



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

保障市民財產 支持公開市場

Annual Report 年報 2017-18



香港土地註冊處營運基金

The Land Registry Trading Fund Hong Kong



年報設計概念

除了向大眾提供優質的土地註冊和查冊服務外，土地註冊處亦十分重視社會責任，致力成為優秀的企業公民。環保元素貫徹整份年報，旨在突顯本處可持續發展的綠色文化。

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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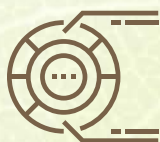
財政管理 FINANCIAL MANAGEMENT



營業額：
Turnover:
\$490.7 百萬元
million



盈利：
Profit:
\$131.8 百萬元
million



營運成本：
Operating costs:
\$395.4 百萬元
million



固定資產回報率：
Rate of return on fixed assets:
38.1%

服務及運作 SERVICES AND OPERATIONS



遞交註冊的土地文件數目：
No. of land documents
delivered for registration:
528,767



查閱土地登記冊次數：
No. of searches of land
registers:
5,644,216



提供土地紀錄的影像處理
副本及影印本數目：
No. of imaged copies
and photocopies of land
records supplied:

838,871



「綜合註冊資訊系統」
網上服務使用率：
Usage of IRIS Online Services:

93%



電子註冊摘要表格使用率：
Usage of e-Memorial Form:

>65%



推出兩款加強版電子註冊
摘要表格
Launched two enhanced
versions of e-Memorial Form



《街道索引》及《新界地段／
地址對照表》網上版瀏覽次數：
No. of visits to online versions
of the Street Index and New
Territories Lot/Address Cross
Reference Table:

**28,648 &
115,206**



業主立案法團註冊數目：
No. of owners'
corporations registered:

213



接待內地及海外訪客人數：
No. of mainland and
overseas visitors received:

41

2017/18年度重要事項 HIGHLIGHTS of 2017/18

工作成果 ACHIEVEMENTS



2017年「公務員事務局局長嘉許狀」計劃
The Secretary for the Civil Service's Commendation Award Scheme 2017



2017年「申訴專員嘉許獎」
The Ombudsman's Awards 2017



「ERB人才企業嘉許計劃」
ERB Manpower Developer Award



《土地註冊處營運基金2015/16年報》榮獲四個國際／本地比賽獎項
Four international/local competition awards for the Land Registry Trading Fund Annual Report 2015/16



獲頒連續10年或以上「同心展關懷」標誌
Award of 10 Years Plus Caring Organisation Logo

企業管治 CORPORATE GOVERNANCE



服務指標：
超越部門在服務承諾中訂定的所有指標
Performance targets:
Exceeded all targets set in our performance pledges



客戶表揚數目：
No. of commendations:
44



建議項目：
No. of suggestions:
8



投訴項目：
No. of complaints:
26

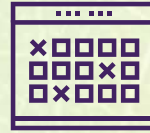
人力資源管理

HUMAN RESOURCES MANAGEMENT



僱員人數：
No. of employees:

587



培訓天數：
No. of training days:

>2,240

企業社會責任

CORPORATE SOCIAL RESPONSIBILITY



義工活動數目：
No. of volunteer activities:

22



慈善活動數目：
No. of charity programmes:

4



接待中學及專上院校學生數目：
No. of secondary and tertiary students received:

114

資訊科技管理

IT MANAGEMENT



「綜合註冊資訊系統」
的重大提升項目：
No. of major
enhancements to IRIS:

10



土地註冊處網站採用具適應
性的網頁設計
Adoption of responsive web
design for the Land Registry
website



土地註冊處
THE LAND REGISTRY



MESSAGE FROM THE LAND REGISTRAR

我很高興向大家提交截至2018年3月31日止財政年度的土地註冊處營運基金報告。

由於市民對經濟增長前景的信心日增、利率持續偏低，以及物業供求仍然緊張，所以儘管持續實施的物業市場需求管理措施進一步收緊，包括由4月起向一次過購買多個物業的首次置業人士徵收15%印花稅，以及在5月針對物業按揭推出新一輪措施，2017年的香港物業市道普遍暢旺。

與2016/17年度比較，文件註冊及查閱土地登記冊的總宗數分別增加12.8%及6.1%。本處的營業額及盈利分別上升20%至4.907億元及211.9%至1.318億元，其主要原因是業務有所增加。在2017/18年度，土地註冊處營運基金達致38.1%的固定資產回報率。


本處的整體業績能取得成功，主要基於我們致力提供優質服務，並為客戶開拓新服務。年內，我們超越了在服務承諾中訂下的所有指標，並提升了「綜合註冊資訊系統」網上服務的多項功能。

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.



在開創新服務方面，本處於2017年2月為《銀行業條例》(第155章)下的認可機構推出電子提示服務。認可機構在相關業主的同意下，為其承按的物業訂購電子提示服務後，每當有再按押記／按揭文件交付本處辦理註冊時，便會收到本處發出的電子提示訊息。為使認可機構在提交服務申請過程中得到更大保障和方便，並同時提升有關機構和本處的運作效率，我們計劃為該項服務開設電子渠道，將於2019及2020年分兩個階段推行。

與此同時，本處不斷努力與持份者緊密聯繫，以期盡早在香港落實業權註冊制度。年內，我們繼續與持份者就「新土地先行」方案和建議的「兩階段轉換機制」下尚未解決的轉換問題進行討論和交換意見，並與他們分享我們就數個具普通法背景的海外司法管轄區業權註冊法例的最新發展及其採用的優良措施的中期研究結果。展望未來，我們除了繼續與持份者商議在轉換機制下尚未解決的問題及進一步推展「新土地先行」方案外，亦會完成對海外司法管轄區的研究，以優化對《土地業權條例》的修訂建議。

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.

儘管短期內市場氣氛依然樂觀，但隨著本地房屋供應逐步增加，連同美國聯邦儲備局縮減資產負債表的潛在影響，以及美國進一步加息，均會日漸對住宅物業市場造成壓力。雖然本處的業績容易被物業市場波動所影響，但我們會繼續留意本處的財政狀況、採取控制開支的措施，以及探索新的商機，以切合客戶的需要。

最後，我想藉此機會多謝本處同事一直勤勉不懈，亦衷心感謝業務夥伴和客戶對本處的鼎力支持。我深信只要大家繼續努力不懈並給予全力支持，我們在來年定能再創佳績。

張美珠女士，JP太平紳士
土地註冊處處長
土地註冊處營運基金總經理

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

土地註冊處概覽

土地註冊處營運基金

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

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

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

The Land Registry Trading Fund

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

Under the trading fund model, the Land Registry remains a public agency but is responsible for its own finances and must meet its expenditure from the income derived from fees and charges for the services that it provides. The Trading Fund 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、信念及職能

我們的理想

我們竭盡所能，凡事做到最好。

我們的使命

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

我們的信念

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

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.



我們對香港的價值

- 香港約有半數家庭是物業的註冊業主。
- 截至2018年3月，銀行及金融機構以註冊土地和物業作抵押的貸款約為27,950億港元。
- 2017/18年度查閱註冊資料超逾500萬宗。
- 超過100個政府部門和機構使用土地註冊處的資料進行規劃研究以至執法等工作。
- 土地註冊資料顯示的物業交易可追溯至1844年，乃香港經濟和社會歷史的資料寶庫。

職能

土地註冊處的主要職能如下：

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

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).

架構及管理 Structure and Management

土地註冊處的組織架構圖(截至2018年3月31日)
Organisation Chart of the Land Registry (as at 31 March 2018)



土地註冊處處長
Land Registrar



註冊服務部 Registration Services Division	>	副土地註冊處經理(註冊服務) Deputy Registry Manager/ Registration Services
查冊及部門服務部 Search & Departmental Services Division	>	副土地註冊處經理(查冊及部門服務) Deputy Registry Manager/ Search & Departmental Services
管理及客戶服務部 Management & Customer Services Division	>	副土地註冊處經理(管理及客戶服務) Deputy Registry Manager/ Management & Customer Services
業權註冊執行部 Title Registration Operation Division	>	副土地註冊處經理/ 總行政主任(業權註冊) Deputy Registry Managers/ Chief Executive Officer (Title Registration)
資訊科技管理部 Information Technology Management Division	>	高級系統經理 Senior Systems Managers
常務部 General Support Services Division	>	部門主任秘書 Departmental Secretary
法律事務部 Legal Services Division	>	高級律師 Senior Solicitors
財務部 Financial Services Division	>	副業務經理 Deputy Business Manager
項目發展部 Project Development Division	>	副土地註冊處經理(項目發展) Deputy Registry Manager/ Project Development

管理架構

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

分科和分部

契約註冊及部門服務科

註冊服務部

- 按照《土地註冊條例》為影響土地的文件提供註冊服務。

查冊及部門服務部

- 提供查冊服務、處理業主立案法團的註冊申請，以及向政府部門提供業權報告。

管理及客戶服務部

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

業權註冊執行部

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

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).

資訊科技管理部

- 策劃、開發、推行及管理資訊科技系統及服務，並為部門提供資訊科技支援。

常務部

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

法律事務科

法律事務部

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

財務科

財務部

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

項目發展部

- 策劃及推行新措施，以提升部門服務。

Information Technology Management Division

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

General Support Services Division

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

Legal Services Branch

Legal Services Division

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

Financial Services Branch

Financial Services Division

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

Project Development Division

- To plan and implement new initiatives for service improvement.



註冊服務部
Registration Services Division

查冊及部門服務部
Search & Departmental
Services Division

管理及客戶服務部
Management &
Customer Services Division

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

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



1 張美珠女士，JP太平紳士
(土地註冊處處長)

2 方吳淑儀女士(土地註冊處經理)

3 許國鴻先生(副首席律師)
(生效日期為2018年1月2日)

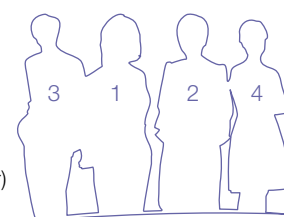
4 李群女士(業務經理)

Ms Doris CHEUNG, JP
(Land Registrar)

Mrs Amy FONG (Registry Manager)

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

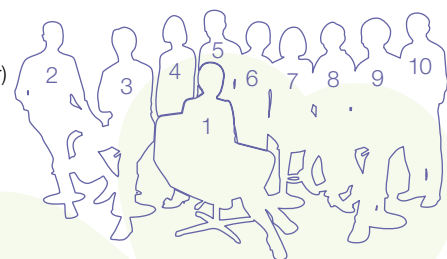
Ms Vivian LEE (Business Manager)



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



- | | |
|---------------------------------------|--|
| 1 方吳淑儀女士(土地註冊處經理) | Mrs Amy FONG (Registry Manager) |
| 2 潘輝耀先生(副土地註冊處經理)
(生效日期為2018年1月2日) | Mr Kenneth POON (Deputy Registry Manager)
(With effect from 2 January 2018) |
| 3 溫錫麟先生(副土地註冊處經理) | Mr Francis WAN (Deputy Registry Manager) |
| 4 林謝淑儀女士(副土地註冊處經理) | Mrs Cindy LAM (Deputy Registry Manager) |
| 5 原偉銓先生(副土地註冊處經理) | Mr W. C. YUEN (Deputy Registry Manager) |
| 6 霍偉勤女士(高級系統經理) | Ms Emily FOK (Senior Systems Manager) |
| 7 高倩雯女士(總行政主任) | Miss Shirley KO (Chief Executive Officer) |
| 8 謝少卿女士(高級系統經理) | Ms Ada TSE (Senior Systems Manager) |
| 9 彭嘉輝先生(副土地註冊處經理) | Mr K. F. PANG (Deputy Registry Manager) |
| 10 黎偉強先生(部門主任秘書) | Mr Jack LAI (Departmental Secretary) |



法律事務科
Legal Services Branch



- 1 許國鴻先生(副首席律師)
(生效日期為2018年1月2日)
- 2 李寶君女士(高級律師)
- 3 陳小玲女士(高級律師)
(生效日期為2017年11月27日)
- 4 邱敏妮女士(高級律師)
- 5 喬美琴女士(高級律師)
- 6 尹玉清女士(高級律師)

- 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)



財務科
Financial Services Branch



1 李群女士(業務經理)

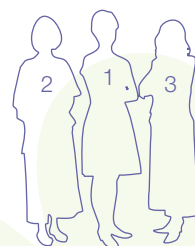
Ms Vivian LEE (Business Manager)

2 李芳群女士(副土地註冊處經理)

Miss Fion LI (Deputy Registry Manager)

3 黃美珍女士(副業務經理)

Ms Peggy WONG (Deputy Business Manager)





Corporate

GOVERNANCE



企業管治

管治架構

本處以問責、誠信及透明度為基石，透過制定的服務標準，力求達致最佳的企業管治水平。

問責

本處須分別向發展局和財經事務及庫務局負責及匯報部門的業績和財務表現。我們每年會向兩個決策局呈交中期企業計劃暨年度業務計劃，以供批核。企業計劃訂定本處未來五年的發展綱領，而業務計劃則作為評核本處每年業績的基準。我們定期與發展局開會，以檢討業務表現。發展局亦會為我們的工作給予政策指引。此外，我們與負責監督本處財務表現的財經事務及庫務局定期聯繫。

誠信

根據《營運基金條例》（第430章），本處可自主進行資本投資及運用資源，以靈活回應服務需求及提高營運效率。在靈活自主的基礎下，我們執行職務時須履行恪守誠信的責任。本處全體人員均須遵守部門指引及相關的政府規則和規章，以妥善履行日常職責。土地註冊處經理是本處的誠信事務主任，負責監督部門的誠信管理事宜。本處除為員工舉辦有關的培訓課程及工作坊外，亦會定期公布及傳閱有關誠信管理的指引和通告，以提升員工對誠信管理的認知。

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

本處奉行以高透明度運作的原則。根據《營運基金條例》，我們每年須呈交營運基金的年報連同經審計署署長審核的財務報表予立法會省覽。為讓公眾知悉部門業務和物業市場的情況，我們每月會發表土地註冊和查冊的統計數據。

此外，我們透過定期舉行的客戶聯絡小組會議，與私營及公營機構的客戶保持緊密聯繫。

服務承諾

本處自從於1993年成立營運基金後，每年均會檢討「服務承諾」，以貫徹我們持續提升服務質素和效率的方針。在2017/18年度，我們超越了在服務承諾中訂定的所有指標，更把在櫃位提供土地紀錄的認證本和不連過大圖則的影像處理副本的服務指標由40分鐘縮減至35分鐘，以及把回覆辦公時間收到留言電話查詢的服務指標由60分鐘縮減至40分鐘。附件I(a)列出本處於年內的服務承諾和表現。在2018/19年度，我們會提升有關修訂土地登記冊資料(包括一般個案及複雜個案)的服務指標。本處於2018/19年度的新服務承諾見附件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).



客戶意見

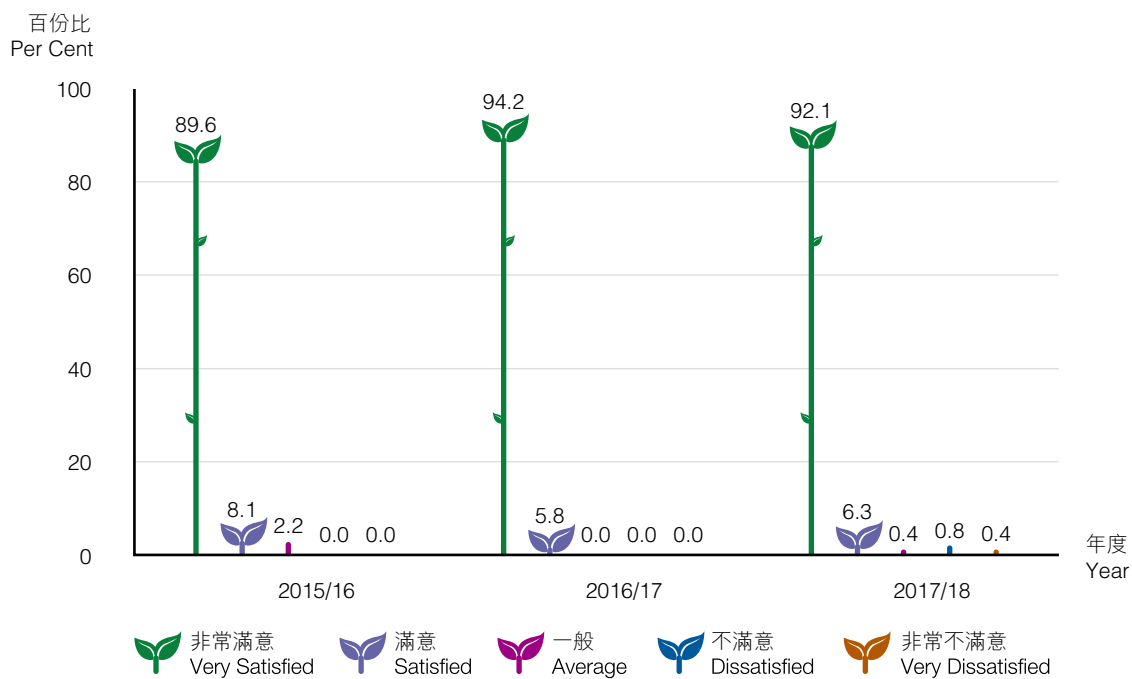
在2017/18年度，本處透過客戶服務熱線、部門網站、客戶意見卡、來信和電郵等不同渠道接獲44個客戶表揚及8項建議。

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.

客戶滿意程度

Customer Satisfaction Rate



註：由於「四捨五入」關係，個別項目的百分率數字總和可能不等於100%。

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

此外，我們亦收到由本處接獲或是經由其他政府部門轉介的26項投訴。所有建議和投訴均已獲迅速回應及圓滿處理。

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

企業社會責任

企業公民

本處十分重視社會責任，致力成為優秀的企業公民。我們的承諾可見於以下七個主要範疇：

服務社會

本處一向鼓勵同事騰出私人時間，以組織及參與義工和社區活動。自2005年起，土地註冊處義工隊與十多個其他政府部門合力推動「義工服務協作計劃」。在2017/18年度，我們的義工隊為長者籌辦了22項義工活動。

此外，土地註冊處處長及義工隊分別於2017年5月21日及22日到訪九龍城區和葵青區參與「共慶回歸顯關懷」計劃的家訪活動，探訪長者家庭和有需要家庭，並向他們派發禮物包，共同分享香港特別行政區成立20周年的喜悅，以及向社會宣揚團結、包容和關懷的重要信息。

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，香港社會服務聯會向本處頒發連續10年或以上「同心展關懷」標誌，以表揚我們持續不斷、全力為社會服務的承諾。

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.



參與慈善活動

我們致力推行慈善活動，並鼓勵員工及其家人參與不同慈善項目。

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，本處同事參加由公益金舉辦的各項慈善活動，包括「公益金便服日」、「愛牙日」及「公益行善『折』食日」。我們亦透過參加渣打香港馬拉松賽事，繼續支持「看得見的希望 — 奧比斯」、香港殘疾人奧委會暨傷殘人士體育協會及香港防癌會的籌款活動。

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.

消除歧視及設立友善工作間

我們致力消除僱傭方面的歧視(包括性別、殘疾、家庭崗位及種族等)，以及促進全體員工的平等機會。

在2017/18年度，我們共有21名殘疾員工，佔本處員工總人數的3.6%。我們會為有需要的殘疾員工提供輔助器材，以助他們履行職務。

我們也支持政府的性別主流化政策。部門主任秘書是指定的性別課題聯絡人，協助部門認識和理解與性別相關的事宜。此外，為支持政府提倡設立餵哺母乳友善處所及工作間的政策，我們已為到訪本處辦事處的女性訪客及返回工作崗位後擬繼續授乳的女性員工提供方便餵哺母乳的環境。我們也制定內部指引供各員工遵守，並為女性員工提供擠奶設備。

我們亦會繼續參與社會福利署的「陽光路上」培訓計劃和公務員事務局「殘疾學生實習計劃」，為有需要人士提供培訓實習機會。

我們繼續邀請社會企業競投本處辦公室的清潔服務合約及聖誕聯歡會的餐飲服務合約，以促進弱勢社群的就業機會。

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.



關懷員工

作為關懷員工的僱主，我們致力維持一支健康的員工隊伍。在2017/18年度，我們就相關課題為員工舉辦了27個講座，包括急救訓練、預防上肢及下肢勞損和筋肌勞損、使用顯示屏幕設備的健康小貼士、壓力管理、辦公室暴力處理、對語言暴力的了解及應對，以及室內空氣質素與職業健康等。我們亦透過外界的專業人士為員工提供輔導服務，協助他們面對與工作相關或其個人的問題。

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，我們繼續透過部門刊物、講座、運動項目、興趣班及員工康樂會的戶外活動，加強員工及其家人對維持工作和生活平衡，以及健康生活方式的認識。

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.

推動環保管理

本處致力推動環保管理，並確保部門各項業務和日常運作符合環保原則。我們為此採取了以下措施：

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:



- 制定環保政策，確定須採取行動的主要範疇；
 - 公布環保管理指引，以供員工遵守；
 - 定期到各個辦公室進行環保審核和突擊巡查，使員工持續關注環保；
 - 繼續實行「減少使用」、「廢物利用」、「循環再造」及「替代使用」的環保政策，並有效使用能源和資源；
 - 擴展環保採購的範圍，增加購置含環保特性的物品，以及要求辦公室清潔的營辦商採取環保做法，包括在清潔期間盡可能減少用水和能源消耗；
- 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;



- 透過部門的《員工通訊》，向員工推廣環保意識，宣揚減少廢物、循環再造、節約能源及反污染的訊息；
 - 實行土地文件副本雙面列印；
 - 在切實可行範圍內使用再造紙張或曾使用的空白頁紙張進行列印及影印；
 - 在適當的情況下，於主管人員的房間安裝自動感應照明設備，以減少能源消耗；以及
 - 參與由「綠惜地球」舉辦的「綠瓶子工作間」計劃，承諾在辦公室舉行的盛事／活動／會議中不提供膠樽裝水。
- 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.

公眾人士可到本處的網站瀏覽《2017年管制人員環保報告》，了解我們的環保成績。

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



參與2017年工作影子計劃日的中學生在一天的實習計劃期間自備水樽裝水。
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.

在工作間推行職業安全與健康措施

我們十分重視員工的職業安全與健康。自1997年起，我們成立了部門安全管理委員會，負責為部門制定及推行職業安全與健康的政策。我們已頒布周全的職業安全指引和程序，並為員工提供符合人體工程學的辦公室家具和設施，以促進員工的職業健康。在2017/18年度，我們為員工購置許多職業安全與健康設備，包括腳踏板、背墊、腰墊、鍵盤腕墊、滑鼠墊(連腕墊)及電腦屏幕防眩光保護貼。為提高員工的認知，我們定期透過《員工通訊》提供關於職業安全與健康的實用資訊和貼士。我們也定期進行巡查，確保工作間的安全。此外，本處自2003年起參加了由環境保護署舉辦的「室內空氣質素檢定計劃」，我們所有辦事處在2017年均獲得「良好級」證書。



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.



公眾教育

作為本處公眾教育活動的一部分，我們繼續為中學和專上院校的學生，安排講解及參觀本處的客戶服務中心，致力向學界介紹本處的服務和香港的土地註冊制度。

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.



本處參加了「賽馬會鼓掌•創你程計劃」下的「有職可尋-政府部門篇」活動，於2017年4月安排東華三院陳兆民中學的學生參觀本處。本處也參加了由公務員事務局與教育局合辦的校園推廣計劃-「政府服務知多點」，並於2017年7月安排中華基督教會方潤華中學的學生參觀本處。

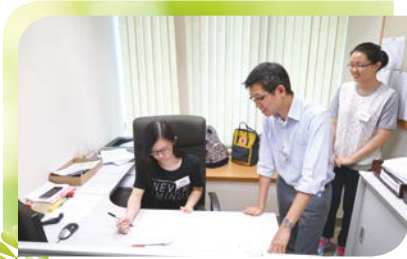
A visit to the Land Registry was arranged for the students of Tung Wah Group of Hospitals Chen Zao Men College in April 2017 under the CLAP for Youth @ JC of “Career Explorer – Government Departments” Programme. In July 2017, students of the Church of Christ in China Fong Yun Wah Secondary School visited 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，我們於2017年6月為香港專業教育學院(屯門分校)的法律學課程學生安排到訪本處。各校學生對參觀活動的反應良好，對本處的工作和土地紀錄甚感興趣。

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.

為支持培育年青一代，本處除了與國際成就計劃香港部第十年合作，為中學生舉辦工作影子計劃日外，更參與由政務司司長私人辦公室政策及項目統籌處推出的「友•導向



師友計劃之職場體驗項目」，以支持青少年向上流動。在上述兩個計劃下，嘉諾撒聖家書院和真光女書院的學生分別於2017年5月和7月到訪本處多個工作組別，並由土地註冊主任擔任導師，帶領她們在一天內到不同崗位工作。各同學藉著這兩個實習計劃，獲得真實工作的體驗，有助她們擴闊眼界和策劃未來的事業。

未來計劃

綠色管理

本處會繼續提倡「綠色辦公室」環境，並尋求減少能源及紙張消耗的契機。

公眾教育

本處會繼續舉辦公眾教育活動，使公眾加深認識本處的服務及香港土地註冊制度的發展情況。

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.



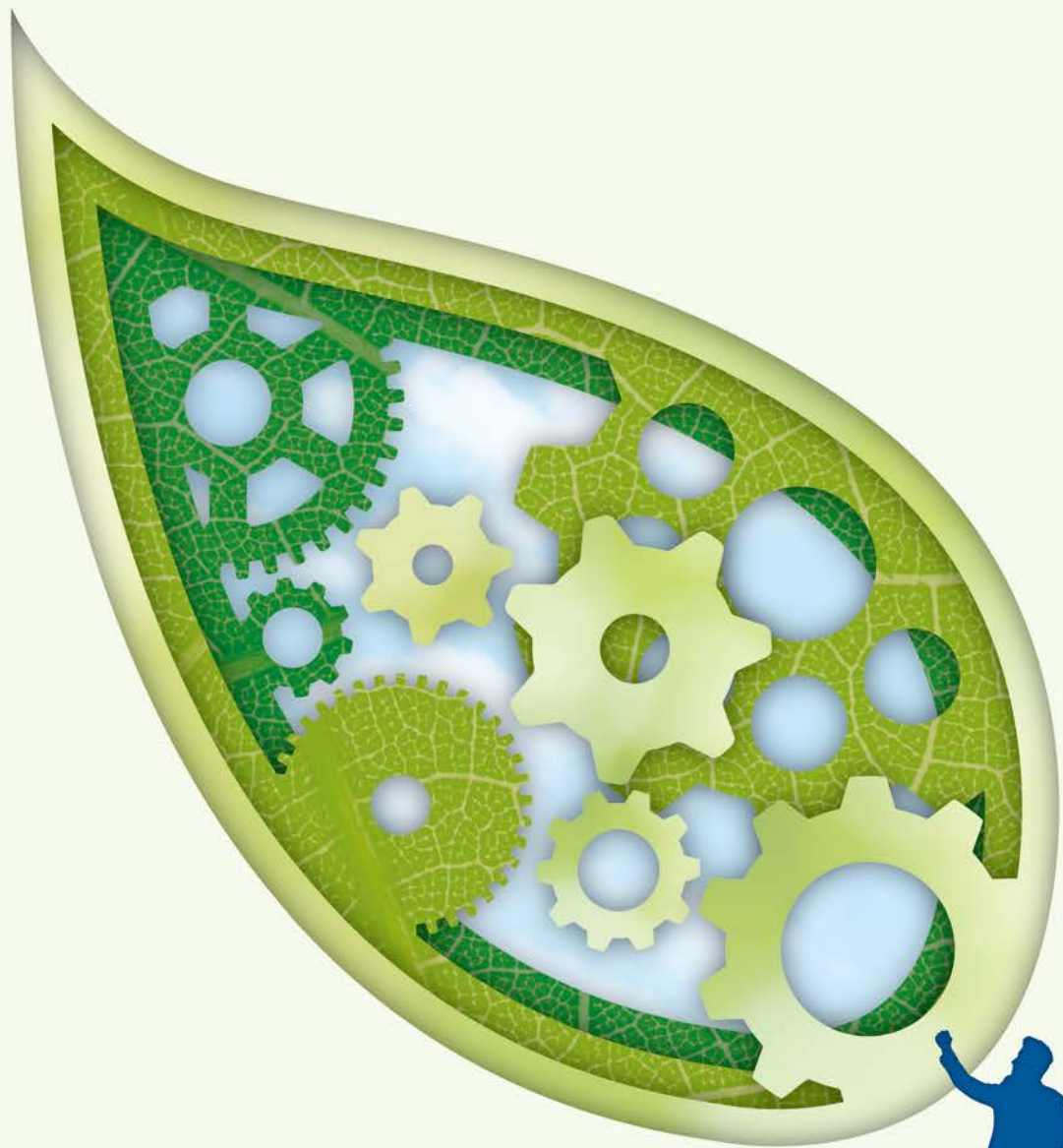
Future Plan

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

服務及運作



辦理土地文件註冊

影響土地的文件均送交本處位於金鐘道政府合署的客戶服務中心辦理註冊。

在2017/18年度，送交註冊的土地文件共528,767份，較2016/17年度增加12.8%。

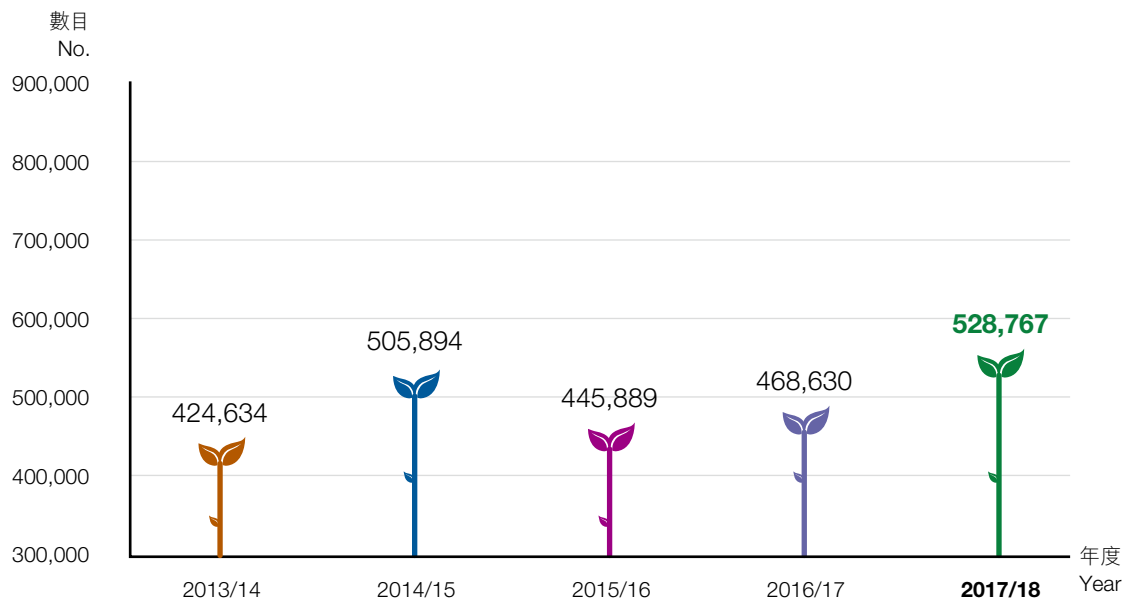
Registration of Land Documents

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

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

送交註冊的土地文件數目

No. of Land Documents Delivered for Registration



年內收到的主要文件類別包括樓宇買賣合約、轉讓契約、按揭／抵押及撤銷按揭／抵押，佔全年收到文件總數的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年度送交註冊的土地文件類別

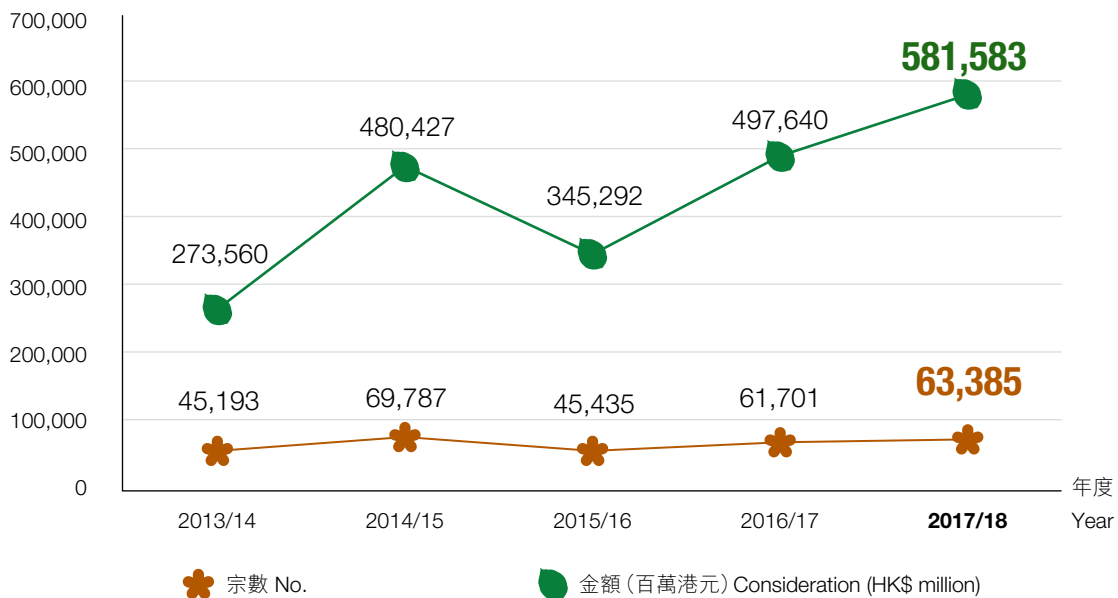
Distribution of Land Documents Lodged for Registration in 2017/18



在2017/18年度送交註冊的所有樓宇買賣合約中，住宅樓宇買賣合約的宗數和總值分別是63,385份(較去年增加2.7%)及5,815.83億元(較去年增加16.9%)。一般而言，這類合約的數量是反映物業市場交投情況的重要指標。

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.

送交註冊的住宅樓宇買賣合約宗數和金額 No. and Consideration of Sale and Purchase Agreements of Residential Units Delivered for Registration



註： 上述統計數字並不包括居者有其屋、私人機構參建居屋及租者置其屋計劃下的住宅買賣，除非有關單位轉售限制期屆滿並已補償差價。

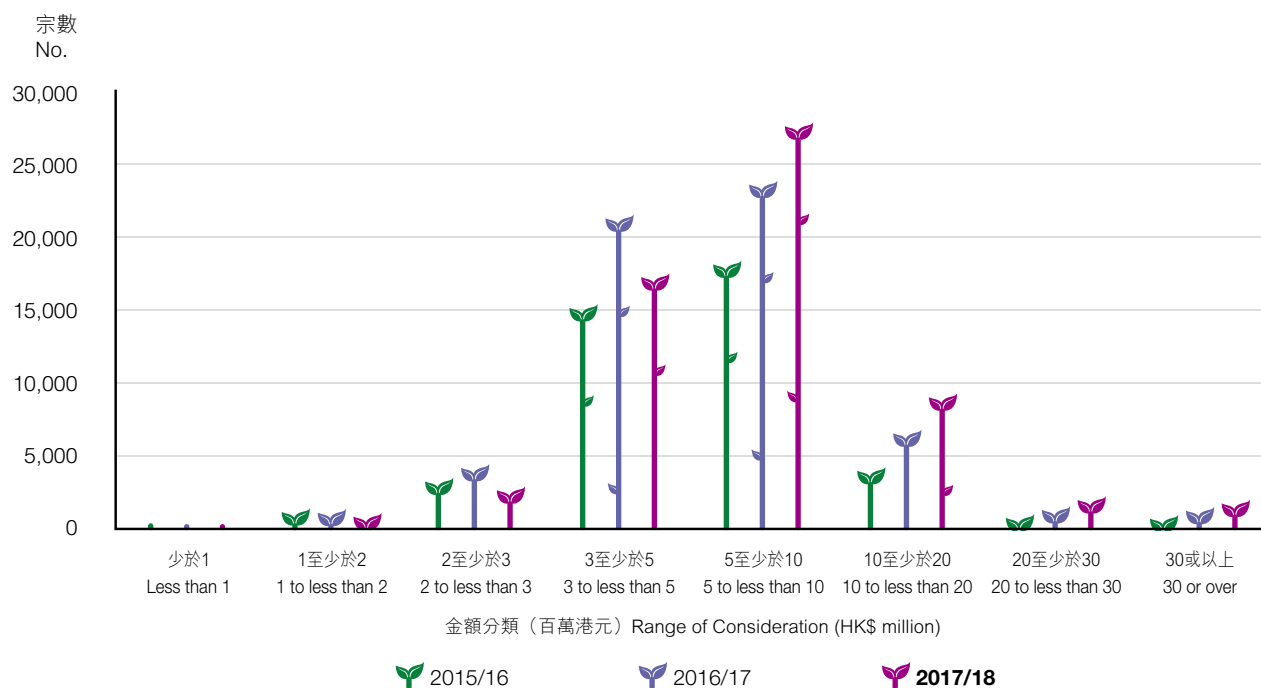
Note: The statistics do not include sales of units under the Home Ownership Scheme, the Private Sector Participation Scheme and the Tenants Purchase Scheme unless the premium of the unit concerned has been paid after the sale restriction period.

在2017/18年度，大多數住宅樓宇的交易金額是介乎500萬至1,000萬港元之間。年內交易金額超過1,000萬港元的住宅樓宇交易則顯著增加。

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.

按金額分類的住宅樓宇買賣合約宗數

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



金額分類		2015/16		2016/17		2017/18	
Range of Consideration		宗數 No.		宗數 No.		宗數 No.	
(百萬港元)		%		%		%	
(HK\$ million)							
少於1	Less than 1	329	0.7	279	0.5	282	0.4
1至少於2	1 to less than 2	1,399	3.1	1,356	2.2	1,075	1.7
2至少於3	2 to less than 3	3,486	7.7	4,451	7.2	2,882	4.5
3至少於5	3 to less than 5	15,536	34.2	21,682	35.1	17,595	27.8
5至少於10	5 to less than 10	18,487	40.7	24,046	39.0	28,081	44.3
10至少於20	10 to less than 20	4,249	9.4	6,814	11.0	9,302	14.7
20至少於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
總數	Total	45,435	100.0	61,701	100.0	63,385	100.0

註：由於「四捨五入」關係，個別項目的百分率數字總和可能不等於100%。

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

查閱土地紀錄服務

土地註冊處備存土地紀錄，旨在提供一個關於物業擁有權的資訊平台，以方便物業交易。

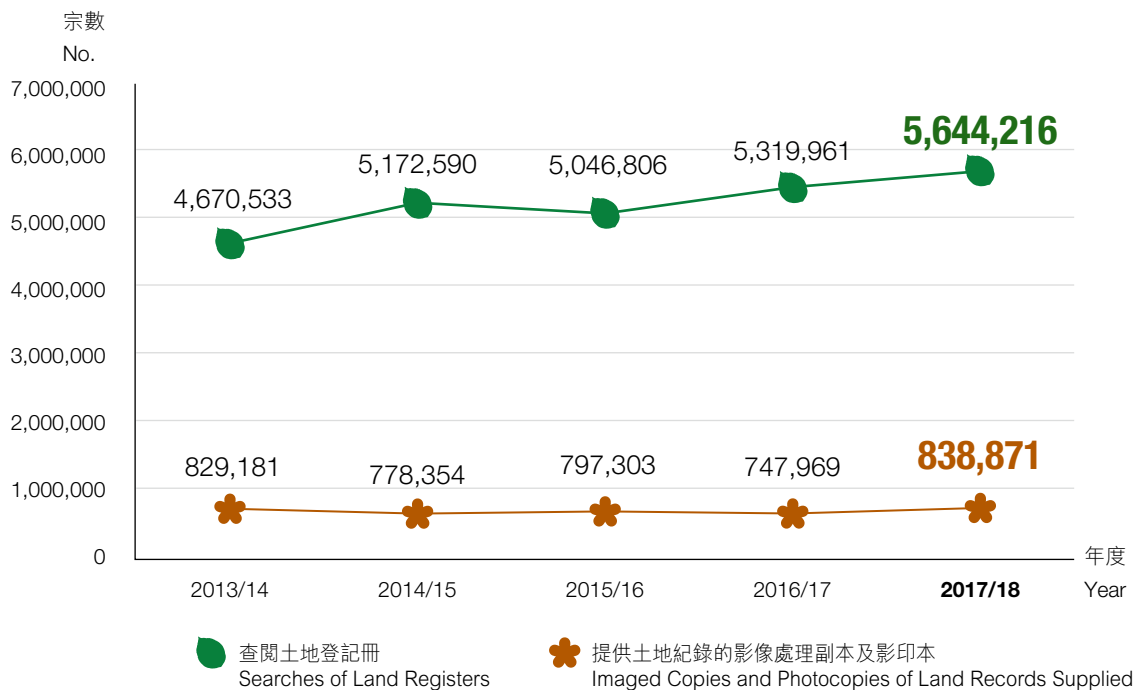
在2017/18年度，查閱土地登記冊的宗數，以及提供土地紀錄的影像處理副本和影印本的總數分別為5,644,216宗(較去年增加6.1%)及838,871份(較去年增加12.2%)。

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.

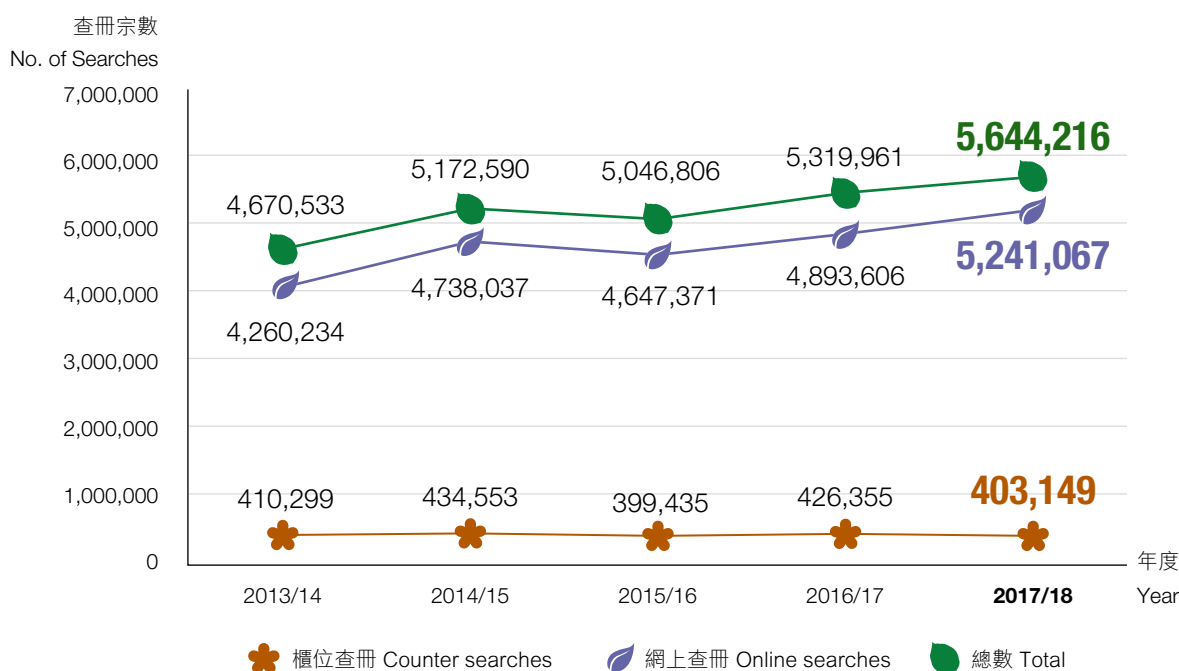
查閱土地登記冊宗數和提供土地紀錄的影像處理副本及影印本份數 No. of Searches of Land Registers & Imaged Copies and Photocopies of Land Records Supplied



土地註冊處透過互聯網上的「綜合註冊資訊系統」(www.iris.gov.hk)提供每星期7天、每天20小時(由上午7時30分至翌日上午3時30分)的查冊服務。公眾人士可以非經常用戶或登記用戶身分進行查冊。在2017/18年度，登記用戶的數目增加了62個(上升4.8%)，總數達1,348個。現時網上查冊約佔總查冊量的93%，其餘約7%是在本處設於金鐘道政府合署的客戶服務中心，以及位於大埔、元朗和荃灣的新界查冊中心透過櫃位查冊服務進行。

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.

查閱土地登記冊宗數 No. of Searches of Land Registers



本處每年均會推出新版的《街道索引》及《新界地段／地址對照表》(《對照表》)，方便公眾以本港的物業地址或樓宇名稱查閱相關的地段編號。為配合網上查冊服務，公眾可在本處網站或透過「綜合註冊資訊系統」網上服務的超連結，免費瀏覽《街道索引》及《對照表》的網上版本。截至2018年3月31日，在2017年4月28日推出的《街道索引》及《對照表》網上版本已錄得超過143,000瀏覽人次。

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.



業主立案法團服務

根據《建築物管理條例》，土地註冊處負責辦理業主立案法團的註冊事宜，並就業主立案法團的紀錄提供存檔和查閱服務。在2017/18年度，新註冊的業主立案法團共有213個，全港的業主立案法團總數增至10,711個。

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.

客戶服務

本處的管理及客戶服務部專責策劃及統籌客戶服務，以促進卓越服務，滿足客戶對服務質素的殷切期望。我們善用各種渠道與客戶聯絡和溝通，以提升部門服務。

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.



聯絡客戶

土地註冊處聯合常務委員會

土地註冊處聯合常務委員會的成員包括土地註冊處處長、其下的高級管理團隊，以及香港律師會的代表。委員會定期舉行會議，就土地註冊事宜、本處向法律界人士所提供的服務，以及擬備推行業權註冊制度等進行商討和交流意見。委員會成員名單見附件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).

客戶聯絡小組

本處透過兩個客戶聯絡小組(私營機構和公營機構)與客戶保持聯絡，讓客戶了解本處的最新計劃、服務和工作程序，在業務運作和服務提供事宜上促進意見交流，以及就客戶的意見作出回應。

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.



客戶聯絡小組(私營機構)
Customer Liaison Group (Private Sector)

私營機構客戶聯絡小組的成員來自法律界、專業機構及工商團體；公營機構客戶聯絡小組的成員則來自政府部門及公營機構。兩個小組的成員名單分別見附件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.



客戶聯絡小組(公營機構)
Customer Liaison Group (Public Sector)

訪問

土地註冊處與本地、內地及海外的相關機構保持緊密聯繫。本處派出數名代表，分別於2017年7月18至21日出席在澳洲珀斯舉行的「土地註冊處處長發展事務人員會議」，以及於2017年10月24至27日出席在蘇格蘭愛丁堡舉行的「業權註冊處處長會議」。

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年業權註冊處處長會議
Registrars of Title Conference 2017



2017年「土地註冊處處長發展事務人員會議」
Land Registrars'
Development Officers Conference 2017

此外，我們分別於2017年4月和8月接待來自中華人民共和國國土資源部和深圳市規劃和國土資源委員會的代表團。

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，我們接待了馬來西亞砂拉越州的副首席部長暨城市發展及天然資源部第二部長所率領的部門代表，以及當地的地方政府及房屋部、律政司署和土地及測量局的代表。上述會議及訪問為本處提供了良機，與各方就土地註冊的最新發展交流意見。

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.



國家國土資源部代表團

A delegation from the Ministry of Land and Resources of the People's Republic of China



深圳市規劃和國土資源委員會代表團

A delegation from the Urban Planning, Land and Resources Commission of Shenzhen Municipality



馬來西亞砂拉越的城市發展及天然資源部、當地的地方政府及房屋部、律政司署和土地及測量局代表團
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

溝通渠道

土地註冊處通函

在2017/18年度，我們發出了一份通函，讓法律界人士和客戶知悉本處推出的新產品／服務。

《土地註冊處通訊》

本處分別在2017年5月及11月發布了兩期的《土地註冊處通訊》電子版，向客戶介紹部門的新猷、服務和活動。

資料單張

年內，我們更新了資料單張的內容，以提供本處服務的最新資訊。

新聞稿

我們不時發放新聞稿公布本處的最新服務資訊，以及提供土地註冊及查冊的定期統計數字。

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.

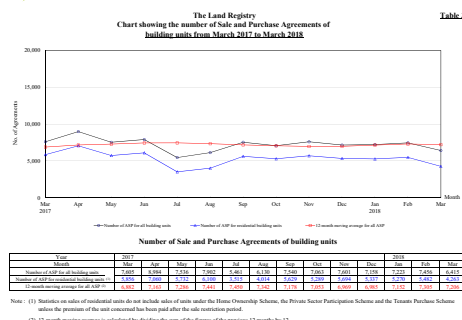
THE LAND REGISTRY
Consolidated Monthly Statistics in respect of deeds received
(Information in the Land Registry)

Table 1

Month: March 2018

Item	Number of Deeds received for registration			Completion (cases & cost)		
	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	4,089	3,770	7,859			
Total	19,530	22,943	42,473			

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



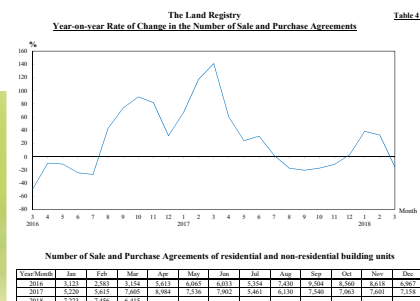
THE LAND REGISTRY
Consolidated Monthly Statistics

Table 2

Month: March 2018

Item	2017	2018	2017	March 2018		
	March	February	March	System (Civil Orders) & uncompleted with	System (Civil Orders) & uncompleted with	System (Civil Orders) & uncompleted with
1. Agreements for Sale and Purchase of Building Units	6,415	7,456	7,605	1,041	14.0	1,190
(a) Consideration	56,510	62,560	61,589	12,075	19.0	11,889
2. Agreements for Sale and Purchase of Land	23	221	30	12	5.0	6
(a) Consideration	2,303	1,641	1,939	442	26.1	324
Sub-total (1) + (2)	6,438	7,677	7,635	1,053	12.7	1,204
(b) Consideration	52,760	64,224	63,528	11,433	17.0	11,760
3. Assignments of Building Units	8,970	8,123	8,179	847	10.4	791
(a) Consideration	83,989	81,316	83,983	22,043	27.0	20,044
4. Assignments of Land	385	378	400	7	1.8	7
(a) Consideration	1,972	1,831	2,087	1,211	60.0	18
Sub-total (3) + (4)	9,355	8,501	8,579	854	10.0	798
(b) Consideration	85,971	83,147	86,072	21,254	21.3	20,079
5. No. of Building Mortgage/Building Legal Charges	5	3	1	2	40.0	4
6. No. of Other Mortgage/Legal Charges	8,669	8,387	8,390	182	2.0	278
Sub-total (5) + (6)	8,674	8,390	8,391	184	2.1	282
7. No. of Mortgage/Charge/Refusals	4,023	4,589	4,589	59	1.4	59
8. No. of Public Search	12,217	10,524	10,219	10,219	83.6	12,181

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



客戶服務熱線

本處的客戶服務熱線由互動話音系統支援，透過預錄訊息和職員接聽服務提供全面的資訊。當系統接駁至個別支援服務小組時，會提供輪候次序的服務。透過與效率促進辦公室轄下的1823電話中心合作，本處提供每天24小時的熱線查詢服務。

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.



土地註冊處網站

年內，共超逾780萬人次瀏覽本處網站，當中有59%的人次瀏覽中文網頁，41%的人次瀏覽英文網頁。

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.

獎項

2017年「公務員事務局局長嘉許狀」計劃

本處的文書主任趙陳燕儀女士榮獲2017年的「公務員事務局局長嘉許狀」，以表彰她的卓越表現。

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「申訴專員嘉許獎」

本處的二級土地註冊主任陳文仲先生榮獲2017年「申訴專員嘉許獎」— 公職人員獎，以表揚他處理客戶查詢及投訴的傑出表現。



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人才企業嘉許計劃」

土地註冊處十分重視人力培訓及發展。僱員再培訓局向本處授予「ERB人才企業嘉許計劃」—「人才企業」的稱號，為期兩年(由2017年4月1日至2019年3月31日)，以表揚我們在人力培訓及發展的卓越表現。

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".



《土地註冊處營運基金2015/16年報》獎項

《土地註冊處營運基金2015/16年報》榮獲三個國際獎項，包括美國傳媒專業聯盟(LACP)頒發的「2016 Vision Awards」之「印刷本年報 — 市／州／國家政府組別」的銀獎、「2017國際Astrid Awards」之「年報 — 非牟利機構組別」的銅獎，以及「2017國際年報比賽大獎」之「插圖 — 政府機構及辦事處組別」的銅獎。

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，該年報在香港管理專業協會的「最佳年報比賽」中獲頒「優秀環境、社會及管治資料披露」獎項。上述各個獎項肯定了我們在製作優質年報方面的努力。



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.

項目發展與新服務

電子註冊摘要表格

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	B3291078			

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 標碼
列印 Print
重設 Clear
預覽 Preview

電子註冊摘要表格由土地註冊處為方便用戶更有效率擬備註冊摘要而提供的註冊摘要表格電子範本，可在本處網站免費下載。電子註冊摘要表格備有基本版和具資料匯入功能兩個版本。基本版內置自動填寫功能，讓用戶在填寫註冊摘要表格時，可從「綜合註冊資訊系統」檢索相關的物業資料作參考。若用戶須以同一套基本資料處理一連串交易或物業項目，具備資料匯入功能的電子註冊摘要表格可讓其從電腦試算表輸入相關資料，一舉製備多份註冊摘要表格。

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.

電子註冊摘要表格的使用率正穩步上升，在所有連同文書一併遞交註冊的註冊摘要中，電子註冊摘要表格的使用率已超逾65%。為了進一步提高使用率，本處在2018年3月26日推出兩款加強版電子註冊摘要表格，讓用戶以更簡便的方法填寫有關表格，進一步加快註冊摘要的擬備工作。當中主要的功能提升包括把透過自動填入資料功能，從「綜合註冊資訊系統」網上服務檢索相關物業資料(即地址、地段資料及所佔的不分割份數，如適用)的物業參考編號，由最多20個增至100個；及為具備資料匯入功能的電子註冊摘要表格加入了自動填入資料功能，讓客戶在填寫註冊摘要表格時，可從「綜合註冊資訊系統」網上服務檢索相關物業資料，並自動填入註冊摘要表格內，以供參考。本處會繼續留意用戶的回應，以期進一步改善服務。

跨部門的項目

為方便市民取得全面的物業資訊，本處一直提供物業地址資料，以配合差餉物業估價署為「物業資訊網」進行的地址配對工作。我們亦在「綜合註冊資訊系統」網站提供連接至「物業資訊網」的超連結，令查閱物業紀錄更為方便。

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.

電子提示服務

本處於2015年7月20日推出供業主訂購的電子提示服務。每當有涉及相關物業的文書遞交註冊，本處便會向業主發出電郵提示通知。這項服務提供方便及有效的途徑，讓業主身處任何地方也可輕易監察有否影響其物業的文書遞交註冊，從而有助保障其貴重物業的權益。

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，本處另外修訂了電子提示服務，並將該服務擴展至《銀行業條例》(第155章)下的認可機構(即持牌銀行、有限制牌照銀行及接受存款公司)，以助認可機構更有效管理按揭貸款的信貸風險。該等認可機構在相關業主的同意下訂購這項服務後，每當已承按的物業有再按揭／按揭文件交付本處辦理註冊時，便會收到本處發出的電子提示訊息。

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.

未來計劃

電子提示服務

為了配合電子商貿的環球性趨勢，並令認可機構更安全和方便地向本處遞交電子提示服務的申請，以及提升雙方的運作效率，本處正預備為認可機構的電子提示服務開設電子渠道。項目將分兩階段進行，第一階段會提供在網上提交服務訂單申請的設施；第二階段會把網上提交申請的設施擴展至其他服務申請，並新增一系列用戶功能(例如賬戶管理、查閱服務訂單狀況和賬戶結餘)。本處計劃於2019年上旬及2020年中旬分別完成第一階段和第二階段的項目。認可機構對此新猷表示歡迎。

本處會繼續監察用戶的意見，從而進一步提升電子提示服務。

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 業權註冊

近期發展

諮詢持份者《土地業權條例》下的轉換、更正及彌償安排

年內，本處繼續與持份者磋商，以處理尚未解決的事宜，包括把現有土地及物業納入業權註冊制度，以及在《土地業權條例》下的更正及彌償安排。本處已與消費者委員會、鄉議局、香港銀行公會、香港產業交易法律學會和香港律師會就《土地業權條例》的最新發展交流意見。我們亦召開《土地業權條例》督導委員會和《土地業權條例》檢討委員會會議，就先行在新土地實行業權註冊制度的方案（「新土地先行」方案），以及建議的「兩階段轉換機制」進行討論和交換意見。本處亦與上述委員會成員分享我們就數個具有普通法背景的海外司法管轄區業權註冊法例的最新發展及其採用的優良措施的中期研究結果。該兩個委員會的成員名單分別載於附件II(d)及(e)。本處會繼續與持份者緊密聯繫，進一步優化「新土地先行」方案，並解決「兩階段轉換機制」尚存的問題，務求取得大致共識，使業權註冊制度能早日在香港實施。

檢討《土地業權條例》及擬備《土地業權(修訂)條例草案》

我們會因應與各持份者關於建議轉換方案和更正及彌償安排的討論所帶來的轉變，繼續擬備《土地業權(修訂)條例草案》。我們並就一些在《土地業權條例》中找出的技術性問題進行檢視。我們亦一直與相關的政府部門聯繫，以處理及解決《土地業權條例》與有關政府部門轄下法例之間互相影響的問題。

未來計劃

我們會繼續與各持份者及相關政府部門緊密合作，以解決任何與《土地業權條例》修訂建議相關的事宜。我們也會完成就數個具普通法背景的海外司法管轄區業權註冊法例的最新發展及其採用的優良措施的研究，以優化我們的修訂建議。我們亦會致力與主要持份者就「新土地先行」方案達成共識，使香港能早日實施業權註冊。

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



人力資源管理

員工發展

人員編制

土地註冊處致力維持一支訓練有素及具靈活性的員工團隊。公務員是本處的核心員工，以確保部門及客戶服務質素的穩定性。我們亦按非公務員合約或退休後服務合約條款聘用合約人員，以靈活回應運作或業務不斷轉變的需求。

截至2018年3月31日，本處共僱用了496名常額人員和91名非公務員合約人員。常額人員包含不同職系的人員，包括土地註冊主任、律師、庫務會計師、系統分析／程式編制主任及一般職系人員等。合約人員則包括土地註冊行政助理、律師、會計師、會計助理、秘書及合約文員等。本處會定期檢視人員編制狀況，並因應運作需要的改變而調整合約人員的數目。

土地註冊主任職系是本處的核心職系。我們於2017年10月開始公開招聘二級土地註冊主任，吸引約13,000人遞交申請。副土地註冊處經理溫錫麟先生及二級土地註冊主任陳頌欣小姐接受了《星島日報》的訪問，與申請者分享一些要訣和指引。本處是次招聘共聘任17名二級土地註冊主任，佔該職系總人數約20%。這批生力軍有助加強本處的人手，以應付部門日益增加的工作挑戰。

《星島日報》訪問網上版本
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.





員工培訓

員工培訓是人力資源發展的重要組成部分。我們給予員工機會和鼓勵，協助他們在不同職業階段全面發揮及發展潛能。為此，我們制訂部門年度員工培訓計劃，並按照計劃舉辦各項培訓活動，旨在增加員工的工作信心、加強團隊合作、竭力優化服務，從而令員工以至整個部門的表現持續提升。

在2017/18年度，我們舉辦了超過2,240天的培訓，所提供的培訓涵蓋不同課題，並以多種形式進行。

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.



常年培訓

我們為土地註冊處的員工舉辦不同的培訓課程，以提升其主要工作技能。

本處所有主任級人員在2017年下旬參加了「建立團隊、提升抗逆力面對挑戰」的體驗式培訓課程，強化他們的團隊精神和正向思維，以應付挑戰。

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.

我們為初級和新入職的主任級人員舉辦表現管理及語文訓練的課程，以裝備他們日常工作所需的基本管理和寫作技巧。

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.

本處的初級及中級經理人員也參加了特別為他們設計的「分析、判斷及解決問題」工作坊和「簡報技巧」工作坊，以加強他們在解決問題和簡報的技巧。至於文職人員亦參加了「問題分析與決策技巧」工作坊，以學習工作上的分析技巧。

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”.



我們也為員工舉辦了「提升AQ/EQ•戰勝逆境」工作坊，以提升他們面對逆境的抗逆能力。當中「生命鬥士」分享了他們如何克服生命中的逆境，尤其令參與的同事有所啟發。

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.





年內，為銜接本處提升相關的電腦軟件，我們安排了「微軟Windows 10」和「微軟Office 2016」的課程。

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，我們也定期安排其他政府部門，包括民航處、競爭事務委員會、政府產業署及稅務局，為本處的高級人員舉辦講座及簡介會，以擴闊他們的知識和視野。而本處25名高級人員在2018年2月參觀了立法會，以加深他們認識立法會和其秘書處的工作。

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

除安排課堂培訓外，本處亦鼓勵員工透過網上學習自我增值。所有員工均獲安排不多於一天半的網上學習，於辦公時間在部門的學習資源中心選取各種感興趣的自學課程。

員工發展

員工參與了一系列擴闊視野的發展課程，以便他們迎接新挑戰、加強溝通技巧，及培養制定政策及領導的能力。在2017/18年度，本處人員參加了由公務員培訓處舉辦的「國家事務研習」課程、「創意領導培訓課程」、「領導才能基要課程」、「進階管理工作坊」和「暫調政府總部實習計劃」。

鼓勵及嘉許員工

作為不斷追求卓越客戶服務的營運基金部門，我們高度重視對員工的鼓勵和嘉許。

員工建議書計劃

本處自1993年起推行員工建議書計劃，以鼓勵所有員工就不同事宜，包括提升服務質素、部門運作、節約資源及環境保護，提出建議。

在2017/18年度，本處共收到五份員工建議書，並就此頒發了五項獎勵。

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.

長期服務獎勵計劃

Long Service Appreciation Award Scheme



陳照昌先生(左)獲頒發香港特別行政區二十年長期優良服務獎。
Mr CHAN Chiu-cheung (left), was awarded the Government of the Hong Kong Special Administrative Region 20 Years' Meritorious Service Certificate.

本處自1999年起推行周年的「長期服務獎勵計劃」，以表揚在本處長期服務而表現優良的員工。在2017年，共有18位服務年資達25年或以上的員工獲此獎項。

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.



趙陳燕儀女士(左)獲頒發土地註冊處三十五年長期服務獎。
Mrs CHIU CHAN Yin-yi, Jessica (left), received a certificate for the Land Registry 35 Years' Long Service Appreciation Award.

最佳前線員工獎勵計劃

本處自2007年4月起推行「最佳前線員工獎勵計劃」，旨在提倡優質客戶服務文化，以及表揚傑出員工的表現和成績。

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年下半年的團隊獎是由查冊服務組奪得。

Winner of the Team Award for the second half year of 2017 is Search Services Section.

是項獎勵計劃每半年舉辦一次，期間獲客戶嘉許次數最多的個別員工和團隊便可得獎。獲獎的員工和團隊名單會在客戶服務中心及新界查冊中心張貼，以作表揚。

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.

員工關係

我們深明職管雙方有效溝通對提供優質客戶服務極為重要。我們繼續透過定期舉行的員工關係會議、部門刊物和員工福利活動等，促進各級員工之間的溝通。

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.

部門協商委員會

「部門協商委員會」共有14位來自各個員工組別和管理層的代表。委員會每季舉行一次會議，以促進員工與管理層之間的了解和合作。

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.



土地註冊處員工通訊

《土地註冊處員工通訊》是由來自各個部組的編輯委員會成員定期編製的部門刊物。通訊內容涵蓋不同課題，包括專題故事、最新業務資訊、社區事務、員工消息與活動剪影、環境保護、保健貼士、資訊科技及語文知識等。這份刊物深受各員工歡迎，有助促進團隊精神和加強員工對部門的歸屬感。

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.



土地註冊處員工康樂會

「土地註冊處員工康樂會」由本處同事以義務形式管理。在2017/18年度，該會為部門同事及其家屬舉辦了多項社會及康樂活動，包括部門的周年員工聯歡晚宴、聖誕聯歡會、義工服務、興趣班、郊遊及體育活動等。

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.



知識管理

本處設置了「知識管理系統」，以促進部門內部有系統的知識管理和分享。該系統包含超過8,400份參考文件和案例。在2017/18年度，本處員工每天檢索約150項系統資料，以作日常工作參考。

Knowledge Management

The Land Registry maintains a Knowledge Management System to facilitate systematic management and sharing of knowledge across the department. The system contains over 8,400 reference documents and precedent cases. Around 150 searches were made by our staff daily for reference in their work in 2017/18.

未來計劃

本處在來年會繼續加強部門的學習文化，為員工提供適當的培訓課程，並安排合適的人員參加管理人員專業發展課程及公務員培訓處的培訓課程。透過參加這些培訓及發展課程，員工的能力將有所提高，可作出更好準備以面對轉變，為部門的未來發展作出貢獻。

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
資訊科技管理

「綜合註冊資訊系統」

「綜合註冊資訊系統」網上服務一直運作暢順。

「綜合註冊資訊系統」服務提升

在2017/18年度，本處為「綜合註冊資訊系統」作出下列多項重大提升：

- 提升系統的基礎建設，繼續為客戶提供可靠的服務；
- 於「查閱土地登記冊」功能頁提供地政總署的「地理資訊地圖」超連結，使用戶可獲得相配的地段資料。「地理資訊地圖」亦已加入全新的「前往綜合註冊資訊系統網上服務」的超連結，以方便用戶查閱相關的土地登記冊；

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;



- 為所有「已選取的土地登記冊」的「查詢類別」一併提供「現時」或「全部」的新選項；

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



讓「綜合註冊資訊系統」登記用戶在同一服務日內重新登入系統時，可回復未完成的訂單，增加／減少訂購項目及完成訂購程序；

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;

把貼於註冊文書上的文件／圖則標籤上的註冊摘要編號的字體加大，以提升清晰度；

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

用戶在「查閱土地登記冊」頁面輸入地段編號資料時，系統會根據已輸入的地段類別展示相關地段編號清單以供選擇；

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	<input type="radio"/> B/W	A4	—	1	21	488
	<input type="radio"/> Colour	A3				
Memorial Form	—	—				
Plan	<input checked="" type="radio"/> B/W	A4				
	<input type="radio"/> Colour	A3				

用戶在「訂購土地文件」頁面訂購在「綜合註冊資訊系統」推出前備存的影像土地文件普通副本並附有過大黑白圖則時，系統會作出提示：「圖則的副本影像將會分拆成多頁傳送。如有任何查詢，請致電客戶服務熱線：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);

- 登記用戶嘗試登入被鎖上「登入識別碼」的「綜合註冊資訊系統」網上服務時，系統會提示「登記用戶可透過網上『忘記密碼』功能，在正確回答預先設定的安全問題後，便可為已被鎖上的『登入識別碼』解鎖。」；
- 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;



- 提升註冊摘要日誌和按揭註冊摘要月誌的服務，把註冊摘要日誌登記用戶的附加檔案格式由「arj」改為「zip」；在檔案名稱加入日期(即從「mdb.arj」改為「mdb-yyyymmdd.zip」，以及從「mmim.zip」改為「mmim-yyyymm.zip」)，以方便參考；並把註冊摘要日誌和按揭註冊摘要月誌的電郵寄件人分別改為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
- 優化電子註冊摘要表格的功能，包括把可以透過自動填入資料功能從「綜合註冊資訊系統」網上服務檢索相關物業的物業參考編號，由最多20個增至100個；擴大了載列「文書性質及目的」及「各方的身分」的常用描述／類別的選項表；支援更多中文字元的正確顯示；在具備資料匯入功能的電子註冊摘要表格增設自動填入資料功能；以及資料檢索的進度會在屏幕上進度列中顯示。
- 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.



其他資訊科技服務

為達致最佳的瀏覽體驗，本處的網站採用了具適應性的網頁設計，可對應不同解析度的設備提供適合的呈現。

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.



資訊科技保安

本處依據政府對資訊科技保安的要求，以及參考資訊科技保安業界的最佳做法，推行各種改進措施。我們會定期傳閱部門的資訊科技保安政策及指引，讓員工加深認識及注意資訊保安及保障個人資料的重要性。

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.



未來計劃

我們會繼續研究如何進一步提升部門的電子服務，以切合客戶的需求，包括：

- 提升部門網絡基礎建設，以維持穩固的網絡服務；
- 提升「互動話音系統」及「話音錄音系統」的硬件和軟件，以優化電話查詢服務的系統表現；以及
- 逐步轉換部門表格為可電子填寫的可攜式文件格式(PDF)，以方便客戶填寫。

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 財政管理

財政目標

土地註冊處根據《營運基金條例》的條文，奉行下列明確的財政目標：

- 使以跨年方式計算的營運基金收入足以支付為市民及政府部門提供服務的開支；以及
- 取得合理的回報，回報率是由財政司司長根據固定資產而釐訂。

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.

實際表現

與2016/17年度比較，本年度的營業額增加了8,160萬元(上升20%)至4.907億元，主要原因是業務有所增加。運作開支則增加了1,290萬元(上升3.4%)至3.954億元，主要原因是員工費用有所增加。

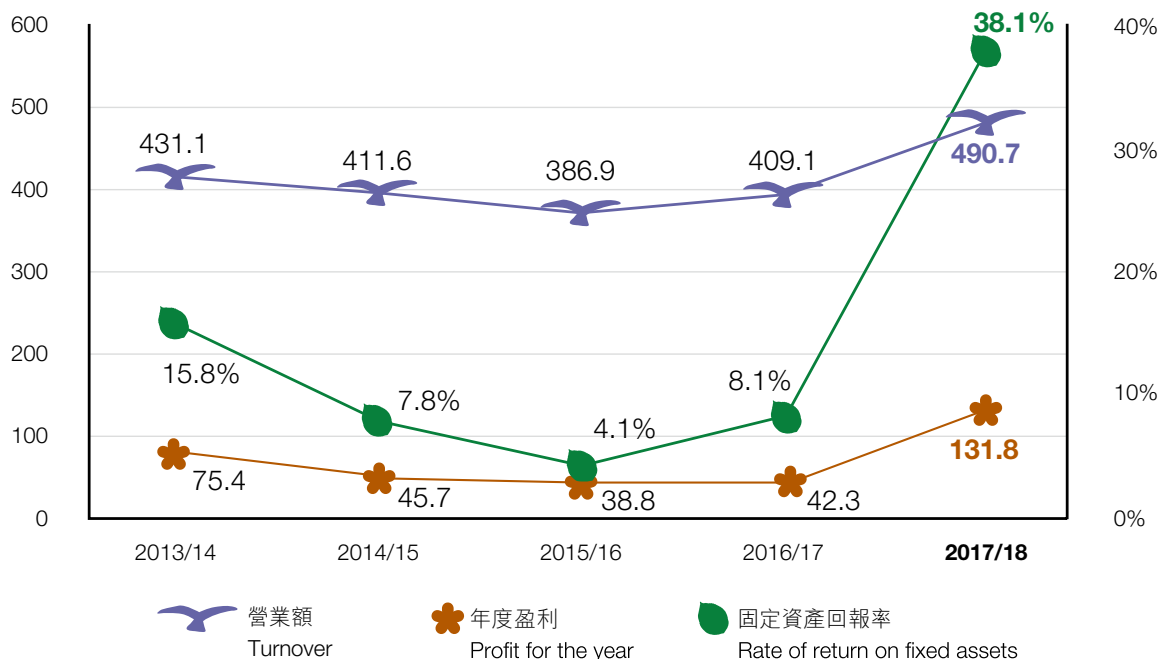
Actual Performance

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.

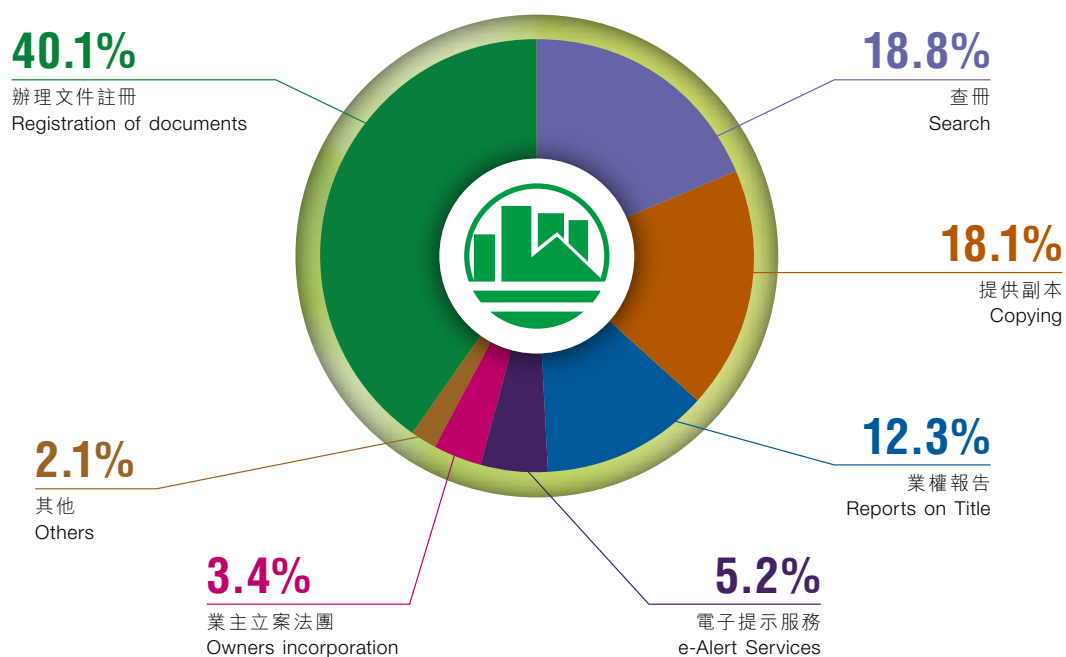


財政表現 Financial Performance

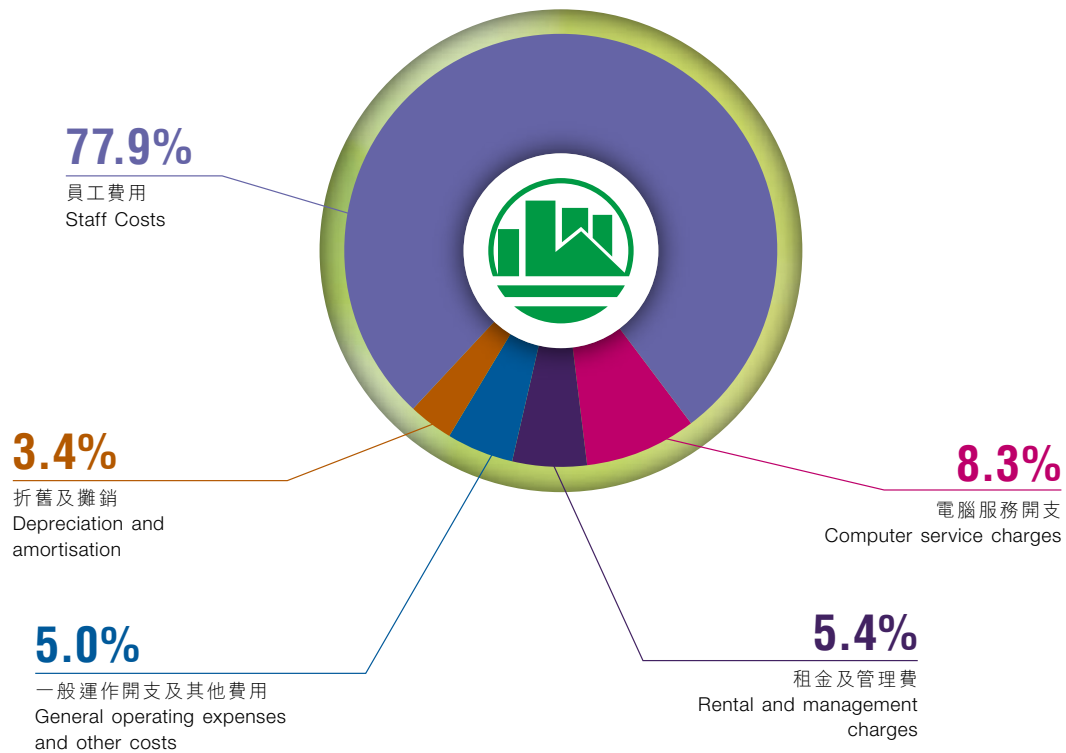
港幣(百萬元)
HK\$ million



2017/18年度營業額分析 Analysis of Turnover 2017/18



2017/18年度營運成本分析
Analysis of Operating Costs 2017/18



展望

本處的收入和固定資產回報率主要取決於註冊、查冊、提供副本及業權報告服務的數量，而有關數量會受到物業市場和其他相關因素影響。我們會繼續嚴謹控制成本。

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.

審計署署長報告

REPORT OF THE DIRECTOR OF AUDIT



香港特別行政區政府
審計署



Audit Commission

The Government of the Hong Kong Special Administrative Region

獨立審計師報告

致立法會

意見

茲證明我已審核及審計列載於第83至119頁土地註冊處營運基金的財務報表，該等財務報表包括於2018年3月31日的財務狀況表與截至該日止年度的全面收益表、權益變動表和現金流量表，以及財務報表的附註，包括主要會計政策概要。

我認為，該等財務報表已按照香港會計師公會頒布的《香港財務報告準則》真實而中肯地反映土地註冊處營運基金於2018年3月31日的狀況及截至該日止年度的運作成果及現金流量，並已按照《營運基金條例》(第430章)第7(4)條所規定的方式妥為擬備。

意見的基礎

我已按照《營運基金條例》第7(5)條及審計署的審計準則進行審計。我根據該等準則而須承擔的責任，詳載於本報告「審計師就財務報表審計而須承擔的責任」部分。根據該等準則，我獨立於土地註冊處營運基金，並已按該等準則履行其他道德責任。我相信，我所獲得的審計憑證是充足和適當地為我的審計意見提供基礎。

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.

其他資料

土地註冊處營運基金總經理須對其他資料負責。其他資料包括土地註冊處營運基金2017-18年年報內的所有資料，但不包括財務報表及我的審計師報告。

我對財務報表的意見並不涵蓋其他資料，我亦不對其他資料發表任何形式的鑒證結論。

就財務報表審計而言，我有責任閱讀其他資料，從而考慮其他資料是否與財務報表或我在審計過程中得悉的情況有重大矛盾，或者似乎存有重大錯誤陳述。基於我已執行的工作，如果我認為其他資料存有重大錯誤陳述，我需要報告該事實。在這方面，我沒有任何報告。

土地註冊處營運基金總經理就財務報表而須承擔的責任

土地註冊處營運基金總經理須負責按照香港會計師公會頒布的《香港財務報告準則》及《營運基金條例》第7(4)條擬備真實而中肯的財務報表，及落實其認為必要的內部控制，使財務報表不存有因欺詐或錯誤而導致的重大錯誤陳述。

在擬備財務報表時，土地註冊處營運基金總經理須負責評估土地註冊處營運基金持續經營的能力，以及在適用情況下披露與持續經營有關的事項，並以持續經營作為會計基礎。

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.



審計師就財務報表審計而須承擔的責任

我的目標是就整體財務報表是否不存有任何因欺詐或錯誤而導致的重大錯誤陳述取得合理保證，並發出包括我意見的審計師報告。合理保證是高水平的保證，但不能確保按審計署審計準則進行的審計定能發現所存有的任何重大錯誤陳述。錯誤陳述可以由欺詐或錯誤引起，如果合理預期它們個別或滙總起來可能影響財務報表使用者所作出的經濟決定，則會被視作重大錯誤陳述。

在根據審計署審計準則進行審計的過程中，我會運用專業判斷並秉持專業懷疑態度。我亦會：

- 識別和評估因欺詐或錯誤而導致財務報表存有重大錯誤陳述的風險；設計及執行審計程序以應對這些風險；以及取得充足和適當的審計憑證，作為我意見的基礎。由於欺詐可能涉及串謀、偽造、蓄意遺漏、虛假陳述，或凌駕內部控制的情況，因此未能發現因欺詐而導致重大錯誤陳述的風險，較未能發現因錯誤而導致者為高；
- 了解與審計相關的內部控制，以設計適當的審計程序。然而，此舉並非旨在對土地註冊處營運基金內部控制的有效性發表意見；
- 評價土地註冊處營運基金總經理所採用的會計政策是否恰當，以及其作出的會計估計和相關資料披露是否合理；

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;

- 判定土地註冊處營運基金總經理以持續經營作為會計基礎的做法是否恰當，並根據所得的審計憑證，判定是否存在與事件或情況有關，而且可能對土地註冊處營運基金持續經營的能力構成重大疑慮的重大不確定性。如果我認為存在重大不確定性，則有必要在審計師報告中請使用者留意財務報表中的相關資料披露。假若所披露的相關資料不足，我便須發出非無保留意見的審計師報告。我的結論是基於截至審計師報告日止所取得的審計憑證。然而，未來事件或情況可能導致土地註冊處營運基金不能繼續持續經營；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
- 評價財務報表的整體列報方式、結構和內容，包括披露資料，以及財務報表是否中肯反映交易和事項。
- 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.

審計署署長
(審計署助理署長何作柱代行)

審計署
香港灣仔
告士打道7號
入境事務大樓26樓
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 財務報表

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
(以港幣千元表示)

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

		附註 Note	2018	2017
營業額	Turnover	3	490,731	409,096
運作成本	Operating costs	4	(395,418)	(382,476)
運作盈利	Profit from operations		95,313	26,620
其他收入	Other income	5	36,530	23,234
名義利得稅前盈利	Profit before notional profits tax		131,843	49,854
名義利得稅	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		—	—
年度總全面收益	Total comprehensive income for the year		131,843	42,275
固定資產回報率	Rate of return on fixed assets	7	38.1%	8.1%

第89至119頁的附註為本財務報表的一部分。

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

財務狀況表

STATEMENT OF FINANCIAL POSITION

於二零一八年三月三十一日
(以港幣千元表示)

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

		附註 Note	2018	2017
非流動資產	Non-current assets			
物業、設備及器材	Property, plant and equipment	8	266,918	266,286
無形資產	Intangible assets	9	10,102	7,897
外匯基金存款	Placement with the Exchange Fund	10	646,478	628,869
銀行存款	Bank deposits		24,000	—
			947,498	903,052
流動資產	Current assets			
應收帳款及預繳款項	Debtors and prepayments	11	25,952	19,365
應收關連人士帳款	Amounts due from related parties		9,475	16,411
銀行存款	Bank deposits		411,000	319,000
現金及銀行結餘	Cash and bank balances		22,288	18,409
			468,715	373,185
流動負債	Current liabilities			
遞延收入	Deferred revenue	12	11,234	7,748
客戶按金	Customers' deposits	13	43,262	36,046
應付帳款	Creditors		17,954	9,642
應付關連人士帳款	Amounts due to related parties		2,464	2,481
僱員福利撥備	Provision for employee benefits	14	7,284	5,979
應付名義利得稅	Notional profits tax payable		—	7,573
			82,198	69,469
流動資產淨額	Net current assets		386,517	303,716
總資產減去流動負債	Total assets less current liabilities		1,334,015	1,206,768

第89至119頁的附註為本財務報表的一部分。

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

財務狀況表(續)
STATEMENT OF FINANCIAL POSITION (CONTINUED)

		附註 Note	2018	2017
非流動負債	Non-current liabilities			
遞延稅項	Deferred tax	15	—	2,206
僱員福利撥備	Provision for employee benefits	14	78,318	80,708
			78,318	82,914
資產淨額	NET ASSETS		1,255,697	1,123,854
資本及儲備	CAPITAL AND RESERVES			
營運基金資本	Trading fund capital	16	118,300	118,300
保留盈利	Retained earnings	17	1,137,397	963,279
擬發股息	Proposed dividend	18	—	42,275
			1,255,697	1,123,854

張美珠女士，JP 太平紳士
土地註冊處營運基金總經理
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頁的附註為本財務報表的一部分。
The notes on pages 89 to 119 form part of these financial statements.

權益變動表

STATEMENT OF CHANGES IN EQUITY

截至二零一八年三月三十一日止年度
(以港幣千元表示)

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

		2018	2017
在年初的結餘	Balance at beginning of year	1,123,854	1,100,985
年度總全面收益	Total comprehensive income for the year	131,843	42,275
年內已付股息	Dividend paid during the year	—	(19,406)
在年終的結餘	Balance at end of year	1,255,697	1,123,854

第89至119頁的附註為本財務報表的一部分。

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

現金流量表

STATEMENT OF CASH FLOWS

截至二零一八年三月三十一日止年度
(以港幣千元表示)

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

		附註 Note	2018	2017
營運項目的現金 流量	Cash flows from operating activities			
運作盈利	Profit from operations		95,313	26,620
折舊及攤銷	Depreciation and amortisation		13,556	11,743
處置固定資產虧 損	Loss on disposal of fixed assets		25	200
應收帳款及應收 關連人士帳款 的減少／(增 加)	Decrease/(Increase) in debtors and amounts due from related parties		4,341	(13,302)
遞延收入的增加／ (減少)	Increase/(Decrease) in deferred revenue		3,486	(293)
應付帳款及應付 關連人士帳款 的增加	Increase in creditors and amounts due to related parties		1,564	375
僱員福利撥備的 (減少)／增加	(Decrease)/Increase in provision for employee benefits		(1,085)	712
客戶按金的增加	Increase in customers' deposits		7,216	5,351
已付名義利得稅	Notional profits tax paid		—	(149)
營運項目的現金 流入淨額	Net cash from operating activities		124,416	31,257

第89至119頁的附註為本財務報表的一部分。

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

現金流量表(續)
STATEMENT OF CASH FLOWS (CONTINUED)

	附註 Note	2018	2017
投資項目的現金 流量	Cash flows from investing activities		
原有期為3個月以 上的銀行存款 的增加	Increase in bank deposits with original maturities over three months	(116,000)	(162,000)
添置固定資產	Purchase of fixed assets	(9,690)	(6,076)
出售固定資產所 得	Proceeds from disposal of fixed assets	3	—
外匯基金存款的 增加	Increase in placement with the Exchange Fund	(17,609)	(20,089)
已收利息	Interest received	22,759	23,056
投資項目的現金 流出淨額	Net cash used in investing activities	(120,537)	(165,109)
融資項目的現金 流量	Cash flows from financing activities		
已付股息	Dividend paid	—	(19,406)
融資項目的現金 流出淨額	Net cash used in financing activities	—	(19,406)
現金及等同現金 的增加／(減少) 淨額	Net increase/(decrease) in cash and cash equivalents	3,879	(153,258)
在年初的現金及 等同現金	Cash and cash equivalents at beginning of year	18,409	171,667
在年終的現金及 等同現金	Cash and cash equivalents at end of year	22,288	18,409
	19		

第89至119頁的附註為本財務報表的一部分。
The notes on pages 89 to 119 form part of these financial statements.

財務報表附註

NOTES TO THE FINANCIAL STATEMENTS

(除另有註明外，所有金額均以港幣千元為表示單位)

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

1. 總論

General

立法會在一九九三年六月三十日根據《營運基金條例》(第430章)第3、4及6條通過決議案，在一九九三年八月一日設立土地註冊處營運基金。土地註冊處備存載列最新資料的土地登記冊以執行土地註冊制度，並向客戶提供查閱土地登記冊和有關土地記錄的服務和設施。此外，土地註冊處亦負責辦理業主立案法團的申請。

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. 主要會計政策

Significant accounting policies

2.1 符合準則聲明

Statement of compliance

本財務報表是按照香港公認的會計原則及所有適用的香港財務報告準則(此詞是統稱，當中包括香港會計師公會頒布的所有適用的個別香港財務報告準則、香港會計準則及詮釋)編製。土地註冊處營運基金採納的主要會計政策摘要如下。

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. 主要會計政策(續)

Significant accounting policies (continued)

2.2 編製財務報表的基礎

Basis of preparation of the financial statements

本財務報表的編製基礎均以原值成本法計量。

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

編製符合香港財務報告準則的財務報表需要土地註冊處營運基金管理層作出判斷、估計及假設。該等判斷、估計及假設會影響會計政策的實施，以及資產與負債和收入與支出的呈報款額。該等估計及相關的假設，均按以往經驗及其他在有關情況下被認為合適的因素而制訂。倘若沒有其他現成數據可供參考，則會採用該等估計及假設作為判斷有關資產及負債的帳面值的基礎。估計結果或會與實際價值有所不同。

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.

該等估計及其所依據的假設會作持續檢討。如修訂會計估計只會影響當年的會計期，當年的會計期內會確認有關修訂；如修訂會影響當年及未來的會計期，則會在當年及未來的會計期內確認有關修訂。

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.

土地註冊處營運基金在實施會計政策方面並不涉及任何關鍵的會計判斷。無論對未來作出的假設，或在報告期結束日估計過程中所存在的不明朗因素，皆不足以構成重大風險，導致資產和負債的帳面金額在來年大幅修訂。

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. 主要會計政策(續)**Significant accounting policies** (continued)**2.3 金融資產及金融負債****Financial assets and financial liabilities****2.3.1 初始確認****Initial recognition**

土地註冊處營運基金會按起初取得資產或引致負債的目的將金融資產及金融負債作下列分類：貸出款項及應收帳款及其他金融負債。

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.

金融資產及金融負債最初按公平值(通常相等於成交價)加上因收購金融資產或產生金融負債而直接引致的交易成本計量。

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.

土地註冊處營運基金在成為有關金融工具的合約其中一方之日會確認有關金融資產及金融負債。至於購買及出售市場上有既定交收期的金融資產，則於交收日入帳。

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. 主要會計政策(續)

Significant accounting policies (continued)

2.3 金融資產及金融負債(續)

Financial assets and financial liabilities (continued)

2.3.2 分類

Categorisation

2.3.2.1 貸出款項及應收帳款

Loans and receivables

貸出款項及應收帳款為具有固定或可以確定收支金額，但在活躍市場並沒有報價的非衍生金融資產，而土地註冊處營運基金亦無意將之持有作交易用途。此類別包括外匯基金存款、應收帳款、應收關連人士帳款、銀行存款及現金及銀行結餘。

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.

貸出款項及應收帳款採用實際利率法按攤銷成本值扣除任何減值虧損(如有)列帳(附註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).

實際利率法是計算金融資產或金融負債的攤銷成本值，以及攤分在有關期間的利息收入或支出的方法。實際利率是指可將金融工具在預計有效期間(或適用的較短期間)內的預計現金收支，折現成該金融資產或金融負債的帳面淨值所適用的貼現率。土地註冊處營運基金在計算實際利率時，會考慮金融工具的所有合約條款以估計現金流量，但不會計及日後的信貸虧損。有關計算包括與實際利率相關的所有收取自或支付予合約各方的費用、交易成本及所有其他溢價或折讓。

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. 主要會計政策(續)**Significant accounting policies (continued)****2.3 金融資產及金融負債(續)****Financial assets and financial liabilities (continued)****2.3.2 分類(續)****Categorisation (continued)****2.3.2.2 其他金融負債****Other financial liabilities**

其他金融負債採用實際利率法按攤銷成本值列帳。

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

2.3.3 註銷確認**Derecognition**

當從金融資產收取現金流量的合約權屆滿時，或已轉讓該金融資產及其絕大部分風險和回報的擁有權，該金融資產會被註銷確認。

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.

當合約指明的債務被解除、取消或到期時，該金融負債會被註銷確認。

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

2.3.4 金融資產減值**Impairment of financial assets**

貸出款項及應收帳款的帳面值會在每個報告期結束日作出評估，以確定是否有客觀的減值證據。貸出款項及應收帳款若存在減值證據，虧損會以該資產的帳面值與按其原本的實際利率用折現方式計算其預期未來現金流量的現值之間的差額，在全面收益表內確認。如其後減值虧損降低，並證實與在確認減值虧損後出現的事件相關，則該減值虧損會在全面收益表內回撥。

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. 主要會計政策(續)

Significant accounting policies (continued)

2.4 物業、設備及器材

Property, plant and equipment

於一九九三年八月一日撥歸土地註冊處營運基金的物業、設備及器材，最初的成本是按立法會所通過成立土地註冊處營運基金的決議案中所列的估值入帳。由一九九三年八月一日起新購的物業、設備及器材均按購入價入帳。

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.

以下物業、設備及器材以成本值扣除累計折舊及任何減值虧損列帳(附註2.6)：

- 於一九九三年八月一日撥歸土地註冊處營運基金的自用物業；及
- 設備及器材包括電腦器材、汽車、傢具與裝置，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. 主要會計政策(續)**Significant accounting policies** (continued)**2.4 物業、設備及器材**(續)**Property, plant and equipment** (continued)

折舊是按照物業、設備及器材的估計可使用年期以直線法攤銷扣除估計剩餘值的成本值，計算方法如下：

— 建築物	30年
— 電腦器材	5年
— 器材、傢具及裝置	5年
— 汽車	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

於一九九三年八月一日撥歸土地註冊處營運基金的土地(為土地註冊處營運基金之物業所在地)視為非折舊資產。

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.

出售物業、設備及器材的損益以出售所得淨額與資產的帳面值之間的差額來決定，並在出售日於全面收益表內確認。

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. 主要會計政策(續)

Significant accounting policies (continued)

2.5 無形資產

Intangible assets

無形資產包括購入的電腦軟件牌照及已資本化的電腦軟件程式開發成本值。若電腦軟件程式在技術上可行，而土地註冊處營運基金有足夠資源及有意完成開發工作，有關的開發費用會被資本化。資本化費用包括直接工資及材料費用。無形資產按成本值扣除累計攤銷及任何減值虧損列帳(附註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).

無形資產的攤銷按估計可使用年期(5年)以直線法列入全面收益表。

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 固定資產的減值

Impairment of fixed assets

固定資產，包括物業、設備及器材，以及無形資產的帳面值在每個報告期結束日評估，以確定有否出現減值跡象。若有減值跡象而資產的帳面值高於其可收回數額，則有關減值虧損在全面收益表內確認。資產的可收回數額為其公平值減出售成本與使用值兩者中的較高者。

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 等同現金

Cash equivalents

等同現金指短期及流通性高的投資，該等項目在購入時距期滿日不超過3個月，並隨時可轉換為已知數額的現金，而其價值變動的風險不大。

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. 主要會計政策(續)**Significant accounting policies** (continued)**2.8 僱員福利****Employee benefits**

土地註冊處營運基金的僱員包括公務員及合約員工。薪金、約滿酬金及年假開支均在僱員提供有關服務所在年度以應計基準確認入帳。就公務員而言，僱員附帶福利開支包括香港特別行政區政府(「政府」)給予僱員的退休金及房屋福利，均在僱員提供有關服務所在年度支銷。

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.

就按可享退休金條款受聘的公務員的長俸負債已包括於支付予政府有關附帶福利開支中。就其他員工向強制性中央公積金計劃的供款於全面收益表中支銷。

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 名義利得稅**Notional profits tax**

根據《稅務條例》(第112章)土地註冊處營運基金並無稅務責任，但於二零一七年十二月二十七日前，政府要求土地註冊處營運基金向政府支付一筆款項以代替利得稅(即名義利得稅)，該款項是根據《稅務條例》的規定所計算(見附註6)。以下是土地註冊處營運基金就名義利得稅所採納的會計政策：

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) 年度名義利得稅支出包括本期稅項及遞延稅項資產和負債的變動。

Notional profits tax expense for the year comprised current tax and movements in deferred tax assets and liabilities.

- (ii) 本期稅項為本年度對應課稅收入按報告期結束日已生效或實際有效的稅率計算的預計應付稅項，並包括以往年度應付稅項的任何調整。

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. 主要會計政策(續)

Significant accounting policies (continued)

2.9 名義利得稅(續)

Notional profits tax (continued)

- (iii) 遞延稅項資產及負債是因納稅基礎計算的資產及負債與其帳面值之間的差異，而分別產生的可扣稅及應課稅的暫記差額。遞延稅項資產也可由未使用稅務虧損及稅項抵免而產生。

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.

所有遞延稅項負債及未來可能有應課稅盈利予以抵銷的遞延稅項資產，均予確認。

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.

遞延稅項的確認額是根據該資產及負債的帳面值之預期收回及結算的方式，按在報告期結束日已生效或實際有效的稅率計算。遞延稅項資產及負債不作折現。

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.

遞延稅項資產的帳面金額在每個報告期結束日重新審閱，對預期不再有足夠的應課稅盈利以實現相關稅務利益的遞延稅項資產予以扣減。被扣減的遞延稅項資產會於預期將來出現足夠的應課稅盈利時撥回。

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，土地註冊處營運基金無須再支付名義利得稅。於二零一七年十二月二十七日，應付名義利得稅結餘及遞延稅項負債結餘已被註銷確認，而相關收入則在全面收益表中確認(見附註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. 主要會計政策(續)**Significant accounting policies** (continued)**2.10 收入的確認****Revenue recognition**

營運收入在提供服務時確認。利息收入採用實際利率法以應計方式確認。

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

2.11 外幣換算**Foreign currency translation**

本年度外幣交易，按交易當日的匯率換算為港元。以非港幣計算的貨幣資產及負債，均按報告期結束日的匯率換算為港元。外匯換算產生的匯兌收益及虧損，會在全面收益表中確認。

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 關連人士**Related parties**

土地註冊處營運基金是根據《營運基金條例》成立，並屬政府轄下的獨立會計單位。年內，土地註冊處營運基金在日常業務中與各關連人士進行交易。這些人士包括政府各局及部門、營運基金，以及受政府所管制或主要影響的財政自主機構。

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 新訂及經修訂香港財務報告準則的影響**Impact of new and revised HKFRSs**

香港會計師公會已頒布若干新訂或經修訂的香港財務報告準則，於本會計期生效或供提前採納。適用於本財務報表所呈報的年度會計政策，並未因這些發展而有任何改變。

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.

土地註冊處營運基金並沒有採納在本會計期尚未生效的任何新香港財務報告準則(附註24)。

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

3. 營業額**Turnover**

		2018	2017
辦理文件註冊	Registration of documents	196,972	169,091
查冊	Search	92,140	86,341
提供副本	Copying	88,593	77,628
業權報告	Reports on title	60,288	47,342
電子提示服務	e-Alert Service	25,709	—
業主立案法團	Owners incorporation	16,717	20,303
其他	Others	10,312	8,391
總額	Total	490,731	409,096

4. 運作成本**Operating costs**

		2018	2017
員工費用	Staff costs	307,973	297,990
一般運作開支	General operating expenses	15,392	14,105
電腦服務開支	Computer service charges	32,751	33,236
租金及管理費	Rental and management charges	21,491	21,604
中央行政費用	Central administrative overheads	3,528	2,797
折舊及攤銷	Depreciation and amortisation	13,556	11,743
處置固定資產虧損	Loss on disposal of fixed assets	25	200
審計費用	Audit fees	702	801
總額	Total	395,418	382,476

5. 其他收入**Other income**

		2018	2017
銀行存款利息	Bank deposits interest	6,152	3,797
外匯基金存款利息	Placement with the Exchange Fund interest	20,599	19,437
註銷確認應付名義利得稅及遞延稅項負債(附註6及15)	Derecognition of notional profits tax payable and deferred tax liabilities (notes 6 and 15)	9,779	—
總額	Total	36,530	23,234

6. 名義利得稅

Notional profits tax

於二零一七年十二月二十七日前，政府要求所有營運基金向政府支付名義利得稅及股息。於二零一七年十二月二十七日，終審法院就一宗關於通訊事務管理局辦公室營運基金的司法覆核案作出判決。根據該判決，將營運基金條例理解為準許在該營運基金的預算中包括名義稅或股息的預計款項是法律上的錯誤。政府於判決後更改了財務安排。自二零一七年十二月二十七日起，所有營運基金無須再向政府支付名義利得稅及股息。因此，土地註冊處營運基金並無就截至二零一八年三月三十一日止年度作出名義利得稅撥備。於二零一七年十二月二十七日，為數757.3萬港元的應付名義利得稅結餘已被註銷確認，而相關收入則在全面收益表中確認(附註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，於全面收益表內扣除的名義利得稅如下：

The notional profits tax charged to the statement of comprehensive income for the year ended 31 March 2017 represented:

本期稅項	Current tax	
本年名義利得稅的撥備	Provision for notional profits tax for the year	7,573
遞延稅項	Deferred tax	
暫記差額的產生及撥回	Origination and reversal of temporary differences	6
名義利得稅	Notional profits tax	7,579

6. 名義利得稅(續)**Notional profits tax (continued)**

- (ii) 截至二零一七年三月三十一日止年度，稅項支出與會計盈利按適用稅率計算的稅項兩者之對帳如下：

The reconciliation between tax expense and accounting profit at applicable tax rates for the year ended 31 March 2017 was as follows:

名義利得稅前盈利	Profit before notional profits tax	49,854
按香港利得稅率16.5%計算的稅項	Tax at Hong Kong profits tax rate of 16.5%	8,226
一次性的稅項寬減	One-off tax reduction	(20)
非應課稅收入的稅項影響	Tax effect of non-taxable revenue	(627)
名義稅項支出	Notional tax expense	7,579

7. 固定資產回報率**Rate of return on fixed assets**

固定資產回報率是以總全面收益(不包括利息收入和利息支出)除以固定資產平均淨值所得的百分率。固定資產包括物業、設備、器材及無形資產。預期土地註冊處營運基金可以達致財政司司長定下每年固定資產回報率5.9%(二零一七年: 6.9%)的目標。

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. 物業、設備及器材

Property, plant and equipment

		土地及 建築物	電腦 器材	器材、傢具 及裝置	汽車	總計
		Land and Buildings	Computer 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/註銷	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/註銷	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
累計折舊	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
年度費用	Charge for the year	3,851	3,908	700	48	8,507
出售/註銷	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
年度費用	Charge for the year	3,851	5,105	419	—	9,375
出售/註銷	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
帳面淨值	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. 無形資產

Intangible assets

		電腦軟件牌照及系統開發成本 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／註銷	Disposals	(77)	(589)
在年終	At end of year	203,115	196,806
累計攤銷	Accumulated amortisation		
在年初	At beginning of year	188,909	186,065
年度費用	Charge for the year	4,181	3,236
出售／註銷	Disposals	(77)	(392)
在年終	At end of year	193,013	188,909
帳面淨值	Net book value		
在年終	At end of year	10,102	7,897

10. 外匯基金存款

Placement with the Exchange Fund

外匯基金存款結餘為6.465億港元(二零一七年: 6.289億港元), 其中5.6億港元為本金, 8,650萬港元(二零一七年: 6,890萬港元)為報告期結束日已入帳但尚未提取的利息。存款期為期六年(由存款日起計), 期內不能提取本金。

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.

外匯基金存款利息按每年1月釐定的固定息率計算。該息率是外匯基金投資組合過去6年的平均年度投資回報, 或3年期政府債券在上一個年度的平均年度收益率, 以0%為下限, 兩者取其較高者。二零一八年固定息率為每年4.6%, 二零一七年為每年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. 應收帳款及預繳款項

Debtors and prepayments

		2018	2017
應收帳款	Trade debtors	12,998	9,686
應計利息:	Accrued interest from:		
— 銀行存款	— bank deposits	2,485	1,484
— 外匯基金存款	— placement with the Exchange Fund	7,333	4,342
預繳款項及其他按金	Prepayment and other deposits	3,136	3,853
總額	Total	25,952	19,365

12. 遞延收入 Deferred revenue

指預先支付的訂購費用或其他服務收費。

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

13. 客戶按金 Customers' deposits

指向客戶提供服務前收取的按金。

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

14. 僱員福利撥備 Provision for employee benefits

此為在計至報告期結束日就所提供的服務給予僱員年假的估計負債(見附註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. 遞延稅項 Deferred tax

自二零一七年十二月二十七日起，土地註冊處營運基金無須再向政府支付名義利得稅(見附註6)。因此，土地註冊處營運基金不會再有遞延稅項資產或負債。於二零一七年十二月二十七日，為數220.6萬港元的遞延稅項負債結餘已被註銷確認，而相關收入則在全面收益表中確認(附註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，在財務狀況表內確認的遞延稅項主要部分及年內的變動如下：

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. 遞延稅項(續)

Deferred tax (continued)

		多於有關折舊及攤銷的折舊免稅額 Depreciation allowances in excess of the related depreciation and amortisation	其他暫記差額 Other temporary differences	總額 Total
在二零一六年四月一日的結餘	Balance at 1 April 2016	2,306	(106)	2,200
於全面收益表內扣除／(計入)	Charged/(Credited) to the statement of comprehensive income	28	(22)	6
在二零一七年三月三十一日的結餘	Balance at 31 March 2017	2,334	(128)	2,206

16. 營運基金資本

Trading fund capital

此為政府對土地註冊處營運基金的投資。

This represents the Government's investment in the LRTF.

17. 保留盈利

Retained earnings

		2018	2017
在年初的結餘	Balance at beginning of year	963,279	963,279
年度總全面收益	Total comprehensive income for the year	131,843	42,275
轉入自／(轉出至)擬發股息(見附註18)	Transfer from/(to) proposed dividend (see note 18)	42,275	(42,275)
在年終的結餘	Balance at end of year	1,137,397	963,279

18. 擬發股息**Proposed dividend**

於二零一七年三月三十一日，向政府擬發股息是根據截至該日止年度總全面收益及經財經事務及庫務局局長核准的年度營運計劃裏列出的100% 目標派息比率作出。

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，土地註冊處營運基金無須再向政府支付股息(見附註6)。因此，於二零一七年十二月二十七日，為數4,227.5萬港元的擬發股息結餘已轉回至保留盈利(附註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. 現金及等同現金**Cash and cash equivalents**

		2018	2017
現金及銀行結餘	Cash and bank balances	22,288	18,409
銀行存款	Bank deposits	435,000	319,000
小計	Subtotal	457,288	337,409
減：原有期限為3個月 以上的銀行存款	Less: Bank deposits with original maturities over three months	(435,000)	(319,000)
現金及等同現金	Cash and cash equivalents	22,288	18,409

20. 關連人士交易

Related party transactions

除了在本財務報表的其他部分披露的與關連人士交易外，年內與關連人士進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) 土地註冊處營運基金向關連人士提供的服務包括土地文件註冊、查閱土地登記冊及土地記錄，以及提供土地記錄副本和業權報告。這些服務為土地註冊處營運基金帶來的總收入為1.145億港元(二零一七年：1.024億港元)，這金額已計算在附註3的營業額項下。

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) 關連人士向土地註冊處營運基金提供的服務包括有關電腦、辦公地方、中央行政和審計的服務。土地註冊處營運基金在這些服務方面的總開支為3,200萬港元(二零一七年：3,100萬港元)，這金額已計算在附註4的運作成本項下。

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) 向關連人士購入的固定資產包括裝置工程。這些資產的總成本為28萬港元(二零一七年：59萬港元)。

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).

土地註冊處營運基金向關連人士提供服務的收費和接受這些人士服務的收費都是按照劃一標準計算，即同時提供給公眾的服務，收費和公眾一樣；至於只提供給關連人士的服務，則按服務的十足成本計算。

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. 金融風險管理

Financial risk management

(i) 投資政策

Investment policy

土地註冊處營運基金以審慎保守的方式來投資包括外匯基金存款、債務證券及銀行存款的金融資產。投資的決定是按照由財經事務及庫務局局長、香港金融管理局所發出的指引，並符合其他有關規例。投資的債務證券是由政府或由信貸評級可靠的香港半官方機構發出。一般來說，投資的債務證券會持至期滿。

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) 信貸風險

Credit risk

信貸風險指金融工具的一方將不能履行責任而且會引致另一方蒙受財務損失的風險。

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.

土地註冊處營運基金的信貸風險，主要取決於應收帳款、銀行存款及外匯基金存款。土地註冊處營運基金訂有風險政策，並持續監察須承擔的信貸風險。

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.

關於應收帳款，網上服務登記用戶須繳付按金。

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

為盡量減低信貸風險，所有定期存款均存於香港的持牌銀行。

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

至於外匯基金存款，其相關信貸風險偏低。

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

21. 金融風險管理(續)**Financial risk management (continued)****(ii) 信貸風險(續)****Credit risk (continued)**

在報告期結束日土地註冊處營運基金的金融資產所須承擔的最高信貸風險數額相當於其帳面值。

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) 流動資金風險**Liquidity risk**

流動資金風險指某一實體將難以履行與金融負債相關的責任的風險。

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

根據《營運基金條例》，土地註冊處營運基金須負責其現金管理，包括盈餘現金的長短期投資，惟須獲財政司司長批准。土地註冊處營運基金的政策是定期監察即時及預期的流動資金需要，確保能維持足夠的現金儲備，以符合長短期的流動資金需要。土地註冊處營運基金的流動資金狀況穩健，故其面對的流動資金風險甚低。

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) 利率風險**Interest rate risk**

利率風險指因市場利率變動而引致虧損的風險。利率風險可進一步分為公平值利率風險及現金流量利率風險。

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. 金融風險管理(續)

Financial risk management (continued)

(iv) 利率風險(續)

Interest rate risk (continued)

公平值利率風險指金融工具的公平值會因市場利率變動而波動的風險。由於土地註冊處營運基金的銀行存款為定息金融工具，當市場利率上升，這些金融工具的公平值便會下跌。然而，由於上述金融資產均按攤銷成本值列示，市場利率的變動不會影響相關帳面值及土地註冊處營運基金的盈利和儲備。

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.

現金流量利率風險指金融工具的未來現金流量會因市場利率變動而波動的風險。土地註冊處營運基金無須面對重大的現金流量利率風險，因為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) 貨幣風險

Currency risk

貨幣風險指金融工具的公平值或未來現金流量會因匯率變動而波動的風險。

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.

土地註冊處營運基金的一般業務交易是以港元為單位，因而不會引致貨幣風險。

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

21. 金融風險管理(續)**Financial risk management (continued)****(v) 貨幣風險(續)****Currency risk (continued)**

至於以美元為單位的投資，基於港元與美元掛鈎，土地註冊處營運基金的貨幣風險甚低。

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.

在報告期結束日，以美元為本位的金融資產總計有5仟港元(二零一七年：5仟港元)。剩餘的金融資產及所有金融負債均以港元為本位。

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) 其他財務風險**Other financial risk**

土地註冊處營運基金因於每年一月釐定的外匯基金存款息率(附註10)的變動而須面對金融風險。於二零一八年三月三十一日，假設二零一七年及二零一八年的息率增加／減少50個基點(二零一七年：50個基點)而其他因素不變，估計年度盈利及儲備將增加／減少320萬港元(二零一七年：260萬港元)。

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**

在活躍市場買賣的金融工具的公平值是根據報告期結束日的市場報價釐定。如沒有該等市場報價，則以現值或其他估值方法以報告期結束日的市況數據評估其公平值。

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.

所有金融工具均以與其公平值相同或相差不大的金額在財務狀況表內列帳。

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

22. 資本承擔

Capital commitments

在二零一八年三月三十一日，土地註冊處營運基金有下列尚未列入財務報表的資本承擔：

As at 31 March 2018, the LRTF had capital commitments, so far as not provided for in the financial statements, as follows:

		2018	2017
已批准及簽約	Authorised and contracted for	247	1,209
已批准惟未簽約	Authorised but not yet contracted for	206,637	164,537
總額	Total	206,884	165,746

23. 經營租約承擔

Operating lease commitments

在二零一八年三月三十一日，根據不可撤銷的土地及建築物經營租約在未來的最低應付租賃款項總額如下：

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
不超過一年	Not later than one year	4,056	3,293
超過一年但不超過五年	Later than one year but not later than five years	3,380	—
總額	Total	7,436	3,293

24. 已頒布但於截至二零一八年三月三十一日止年度尚未生效的修訂、新準則及詮釋可能造成的影響

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

直至本財務報表發出之日，香港會計師公會已頒布多項修訂、新準則及詮釋。其中包括於截至二零一八年三月三十一日止年度尚未生效，亦沒有提前在本財務報表中被採納的修訂、新準則及詮釋。其中包括以下可能與土地註冊處營運基金有關。

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.

	在以下日期或之後 開始的會計期生效 Effective for accounting periods beginning on or after
香港財務報告準則第9號「金融工具」	二零一八年一月一日
HKFRS 9, “Financial Instruments”	1 January 2018
香港財務報告準則第15號「來自客戶合約之收入」	二零一八年一月一日
HKFRS 15, “Revenue from Contracts with Customers”	1 January 2018
香港財務報告準則第16號「租賃」	二零一九年一月一日
HKFRS 16, “Leases”	1 January 2019

土地註冊處營運基金正就該等修訂、新準則及詮釋在首次採納期間預計會產生的影響進行評估。迄今的結論是採納該等修訂、新準則及詮釋不大可能會對財務報表有重大影響。

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. 已頒布但於截至二零一八年三月三十一日止年度尚未生效的修訂、新準則及詮釋可能造成的影響(續)

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

香港財務報告準則第9號「金融工具」

HKFRS 9, “Financial Instruments”

香港財務報告準則第9號取代香港會計準則第39號「金融工具：確認及計量」，引入金融資產分類及計量的新規定，包括有關金融資產減值計量及對沖會計法的新規定。另一方面，香港財務報告準則第9號對香港會計準則第39號有關金融工具的確認及註銷的規定，以及金融負債的分類及計量的規定，並未作出重大修訂。香港財務報告準則第9號載有計量金融資產的3個主要分類：(1)攤銷成本值；(2)以公平值計入損益；以及(3)以公平值計入其他全面收益。分類基準視乎實體的業務模式及金融資產的合約現金流量特性而定。

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.

土地註冊處營運基金經過評估後認為，現時按攤銷成本值計量的金融資產會在採納香港財務報告準則第9號後繼續採用其各自的分類及計量。至於金融負債，分類及計量並無改變。

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. 已頒布但於截至二零一八年三月三十一日止年度尚未生效的修訂、新準則及詮釋可能造成的影響(續) **Possible impact of amendments, new standards and interpretations issued but not yet effective for the year ended 31 March 2018 (continued)**

香港財務報告準則第9號「金融工具」(續) **HKFRS 9, “Financial Instruments” (continued)**

香港財務報告準則第9號同時引入了新的預期信貸虧損模型，取代香港會計準則第39號所用的已產生虧損減值模型。新模型適用於土地註冊處營運基金的貸出款項及應收帳款。在預期信貸虧損模型下，減值虧損將無需在發生虧損事件後才可確認。反而，實體須視乎有關資產及事實與情況，確認及計量12個月預期信貸虧損或永久預期信貸虧損。土地註冊處營運基金評估在現行做法或新減值模型下均不會確認重大的減值虧損。

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.

香港財務報告準則第15號「來自客戶合約之收入」 **HKFRS 15, “Revenue from Contracts with Customers”**

香港財務報告準則第15號取代所有現時香港財務報告準則下收入確認的規定，並建立一個新的五步模式，以將來自客戶合約之收入入賬。根據香港財務報告準則第15號，收入按反映實體預期就向客戶轉讓貨物或服務作交換而有權獲得之代價金額確認。該準則亦引入廣泛的披露規定，包括分拆收入總額，關於履行責任、合約資產及負債賬目結餘之變動以及主要判斷及估計等資料。土地註冊處營運基金評估採納香港財務報告準則第15號將不會對土地註冊處營運基金的財務報表造成重大影響。

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. 已頒布但於截至二零一八年三月三十一日止年度尚未生效的修訂、新準則及詮釋可能造成的影響(續)

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

香港財務報告準則第16號「租賃」 HKFRS 16 “Leases”

香港財務報告準則第16號取代香港會計準則第17號「租賃」列載確認、計量、呈報及披露租賃的原則，引入單一的承租人會計模式，要求承租人確認期限超過12個月的所有租賃的資產及負債，惟低價值資產的租賃除外。根據香港財務報告準則第16號，承租人須確認反映其使用租賃資產的權利的使用權資產及反映其支付租金的義務的租賃負債。因此承租人應確認使用權資產折舊及租賃負債利息。使用權資產及租賃負債最初按現值計量。計量包括不可撤銷租賃的租金，以及如承租人可合理地確定會行使延長租賃選擇權，於延長租賃期間支付的租金。就出租人會計法而言，香港財務報告準則第16號主要延續香港會計準則第17號的出租人會計法。

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. 已頒布但於截至二零一八年三月三十一日止年度尚未生效的修訂、新準則及詮釋可能造成的影響(續) **Possible impact of amendments, new standards and interpretations issued but not yet effective for the year ended 31 March 2018 (continued)**

香港財務報告準則第16號「租賃」 HKFRS 16 “Leases” (continued)
(續)

香港財務報告準則第16號主要影響土地註冊處營運基金目前分類為物業經營租賃的承租人會計法。預期應用新會計模式會引致資產及負債增加，以及影響在租賃期內於全面收益表內確認支出的時間。正如附註23所披露，於二零一八年三月三十一日，土地註冊處營運基金擁有不可撤銷的物業經營租賃承擔為740萬港元。考慮到涉及的款額，土地註冊處營運基金預期採納該新準則不會對其財務報表有重大影響。新準則將於二零一九年一月一日或以後開始的財政年度全面應用。土地註冊處營運基金在現階段不擬在其生效日期前採納有關準則。

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

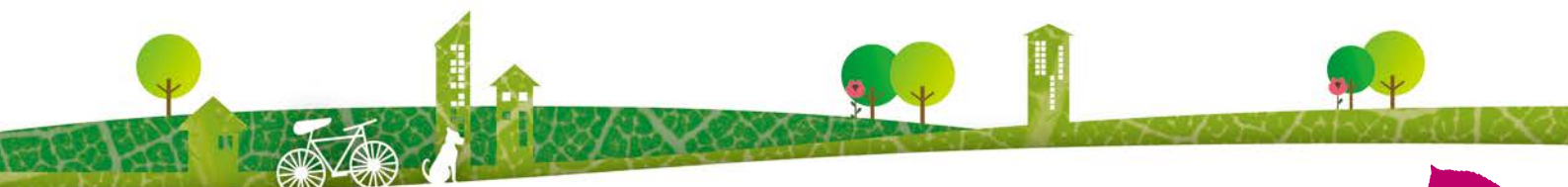


(a) 2017/18年度服務承諾
Performance Pledges 2017/18

服務類別 Service Type	服務標準 Service Standard		服務指標 (達到服務標準的 百分比) Performance Target	實際表現 (達到服務標準的 百分比) Actual Performance
	工作天 Working Day(s)	分鐘 Minutes	(% meeting service standard)	(% meeting service standard)
1. 辦理土地文件註冊 Registration of land documents	15 (a+b)			
(a) 由收到文書至根據已註冊的文書更新土地登記冊 ^(註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 ^(註2 See Note 2)
(b) 完成影像處理程序並把已註冊的文書送回交契人士 ^(註1) Completion of imaging and return of the registered instrument to the lodging party ^(See Note 1)	(b) 4			
2. 在櫃位查閱土地登記冊 Counter search of land registers		15	97	100
3. 提供土地紀錄影像處理副本 Supply of imaged copies of land records				
(a) 在櫃位索取 Over the counter				
(i) 不連過大圖則 Without oversized plans		15	97	100
(ii) 附連過大圖則 With oversized plans		5	97	100
(b) 透過網上服務訂購 Order via online services				
(i) 親身領取 Collection in person				
• 不連顏色圖則 Without coloured plans		1	97	100
• 附連顏色圖則 With coloured plans		3	97	100
• 附連過大圖則 With oversized plans		5	97	100

服務類別 Service Type	服務標準 Service Standard		服務指標 (達到服務標準的 百分比) Performance Target (% meeting service standard)	實際表現 (達到服務標準的 百分比) Actual Performance (% meeting service standard)
	工作天 Working Day(s)	分鐘 Minutes		
	(ii) 郵寄或由傳遞公司送遞 Delivery by post or courier			
• 不連顏色圖則 Without coloured plans				
— 下午6時前訂購 Orders placed before 6 pm	1		97	100
— 下午6時後或在星期六、 星期日及公眾假期訂購 Orders placed after 6 pm or on Saturdays, Sundays & public holidays	2		97	100
• 附連顏色圖則 With coloured plans	3		97	100
• 附連過大圖則 With oversized plans	5		97	100
4. 提供土地紀錄認證本 Supply of certified copies of land records				
(a) 在櫃位辦理 Over the counter				
(i) 土地登記冊 Land registers		35	97	100
(ii) 不連過大圖則的影像處理副本 Imaged copies without oversized plans		35	97	100
(iii) 附連過大圖則的影像處理副本 Imaged copies with oversized plans	5		97	100
(b) 透過網上服務訂購 Order via online services				
(i) 親身領取 Collection in person				
• 土地登記冊 Land registers	1		97	100
• 影像處理副本 Imaged copies				
— 不連過大圖則 Without oversized plans	3		97	100
— 附連過大圖則 With oversized plans	5		97	100

服務類別 Service Type	服務標準 Service Standard		服務指標 (達到服務標準的 百分比) Performance Target	實際表現 (達到服務標準的 百分比) Actual Performance
	工作天 Working Day(s)	分鐘 Minutes	(% meeting service standard)	(% meeting service standard)
(ii) 郵寄或由傳遞公司送遞 Delivery by post or courier				
• 土地登記冊 Land registers				
— 下午6時前訂購 Orders placed before 6 pm	1		97	100
— 下午6時後或在星期六、 星期日及公眾假期訂購 Orders placed after 6 pm or on Saturdays, Sundays & public holidays	2		97	100
• 不連過大圖則的影像處理副本 Imaged copies without oversized plans	3		97	100
• 附連過大圖則的影像處理副本 Imaged copies with oversized plans	5		97	100
5. 銷售註冊摘要日誌 Sale of Memorial Day Book (MDB)				
(a) 批閱註冊摘要日誌的申請 Approval of MDB applications	2		98	100
(b) 送遞註冊摘要日誌資料檔案 Delivery of MDB data files	1		98	100
6. 銷售按揭註冊摘要月誌 Sale of Monthly Memorial Information on Mortgage Transactions (MMIM)				
(a) 批閱按揭註冊摘要月誌的申請 Approval of MMIM applications	2		98	100
(b) 送遞按揭註冊摘要月誌資料檔案 Delivery of MMIM data files	4		98	100
7. 電話查詢服務 Telephone enquiry services				
(a) 辦公時間收到留言 Voice mail left during office hours		收到留言後40分鐘內回覆 Return calls within 40 minutes after receiving the voice mail	94	98.3
(b) 非辦公時間收到留言 Voice mail left after office hours		下一個工作天早上10時前回覆 Return calls before 10 am on the next working day	94	100



服務類別 Service Type	服務標準		服務指標	實際表現
	工作天 Working Day(s)	分鐘 Minutes	(達到服務標準的 百分比)	(達到服務標準的 百分比)
			Performance Target (% meeting service standard)	Actual Performance (% meeting service standard)
8. 修訂土地登記冊資料 Amendment of registered data				
(a) 一般個案(即根據註冊摘要資料更正土地登記冊) Simple cases (i.e. Rectification of land registers based on Memorial information)	3		93	99.8
(b) 複雜個案 Complicated cases	10		92	98.2
9. 為再交付註冊的中止註冊文書辦理註冊 Registration of withheld instruments redelivered for registration	16 (a+b)		92	99.6
(a) 由收到再交付註冊的中止註冊文書至根據已註冊的文書更新相關土地登記冊；以及 From receipt of a withheld instrument redelivered for registration to updating the land register with the registered instrument; and	(a) 12			
(b) 完成影像處理程序並把已註冊的文書送回交契人士 Completion of imaging and return of the registered instrument to the lodging party	(b) 4			
10. 處理建議／投訴 Handling of suggestions/complaints			—	—
			本處會在收到建議或投訴後的十天內答覆。如果不可能在這限期內詳盡作覆，也會給予初步回覆。 Replies to suggestions or complaints will be sent within 10 calendar days of their receipt. If this is not possible, an interim reply will be sent within this period.	

註1： 不包括複雜個案及被中止註冊的文書

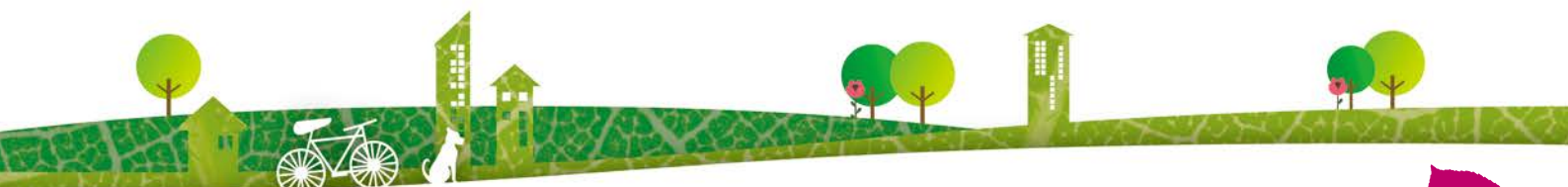
Note 1: Excluding complicated cases and instruments withheld from registration

註2： 實際表現是根據每個月最後一個工作天將已註冊的文書送回交契人士作計算

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年度服務承諾(生效日期為2018年4月1日起)
Performance Pledges 2018/19 (with effect from 1 April 2018)

服務類別 Service Type	服務標準 Service Standard		服務指標 (達到服務標準的百分比) Performance Target
	工作天 Working Day(s)	分鐘 Minutes	(% meeting service standard)
1. 辦理土地文件註冊 Registration of land documents	15 (a+b)		
(a) 由收到文書至根據已註冊的文書更新土地登記冊 ^(註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) 完成影像處理程序並把已註冊的文書送回交契人士 ^(註1) Completion of imaging and return of the registered instrument to the lodging party ^(See Note 1)	(b) 4		
2. 在櫃位查閱土地登記冊 Counter search of land registers		15	97
3. 提供土地紀錄影像處理副本 Supply of imaged copies of land records			
(a) 在櫃位索取 Over the counter			
(i) 不連過大圖則 Without oversized plans		15	97
(ii) 附連過大圖則 With oversized plans	5		97
(b) 透過網上服務訂購 Order via online services			
(i) 親身領取 Collection in person			
• 不連顏色圖則 Without coloured plans	1		97
• 附連顏色圖則 With coloured plans	3		97
• 附連過大圖則 With oversized plans	5		97
(ii) 郵寄或由傳遞公司送遞 Delivery by post or courier			



服務類別 Service Type	服務標準 Service Standard		服務指標 (達到服務標準的百分比) Performance Target
	工作天 Working Day(s)	分鐘 Minutes	(% meeting service standard)
<ul style="list-style-type: none"> 不連顏色圖則 Without coloured plans 			
<ul style="list-style-type: none"> <ul style="list-style-type: none"> — 下午6時前訂購 Orders placed before 6 pm 	1		97
<ul style="list-style-type: none"> <ul style="list-style-type: none"> — 下午6時後或在星期六、星期日及公眾假期訂購 Orders placed after 6 pm or on Saturdays, Sundays & public holidays 	2		97
<ul style="list-style-type: none"> 附連顏色圖則 With coloured plans 	3		97
<ul style="list-style-type: none"> 附連過大圖則 With oversized plans 	5		97
4. 提供土地紀錄認證本			
Supply of certified copies of land records			
(a) 在櫃位辦理			
Over the counter			
(i) 土地登記冊 Land registers		35	97
(ii) 不連過大圖則的影像處理副本 Imaged copies without oversized plans		35	97
(iii) 附連過大圖則的影像處理副本 Imaged copies with oversized plans	5		97
(b) 透過網上服務訂購			
Order via online services			
(i) 親身領取 Collection in person			
<ul style="list-style-type: none"> 土地登記冊 Land registers 	1		97
<ul style="list-style-type: none"> 影像處理副本 Imaged copies 			
<ul style="list-style-type: none"> <ul style="list-style-type: none"> — 不連過大圖則 Without oversized plans 	3		97
<ul style="list-style-type: none"> <ul style="list-style-type: none"> — 附連過大圖則 With oversized plans 	5		97

服務類別 Service Type	服務標準 Service Standard		服務指標 (達到服務標準的百分比) Performance Target
	工作天 Working Day(s)	分鐘 Minutes	(% meeting service standard)
(ii) 郵寄或由傳遞公司送遞 Delivery by post or courier			
• 土地登記冊 Land registers			
— 下午6時前訂購 Orders placed before 6 pm	1		97
— 下午6時後或在星期六、 星期日及公眾假期訂購 Orders placed after 6 pm or on Saturdays, Sundays & public holidays	2		97
• 不連過大圖則的影像處理副本 Imaged copies without oversized plans	3		97
• 附連過大圖則的影像處理副本 Imaged copies with oversized plans	5		97
5. 銷售註冊摘要日誌 Sale of Memorial Day Book (MDB)			
(a) 批閱註冊摘要日誌的申請 Approval of MDB applications	2		98
(b) 送遞註冊摘要日誌資料檔案 Delivery of MDB data files	1		98
6. 銷售按揭註冊摘要月誌 Sale of Monthly Memorial Information on Mortgage Transactions (MMIM)			
(a) 批閱按揭註冊摘要月誌的申請 Approval of MMIM applications	2		98
(b) 送遞按揭註冊摘要月誌資料檔案 Delivery of MMIM data files	4		98
7. 電話查詢服務 Telephone enquiry services			
(a) 辦公時間收到留言 Voice mail left during office hours		收到留言後40分鐘內回覆 Return calls within 40 minutes after receiving the voice mail	94
(b) 非辦公時間收到留言 Voice mail left after office hours		下一個工作天早上10時前回覆 Return calls before 10 am on the next working day	94

服務類別 Service Type	服務標準 Service Standard		服務指標 (達到服務標準的百分比) Performance Target
	工作天 Working Day(s)	分鐘 Minutes	(% meeting service standard)
8. 修訂土地登記冊資料 Amendment of registered data			
(a) 一般個案(即根據註冊摘要資料更正土地登記冊) Simple Cases (i.e. Rectification of land registers based on Memorial information)	3		94
(b) 複雜個案 Complicated Cases	10		93
9. 為再交付註冊的中止註冊文書辦理註冊 Registration of withheld instruments redelivered for registration	16 (a+b)		92
(a) 由收到再交付註冊的中止註冊文書至根據已註冊的文書更新相關土地登記冊；以及 From receipt of a withheld instrument redelivered for registration to updating the land register with the registered instrument; and	(a) 12		
(b) 完成影像處理程序並把已註冊的文書送回交契人士 Completion of imaging and return of the registered instrument to the lodging party	(b) 4		
10. 處理建議／投訴 Handling of suggestions/complaints		本處會在收到建議或投訴後的十天內答覆。如果不可能在這限期內詳盡作覆，也會給予初步回覆。 Replies to suggestions or complaints will be sent within 10 calendar days of their receipt. If this is not possible, an interim reply will be sent within this period.	—

註1： 不包括複雜個案及被中止註冊的文書

Note 1: Excluding complicated cases and instruments withheld from registration

(a) 2017/18年度土地註冊處聯合常務委員會委員
Membership of the Land Registry Joint Standing Committee
2017/18

主席 Chairperson

土地註冊處
The Land Registry

張美珠女士

Ms Doris CHEUNG Mei-chu

委員 Members

土地註冊處
The Land Registry

方吳淑儀女士
許國鴻先生
(生效日期為2018年1月)
李群女士
吳麗君女士
(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)

香港律師會
The Law Society of Hong Kong

林月明女士
馬華潤先生
蕭詠儀女士
楊寶林先生

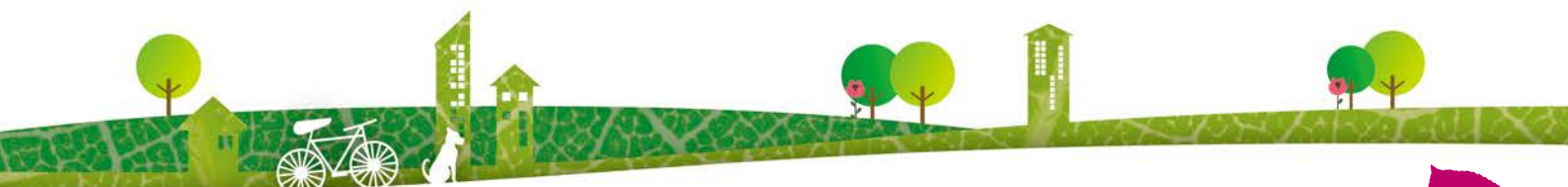
Ms Emily LAM Yuet-ming
Mr Billy MA Wah-yan
Ms Sylvia SIU Wing-yee
Mr Terry YEUNG Po-lam

秘書 Secretary

土地註冊處
The Land Registry

原偉銓先生

Mr Isaac YUEN Wai-chuen



(b) 2017/18年度土地註冊處客戶聯絡小組(私營機構)委員
Membership of the Land Registry Customer Liaison Group
(Private Sector) 2017/18

主席 Chairperson

土地註冊處 The Land Registry	方吳淑儀女士	Mrs Amy FONG NG Suk-ye
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委員 Members

香港會計師公會 Hong Kong Institute of Certified Public Accountants	蔡子傑先生 靳潤芳女士 李浩堯先生	Mr Sammy CHOI Tze-kit Ms Helen KUN Yun-fong Mr Thomas LEE Ho-yiu
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香港地產代理商總會 Hong Kong Real Estate Agencies General Association	陳炳才先生	Mr CHAN Ping-choi
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香港地產代理專業協會有限公司 Society of Hong Kong Real Estate Agents Limited	區奕明先生	Mr Franklin AU Yick-ming
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香港銀行公會 The Hong Kong Association of Banks	盧永欣女士 吳克鐘先生 胡嬋卿女士	Ms Christine LO Wing-yun Mr Andy NG Hak-chung Ms Daisy WU Sim-hing
--	-------------------------	--

香港測量師學會 The Hong Kong Institute of Surveyors	趙錦權先生 鄧康偉博士	Mr CHIU Kam-kuen Dr Conrad TANG Hong-wai
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(b) 2017/18年度土地註冊處客戶聯絡小組(私營機構)委員(續)
Membership of the Land Registry Customer Liaison Group
(Private Sector) 2017/18 (continued)

土地註冊處
The Land Registry

陳碧瑜女士
(截至2017年12月)
霍偉勤女士
林謝淑儀女士
李群女士
李芳群女士
彭嘉輝先生
潘輝耀先生
(生效日期為2018年1月)
謝少卿女士
溫錫麟先生
原偉銓先生

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

香港律師會
The Law Society of Hong Kong

區健雯女士
區曼珍女士
齊雅安先生
江玉歡女士
林敏儀女士
梁智維先生
(生效日期為2017年6月)
黃綺薇女士
(截至2017年6月)

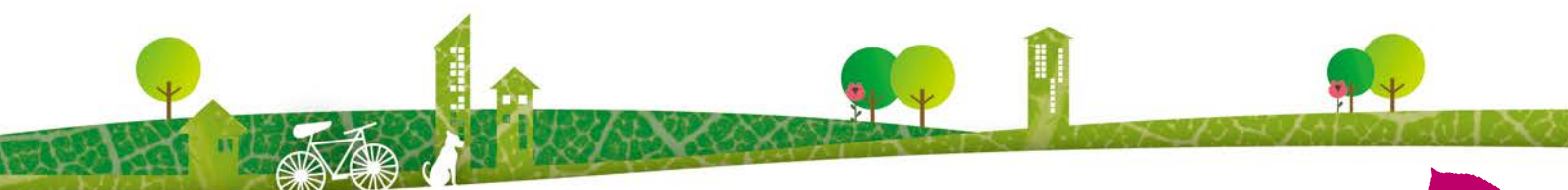
Ms AU Kin-man
Ms Stella AU Man-chun
Mr Alson CHAI
Ms Doreen KONG Yuk-foon
Ms LAM Man-yee
Mr LEONG Chi-wai
(With effect from June 2017)
Ms Annie WONG Yee-mei
(Until June 2017)

秘書 Secretary

土地註冊處
The Land Registry

劉少雯女士

Ms Eva LAU Siu-man



(c) 2017/18年度土地註冊處客戶聯絡小組(公營機構)委員
Membership of the Land Registry Customer Liaison Group
(Public Sector) 2017/18

主席 Chairperson

土地註冊處 The Land Registry	方吳淑儀女士	Mrs Amy FONG NG Suk-yee
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委員 Members

漁農自然護理署 Agriculture, Fisheries and Conservation Department	魏遠娥女士	Ms NGAR Yuen-ngor
屋宇署 Buildings Department	歐琬靈女士 鄭啟發先生	Miss Stephanie AU Yuen-ling Mr Newman CHENG Kai-fat
香港海關 Customs and Excise Department	李建文先生	Mr David LEE Kin-man
律政司 Department of Justice	陳祖賜先生 張聰玲女士 胡淳禧女士 楊景珊女士	Mr Joseph CHAN Cho-chee Miss Charlene CHEUNG Chung-ling Miss Veronica WOO Miss Anissa YANG King-shan
環境保護署 Environmental Protection Department	郭偉忠先生	Mr Calvin KWOK Wai-chung
食物環境衛生署 Food and Environmental Hygiene Department	梅靜文女士	Ms Ann MUI Ching-man
政府產業署 Government Property Agency	霍寶樺女士	Ms Kathy FOK Po-wa
民政事務總署 Home Affairs Department	黃月娥女士	Ms Joey WONG
香港房屋協會 Hong Kong Housing Society	陳麗娟女士	Ms Fanny CHAN Lai-kuen
香港警務處 Hong Kong Police Force	譚佩芳女士	Ms Wendy TAM Pui-fong

(c) 2017/18年度土地註冊處客戶聯絡小組(公營機構)委員(續)
Membership of the Land Registry Customer Liaison Group
(Public Sector) 2017/18 (continued)

房屋署 Housing Department	鄭黎明容女士 周儉誠先生 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	劉志輝先生 王純聰先生	Mr LAU Chi-fai Mr Paul WONG Shun-chung
稅務局 Inland Revenue Department	朱志強先生 關浩泰先生	Mr CHU Chi-keung Mr KWAN Ho-tai
地政總署 Lands Department	陳淑華女士	Miss Junie CHAN Suk-wah
破產管理署 Official Receiver's Office	梁美玲女士 黃慧欣女士	Miss Sanita LEUNG Ms Virginia WONG
規劃署 Planning Department	張齡芝女士	Ms CHEUNG Ling-chi
差餉物業估價署 Rating and Valuation Department	區振耀先生	Mr Calvin AU Chun-yiu
土地註冊處 The Land Registry	陳碧瑜女士 (截至2017年12月) 霍偉勤女士 林謝淑儀女士 李群女士 李芳群女士 彭嘉輝先生 潘輝耀先生 (生效日期為2018年1月) 謝少卿女士 溫錫麟先生 原偉銓先生	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

秘書 Secretary

土地註冊處 The Land Registry	劉少雯女士	Ms Eva LAU Siu-man
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(d) 2017/18年度《土地業權條例》督導委員會委員 Membership of the Land Titles Ordinance Steering Committee 2017/18

主席 Chairperson

土地註冊處 The Land Registry	張美珠女士	Ms Doris CHEUNG Mei-chu
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委員 Members

消費者委員會 Consumer Council	歐陽嘉慧女士 (生效日期為2017年8月) 陳思琦女士 (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	李伯誠先生	Mr Simon LEE Pak-sing
發展局 Development Bureau	羅淦華先生	Mr Maurice LOO Kam-wah
地產代理監管局 Estate Agents Authority	劉淑棻女士 (截至2017年10月) 梁德麗女士 (生效日期為2017年11月)	Ms Eva LAU Suk-fun (Until October 2017) Ms Juliet LEUNG Tak-lai (With effect from November 2017)
新界鄉議局 Heung Yee Kuk New Territories	林國昌先生	Mr Alfred LAM Kwok-cheong
香港按揭證券有限公司 Hong Kong Mortgage Corporation Limited	張少慧女士	Ms Feliciana CHEUNG Siu-wai
地政總署 Lands Department	林梁曼華女士	Mrs Maria LAM LEUNG Man-wah
香港銀行公會 The Hong Kong Association of Banks	馮鈺龍先生 (截至2017年4月) 王維憲先生 (生效日期為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《土地業權條例》督導委員會委員(續)
Membership of the Land Titles Ordinance Steering Committee
2017/18 (continued)

土地註冊處
The Land Registry

方吳淑儀女士
許國鴻先生
(生效日期為2018年1月)
吳麗君女士
(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)

香港律師會
The Law Society of Hong Kong

戴永新先生

Mr Eric John DAVISON

香港地產建設商會
The Real Estate Developers
Association of Hong Kong

龍漢標先生

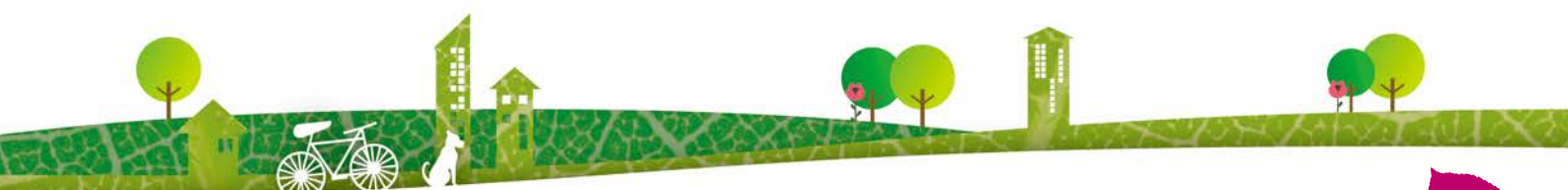
Mr Louis LOONG Hon-biu

秘書 Secretary

土地註冊處
The Land Registry

高倩雯女士

Miss Shirley KO Sin-man



(e) 2017/18年度《土地業權條例》檢討委員會委員 Membership of the Land Titles Ordinance Review Committee 2017/18

主席 Chairperson

土地註冊處
The Land Registry

許國鴻先生
(生效日期為2018年1月)
吳麗君女士
(截至2018年1月)

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

委員 Members

土地註冊處
The Land Registry

方吳淑儀女士
喬美琴女士
李寶君女士

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

發展局
Development Bureau

蔡雪蓉女士
伍樂廷女士

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

地政總署(法律諮詢及田土轉易處)
Lands Department (Legal Advisory
and Conveyancing Office)

關銘善女士
林梁曼華女士

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

律政司
Department of Justice

陳佩珊女士
許行嘉女士
林思敏女士

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

香港律師會
The Law Society of Hong Kong

夏向能先生
顏安德先生
—
黃文華先生

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

香港大律師公會
Hong Kong Bar Association

梅茂勤先生/
唐思佩女士
(交替委員)

Mr Malcolm MERRY/
Ms Sara TONG
(alternate members)


秘書 Secretary

土地註冊處
The Land Registry

喬美琴女士

Ms Queenie KIU Mei-kam





香港土地註冊處營運基金

The Land Registry Trading Fund Hong Kong

香港金鐘道六十六號

金鐘道政府合署二十八樓

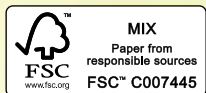
Queensway Government Offices,
28/F., 66 Queensway, Hong Kong.

電話 Tel : (852) 3105 0000

傳真 Fax : (852) 2523 0065

電郵 E-mail : csa@landreg.gov.hk

網址 Website : www.landreg.gov.hk



短片 Video



網址 Website