help them better manage credit risks in mortgage lending. The AIs, with consent from the 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 are lodged for registration with the Land Registry.

未来计划

电子提示服务

为了配合电子商贸的环球性趋势，并令认可机构更安全和方便地向本处递交电子提示服务的申请，以及提升双方的运作效率，本处正预备为认可机构的电子提示服务开设电子渠道。项目将分两阶段进行，第一阶段会提供在网上提交服务订单申请的设施；第二阶段会把网上提交申请的设施扩展至其他服务申请，并新增一系列用户功能(例如账户管理、查阅服务订单状况和账户结余)。本处计划于2019年上旬及2020年中旬分别完成第一阶段和第二阶段的项目。认可机构对此新猷表示欢迎。

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

In line with the global trend towards electronic business and to provide greater security and convenience to the AIs for submission of service applications for the e-Alert Service as well as to increase the operational efficiency of both the AIs and the Land Registry, we are working to implement an e-channel for the e-Alert Service for the AIs. A two-phase implementation approach will be adopted with phase one for providing a facility for online submission of service order applications and phase two for adding a facility for online submission of other service applications and a set of user functions (e.g. maintenance of account information and enquiry of service order status and account balance). It is targeted to implement phase one of the project in early 2019 and phase two in mid 2020. The initiative is welcomed by the AIs.

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，本处继续与持份者磋商，以处理尚未解决的事宜，包括把现有土地及物业纳入业权注册制度，以及在《土地业权条例》下的更正及弥偿安排。本处已与消费者委员会、乡议局、香港银行公会、香港产业交易法律学会和香港律师会就《土地业权条例》的最新发展交流意见。我们亦召开《土地业权条例》督导委员会和《土地业权条例》检讨委员会会议，就先行在新土地实行业权注册制度的方案（「新土地先行」方案），以及建议的「两阶段转换机制」进行讨论和交换意见。本处亦与上述委员会成员分享我们就数个具有普通法背景的海外司法管辖区业权注册法例的最新发展及其采用的优良措施的中期研究结果。该两个委员会的成员名单分别载于附件II(d)及(e)。本处会继续与持份者紧密联系，进一步优化「新土地先行」方案，并解决「两阶段转换机制」尚存的问题，务求取得大致共识，使业权注册制度能早日在香港实施。

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进行检视。我们亦一直与相关的政府部门联系，以处理及解决《土地业权条例》与有关政府部门辖下法例之间互相影响的问题。

未来计划

我们会继续与各持份者及相关政府部门紧密合作，以解决任何与《土地业权条例》修订建议相关的事宜。我们也会完成就数个具普通法背景的海外司法管辖区业权注册法例的最新发展及其采用的优良措施的研究，以优化我们的修订建议。我们亦会致力与主要持份者就「新土地先行」方案达成共识，使香港能早日实行业权注册。

Recent Development

Stakeholder Consultation on Conversion, Rectification and Indemnity Arrangements under LTO

During the year, we have kept up with our engagement with stakeholders to resolve the outstanding issues including the mechanism of converting existing land and properties to the title registration system, and the rectification and indemnity arrangements under the LTO. We have met with the Consumer Council, the Heung Yee Kuk, the Hong Kong Association of Banks, the Hong Kong Conveyancing and Property Law Association Limited, and the Law Society of Hong Kong to exchange views on the latest development of LTO. Meetings were also held with the Land Titles Ordinance Steering Committee (LTOSC) and the Land Titles Ordinance Review Committee (LTORC) for discussing and exchanging views on the proposal of implementing title registration on new land first ("new land first" proposal) and the proposed Two-Stage Conversion Mechanism. We also shared with LTOSC and LTORC members the interim findings of our study of the latest developments regarding title registration legislations and good practices being adopted in several overseas jurisdictions with common law background. The membership lists of the LTOSC and LTORC are at Annexes II (d) and (e) respectively. We will continue to liaise closely with stakeholders to further refine the "new land first" proposal and resolve any outstanding issues under the proposed Two-Stage Conversion Mechanism so as to forge broad consensus for early implementation of the title registration system in Hong Kong.

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 and are being reviewed. We have also been liaising with relevant Government departments to address and resolve interface issues between the LTO and the legislations under their purview.

Future Plan

We will continue to work closely with stakeholders and relevant Government departments to address any issues on the proposed amendments to the LTO. We will complete the study of the latest developments regarding title registration legislations and good practices being adopted in several overseas jurisdictions with common law background with a view to enhancing our amendment proposals. We will also endeavour to forge consensus among the key stakeholders on the "new land first" proposal to enable early implementation of title registration in Hong Kong.



HUMAN

Resources Management



人力资源管理

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2018年3月31日，本处共雇用了496名常额人员和91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。

土地注册主任职系是本处的核心职系。我们于2017年10月开始公开招聘二级土地注册主任，吸引约13,000人递交申请。副土地注册处经理温锡麟先生及二级土地注册主任陈颂欣小姐接受了《星岛日报》的访问，与申请者分享一些要诀和指引。本处在是次招聘共聘任17名二级土地注册主任，占该职系总人数约20%。这批生力军有助加强本处的人手，以应付部门日益增加的工作挑战。

《星岛日报》访问网上版本
Online version for media interview by Sing Tao Daily
<https://www.landreg.gov.hk/en/pdf/Singtao-A16.pdf>

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 2018, we had 496 permanent and 91 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.

The Land Registration Officer grade is the core grade in the department. In October 2017, we commenced an open recruitment exercise for Land Registration Officers II, which had attracted about 13,000 applications. A media interview by Sing Tao Daily was conducted to share some tips and guide with the applicants by Mr Francis WAN, Deputy Registry Manager and Miss Rachel CHAN, Land Registration Officer II. We would recruit a total of about 17 new Land Registration Officers II under this recruitment exercise, which represent nearly 20% of the total strength of the grade. The new cohort would help strengthen our manpower to meet the increasingly challenging tasks of the department.





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2017/18年度，我们举办了超过2,240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 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 2017/18, we arranged over 2,240 days of training in various modes on a wide spectrum of subjects.



常年培训

我们为土地注册处的员工举办不同的培训课程，以提升其主要工作技能。

本处所有主任级人员在2017年下旬参加了「建立团队、提升抗逆力面对挑战」的体验式培训课程，强化他们的团队精神和正向思维，以应付挑战。

Year-round Training

Various training courses were provided to enhance the core competencies of the workforce of the Land Registry.

For strengthening teamwork and positive mindset when facing challenges, all officers of the department attended an experiential training programme on “Team Building and Building Resilience to Challenges” in late 2017.

我们为初级和新入职的主任级人员举办表现管理及语文训练的课程，以装备他们日常工作所需的基本管理和写作技巧。

Courses on performance management and language training were arranged for junior and newly recruited officers to equip them with the essential management and writing skills required for daily duties.

本处的初级及中级经理人员也参加了特别为他们设计的「分析、判断及解决问题」工作坊和「简报技巧」工作坊，以加强他们在解决问题和简报的技巧。至于文职人员亦参加了「问题分析与决策技巧」工作坊，以学习工作上的分析技巧。

While junior and middle managers attended respective tailor-made courses on “Analysis, Judgement and Problem-solving Skills” and “Presentation Skills” with a view to enhancing their problem-solving and presentation skills, clerical grade staff learned analytical skills in workplace through a programme on “Problem-solving and Decision Making Skills”.



我们也为员工举办了「提升AQ/EQ • 战胜逆境」工作坊，以提升他们面对逆境的抗逆能力。当中「生命斗士」分享了他们如何克服生命中的逆境，尤其令参与的同事有所启发。

An “AQ/EQ Training for Handling Adversities” programme was organised for staff to strengthen their resilience in handling adversities. Participants were particularly inspired by the sharing of “Life-fighters” who had overcome adversities in life.





年内，为衔接本处提升相关的电脑软件，我们安排了「微软Windows 10」和「微软Office 2016」的课程。

Training courses on “Microsoft Windows 10” and “Microsoft Office 2016” were arranged to dovetail with the upgrade of the relevant computer software in the year.



此外，我们也定期安排其他政府部门，包括民航处、竞争事务委员会、政府产业署及税务局，为本处的高级人员举办讲座及简介会，以扩阔他们的知识和视野。而本处25名高级人员在2018年2月参观了立法会，以加深他们认识立法会和其秘书处的工作。

We also regularly arrange talks and briefing sessions by other Government departments, including the Civil Aviation Department, the Competition Commission, the Government Property Agency and the Inland Revenue Department during the year, for our senior staff for broadening their knowledge and exposure. In addition, in February 2018, 25 of our senior staff paid a visit to the Legislative Council (LegCo) to deepen their understanding of the work of the LegCo and the LegCo Secretariat.

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。

员工发展

员工参与了一系列扩阔视野的发展课程，以便他们迎接新挑战、加强沟通技巧，及培养制定政策及领导的能力。在2017/18年度，本处人员参加了由公务员培训处举办的「国家事务研习」课程、「创意领导培训课程」、「领导才能基要课程」、「进阶管理工作坊」和「暂调政府总部实习计划」。

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，我们高度重视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2017/18年度，本处共收到五份员工建议书，并就此颁发了五项奖励。

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.

Staff Development

A wide range of staff development programmes are offered to broaden staff's perspectives so that they can meet new challenges, strengthen their communication skills and develop policy formulation and leadership capacities. In 2017/18, our staff members attended the "National Studies" programmes, "Innovative Leadership Programme", and "Leadership Essentials Programme", "Advanced Management Workshops Programme" and joined the "Secretariat Attachment Scheme" organised by the Civil Service Training and Development Institute.

Staff Motivation and Recognition

As a trading fund department, we place high value 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 2017/18, we received a total of 5 staff suggestions and 5 awards were granted.

长期服务奖励计划

Long Service Appreciation Award Scheme



陈照昌先生(左)获颁发香港特别行政区二十年长期优良服务奖。
Mr CHAN Chiu-cheung (left), was awarded the Government of the Hong Kong Special Administrative Region 20 Years' Meritorious Service Certificate.

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2017年，共有18位服务年资达25年或以上的员工获此奖项。

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 2017, a total of 18 staff members with 25 or more years of service were honoured with the award.



赵陈燕仪女士(左)获颁发土地注册处三十五年长期服务奖。
Mrs CHIU CHAN Yin-yi, Jessica (left), received a certificate for the Land Registry 35 Years' Long Service Appreciation Award.

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。

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.



2017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 2017 is Search Services Section.

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。

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.

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。

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.

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。

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.



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、资讯科技及语文知识等。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。

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, information technology and language knowledge, etc. It is popular among staff and helps promote team spirit and a sense of corporate identity.



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2017/18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 Recreation Club

The Staff Recreation Club is run by staff on a voluntary basis. In 2017/18, 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8,400份参考文件和案例。在2017/18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。

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培训处的培训课程。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。

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 8,400 reference documents and precedent cases. Around 150 searches were made by our staff daily for reference in their work in 2017/18.

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 Training and Development Institute 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2017/18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；
- 于「查阅土地登记册」功能页提供地政总署的「地理资讯地图」超连结，使用户可获得相配的地段资料。「地理资讯地图」亦已加入全新的「前往综合注册资讯系统网上服务」的超连结，以方便用户查阅相关的土地登记册；

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 2017/18:

- upgrading the system infrastructure to provide reliable services to customers continuously;
- providing a hyperlink “GeoInfo Map” in the “Search Land Register” function to direct users to the matched lot information page on the “GeoInfo Map” of the Lands Department. In addition, a new “Go to IRIS Online Services” hyperlink was added on the “GeoInfo Map” to facilitate users to search the land register of the matched lot;



- 为所有「已选取的土地登记册」的「查询类别」一并提供「现时」或「全部」的新选项；

- providing a new option of choosing “Current” or “Full” search for all selected land registers by clicking the “Set All Type of Enquiry” links;



让「综合注册资讯系统」登记用户在同一服务日内重新登入系统时，可回复未完成的订单，增加／减少订购项目及完成订购程序；

把贴于注册文书上的文件／图则标签上的注册摘要编号的字体加大，以提升清晰度；

用户在「查阅土地登记册」页面输入地段编号资料时，系统会根据已输入的地段类别展示相关地段编号清单以供选择；

enabling subscribers to retrieve the preceding order list when they re-login to the IRIS Online Services for adding/removing orders and completing the order list within the same business day;

enlarging the font size of memorial number shown on document/plan section barcode labels to enhance clarity;

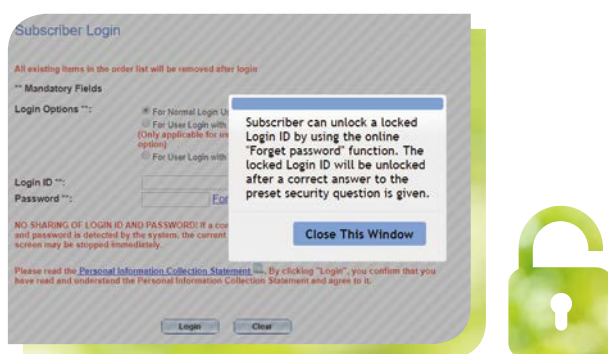
providing a drop-down suggestion list of the lot numbers associated with the lot type inputted by customers for selection when customers enter the lot number information on the page of “Search Land Register”;

Section	Colouring	Maximum Plan Size	No. of Colour Plans	No. of Plans	No. of Pages	Estimated File Size (Kbytes)
Full Document	B/W	A4	-	1	21	480
Memorial Form	Colour	A3	-	-	-	-
Plan	B/W	A4	-	-	-	-
	Colour	A3	-	-	-	-

用户在「订购土地文件」页面订购在「综合注册资讯系统」推出前备存的影像土地文件普通副本并附有过大黑白图则时，系统会作出提示：「图则的副本影像将会分拆成多页传送。如有任何查询，请致电客户服务热线：3105 0000。」；

showing a reminder ‘Copies of plan(s) ordered will be delivered in multiple pages. For enquiries, please contact our Customer Service Hotline: 3105 0000.’ on the “Order Land Document” page when customers order plain copies of pre-IRIS imaged land documents with oversized black-and-white plan(s);

- 登记用户尝试登入被锁上「登入识别码」的「综合注册资讯系统」网上服务时，系统会提示「登记用户可透过网上『忘记密码』功能，在正确回答预先设定的安全问题后，便可为已被锁上的『登入识别码』解锁。」；
- showing a reminder ‘Subscriber can unlock a locked Login ID by using the online “Forget password” function. The locked Login ID will be unlocked after a correct answer to the preset security question is given.’ when subscribers try to log in to the IRIS Online Services with a locked Login ID;



- 提升注册摘要日志和按揭注册摘要月志的服务，把注册摘要日志登记用户的附加档案格式由「arj」改为「zip」；在档案名称加入日期(即从“mdb.arj”改为“mdb-yyyymmdd.zip”，以及从“mmim.zip”改为“mmim-yyyymm.zip”)，以方便参考；并把注册摘要日志和按揭注册摘要月志的电邮寄件人分别改为mdb_no_reply@landreg.gov.hk和mmim_no_reply@landreg.gov.hk；以及
- enhancing the Memorial Day Book (MDB) and Monthly Memorial Information on Mortgage Transactions (MMIM) services by changing the file format of the attachment from “arj” to “zip” for MDB subscribers; including the date in the filename (i.e. from “mdb.arj” to “mdb-yyyymmdd.zip” and from “mmim.zip” to “mmim-yyyymm.zip”) for easy reference; and changing the senders of the email to “mdb_no_reply@landreg.gov.hk” and “mmim_no_reply@landreg.gov.hk” for MDB and MMIM subscribers respectively; and
- 优化电子注册摘要表格的功能，包括把可以透过自动填入资料功能从「综合注册资讯系统」网上服务检索相关物业的物业参考编号，由最多20个增至100个；扩大了载列「文书性质及目的」及「各方的身分」的常用描述／类别的选项表；支援更多中文字元的正确显示；在具备资料汇入功能的电子注册摘要表格增设自动填入资料功能；以及资料检索的进度会在屏幕上进度列中显示。
- enhancing user-friendliness of the e-Memorial Forms by increasing the maximum number of PRNs of which the corresponding property particulars can be retrieved from the IRIS Online Services and auto-filled from 20 to 100; expanding the selection lists on common description/categories of the “Nature and Object of Instrument” and “Status of Parties” fields; supporting the proper display of additional Chinese characters; adding the auto-fill function to the e-Memorial Form with data import function; and displaying a progress bar on screen showing the progress of information being retrieved.



其他资讯科技服务

为达致最佳的浏览体验，本处的网站采用了具适应性的网页设计，可对应不同解析度的设备提供适合的呈现。

Other IT Services

For better browsing experience, the Land Registry has adopted responsive web design for the Land Registry website to present web pages fit for a browser's device.



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，让员工加深认识及注意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 circulated regularly to staff to reinforce their understanding and awareness 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：

- 提升部门网络基础建设，以维持稳固的网络服务；
- 提升「互动语音系统」及「语音录音系统」的硬件和软件，以优化电话查询服务的系统表现；以及
- 逐步转换部门表格为可电子填写的可便携式文件格式(PDF)，以方便客户填写。

Future Plan

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

- to upgrade our network infrastructure to maintain stable and robust network services;
- to upgrade the hardware and software of the Interactive Voice Response System (IVRS) and Voice Recording System (VRS) to enhance system performance for telephone enquiry services; and
- to progressively convert our public forms to e-fillable portable document format (PDF) forms for easy filling.



FINANCIAL

Management 财务管理

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。

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.

实际表现

与2016/17年度比较，本年度的营业额增加了8,160万元(上升20%)至4.907亿元，主要原因是业务有所增加。运作开支则增加了1,290万元(上升3.4%)至3.954亿元，主要原因是员工费用有所增加。

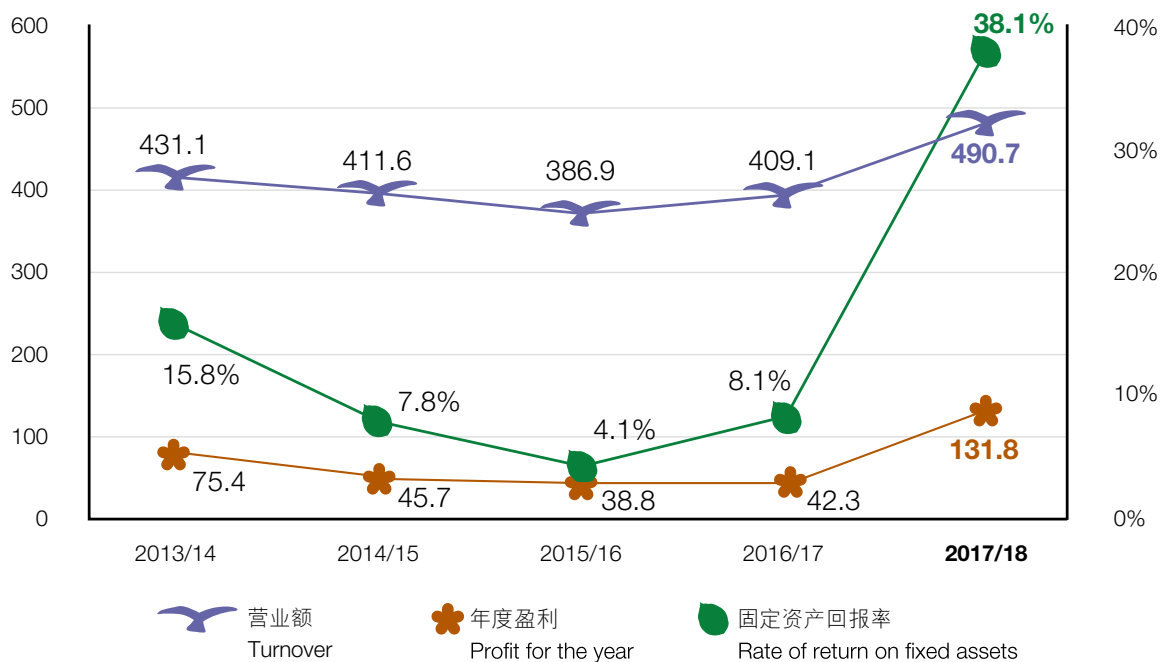
Actual Performance

When compared with 2016/17, turnover increased by \$81.6 million (up 20%) to \$490.7 million mainly due to an increase in business volume. Operating expenses increased by \$12.9 million (up 3.4%) to \$395.4 million mainly due to increase in staff costs.

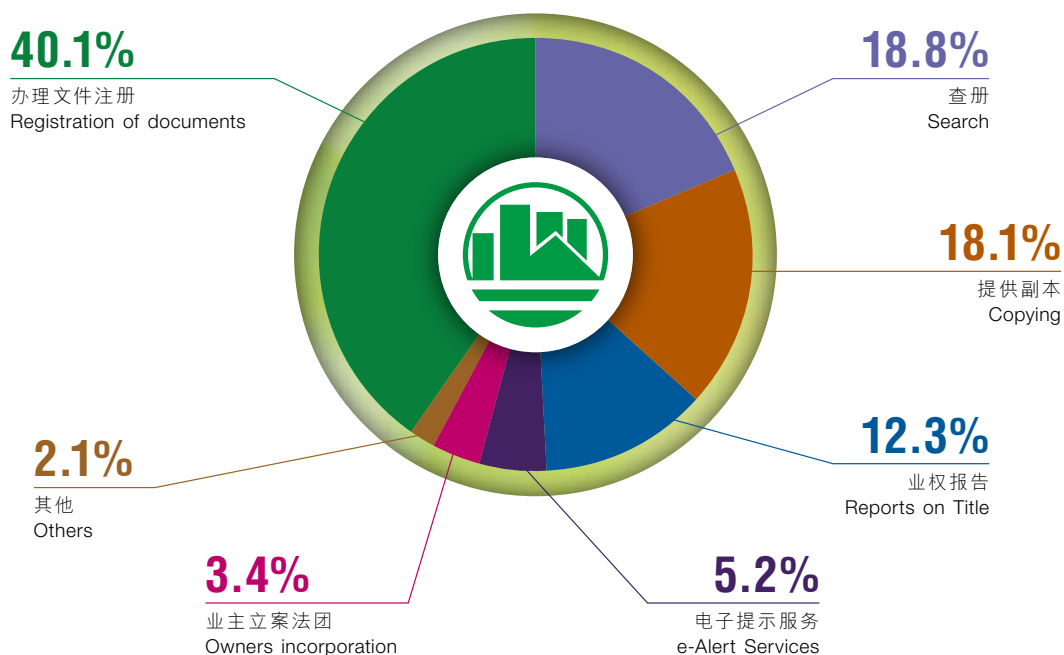


财政表现 Financial Performance

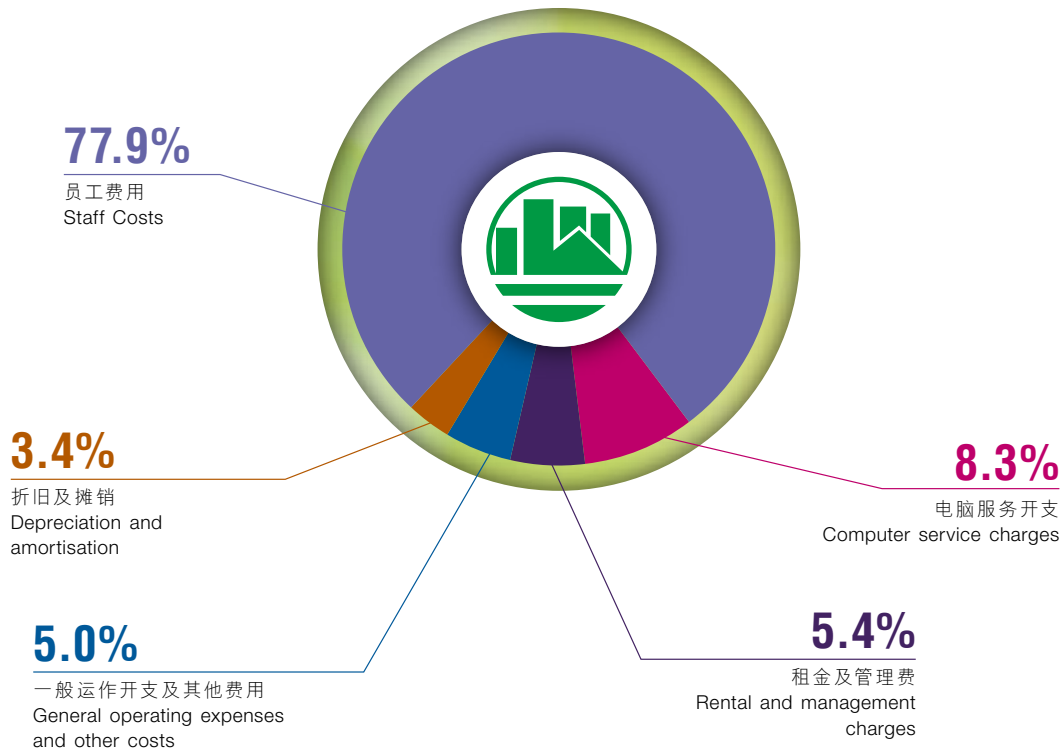
港币(百万元)
HK\$ million



2017/18年度营业额分析 Analysis of Turnover 2017/18



2017/18年度营运成本分析
Analysis of Operating Costs 2017/18



展望

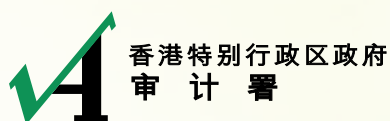
本处的收入和固定资产回报率主要取决于注册、查册、提供副本及业权报告服务的数量，而有关数量会受到物业市场和其他相关因素影响。我们会继续严谨控制成本。

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.

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列载于第83至119页土地注册处营运基金的财务报表，该等财务报表包括于2018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2018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 83 to 119, which comprise the statement of financial position as at 31 March 2018, 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 2018, 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2017-18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 2017-18 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 Land Registry Trading Fund's ability 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。我也会：

- 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
2018年9月26日

Kenneth Ho
Assistant Director of Audit
for Director of Audit

Audit Commission
26th Floor, Immigration Tower
7 Gloucester Road
Wanchai, Hong Kong
26 September 2018





Certified

FINANCIAL



Statements 财务报表

全面收益表

STATEMENT OF COMPREHENSIVE INCOME

截至二零一八年三月三十一日止年度
(以港币千元表示)

for the year ended 31 March 2018
(Expressed in thousands of Hong Kong dollars)

		附注 Note	2018	2017
营业额	Turnover	3	490,731	409,096
运作成本	Operating costs	4	(395,418)	(382,476)
运作盈利	Profit from operations		95,313	26,620
其他收入	Other income	5	36,530	23,234
名义利得税前盈利	Profit before notional profits tax		131,843	49,854
名义利得税	Notional profits tax	6	—	(7,579)
年度盈利	Profit for the year		131,843	42,275
其他全面收益	Other comprehensive income		—	—
年度总全面收益	Total comprehensive income for the year		131,843	42,275
固定资产回报率	Rate of return on fixed assets	7	38.1%	8.1%

第89至119页的附注为本财务报表的一部分。

The notes on pages 89 to 119 form part of these financial statements.

财务状况表

STATEMENT OF FINANCIAL POSITION

于二零一八年三月三十一日
(以港币千元表示)

as at 31 March 2018
(Expressed in thousands of Hong Kong dollars)

		附注 Note	2018	2017
非流动资产	Non-current assets			
物业、设备及器材	Property, plant and equipment	8	266,918	266,286
无形资产	Intangible assets	9	10,102	7,897
外汇基金存款	Placement with the Exchange Fund	10	646,478	628,869
银行存款	Bank deposits		24,000	—
			947,498	903,052
流动资产	Current assets			
应收帐款及预缴款项	Debtors and prepayments	11	25,952	19,365
应收关连人士帐款	Amounts due from related parties		9,475	16,411
银行存款	Bank deposits		411,000	319,000
现金及银行结余	Cash and bank balances		22,288	18,409
			468,715	373,185
流动负债	Current liabilities			
递延收入	Deferred revenue	12	11,234	7,748
客户按金	Customers' deposits	13	43,262	36,046
应付帐款	Creditors		17,954	9,642
应付关连人士帐款	Amounts due to related parties		2,464	2,481
雇员福利拨备	Provision for employee benefits	14	7,284	5,979
应付名义利得税	Notional profits tax payable		—	7,573
			82,198	69,469
流动资产净额	Net current assets		386,517	303,716
总资产减去流动 负债	Total assets less current liabilities		1,334,015	1,206,768

第89至119页的附注为本财务报表的一部分。

The notes on pages 89 to 119 form part of these financial statements.

财务状况表(续)
STATEMENT OF FINANCIAL POSITION (CONTINUED)

		附注 Note	2018	2017
非流动负债	Non-current liabilities			
递延税项	Deferred tax	15	—	2,206
雇员福利拨备	Provision for employee benefits	14	78,318	80,708
			78,318	82,914
资产净额	NET ASSETS		1,255,697	1,123,854
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	1,137,397	963,279
拟发股息	Proposed dividend	18	—	42,275
			1,255,697	1,123,854

张美珠女士，JP 太平绅士
土地注册处营运基金总经理
二零一八年九月二十六日

Ms Doris CHEUNG, JP
General Manager, Land Registry Trading Fund
26 September 2018

第89至119页的附注为本财务报表的一部分。
The notes on pages 89 to 119 form part of these financial statements.

权益变动表

STATEMENT OF CHANGES IN EQUITY

截至二零一八年三月三十一日止年度
(以港币千元表示)

for the year ended 31 March 2018
(Expressed in thousands of Hong Kong dollars)

		2018	2017
在年初的结余	Balance at beginning of year	1,123,854	1,100,985
年度总全面收益	Total comprehensive income for the year	131,843	42,275
年内已付股息	Dividend paid during the year	—	(19,406)
在年终的结余	Balance at end of year	1,255,697	1,123,854

第89至119页的附注为本财务报表的一部分。

The notes on pages 89 to 119 form part of these financial statements.

现金流量表

STATEMENT OF CASH FLOWS

截至二零一八年三月三十一日止年度
(以港币千元表示)

for the year ended 31 March 2018
(Expressed in thousands of Hong Kong dollars)

		附注 Note	2018	2017
营运项目的现金流量	Cash flows from operating activities			
运作盈利	Profit from operations		95,313	26,620
折旧及摊销	Depreciation and amortisation		13,556	11,743
处置固定资产亏损	Loss on disposal of fixed assets		25	200
应收帐款及应收关连人士帐款的减少/(增加)	Decrease/(Increase) in debtors and amounts due from related parties		4,341	(13,302)
递延收入的增加/(减少)	Increase/(Decrease) in deferred revenue		3,486	(293)
应付帐款及应付关连人士帐款的增加	Increase in creditors and amounts due to related parties		1,564	375
雇员福利拨备的(减少)/增加	(Decrease)/Increase in provision for employee benefits		(1,085)	712
客户按金的增加	Increase in customers' deposits		7,216	5,351
已付名义利得税	Notional profits tax paid		—	(149)
营运项目的现金流入净额	Net cash from operating activities		124,416	31,257

第89至119页的附注为本财务报表的一部分。

The notes on pages 89 to 119 form part of these financial statements.

现金流量表(续)
STATEMENT OF CASH FLOWS (CONTINUED)

	附注 Note	2018	2017
投资项目的现金流量	Cash flows from investing activities		
原有期为3个月以上的银行存款的增加	Increase in bank deposits with original maturities over three months	(116,000)	(162,000)
添置固定资产	Purchase of fixed assets	(9,690)	(6,076)
出售固定资产所得	Proceeds from disposal of fixed assets	3	—
外汇基金存款的增加	Increase in placement with the Exchange Fund	(17,609)	(20,089)
已收利息	Interest received	22,759	23,056
投资项目的现金流出净额	Net cash used in investing activities	(120,537)	(165,109)
融资项目的现金流量	Cash flows from financing activities		
已付股息	Dividend paid	—	(19,406)
融资项目的现金流出净额	Net cash used in financing activities	—	(19,406)
现金及等同现金的增加/(减少)净额	Net increase/(decrease) in cash and cash equivalents	3,879	(153,258)
在年初的现金及等同现金	Cash and cash equivalents at beginning of year	18,409	171,667
在年终的现金及等同现金	Cash and cash equivalents at end of year	22,288	18,409

第89至119页的附注为本财务报表的一部分。

The notes on pages 89 to 119 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，则于交收日入帐。

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

2. 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帐。由一九九三年八月一日起新购的物业、设备及器材均按购入价入帐。

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

以下物业、设备及器材以成本值扣除累计折旧及任何减值亏损列帐(附注2.6)：

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

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

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

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帐。就公务员而言，雇员附带福利开支包括香港特别行政区政府(「政府」)给予雇员的退休金及房屋福利，均在雇员提供有关服务所在年度支销。

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

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

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

2.9 名义利得税**Notional profits tax**

根据《税务条例》(第112章)土地注册处营运基金并无税务责任，但于二零一七年十二月二十七日前，政府要求土地注册处营运基金向政府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(见附注6)。以下是土地注册处营运基金就名义利得税所采纳的会计政策：

The LRTF has no tax liability under the Inland Revenue Ordinance (Cap. 112). However, prior to 27 December 2017, the Government had required the LRTF to pay to the Government an amount in lieu of profits tax (i.e. notional profits tax) calculated on the basis of the provisions of the Inland Revenue Ordinance (see note 6). The accounting policies adopted by the LRTF for notional profits tax were as follows:

- (i) 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。

Notional profits tax expense for the year comprised 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 was 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 arose 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 arose 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 was probable that future taxable profits would be available against which the assets could be utilised, were 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 was 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 were 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 was reviewed at the end of each reporting period and was reduced to the extent that it was no longer probable that sufficient taxable profit would be available to allow the related tax benefit to be utilised. Any such reduction was reversed to the extent that it became probable that sufficient taxable profit would be available.

然而，自二零一七年十二月二十七日起，土地注册处营运基金无须再支付名义利得税。于二零一七年十二月二十七日，应付名义利得税结余及递延税项负债结余已被注销确认，而相关收入则在全面收益表中确认(见附注5, 6及15)。

However, the LRTF is no longer required to pay notional profits tax with effect from 27 December 2017. The balance of notional profits tax payable and the balance of deferred tax liabilities as at 27 December 2017 were derecognised, with the corresponding income recognised in the statement of comprehensive income (see notes 5, 6 and 15).

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

		2018	2017
办理文件注册	Registration of documents	196,972	169,091
查册	Search	92,140	86,341
提供副本	Copying	88,593	77,628
业权报告	Reports on title	60,288	47,342
电子提示服务	e-Alert Service	25,709	—
业主立案法团	Owners incorporation	16,717	20,303
其他	Others	10,312	8,391
总额	Total	490,731	409,096

4. 运作成本 Operating costs

		2018	2017
员工费用	Staff costs	307,973	297,990
一般运作开支	General operating expenses	15,392	14,105
电脑服务开支	Computer service charges	32,751	33,236
租金及管理费	Rental and management charges	21,491	21,604
中央行政费用	Central administrative overheads	3,528	2,797
折旧及摊销	Depreciation and amortisation	13,556	11,743
处置固定资产亏损	Loss on disposal of fixed assets	25	200
审计费用	Audit fees	702	801
总额	Total	395,418	382,476

5. 其他收入 Other income

		2018	2017
银行存款利息	Bank deposits interest	6,152	3,797
外汇基金存款利息	Placement with the Exchange Fund interest	20,599	19,437
注销确认应付名义利 得税及递延税项负 债(附注6及15)	Derecognition of notional profits tax payable and deferred tax liabilities (notes 6 and 15)	9,779	—
总额	Total	36,530	23,234

6. 名义利得税

Notional profits tax

于二零一七年十二月二十七日前，政府要求所有营运基金向政府支付名义利得税及股息。于二零一七年十二月二十七日，终审法院就一宗关于通讯事务管理局办公室营运基金的司法覆核案作出判决。根据该判决，将营运基金条例理解为准许在该营运基金的预算中包括名义税或股息的预计款项是法律上的错误。政府于判决后更改了财务安排。自二零一七年十二月二十七日起，所有营运基金无须再向政府支付名义利得税及股息。因此，土地注册处营运基金并无就截至二零一八年三月三十一日止年度作出名义利得税拨备。于二零一七年十二月二十七日，为数757.3万港元的应付名义利得税结余已被注销确认，而相关收入则在全面收益表中确认(附注5)。

Prior to 27 December 2017, the Government had required all trading funds to pay notional profits tax and dividends to the Government. On 27 December 2017, the Court of Final Appeal handed down its judgement in a judicial review case concerning the Office of the Communications Authority Trading Fund. According to the judgement, it was an error of law to construe the Trading Funds Ordinance as permitting the inclusion in budgets of the trading fund of projections for notional tax or dividends. Subsequent to the judgement, the Government made a change in financial arrangement whereby all trading funds are no longer required to pay notional profits tax and dividends to the Government with effect from 27 December 2017. Accordingly, no notional profits tax has been provided by the LRTF for the year ended 31 March 2018. The balance of notional profits tax payable as at 27 December 2017 of HK\$7.573 million was derecognised, with corresponding income recognised in the statement of comprehensive income (note 5).

(i) 截至二零一七年三月三十一日止年度，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 for the year ended 31 March 2017 represented:

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
递延税项	Deferred tax	
暂记差额的产生及拨回	Origination and reversal of temporary differences	6
名义利得税	Notional profits tax	7,579

6. 名义利得税(续)

Notional profits tax (continued)

- (ii) 截至二零一七年三月三十一日止年度，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 for the year ended 31 March 2017 was as follows:

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

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5.9%(二零一七年: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 5.9% (2017: 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
在二零一七年四月一日	At 1 April 2017	350,000	167,903	15,630	244	533,777
添置	Additions	—	9,751	284	—	10,035
出售/注销	Disposals	—	(2,506)	—	—	(2,506)
在二零一八年三月三十一日	At 31 March 2018	350,000	175,148	15,914	244	541,306
累计折旧	Accumulated depreciation					
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
在二零一七年四月一日	At 1 April 2017	91,146	161,458	14,643	244	267,491
年度费用	Charge for the year	3,851	5,105	419	—	9,375
出售/注销	Disposals	—	(2,478)	—	—	(2,478)
在二零一八年三月三十一日	At 31 March 2018	94,997	164,085	15,062	244	274,388
帐面净值	Net book value					
在二零一八年三月三十一日	At 31 March 2018	255,003	11,063	852	—	266,918
在二零一七年三月三十一日	At 31 March 2017	258,854	6,445	987	—	266,286

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	
		2018	2017
成本	Cost		
在年初	At beginning of year	196,806	192,315
添置	Additions	6,386	5,080
出售/注销	Disposals	(77)	(589)
在年终	At end of year	203,115	196,806
累计摊销	Accumulated amortisation		
在年初	At beginning of year	188,909	186,065
年度费用	Charge for the year	4,181	3,236
出售/注销	Disposals	(77)	(392)
在年终	At end of year	193,013	188,909
帐面净值	Net book value		
在年终	At end of year	10,102	7,897

10. 外汇基金存款

Placement with the Exchange Fund

外汇基金存款结余为6.465亿港元(二零一七年: 6.289亿港元), 其中5.6亿港元为本金, 8,650万港元(二零一七年: 6,890万港元)为报告期结束日已入帐但尚未提取的利息。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\$646.5 million (2017: HK\$628.9 million), being principal sums of HK\$560 million plus interest paid but not yet withdrawn at the end of the reporting period of HK\$86.5 million (2017: HK\$68.9 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。该息率是外汇基金投资组合过去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。二零一八年固定息率为每年4.6%, 二零一七年为每年2.8%。

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 4.6% per annum for the year 2018 and at 2.8% per annum for the year 2017.

11. 应收帐款及预缴款项

Debtors and prepayments

		2018	2017
应收帐款	Trade debtors	12,998	9,686
应计利息:	Accrued interest from:		
— 银行存款	— bank deposits	2,485	1,484
— 外汇基金存款	— placement with the Exchange Fund	7,333	4,342
预缴款项及其他按金	Prepayment and other deposits	3,136	3,853
总额	Total	25,952	19,365

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

自二零一七年十二月二十七日起，土地注册处营运基金无须再向政府支付名义利得税(见附注6)。因此，土地注册处营运基金不会再有递延税项资产或负债。于二零一七年十二月二十七日，为数220.6万港元的递延税项负债结余已被注销确认，而相关收入则在全面收益表中确认(附注5)。

With effect from 27 December 2017, the LRTF is no longer required to pay notional profits tax to the Government (see note 6). Accordingly, the LRTF no longer has deferred tax assets or liabilities. The balance of deferred tax liabilities as at 27 December 2017 of HK\$2.206 million was derecognised, with corresponding income recognised in the statement of comprehensive income (note 5).

截至二零一七年三月三十一日止年度，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 ended 31 March 2017 were as follows:

15. 递延税项(续)

Deferred tax (continued)

		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

		2018	2017
在年初的结余	Balance at beginning of year	963,279	963,279
年度总全面收益	Total comprehensive income for the year	131,843	42,275
转入自/(转出至)拟发股息(见附注18)	Transfer from/(to) proposed dividend (see note 18)	42,275	(42,275)
在年终的结余	Balance at end of year	1,137,397	963,279

18. 拟发股息

Proposed dividend

于二零一七年三月三十一日，向政府拟发股息是根据截至该日止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% 目标派息比率作出。

The proposed dividend to the Government as at 31 March 2017 was based on the total comprehensive income for the year then ended and the target dividend payout ratio of 100% stated in the annual business plan approved by the Secretary for Financial Services and the Treasury.

自二零一七年十二月二十七日起，土地注册处营运基金无须再向政府支付股息(见附注6)。因此，于二零一七年十二月二十七日，为数4,227.5万港元的拟发股息结余已转回至保留盈利(附注17)。

With effect from 27 December 2017, the LRTF is no longer required to pay dividends to the Government (see note 6). Accordingly, the balance of proposed dividend as at 27 December 2017 of HK\$42.275 million was transferred back to the retained earnings (note 17).

19. 现金及等同现金

Cash and cash equivalents

		2018	2017
现金及银行结余	Cash and bank balances	22,288	18,409
银行存款	Bank deposits	435,000	319,000
小计	Subtotal	457,288	337,409
减：原有期限为3个月 以上的银行存款	Less: Bank deposits with original maturities over three months	(435,000)	(319,000)
现金及等同现金	Cash and cash equivalents	22,288	18,409

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为1.145亿港元(二零一七年：1.024亿港元)，这金额已计算在附注3的营业额项下。

Services provided to related parties included registration of land documents, search of land registers and records, supply of copies of land records and reports on title. The total revenue derived from these services amounted to HK\$114.5 million (2017: HK\$102.4 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为3,200万港元(二零一七年：3,100万港元)，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\$32 million (2017: HK\$31 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28万港元(二零一七年：59万港元)。

Acquisition of fixed assets from related parties included fitting out projects. The total cost of these assets amounted to HK\$0.28 million (2017: HK\$0.59 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、银行存款及外汇基金存款。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 and placement with the Exchange Fund. 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.

(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.

21. 金融风险管理(续)

Financial risk management (continued)

(iv) 利率风险(续)

Interest rate risk (continued)

公允价值利率风险指金融工具的公允价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，这些金融工具的公允价值便会下跌。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.

(v) 货币风险

Currency risk

货币风险指金融工具的公允价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.

21. 金融风险管理(续)**Financial risk management (continued)****(v) 货币风险(续)****Currency risk (continued)**

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(二零一七年：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 (2017: HK\$5,000) were denominated in United States dollars. The remaining financial assets and all financial liabilities were denominated in Hong Kong dollars.

(vi) 其他财务风险**Other financial risk**

土地注册处营运基金因于每年一月厘定的外汇基金存款息率(附注10)的变动而须面对金融风险。于二零一八年三月三十一日，假设二零一七年及二零一八年的息率增加/减少50个基点(二零一七年：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320万港元(二零一七年：260万港元)。

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 2018, a 50 basis point (2017: 50 basis point) increase/decrease in the interest rates for 2017 and 2018, with all other variables held constant, would increase/decrease the profit for the year and reserves by HK\$3.2 million (2017: HK\$2.6 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

在二零一八年三月三十一日，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 2018, the LRTF had capital commitments, so far as not provided for in the financial statements, as follows:

		2018	2017
已批准及签约	Authorised and contracted for	247	1,209
已批准惟未签约	Authorised but not yet contracted for	206,637	164,537
总额	Total	206,884	165,746

23. 经营租约承担

Operating lease commitments

在二零一八年三月三十一日，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 2018, the total future minimum lease payments under non-cancellable operating leases for land and buildings were payable as follows:

		2018	2017
不超过一年	Not later than one year	4,056	3,293
超过一年但不超过五年	Later than one year but not later than five years	3,380	—
总额	Total	7,436	3,293

24. 已颁布但于截至二零一八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 2018

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。其中包括于截至二零一八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土地注册处营运基金有关。

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 2018 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「来自客户合约之收入」	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.

24. 已颁布但于截至二零一八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(续)

Possible impact of amendments, new standards and interpretations issued but not yet effective for the year ended 31 March 2018 (continued)

香港财务报告准则第9号「金融工具」

HKFRS 9, “Financial Instruments”

香港财务报告准则第9号取代香港会计准则第39号「金融工具：确认及计量」，引入金融资产分类及计量的新规定，包括有关金融资产减值计量及对冲会计法的新规定。另一方面，香港财务报告准则第9号对香港会计准则第39号有关金融工具的确认及注销的规定，以及金融负债的分类及计量的规定，并未作出重大修订。香港财务报告准则第9号载有计量金融资产的3个主要分类：(1) 摊销成本值；(2) 以公允价值计入损益；以及(3) 以公允价值计入其他全面收益。分类基准视乎实体的业务模式及金融资产的合约现金流量特性而定。

HKFRS 9 replaces HKAS 39 “Financial Instruments: Recognition and Measurement” and introduces new requirements for classification and measurement of financial assets, including the measurement of impairment for financial assets and hedge accounting. On the other hand, HKFRS 9 incorporates without substantive changes the requirements of HKAS 39 for recognition and derecognition of financial instruments and the classification and measurement of financial liabilities. HKFRS 9 contains three primary categories for measuring financial assets: (1) amortised cost, (2) fair value through profit or loss and (3) fair value through other comprehensive income. The basis of classification depends on the entity’s business model and contractual cash flow characteristics of the financial assets.

土地注册处营运基金经过评估后认为，现时按摊销成本值计量的金融资产会在采纳香港财务报告准则第9号后继续采用其各自的分类及计量。至于金融负债，分类及计量并无改变。

The LRTF has assessed that its financial assets currently measured at amortised cost will continue with their respective classifications and measurements under HKFRS 9. There are no changes to classification and measurement for financial liabilities.

24. 已颁布但于截至二零一八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(续) **Possible impact of amendments, new standards and interpretations issued but not yet effective for the year ended 31 March 2018 (continued)**

香港财务报告准则第9号「金融工具」(续) **HKFRS 9, “Financial Instruments” (continued)**

香港财务报告准则第9号同时引入了新的预期信贷亏损模型，取代香港会计准则第39号所用的已产生亏损减值模型。新模型适用于土地注册处营运基金的贷出款项及应收帐款。在预期信贷亏损模型下，减值亏损将无需在发生亏损事件后才可确认。反而，实体须视乎有关资产及事实与情况，确认及计量12个月预期信贷亏损或永久预期信贷亏损。土地注册处营运基金评估在现行做法或新减值模型下均不会确认重大的减值亏损。

HKFRS 9 also introduces a new expected credit loss model to replace the incurred loss impairment model used in HKAS 39. This new model will apply to the LRTF's loans and receivables. Under the expected credit loss model, it will no longer be necessary for a loss event to occur before an impairment loss is recognised. Instead, an entity is required to recognise and measure either a 12-month expected credit loss or a lifetime expected credit loss, depending on the assets and the facts and circumstances. The LRTF has assessed that no significant impairment losses will be recognised under the current practice or the new impairment model.

香港财务报告准则第15号「来自客户合约之收入」 **HKFRS 15, “Revenue from Contracts with Customers”**

香港财务报告准则第15号取代所有现时香港财务报告准则下收入确认的规定，并建立一个新的五步模式，以将来自客户合约之收入入账。根据香港财务报告准则第15号，收入按反映实体预期就向客户转让货物或服务作交换而有权获得之代价金额确认。该准则亦引入广泛的披露规定，包括分拆收入总额，关于履行责任、合约资产及负债账目结余之变动以及主要判断及估计等资料。土地注册处营运基金评估采纳香港财务报告准则第15号将不会对土地注册处营运基金的财务报表造成重大影响。

HKFRS 15 replaces all current revenue recognition requirements under HKFRSs and establishes a new five-step model to account for revenue arising from contracts with customers. According to HKFRS 15, revenue is recognised at an amount that reflects the consideration to which an entity expects to be entitled in exchange for transferring goods or services to a customer. The standard also introduces extensive disclosure requirements, including disaggregation of total revenue, information about performance obligations, changes in contract asset and liability account balances and key judgements and estimates. The LRTF has assessed that the adoption of HKFRS 15 is unlikely to have a significant impact on the LRTF's financial statements.

24. 已颁布但于截至二零一八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(续)

Possible impact of amendments, new standards and interpretations issued but not yet effective for the year ended 31 March 2018 (continued)

香港财务报告准则第16号「租赁」 HKFRS 16 “Leases”

香港财务报告准则第16号取代香港会计准则第17号「租赁」列载确认、计量、呈报及披露租赁的原则，引入单一的承租人会计模式，要求承租人确认期限超过12个月的所有租赁的资产及负债，惟低价值资产的租赁除外。根据香港财务报告准则第16号，承租人须确认反映其使用租赁资产的权利的使用权资产及反映其支付租金的义务的租赁负债。因此承租人应确认使用权资产折旧及租赁负债利息。使用权资产及租赁负债最初按现值计量。计量包括不可撤销租赁的租金，以及如承租人可合理地确定会行使延长租赁选择权，于延长租赁期间支付的租金。就出租人会计法而言，香港财务报告准则第16号主要延续香港会计准则第17号的出租人会计法。

HKFRS 16 replaces HKAS 17 “Leases” and sets out the principles for the recognition, measurement, presentation and disclosure of leases. It introduces a single lessee accounting model and requires a lessee to recognise assets and liabilities for all leases with a term of more than 12 months, unless the underlying asset is of low value. Under HKFRS 16, a lessee is required to recognise a right-of-use asset representing its right to use the underlying leased asset and a lease liability representing its obligation to make lease payments. Accordingly, a lessee should recognise depreciation of the right-of-use asset and interest on the lease liability. The right-of-use asset and the lease liability are initially measured on a present value basis. The measurement includes non-cancellable lease payments and payments to be made in optional periods if the lessee is reasonably certain to exercise an option to extend the lease. In respect of the lessor accounting, HKFRS 16 substantially carries forward the lessor accounting requirements in HKAS 17.

24. 已颁布但于截至二零一八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(续) **Possible impact of amendments, new standards and interpretations issued but not yet effective for the year ended 31 March 2018 (continued)**

香港财务报告准则第16号「租赁」 HKFRS 16 “Leases” (continued)
(续)

香港财务报告准则第16号主要影响土地注册处营运基金目前分类为物业经营租赁的承租人会计法。预期应用新会计模式会引致资产及负债增加，以及影响在租赁期内于全面收益表内确认支出的时间。正如附注23所披露，于二零一八年三月三十一日，土地注册处营运基金拥有不可撤销的物业经营租赁承担为740万港元。考虑到涉及的款额，土地注册处营运基金预期采纳该新准则不会对其财务报表有重大影响。新准则将于二零一九年一月一日或以后开始的财政年度全面应用。土地注册处营运基金在现阶段不拟在其生效日期前采纳有关准则。

HKFRS 16 will primarily affect the LRTF's accounting as a lessee of leases for premises which are currently classified as operating leases. The application of the new accounting model is expected to lead to an increase in both assets and liabilities and to impact on the timing of the expense recognition in the statement of comprehensive income over the period of the leases. As disclosed in note 23, the LRTF had non-cancellable operating lease commitments of HK\$7.4 million as at 31 March 2018. In view of the amount involved, the LRTF expects that the adoption of this new standard is unlikely to have a significant effect on its financial statements. The new standard is mandatory for financial years beginning on or after 1 January 2019. At this stage, the LRTF does not intend to adopt the standard before its effective date.



ANNEXES



附件

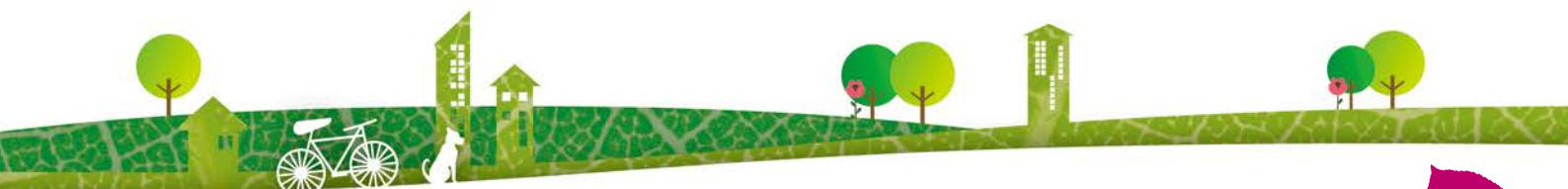


(a) 2017/18年度服务承诺 Performance Pledges 2017/18

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)
1. 办理土地文件注册 Registration of land documents	15 (a+b)			
(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		92	99.6 ^(注2 See Note 2)
(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

服务类别 Service Type	服务标准 Service Standard		服务指标 (达到服务标准的 百分比) Performance Target	实际表现 (达到服务标准的 百分比) Actual Performance
	工作天 Working Day(s)	分钟 Minutes	(% meeting service standard)	(% meeting service standard)
(ii) 邮寄或由传递公司递送 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		35	97	100
(ii) 不连过大图则的影像处理副本 Imaged copies without oversized plans		35	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 Performance Target	实际表现 Actual Performance
	工作天 Working Day(s)	分钟 Minutes	(达到服务标准的百分比) (% meeting service standard)	(达到服务标准的百分比) (% meeting service standard)
(ii) 邮寄或由传递公司递送 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) 递送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) 递送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40分钟内回复 Return calls within 40 minutes after receiving the voice mail	94	98.3
(b) 非办公时间收到留言 Voice mail left after office hours		下一个工作天早上10时前回复 Return calls before 10 am on the next working day	94	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	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	99.8
(b) 复杂个案 Complicated cases	10		92	98.2
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	99.6
(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复。如果不可能在这限期内详尽作复, 也会给予初步回复。 Replies to suggestions or complaints will be sent within 10 calendar days of their receipt. If this is not possible, an interim reply will be sent within this period.	

注1: 不包括复杂个案及被中止注册的文书

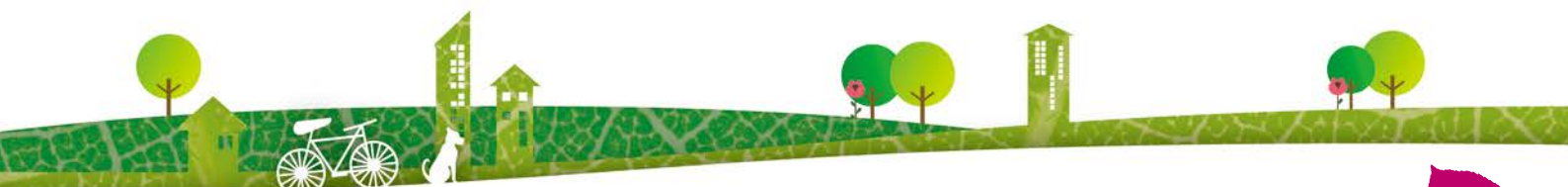
Note 1: Excluding complicated cases and instruments withheld from registration

注2: 实际表现是根据每个月最后一个工作天将已注册的文书送回交契人士作计算

Note 2: The actual performance is measured by the registered documents dispatched to the lodging parties on the last working day of each month

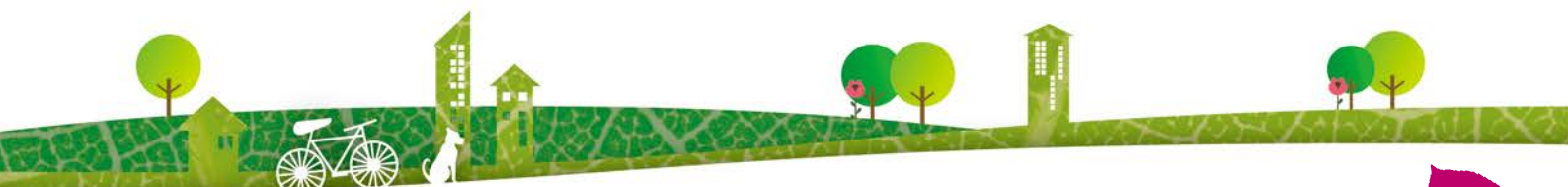
(b) 2018/19年度服务承诺(生效日期为2018年4月1日起)
Performance Pledges 2018/19 (with effect from 1 April 2018)

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
	工作天 Working Day(s)	分钟 Minutes	(% meeting service standard)
1. 办理土地文件注册 Registration of land documents	15 (a+b)		
(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		92
(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
(ii) 邮寄或由传递公司送递 Delivery by post or courier			



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)
	工作天 Working Day(s)	分钟 Minutes	Performance Target (% meeting service standard)
<ul style="list-style-type: none"> • 不连颜色图则 Without coloured plans — 下午6时前订购 Orders placed before 6 pm — 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 • 附连颜色图则 With coloured plans • 附连过大图则 With oversized plans 	1		97
	2		97
	3		97
	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)
	工作天 Working Day(s)	分钟 Minutes	Performance Target (% meeting service standard)
(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
— 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分钟内回复 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时前回复 Return calls before 10 am on the next working day	94



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
	工作天 Working Day(s)	分钟 Minutes	(% 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		94
(b) 复杂个案 Complicated Cases	10		93
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复。如果不可能在这限期内详尽作复, 也会给予初步回复。 Replies to suggestions or complaints will be sent within 10 calendar days of their receipt. If this is not possible, an interim reply will be sent within this period.	—

注1: 不包括复杂个案及被中止注册的文书

Note 1: Excluding complicated cases and instruments withheld from registration

(a) 2017/18年度土地注册处联合常务委员会委员
Membership of the Land Registry Joint Standing Committee
2017/18

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
许国鸿先生
(生效日期为2018年1月)
李群女士
吴丽君女士
(截至2018年1月)

Mrs Amy FONG NG Suk-yee
Mr Joseph HUI Kwok-hung
(With effect from January 2018)
Ms Vivian LEE Kwan
Ms Doris WU Lai-kwan
(Until January 2018)

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

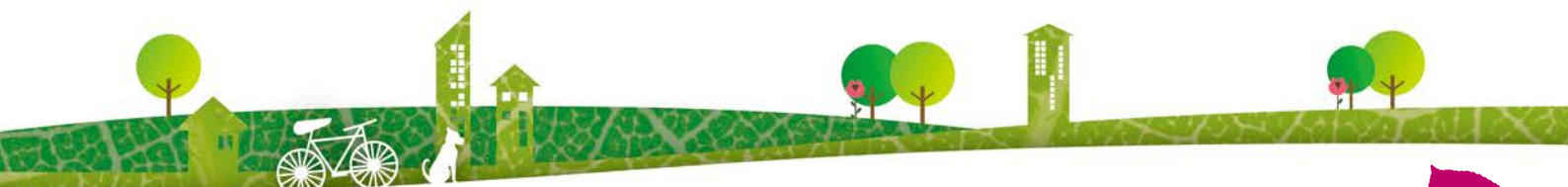
Ms Emily LAM Yuet-ming
Mr Billy MA Wah-yan
Ms Sylvia SIU Wing-yee
Mr Terry YEUNG Po-lam

秘书 Secretary

土地注册处
The Land Registry

原伟铨先生

Mr Isaac YUEN Wai-chuen



(b) 2017/18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) 2017/18

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
靳润芳女士
李浩尧先生

Mr Sammy CHOI Tze-kit
Ms Helen KUN Yun-fong
Mr Thomas LEE Ho-yiu

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

卢永欣女士
吴克钟先生
胡婵卿女士

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

Mr CHIU Kam-kuen
Dr Conrad TANG Hong-wai

(b) 2017/18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) 2017/18 (continued)

土地注册处
The Land Registry

陈碧瑜女士
(截至2017年12月)
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
潘辉耀先生
(生效日期为2018年1月)
谢少卿女士
温锡麟先生
原伟铨先生

Ms Peggy CHAN
(Until December 2017)
Ms Emily FOK Wai-kan
Mrs LAM TSE Shuk-yee
Ms Vivian LEE Kwan
Miss Fion LI Fong-kwan
Mr PANG Ka-fai
Mr Kenneth POON Fai-yiu
(With effect from January 2018)
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
林敏仪女士
梁智维先生
(生效日期为2017年6月)
黄绮薇女士
(截至2017年6月)

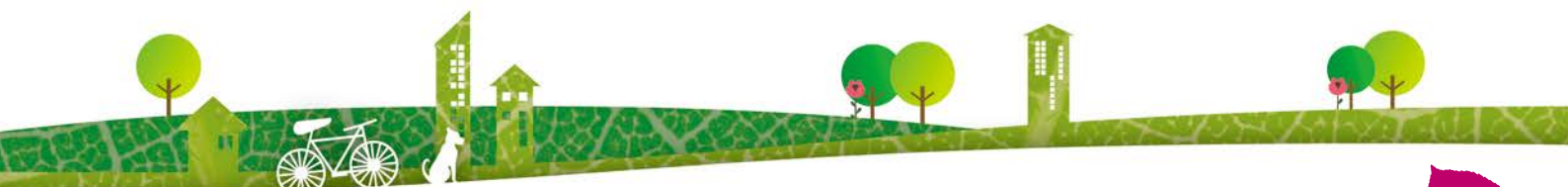
Ms AU Kin-man
Ms Stella AU Man-chun
Mr Alson CHAI
Ms Doreen KONG Yuk-foon
Ms LAM Man-yee
Mr LEONG Chi-wai
(With effect from June 2017)
Ms Annie WONG Yee-mei
(Until June 2017)

秘书 Secretary

土地注册处
The Land Registry

刘少雯女士

Ms Eva LAU Siu-man



(c) 2017/18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) 2017/18

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

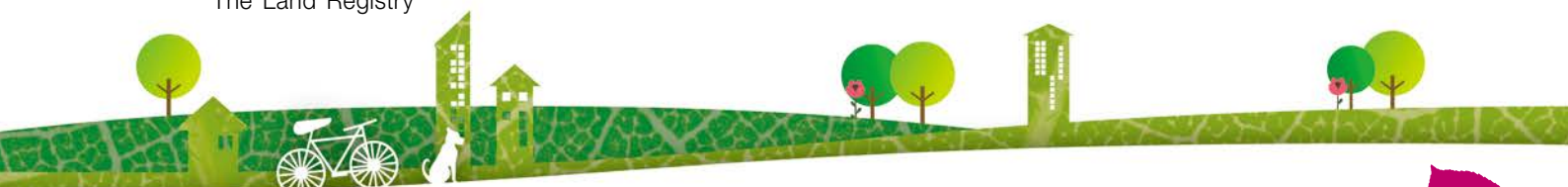
渔农自然护理署 Agriculture, Fisheries and Conservation Department	魏远娥女士	Ms NGAR Yuen-ngor
屋宇署 Buildings Department	欧琬灵女士 郑启发先生	Miss Stephanie AU Yuen-ling Mr Newman CHENG Kai-fat
香港海关 Customs and Excise Department	李建文先生	Mr David LEE Kin-man
律政司 Department of Justice	陈祖赐先生 张聪玲女士 胡淳禧女士 杨景珊女士	Mr Joseph CHAN Cho-chee Miss Charlene CHEUNG Chung-ling Miss Veronica WOO 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	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
民政事务总署 Home Affairs Department	黄月娥女士	Ms Joey WONG
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	谭佩芳女士	Ms Wendy TAM Pui-fong

(c) 2017/18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) 2017/18 (continued)

房屋署 Housing Department	郑黎明容女士 周俭诚先生 李燕玲女士	Mrs Charis CHENG LAI Ming-yung Mr CHOW Kim-sing Ms LEE Yin-ling
廉政公署 Independent Commission Against Corruption	刘志辉先生 王纯聪先生	Mr LAU Chi-fai Mr Paul WONG Shun-chung
税务局 Inland Revenue Department	朱志强先生 关浩泰先生	Mr CHU Chi-keung Mr KWAN Ho-tai
地政总署 Lands Department	陈淑华女士	Miss Junie CHAN Suk-wah
破产管理署 Official Receiver's Office	梁美玲女士 黄慧欣女士	Miss Sanita LEUNG Ms Virginia WONG
规划署 Planning Department	张龄芝女士	Ms CHEUNG Ling-chi
差饷物业估价署 Rating and Valuation Department	区振耀先生	Mr Calvin AU Chun-yiu
土地注册处 The Land Registry	陈碧瑜女士 (截至2017年12月) 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 潘辉耀先生 (生效日期为2018年1月) 谢少卿女士 温锡麟先生 原伟铨先生	Ms Peggy CHAN (Until December 2017) Ms Emily FOK Wai-kan Mrs LAM TSE Shuk-yee Ms Vivian LEE Kwan Miss Fion LI Fong-kwan Mr PANG Ka-fai Mr Kenneth POON Fai-yiu (With effect from January 2018) 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	Ms Eva LAU Siu-man
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(d) 2017/18年度《土地业权条例》督导委员会委员 Membership of the Land Titles Ordinance Steering Committee 2017/18

主席 Chairperson

土地注册处 The Land Registry	张美珠女士	Ms Doris CHEUNG Mei-chu
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委员 Members

消费者委员会 Consumer Council	欧阳嘉慧女士 (生效日期为2017年8月) 陈思琦女士 (截至2017年5月)	Ms Terese AU-YEUNG Kar-wai (With effect from August 2017) Ms Shirley CHAN Sze-ki (Until May 2017)
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	刘淑棻女士 (截至2017年10月) 梁德丽女士 (生效日期为2017年11月)	Ms Eva LAU Suk-fun (Until October 2017) Ms Juliet LEUNG Tak-lai (With effect from November 2017)
新界乡议局 Heung Yee Kuk New Territories	林国昌先生	Mr Alfred LAM Kwok-cheong
香港按揭证券有限公司 Hong Kong Mortgage Corporation Limited	张少慧女士	Ms Feliciana CHEUNG Siu-wai
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	冯钰龙先生 (截至2017年4月) 王维宪先生 (生效日期为2017年4月)	Mr Ryan FUNG Yuk-lung (Until April 2017) Mr Teddy WONG Wai-hin (With effect from April 2017)

(d) 2017/18年度《土地业权条例》督导委员会委员(续)
Membership of the Land Titles Ordinance Steering Committee
2017/18 (continued)

土地注册处
The Land Registry

方吴淑仪女士
许国鸿先生
(生效日期为2018年1月)
吴丽君女士
(截至2018年1月)

Mrs Amy FONG NG Suk-ye
Mr Joseph HUI Kwok-hung
(With effect from January 2018)
Ms Doris WU Lai-kwan
(Until January 2018)

香港律师会
The Law Society of Hong Kong

戴永新先生

Mr Eric John DAVISON

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

龙汉标先生

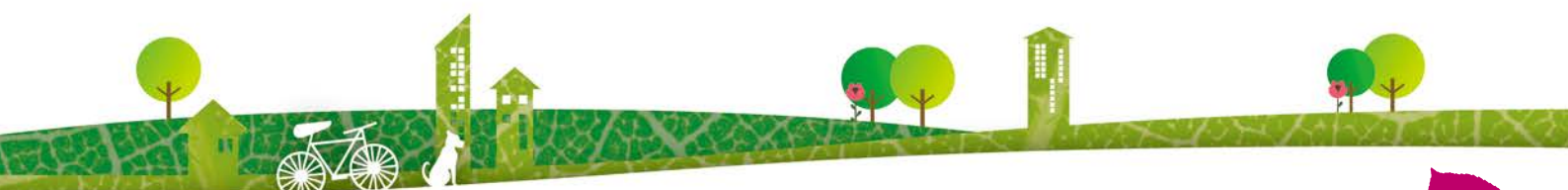
Mr Louis LOONG Hon-biu

秘书 Secretary

土地注册处
The Land Registry

高倩雯女士

Miss Shirley KO Sin-man



(e) 2017/18年度《土地业权条例》检讨委员会委员 Membership of the Land Titles Ordinance Review Committee 2017/18

主席 Chairperson

土地注册处
The Land Registry

许国鸿先生
(生效日期为2018年1月)
吴丽君女士
(截至2018年1月)

Mr Joseph HUI Kwok-hung
(With effect from January 2018)
Ms Doris WU Lai-kwan
(Until January 2018)

委员 Members

土地注册处
The Land Registry

方吴淑仪女士
乔美琴女士
李宝君女士

Mrs Amy FONG NG Suk-yee
Ms Queenie KIU Mei-kam
Ms Shirley LEE Po-kwan

发展局
Development Bureau

蔡雪蓉女士
伍焯廷女士

Ms Jasmine CHOI Suet-yung
Miss Nettie NG Kai-ting

地政总署(法律咨询及田土转易处)
Lands Department (Legal Advisory
and Conveyancing Office)

关铭善女士
林梁曼华女士

Ms Valerie KWAN Ming-sin
Mrs Maria LAM LEUNG Man-wah

律政司
Department of Justice

陈佩珊女士
许行嘉女士
林思敏女士

Miss Joyce CHAN Pui-shan
Ms Frances HUI Hang-ka
Ms Francoise LAM See-man

香港律师会
The Law Society of Hong Kong

夏向能先生
颜安德先生
—
黄文华先生

Mr Peter AHERNE
Mr Andy NGAN On-tak
Ms Judith SIHOMBING
Mr Raymond WONG Man-wa

香港大律师公会
Hong Kong Bar Association

梅茂勤先生/
唐思佩女士
(交替委员)

Mr Malcolm MERRY/
Ms Sara TONG
(alternate members)

秘书 Secretary

土地注册处
The Land Registry

乔美琴女士

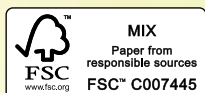
Ms Queenie KIU Mei-kam





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
Queensway Government Offices,
28/F., 66 Queensway, Hong Kong.
电话 Tel : (852) 3105 0000
传真 Fax : (852) 2523 0065
电邮 E-mail : csa@landreg.gov.hk
网址 Website : www.landreg.gov.hk



短片 Video



网址 Website