

# The Land Registry **AT A GLANCE** 土地注册处概览



## 土地注册处营运基金

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

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

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

## The Land Registry Trading Fund

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

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

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



## 理想、使命、信念及职能

### 我们的理想

我们竭尽所能，凡事做到最好。

### 我们的使命

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

### 我们的信念

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

## Vision, Mission, Values and Functions

### Our Vision

To be the best in all that we do.

### Our Mission

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

### Our Values

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

## 我们对香港的价值

- ✈ 香港约有半数家庭是物业的注册业主。
- ✈ 截至2019年3月，银行及金融机构以注册土地和物业作抵押的贷款约为29,380亿港元。
- ✈ 2018/19年度查阅注册资料超逾500万宗。
- ✈ 超过100个政府部门和机构使用土地注册处的资料进行规划研究以至执法等工作。
- ✈ 土地注册资料显示的物业交易可追溯至1844年，乃香港经济和社会历史的资料宝库。

## 职能

土地注册处的主要职能如下：

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

## Our Value to Hong Kong

- ✈ Around half of all Hong Kong families are registered property owners.
- ✈ Banks and financial institutions loaned about HK\$2,938 billion as at March 2019 against the security of registered land and property.
- ✈ Over five million searches of registered information took place in 2018/19.
- ✈ Over 100 Government departments and agencies use the Land Registry's information for purposes ranging from planning studies to law enforcement.
- ✈ Registered information traces back to 1844, providing resources on the economic and social history of Hong Kong.

## Functions

The Land Registry's main functions are to:

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



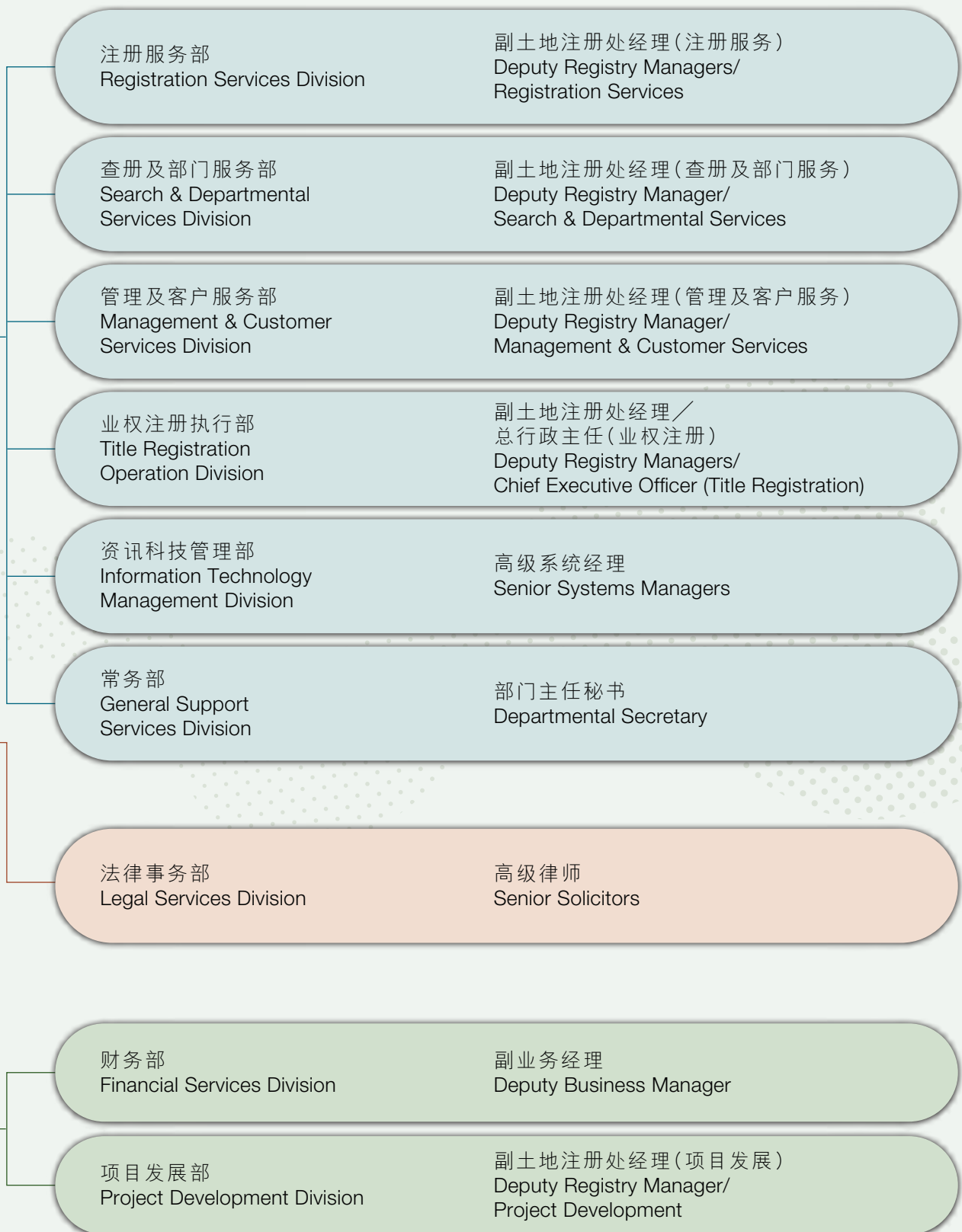


## 架构及管理 Structure and Management

土地注册处的组织架构图(截至2019年3月31日)  
Organisation Chart of the Land Registry (as at 31 March 2019)



土地注册处概览  
THE LAND REGISTRY AT A GLANCE



## 土地注册处概览 THE LAND REGISTRY AT A GLANCE

### 管理架构

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

### 分科和分部

#### 契约注册及部门服务科

##### 注册服务部

- ✈ 按照《土地注册条例》为影响土地的文件提供注册服务。

##### 查册及部门服务部

- ✈ 提供查册服务、处理业主立案法团的注册申请，以及向政府部门提供业权报告。

##### 管理及客户服务部

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

##### 业权注册执行部

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

### 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 TRS; and to plan and implement publicity and education programmes.
- ✈ To provide administrative support in the preparation for the implementation of the TRS and secretariat support to major committees concerning the LTO.

### 资讯科技管理部

- ✎ 策划、开发、推行及管理资讯科技系统及服务，并为部门提供资讯科技支援。

### Information Technology Management Division

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

### 常务部

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

### General Support Services Division

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

### 法律事务科

#### 法律事务部

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

### 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 legislative work for the introduction of the Land Titles (Amendment) Bill (LT(A)B).

### 财务科

#### 财务部

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

### Financial Services Branch

#### Financial Services Division

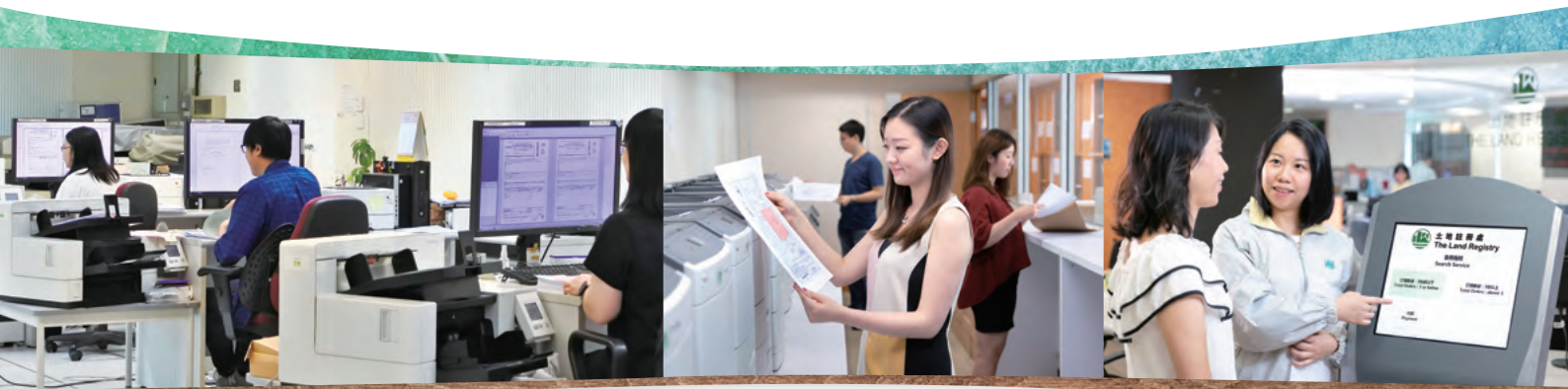
- ✎ To prepare and control budgets and manage financial accounts; to evaluate costing, fees and charges; to review accounting procedures and financial systems; and to manage departmental supplies and stores.

### 项目发展部

- ✎ 策划及推行新措施，以提升部门服务。

### Project Development Division

- ✎ To plan and implement new initiatives for service improvement.



注册服务部  
Registration Services Division

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

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



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



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

- 1 张美珠女士，JP (土地注册处处长)  
Ms Doris CHEUNG, JP (Land Registrar)
- 2 方吴淑仪女士 (土地注册处经理)  
Mrs Amy FONG (Registry Manager)
- 3 许国鸿先生 (副首席律师)  
Mr Joseph HUI (Deputy Principal Solicitor)
- 4 潘雪聪女士 (业务经理) (生效日期为2019年4月15日)  
Ms Venelie POON (Business Manager) (With effect from 15 April 2019)

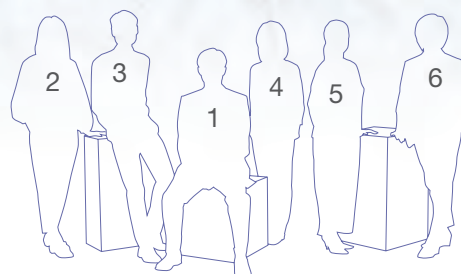


契约注册及部门服务科  
Deeds Registration and  
Departmental Services Branch

- 1 方吴淑仪女士(土地注册处经理)  
Mrs Amy FONG (Registry Manager)
- 2 潘辉耀先生(副土地注册处经理)  
Mr Kenneth POON (Deputy Registry Manager)
- 3 温锡麟先生(副土地注册处经理)  
Mr Francis WAN (Deputy Registry Manager)
- 4 林谢淑仪女士(副土地注册处经理)  
Mrs Cindy LAM (Deputy Registry Manager)
- 5 梁慧娴女士(副土地注册处经理)  
(生效日期为2018年10月4日)  
Ms Alice LEUNG (Deputy Registry Manager)  
(With effect from 4 October 2018)
- 6 霍伟勤女士(高级系统经理)  
Ms Emily FOK (Senior Systems Manager)
- 7 任美琼女士(部门主任秘书)  
(生效日期为2019年7月8日)  
Ms Tina YAM (Departmental Secretary)  
(With effect from 8 July 2019)
- 8 麦振威先生(高级系统经理)  
(生效日期为2019年4月1日)  
Mr Andrew MAK (Senior Systems Manager)  
(With effect from 1 April 2019)
- 9 原伟铨先生(副土地注册处经理)  
Mr W. C. YUEN (Deputy Registry Manager)
- 10 彭嘉辉先生(副土地注册处经理)  
Mr K. F. PANG (Deputy Registry Manager)
- 11 高倩雯女士(总行政主任)  
Miss Shirley KO (Chief Executive Officer)



土地注册处概览  
THE LAND REGISTRY AT A GLANCE



法律事务科  
Legal Services Branch

- |  |   |
|--|---|
| ① 许国鸿先生(副首席律师)<br>Mr Joseph HUI (Deputy Principal Solicitor)   | ④ 乔美琴女士(高级律师)<br>Ms Queenie KIU (Senior Solicitor)  |
| ② 李宝君女士(高级律师)<br>Ms Shirley LEE (Senior Solicitor)   | ⑤ 陈小玲女士(高级律师)<br>Miss Urania CHAN (Senior Solicitor)  |
| ③ 陆钧韦先生(高级律师)<br>(生效日期为2019年1月14日)<br>Mr Wesley LUK (Senior Solicitor)<br>(With effect from 14 January 2019) | ⑥ 廖湘桥女士(高级律师)<br>(生效日期为2019年7月8日)<br>Ms Louisa LIU (Senior Solicitor)<br>(With effect from 8 July 2019) |



财务科  
Financial Services Branch

- 1 潘雪聪女士(业务经理)  
(生效日期为2019年4月15日)  
Ms Venelie POON (Business Manager)  
(With effect from 15 April 2019)
- 2 黄美珍女士(副业务经理)  
Ms Peggy WONG (Deputy Business Manager)
- 3 李芳群女士(副土地注册处经理)  
Miss Fion LI (Deputy Registry Manager)