



香港土地注册处营运基金  
The Land Registry Trading Fund Hong Kong



# 2019-20

ANNUAL REPORT  
年报



## CONTENTS 目录

<b>2019/20年度重要事项</b>	<b>2</b>	<b>Highlights of 2019/20</b>
<b>处长的话</b>	<b>6</b>	<b>Message from the Land Registrar</b>
<b>土地注册处概览</b>		<b>The Land Registry at a Glance</b>
土地注册处营运基金	11	The Land Registry Trading Fund
理想、使命、信念及职能	12	Vision, Mission, Values and Functions
架构及管理	14	Structure and Management
土地注册处的管理层团队	18	Who's Who in the Land Registry
<b>企业管治</b>		<b>Corporate Governance</b>
管治架构	23	Governance Framework
服务承诺	24	Performance Pledges
客户意见	25	Customer Feedback
<b>企业社会责任</b>		<b>Corporate Social Responsibility</b>
企业公民	27	Corporate Citizenship
未来计划	41	Future Plan
<b>服务及运作</b>		<b>Services and Operations</b>
办理土地文件注册	43	Registration of Land Documents
查阅土地纪录服务	47	Search Services
业主立案法团服务	49	Owners' Corporation Services
客户服务	50	Customer Services
项目发展与新服务	58	Development Projects and New Services
未来计划	61	Future Plan
<b>业权注册</b>		<b>Title Registration</b>
近期发展	63	Recent Development
未来计划	65	Future Plan
<b>人力资源管理</b>		<b>Human Resources Management</b>
员工发展	67	Staff Development
未来计划	73	Future Plan
<b>资讯科技管理</b>		<b>IT Management</b>
「综合注册资讯系统」	75	Integrated Registration Information System (IRIS)
资讯科技保安	76	IT Security
未来计划	77	Future Plan





## 年报设计概念

### Design concept of the annual report

土地注册处的标志融入封面设计，锐意加深市民对土地注册处的印象。配合贯穿年报封面和内页的香港地标图片，加上代表电子化的图示，带出土地注册处与时俱进的讯息，及其「保障市民财产和支持公开市场」的宗旨。

The logo of the Land Registry is integrated into the cover design to deepen the public's impression of the Land Registry. Photos of Hong Kong landmarks and digitalisation icons are scattered throughout the cover and content pages to bring out the message that the Hong Kong Land Registry advances with times as well as its motto – Securing your Property and Supporting an Open Market.

## 财政管理

财政目标

79

实际表现

79

展望

81

## 审计署署长报告

82

## 财务报表

全面收益表

87

财务状况表

88

权益变动表

90

现金流量表

91

财务报表附注

93

## 附件 I

(a) 2019/20年度服务承诺

127

(b) 2020/21年度服务承诺

133

## 附件 II

(a) 2019/20年度土地注册处  
联合常务委员会委员

138

(b) 2019/20年度土地注册处  
客户联络小组(私营机构)委员

138

(c) 2019/20年度土地注册处  
客户联络小组(公营机构)委员

140

(d) 2019/20年度《土地业权条例》  
督导委员会委员

142

(e) 2019/20年度《土地业权条例》  
检讨委员会委员

144

## Financial Management

Financial Objectives

Actual Performance

Forecast

## Report of the Director of Audit

## Certified Financial Statements

Statement of Comprehensive Income

Statement of Financial Position

Statement of Changes in Equity

Statement of Cash Flows

Notes to the Financial Statements

## Annex I

Performance Pledges 2019/20

Performance Pledges 2020/21

## Annex II

Membership of the Land Registry  
Joint Standing Committee 2019/20

Membership of the Land Registry  
Customer Liaison Group (Private Sector)  
2019/20

Membership of the Land Registry  
Customer Liaison Group (Public Sector)  
2019/20

Membership of the Land Titles Ordinance  
Steering Committee 2019/20

Membership of the Land Titles Ordinance  
Review Committee 2019/20

# 2019/20年度重要事项 HIGHLIGHTS OF 2019/20



## 财务管理 FINANCIAL MANAGEMENT



收入 :  
Revenue:



**\$452.3** 百万元 million

营运成本 :  
Operating costs:



**\$449.3** 百万元 million



## 服务及运作 SERVICES AND OPERATIONS

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

**469,381**

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

**5,364,086**

《街道索引》及《新界地段／地址对照表》  
网上版浏览次数 :  
No. of visits to online versions of  
the Street Index and New Territories  
Lot/Address Cross Reference Table:

**4,430  
&  
5,817**

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

**>72** %

简化「物业把关易」的申请手续  
Streamlined the application  
procedure of "Property Alert"





盈利：  
Profit:

**\$39.1**  百万元 million

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

**1.2** % 



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

**95** % 

提供土地纪录的影像处理副本及影印本数目：  
No. of imaged copies and  
photocopies of land records supplied:

**767,866** 

接待访客及参与简介会人数：  
No. of visitors received and  
participants of briefing sessions:

**205** 

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

**104** 





## 工作成果 ACHIEVEMENTS



2019年「公务员事务局  
局长嘉许状」计划  
The Secretary for the Civil  
Service's Commendation  
Awards 2019



2019年「申诉专员嘉许奖」  
The Ombudsman's Awards  
2019



「2019年公务员优质  
服务奖励计划」  
Civil Service Outstanding  
Service Award Scheme 2019



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



《土地注册处营运基金2017/18  
年报》荣获两个国际比赛奖项  
Two international competition  
awards for the Land Registry  
Trading Fund Annual Report  
2017/18



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



2019年「香港无烟  
领先企业大奖」  
Hong Kong Smoke-free  
Leading Company Awards  
2019



获嘉许「精神健康友善机构」  
Commended as Mental Health  
Friendly Organisation



## 人力资源管理 HUMAN RESOURCES MANAGEMENT

雇员人数：  
No. of employees:

610



培训天数：  
No. of training days:

>2,020



## 企业社会责任 CORPORATE SOCIAL RESPONSIBILITY

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

16 

慈善活动数目：  
No. of charity programmes:

3 

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

43 



## 企业管治 CORPORATE GOVERNANCE

服务指标：  
就业主立案法团服务  
推行新的服务承诺  
Performance targets:  
Launched new performance pledges  
for owners' corporation (OC) services



客户表扬数目：  
No. of commendations:

66 

建议项目：  
No. of suggestions:

5 

投诉项目：  
No. of complaints:

41 

## 资讯科技管理 IT MANAGEMENT

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

3 

采用网络存取控制方案  
Adoption of  
the Network Access Control Solution



# 处长的话 MESSAGE FROM THE LAND REGISTRAR







我很高兴向大家提交截至2020年3月31日止财政年度的土地注册处营运基金报告。

鉴于美国与内地贸易的紧张关系、本地社会事件，以及这些因素对本港经济前景的影响，令香港物业市道自2019年中旬以来转趋疲弱。2019冠状病毒病疫情及主要中央银行因而大力放宽货币政策，均对经济及物业市场有强大及不确定的影响，亦令交投在2020年第一季进一步放缓。

与2018/19年度比较，本年度文件注册及查阅土地登记册的总宗数分别减少6.8%及4.4%。本处的收入及盈利分别下跌12.1%至4.523亿元及70.8%至3,910万元，其主要原因是办理文件注册、提供土地纪录副本和业权报告的业务有所减少。在2019/20年度，土地注册处营运基金达致1.2%的固定资产回报率。

面对本港2019冠状病毒病的发展，政府自2020年1月起不断评估疫情并采取多项抗疫措施。为减少病毒在社区传播

I am pleased to present the report of the Land Registry Trading Fund for the financial year ending 31 March 2020.

The Hong Kong property market had turned sluggish since mid 2019 because of the US-Mainland trade tensions, the local social incidents and their impact on our economic outlook. Trading activities further slowed down in the first quarter of 2020 amid immense uncertainties about how the Coronavirus Disease 2019 (COVID-19) pandemic and the resultant large-scale monetary easing measures by the major central banks would affect the economy and the market.

As compared to 2018/19, the total number of documents registered and searches of land registers decreased by 6.8% and 4.4% respectively. Our revenue and profit registered a decrease of 12.1% to \$452.3 million and 70.8% to \$39.1 million respectively, mainly due to a decrease in business volume of registration of documents, copying and reports on title. The Land Registry Trading Fund achieved a financial return on fixed assets of 1.2% in 2019/20.

In the face of the developments of COVID-19 in Hong Kong, the Government has taken multiple anti-epidemic measures based on continuous assessment

的风险，本处由2020年1月底按照政府的措施实施特别工作安排。虽然受到这些必要的抗疫措施的影响，我们仍竭力在上述期间提供有限度的全面服务。

尽管遇到充满挑战的经济环境，以及前所未见的2019冠状病毒病的威胁，本处仍致力为市民优化服务。

我们自2019年1月起为「物业把关易」服务的客户提供一次过订购方式，让业主可以轻松地对其物业保持警觉掌握状况，是业主的好帮手。超逾90%订购此服务的客户均选用这种便捷的订购方式，服务有效期至物业转手为止。为持续优化这项服务，本处由2020年1月起进一步简化有关申请手续，取消了用户于订购服务时必须提供相关物业土地登记册的物业参考编号的规定，而只须提供相关的物业地址，令订购该服务更加便捷。

本处自2017年2月起为《银行业条例》（第155章）下的认可机构提供的「电子提示服务」有助认可机构更有效管理按揭贷款的风险，故此深受有关机构欢迎。我们于2019年1月推出第一阶段的电子渠道项目，让认可机构可更方便和安全地在电子渠道的网页提交服务订单申请，并可享受其较长的网上服务时间。此措施备受欢迎，在2019/20年度，约75%的订单是经由电子渠道提交。为了给认可机构带来更大效益，我们现正全力筹备推出第二阶段的电子渠道，把网上提交申请的设施扩展至其他服务申请（例如把服务订单由一间分行的帐户转移至另一分行的帐户），并增加更多用户功能（例如管理和查询帐户资料）。此阶段项目的推出日期暂定为2020年第三季。

of the situation since January 2020. To reduce the risk of the spread of the virus in the community, we implemented special work arrangement in line with the Government's measures from end January 2020. In spite of the disruption caused by the necessary anti-epidemic measures, we had endeavoured and managed to provide full range of services, albeit on a limited scale, during the period.

Notwithstanding the challenging economic environment and the unprecedented threat of COVID-19, we remained committed to enhancing our services for the public.

Since January 2019, we have provided a one-off subscription option to subscribers of our Property Alert service which is a smart tool for property owners to stay vigilant of their properties at ease. Over 90% of the service subscribers have chosen this convenient subscription option which remains valid until a change of property ownership. For continuous improvement, we have further streamlined the application process by removing the requirement for subscribers to provide the Property Reference Number of the land register of the property concerned since January 2020, making it more convenient to subscribe to the service by simply providing the relevant property address.

The e-Alert Service for authorized institutions (AIs) under the Banking Ordinance (Cap. 155) introduced in February 2017 is popular amongst the AIs as the Service facilitates them to manage their credit risks in mortgage lending at ease. Since the launch of the e-Channel (Phase one) in January 2019, AIs can enjoy greater convenience and security in submitting their applications for subscription of service orders through the e-Channel website which provides longer service hours online. The initiative is well received and around 75% of the service orders in 2019/20 were submitted through the e-Channel. With a view to bringing more benefits to the AIs, we are working vigorously for the delivery of Phase two of the e-Channel which will enable online submission of other service applications (e.g. transfer of service orders from one branch account to another) and more user functions (e.g. maintenance and enquiry of account information). It is targeted to be implemented in the third quarter of 2020.



我们很荣幸这项电子提示服务赢得了由公务员事务局每两年举办的「2019年公务员优质服务奖励计划」之「部门精进服务奖(小部门组别)」银奖。该服务有助金管局加强监管认可机构就按揭贷款的信贷风险管理,以保障本港银行体系的稳定,也让认可机构更有效地管理按揭贷款的信贷风险,并协助业主防范按揭诈骗。此外,该服务亦为土地注册处开拓新的收入来源,以持续提升服务素质,实在是「四方共赢」的新猷。

为了早日在香港推行土地业权注册制度,本处透过由主要持份者代表组成的《土地业权条例》督导委员会和《土地业权条例》检讨委员会,与他们紧密合作,以期落实在新批出的土地先行实施业权注册制度的方案(「新土地先行」方案)。我们会继续与他们密切连系,以回应他们的关注,并就落实「新土地先行」方案的主要议题取得共识,我们亦会继续与他们磋商,处理就现有土地和物业转换至土地业权注册制度的机制下尚未解决的事宜。

展望未来,香港的经济前景会受到环球经济复苏的时间和速度、美国与内地的经贸关系,以及地缘政治紧张局势所影响。为应对这些挑战,本处会竭尽所能,与全体同事及业务伙伴携手合作,持续为客户优化服务及开展新猷。

**张美珠女士, JP**  
土地注册处处长  
土地注册处营运基金总经理

We take pride that the e-Alert Service has won the Silver Prize of the Departmental Service Enhancement Award (Small Department Category) in the Civil Service Outstanding Service Award Scheme 2019 organised by the Civil Service Bureau biennially. The Service facilitates the Hong Kong Monetary Authority in discharging its supervisory role to strengthen Als' credit risks management in mortgage lending and enhance the stability of the banking system in Hong Kong. It also enables Als to manage the credit risks associated with mortgage lending more effectively and facilitates property owners to detect mortgage fraud. Moreover, the Service has generated a new source of income for the Land Registry to make continuous service improvement. The e-Alert Service is certainly a 4-win service initiative.

To enable early introduction of the land title registration system in Hong Kong, we have been working closely with key stakeholders to pursue the proposal of implementing title registration on newly granted land first ("new land first" proposal) through the Land Titles Ordinance Steering Committee and the Land Titles Ordinance Review Committee at which key stakeholders were represented. We will continue to liaise intently with them to address their concerns and reach consensus on the major issues for implementing the "new land first" proposal. We will also continue to engage them to resolve issues regarding the mechanism of converting existing land and properties to the land title registration system.

Looking ahead, the outlook of the Hong Kong economy will be influenced by the timing and speed of recovery of the global economy, the US-Mainland economic and trade relations as well as geopolitical tensions. To meet the challenges, we will spare no effort to join hands with our colleagues and partners for continuous improvement of our services and development of new initiatives for our customers.

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

The Land Registry 土地注册处

At a 概览

lance



## 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。

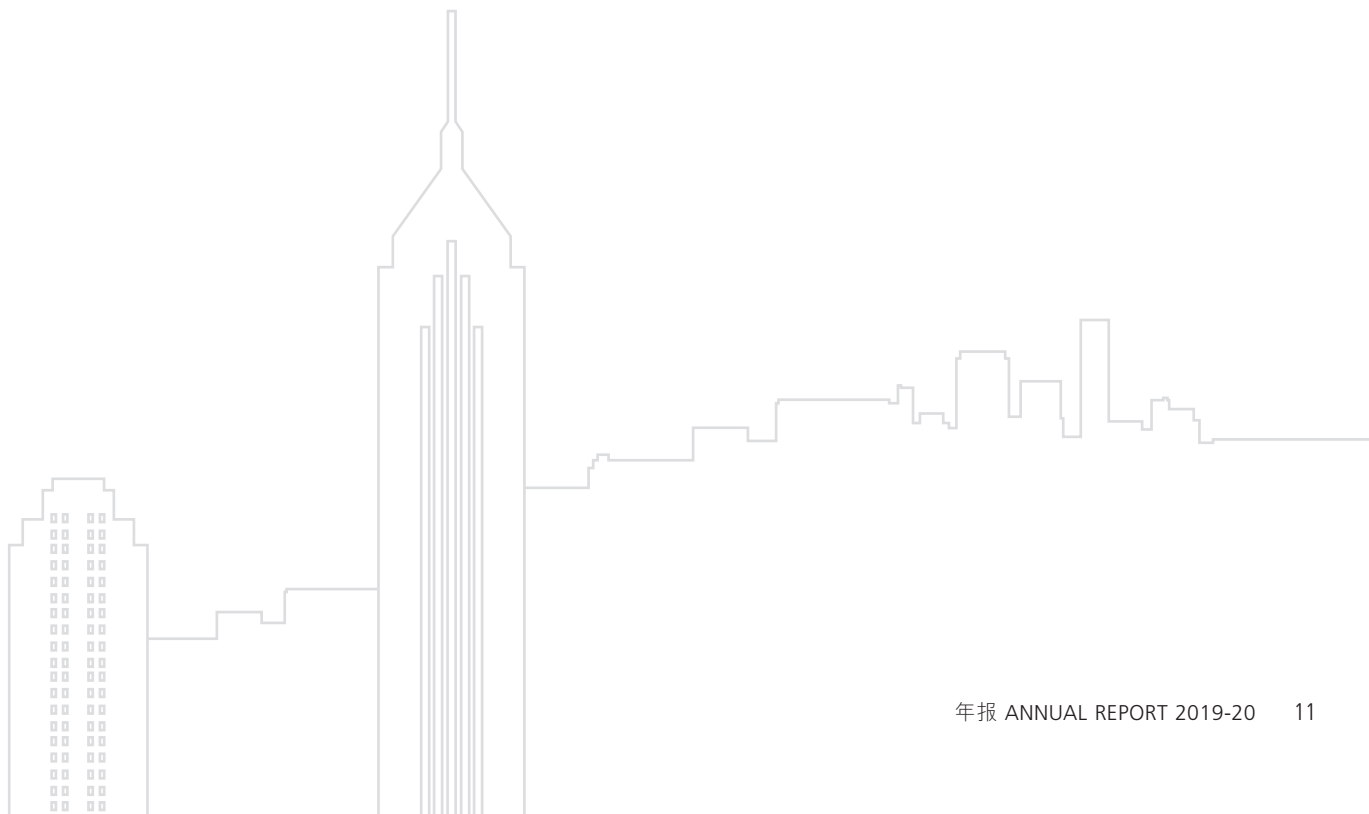
营运基金的年报及经审计署署长认证的财务报表，每年均须提交香港特别行政区立法会省览。

## 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

## VISION, MISSION, VALUES AND FUNCTIONS

### 我们的理想

### Our Vision

我们竭尽所能，凡事做到最好。

To be the best in all that we do.

### 我们的使命

### Our Mission

✿ 确保为客户提供稳妥方便的土地注册和资讯服务。

✿ To ensure secure, customer friendly land registration and information services.

✿ 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。

✿ To develop our human resources, information technology and service environment so as to ensure improvement in service quality and value to our customers.

✿ 与时俱进，提倡及循序落实香港土地业权注册制度。

✿ To advocate reform of Hong Kong's land registration system through introduction of land title registration system.

### 我们的信念

### Our Values

持平守正 — 以至诚的态度及操守接待客户及工作伙伴。

Integrity — to customers, partners and colleagues, we observe the highest ethical standards.

追求卓越 — 一丝不苟，力臻完美。

Excellence — we aim to excel in all that we do.

诚挚尊重 — 竭诚尊重和信任客户及工作伙伴。

Respect — we show respect and trust to our customers, partners and colleagues.

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。

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2020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32,120亿港元。
- 2019/20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。

## Our Value to Hong Kong

- Around half of all Hong Kong families are registered property owners.
- Banks and financial institutions loaned about HK\$3,212 billion as at March 2020 against the security of registered land and property.
- Over five million searches of registered information took place in 2019/20.
- 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.

## 职能

土地注册处的主要职能如下：

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

## Functions

The Land Registry's main functions are to:

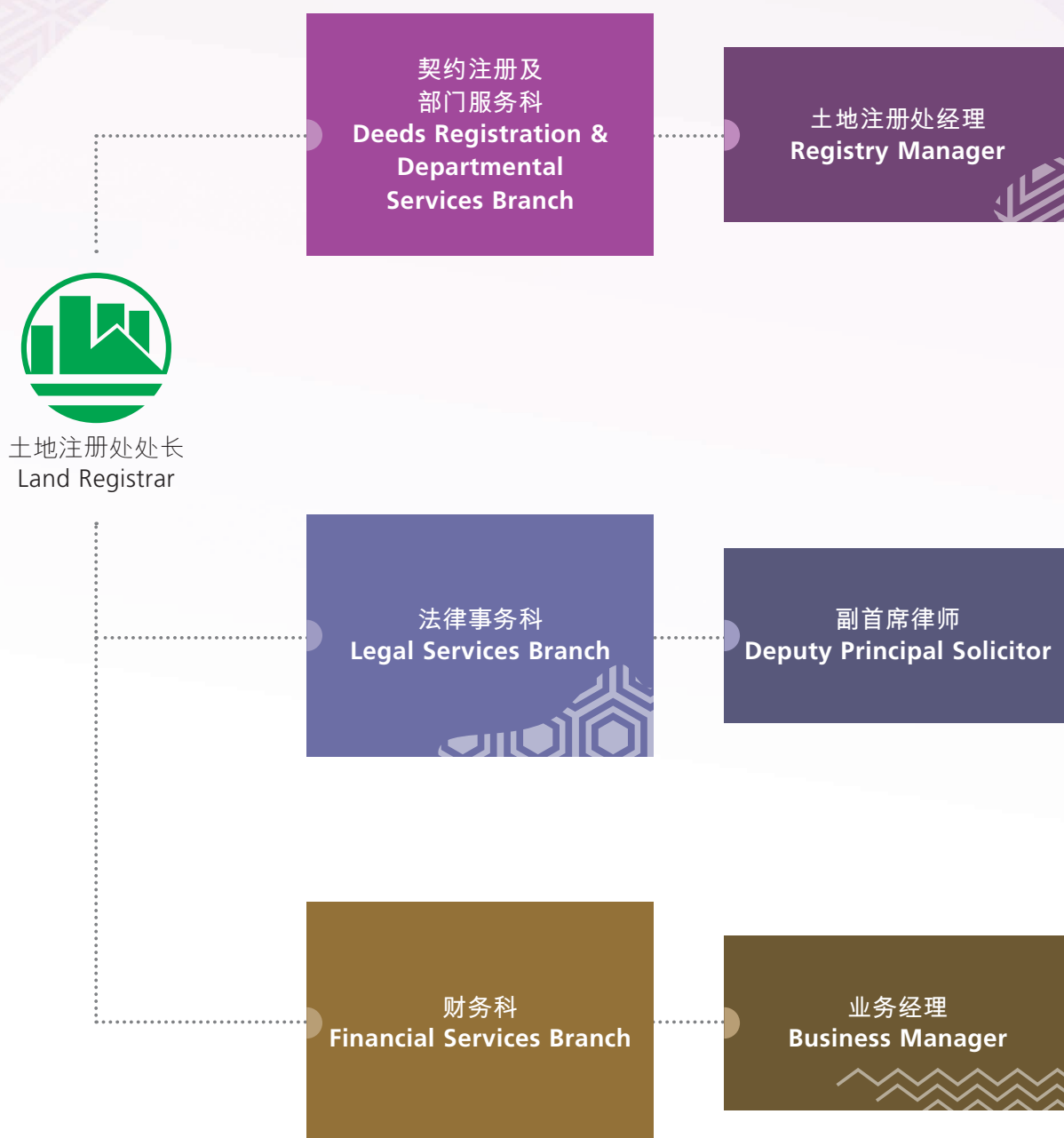
- administer a land registration system by maintaining a land register and related land records under the Land Registration Ordinance (Cap. 128) (LRO) and its regulations;
- provide the public with facilities for search of the land register and other land records;
- provide Government departments and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



## 架构及管理 STRUCTURE AND MANAGEMENT

土地注册处的组织架构图(截至2020年3月31日)

Organisation Chart of the Land Registry (as at 31 March 2020)





## 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。

## 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 OCs; and to provide reports on title to Government departments.

#### Management and Customer Services Division

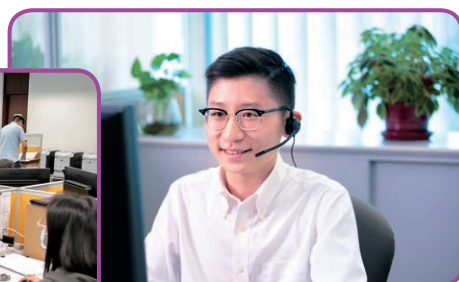
- To manage and develop the Land Registration Officer grade; to plan and deliver customer services and respond to customers' needs; and to develop human resources through training and development programmes to meet the business needs of the Land Registry.



▲ 注册服务部  
Registration Services Division



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



▲ 资讯科技管理部  
Information Technology  
Management Division



**业权注册执行部**

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

**资讯科技管理部**

- 策划、开发、推行及管理资讯科技系统及服务，并为部门提供资讯科技支援。

**常务部**

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

**法律事务科****法律事务部**

- 就《土地注册条例》、《建筑物管理条例》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。

**财务科****财务部**

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

**项目发展部**

- 策划及推行新的管理措施，以提升部门的服务质素。

**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 (Cap. 585) (LTO).

**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, the BMO 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).

**Financial Services Branch****Financial Services Division**

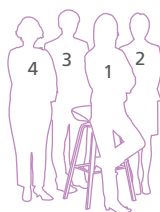
- To prepare and control budgets and manage financial accounts; to evaluate costing, fees and charges; to review accounting procedures and financial systems; and to manage departmental supplies and stores.

**Project Development Division**

- To plan and implement new management initiatives for improvement of service quality of the department.

## 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, JP (土地注册处经理)  
**Mrs Amy FONG, JP** (Registry Manager)

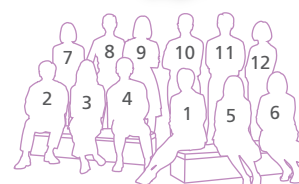
3. 许国鸿先生 (副首席律师)  
**Mr Joseph HUI** (Deputy Principal Solicitor)

4. 潘雪聪女士 (业务经理)  
**Ms Venelie POON** (Business Manager)



## 契约注册及部门服务科

### Deeds Registration and Departmental Services Branch



1. 方吴淑仪女士, **JP** (土地注册处经理)  
**Mrs Amy FONG, JP** (Registry Manager)
2. 麦振威先生 (高级系统经理)  
**Mr Andrew MAK** (Senior Systems Manager)
3. 梁慧娴女士 (副土地注册处经理)  
**Ms Alice LEUNG** (Deputy Registry Manager)
4. 彭嘉辉先生 (副土地注册处经理)  
**Mr K. F. PANG** (Deputy Registry Manager)
5. 任美琼女士 (部门主任秘书)  
**Ms Tina YAM** (Departmental Secretary)
6. 刘润霞女士 (副土地注册处经理)  
(生效日期为2019年12月9日)  
**Miss Kathy LAU** (Deputy Registry Manager)  
(With effect from 9 December 2019)

7. 林谢淑仪女士 (副土地注册处经理)  
**Mrs Cindy LAM** (Deputy Registry Manager)
8. 原伟铨先生 (副土地注册处经理)  
**Mr W. C. YUEN** (Deputy Registry Manager)
9. 高倩雯女士 (总行政主任)  
**Miss Shirley KO** (Chief Executive Officer)
10. 潘辉耀先生 (副土地注册处经理)  
**Mr Kenneth POON** (Deputy Registry Manager)
11. 温锡麟先生 (副土地注册处经理)  
**Mr Francis WAN** (Deputy Registry Manager)
12. 霍伟勤女士 (高级系统经理)  
**Ms Emily FOK** (Senior Systems Manager)





## 法律事务科 Legal Services Branch



1. 许国鸿先生（副首席律师）  
**Mr Joseph HUI** (Deputy Principal Solicitor)

2. 乔美琴女士（高级律师）  
**Ms Queenie KIU** (Senior Solicitor)

3. 李宝君女士（高级律师）  
**Ms Shirley LEE** (Senior Solicitor)

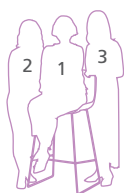
4. 陆钧韦先生（高级律师）  
**Mr Wesley LUK** (Senior Solicitor)

5. 陈小玲女士（高级律师）  
**Miss Urania CHAN** (Senior Solicitor)

6. 廖湘桥女士（高级律师）  
**Ms Louisa LIU** (Senior Solicitor)



## 财务科 Financial Services Branch



1. 潘雪聪女士（业务经理）  
**Ms Venelie POON** (Business Manager)
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)



Corporate 企业 管治

overnance





## 管治架构

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

### 问责

本处须分别向发展局和财经事务及库务局负责及汇报部门的业绩和财务表现。我们每年会向两个决策局呈交中期企业计划暨年度业务计划，以供批核。企业计划订定本处未来五年的发展纲领，而业务计划则作为评核本处每年业绩的基准。我们定期与发展局开会，以检讨业务表现。发展局亦会为我们的工作给予政策指引。此外，我们与负责监督本处财务表现的财经事务及库务局定期联系。

### 诚信

根据《营运基金条例》(第430章)，本处可自主进行资本投资及运用资源，以灵活回应服务需求及提高营运效率。在灵活自主的基础下，我们执行职务时须履行恪守诚信的责任。本处全体人员均须遵守部门指引及相关的政府规则和规章，以妥善履行日常职责。土地注册处经理是本处的诚信事务主任，负责监督部门的诚信管理事宜。本处除为员工举办有关的培训课程及工作坊外，亦会定期公布及传阅有关诚信管理的指引和通告，以提升员工对诚信管理的认知。

## GOVERNANCE FRAMEWORK

The Land Registry strives to achieve the best in corporate governance. To this end, we have established performance standards based on the cornerstones of accountability, integrity and transparency.

### Accountability

The Land Registry is accountable to the Development Bureau (DEVB) and the Financial Services and the Treasury Bureau (FSTB) for its business and financial performance respectively. We submit a medium range corporate-cum-annual business plan to the two Bureaux for approval each year. The corporate plan sets out the blueprint for the department's development in the next five years, while the business plan serves as the basis against which our annual performance is evaluated. We meet regularly with the DEVB to review our business performance. The DEVB also provides policy steer for our work. In addition, we maintain regular liaison with the FSTB, which monitors our financial performance.

### Integrity

Under the Trading Funds Ordinance (Cap. 430) (TFO), we have the flexibility to respond to service needs and enhance operational efficiency through autonomy in capital investment and the use of resources. Underpinning this flexibility is the duty to uphold integrity in discharging our responsibilities. All Land Registry staff conduct daily business in a proper manner in compliance with departmental guidelines and the relevant Government rules and regulations. The Registry Manager is the Ethics Officer of the Land Registry overseeing integrity management work in the department. Apart from organising training courses and workshops, relevant guidelines and circulars on integrity management are promulgated and re-circulated to staff regularly to raise their awareness in this regard.

## 透明度

本处奉行以高透明度运作的原则。根据《营运基金条例》，我们每年须呈交营运基金的年报连同经审计署署长审核的财务报表予立法会省览。为让公众知悉部门业务和物业市场的情况，我们每月会发表土地注册和查册的统计数据。

此外，我们透过定期举行的客户联络小组会议，与私营及公营机构的客户保持紧密联系。

## 服务承诺

本处自从于1993年成立营运基金后，每年均会检讨「服务承诺」，以贯彻我们持续提升服务质素和效率的方针。

在2019/20年度，我们就办理业主立案法团注册和提供业主立案法团纪录副本推行新的服务承诺。

## 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 2019/20, we launched new performance pledges for OC services regarding the registration of OC and supply of copies of OC records.



为应对2019冠状病毒病，本处由2020年2月3日至财政年度止作出特别工作安排，为市民提供有限的公共服务，个别服务在2019/20年度的整体表现因而未能达到承诺的指标。附件 I (a)列出本处于年内的服务承诺和实际表现，而2020/21年度将维持2019/20年度的服务承诺。2020/21年度的服务承诺见附件 I (b)。

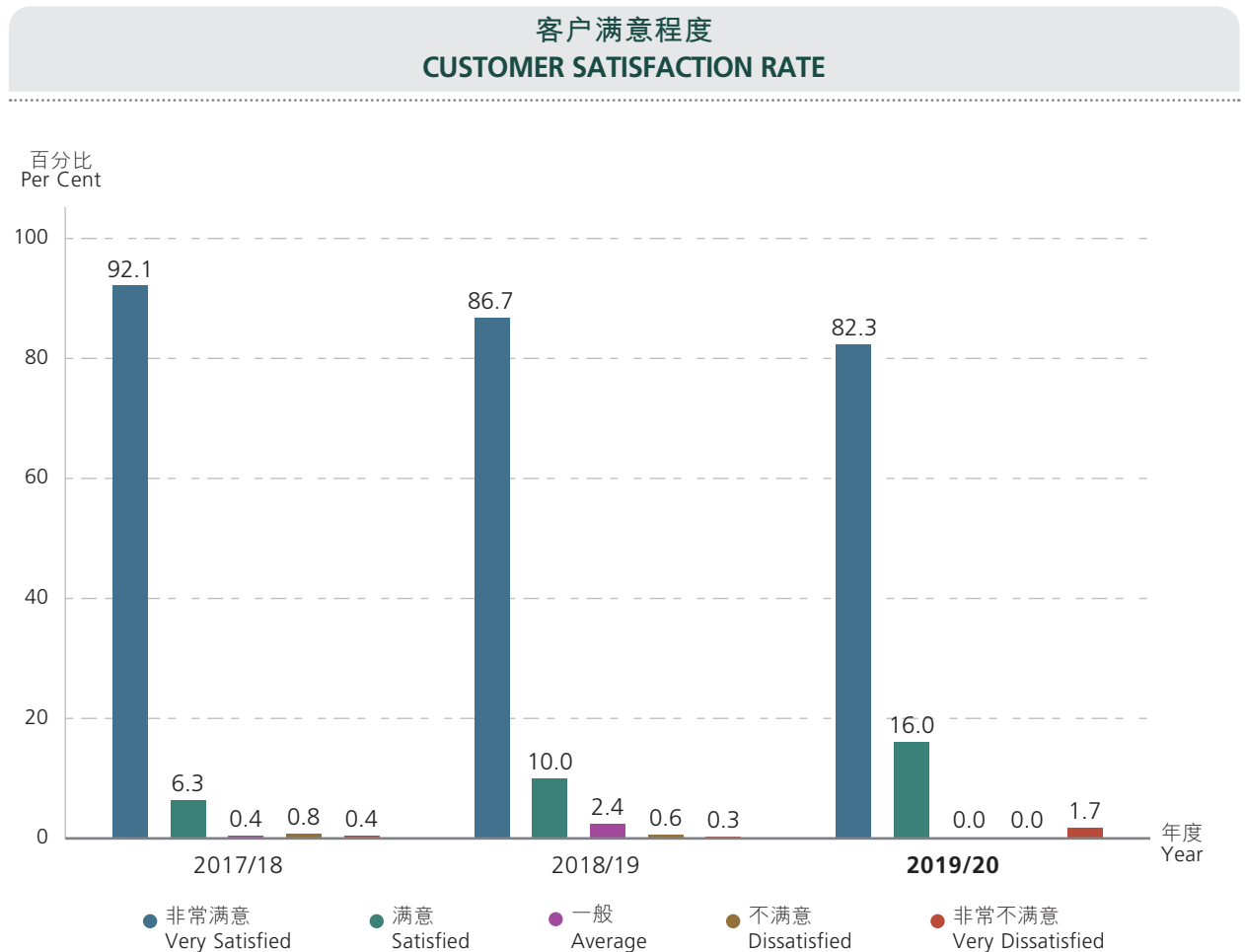
Given that public services were provided on a limited scale under the special work arrangement in response to COVID-19 from 3 February 2020 to the end of the financial year, the overall performance of certain individual services in 2019/20 could not meet the targets pledged. Annex I (a) sets out the pledges and our actual performance for the year. The performance pledges of 2019/20 are maintained for 2020/21. The performance pledges for 2020/21 is at Annex I (b).

## 客户意见

在2019/20年度，本处透过客户服务热线、部门网站、客户意见卡、来信和电邮等不同渠道接获66个客户表扬及五项建议。

## CUSTOMER FEEDBACK

In 2019/20, the Land Registry received 66 commendations and five suggestions through various channels, including our customer service hotline, the Land Registry website, comment cards, letters and emails.



注：由于「四舍五入」关系，个别项目的百分率数字总和可能不等于100%。

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

此外，我们亦收到由本处接获或是经由其他政府部门转介的41项投诉，其中有18宗个案并不属于本处的职权范围。所有建议和投诉均已获迅速回应及圆满处理。

There were also 41 complaints received by us or referred to us by other Government offices, among which 18 cases were outside our jurisdiction. All the suggestions and complaints were promptly addressed and fully responded to.



Corporate 企业

社会  
责任

ocial  
Responsibility



## 企业公民

本处十分重视社会责任，致力成为优秀的企业公民。我们的承诺可见于以下八个主要范畴：

### 服务社会

本处一向鼓励同事腾出私人时间，以组织及参与不同的义工和社区活动。自2005年起，土地注册处义工队与十多个其他政府部门合作推动「义工服务协作计划」。在2019/20年度，我们的义工队为长者筹办了16项义工活动。

## 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 eight main areas.

### Serving the Community

Our staff have all along been encouraged to contribute their own time to organise and participate in various volunteer activities and community programmes. Since 2005, the Land Registry Volunteer Team has been working with some ten other Government departments to run a "Crossover Volunteer Project" programme. In 2019/20, the Volunteer Team organised 16 volunteer activities for the elderly.



在2020年1月，香港社会服务联会向本处颁发连续10年或以上「同心展关怀」标志，以表扬我们持续为社会服务的承诺。



In recognition of our sustained efforts in serving the community, the Hong Kong Council of Social Service awarded the "Ten Years Plus Caring Organisation" logo to the Land Registry in January 2020.



### 参与慈善活动

我们致力推行慈善活动，并鼓励员工及其家人参与不同慈善项目。在2019/20年度，本处同事参加由公益金举办的各项慈善活动，包括「公益金便服日」、「公益爱牙日」及「公益行善『折』食日」。



### Participating in Charity Activities

We are committed to promoting charity activities by encouraging staff and their families to participate in charity events. In 2019/20, 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.



### 消除歧视及设立友善工作间

我们致力消除雇佣方面的歧视（包括性别、残疾、家庭岗位及种族等），以及促进全体员工的平等机会。

在2019/20年度，我们共有27名残疾员工，占本处员工总人数的4.4%。我们会为有需要的残疾员工提供辅助器材，以助他们履行职务。

### Eliminating Discrimination and Promoting Friendly Workplace

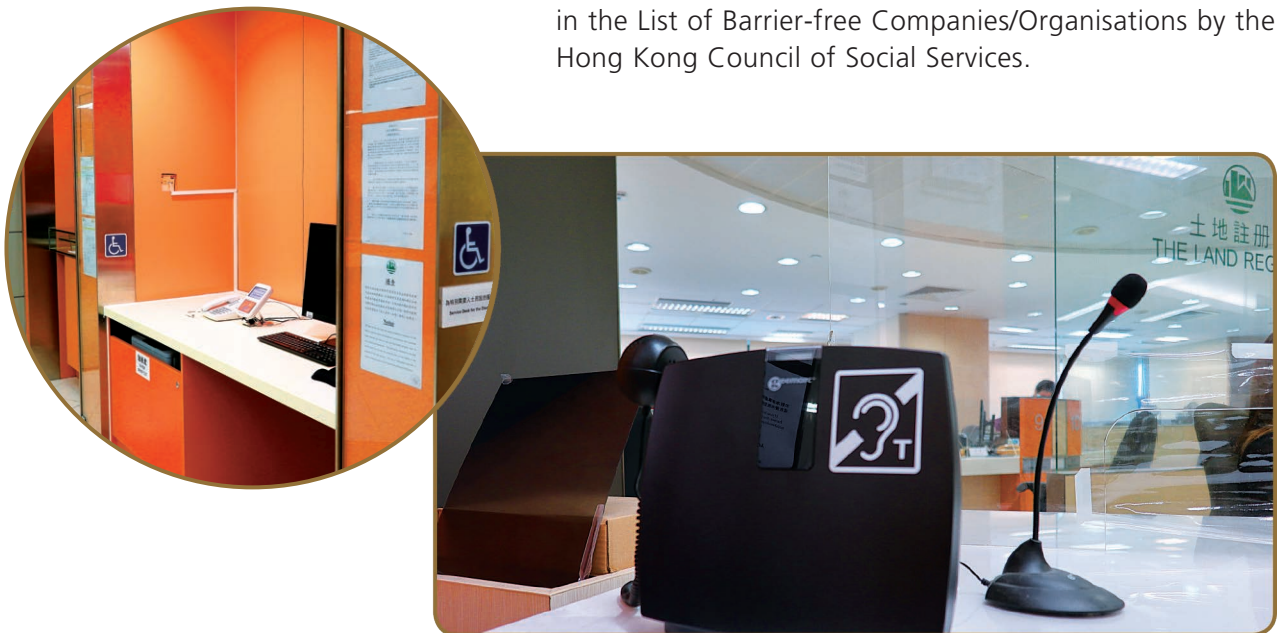
We strive to eliminate discrimination (including sex, disability, family status and race) in employment and promoting equal opportunities for all staff members.

In 2019/20, we had a total of 27 staff members with disabilities, representing 4.4% 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.



本处也致力为市民提供无障碍设施，委任了无障碍主任和助理无障碍主任为到访各办事处的残疾人士提供协助，并为无障碍主任、助理无障碍主任和场地有关的职员安排相关的讲座。我们亦定期检讨这些设施的便利程度，务求不断作出改善。鉴于本处致力为残疾人士提供无障碍设施，香港社会服务联会已把我们的客户服务中心列入「无障碍友善企业／机构名单」上。

We are also committed to providing barrier-free facilities to members of the public. In this regard, we have designated Access Officers and Assistant Access Officers to provide assistance to members of the public with disabilities visiting our offices and arranged relevant seminars for our Access Officers, Assistant Access Officers and venue staff members concerned. We also conducted regular reviews of the accessibility of our facilities for continuous improvement. Given our dedicated efforts to provide barrier-free facilities for members of the public with disabilities, our Customer Centre has been included in the List of Barrier-free Companies/Organisations by the Hong Kong Council of Social Services.



我们支持政府的性别主流化政策。部门主任秘书是指定的性别课题联络人，协助部门认识和理解与性别相关的事宜。

We support the Government's policy on gender mainstreaming. The Departmental Secretary has been designated as the Gender Focal Point who helps raise awareness and understanding of gender-related issues within the department.



此外，为支持政府提倡设立喂哺母乳友善处所及工作间的政策，我们已为到访本处办事处的女性访客及返回工作岗位后拟继续授乳的女性员工提供方便喂哺母乳的环境。我们也制定内部指引供各员工遵守，并为女性员工提供挤奶设备。



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.

我们亦继续参与社会福利署的「阳光路上」培训计划和公务员事务局的「残疾学生实习计划」，为有需要人士提供培训实习机会。

We also continue 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.



实习生表示：「过去两个月在土地注册处实习期间，我们获取了宝贵的工作经验并了解政府的运作。这对我们日后升学和事业发展有莫大裨益。」

*"In the past two months of internship in the Land Registry, we have gained valuable work experience and knowledge about the operation of the Government, which are very useful for our future study and career development," said the interns.*

我们继续邀请社会企业竞投本处办公室的清洁服务合约及圣诞联欢会的餐饮服务合约，以促进弱势社群的就业机会。

For promoting job opportunities for the socially disadvantaged groups, we continued to invite social enterprises to bid for our office cleansing service contract and catering service contract for our departmental function during Christmas.

### 关怀员工

作为关怀员工的雇主，我们致力维持一支健康的员工队伍。在2019/20年度，我们就相关课题为员工举办了41个讲座／工作坊，包括急救训练、预防上肢及下肢劳损和筋肌劳损、呼吸系统疾病和吸烟的健康讲座、使用电脑的健康小贴士、运动与健康的生活模式、压力管理、办公室暴力的预防和处理，以及室内空气质素与职业安全健康等。我们亦透过外界的专业人士为员工提供辅导服务，协助他们面对与工作相关或其个人的问题。

我们也致力为员工提供舒适的工作环境。在2019/20年度，我们持续改善办公室环境，包括透过重整各办公室的布局，为员工提供多用途的共享空间，以促进同事之间的互动，并借着可供灵活使用的共享空间营造有利员工互相交流讨论的环境。

### Caring for Employees

As a caring employer, we strive to maintain a healthy workforce. In 2019/20, we organised a total of 41 seminars/workshops for staff on relevant subjects, including first aid, prevention of upper and lower limbs disorders and musculoskeletal disorders, health talk on respiratory diseases and smoking, health tips on the use of computers, exercise and healthy lifestyle, stress management, prevention and handling of workplace violence, indoor air quality and occupational safety and health. We also provided counseling services through external specialists to assist staff facing work-related or personal issues.

We also strive to provide a comfortable working environment for our staff. In 2019/20, continued efforts were made to improve the office environment by internal office reshuffling and provision of multi-purpose connecting space for staff so as to enhance interactions and render flexibility for our staff to use the connecting space for discussions in a conducive environment.





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

Besides, we continue 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.



为表扬我们向员工推动无烟生活的努力，香港吸烟与健康委员会向本处颁发2019年「香港无烟领先企业大奖」之银奖。



In recognition of our commitment to promoting a smoke-free lifestyle among our staff, the Land Registry was awarded the Silver Award of the Hong Kong Smoke-free Leading Company Awards 2019 organised by the Hong Kong Council on Smoking and Health.

本处也致力促进员工的精神健康，于2019年12月签署「精神健康职场约章」，并获嘉许为「精神健康友善机构」，以表扬我们在工作间提升精神健康的努力。



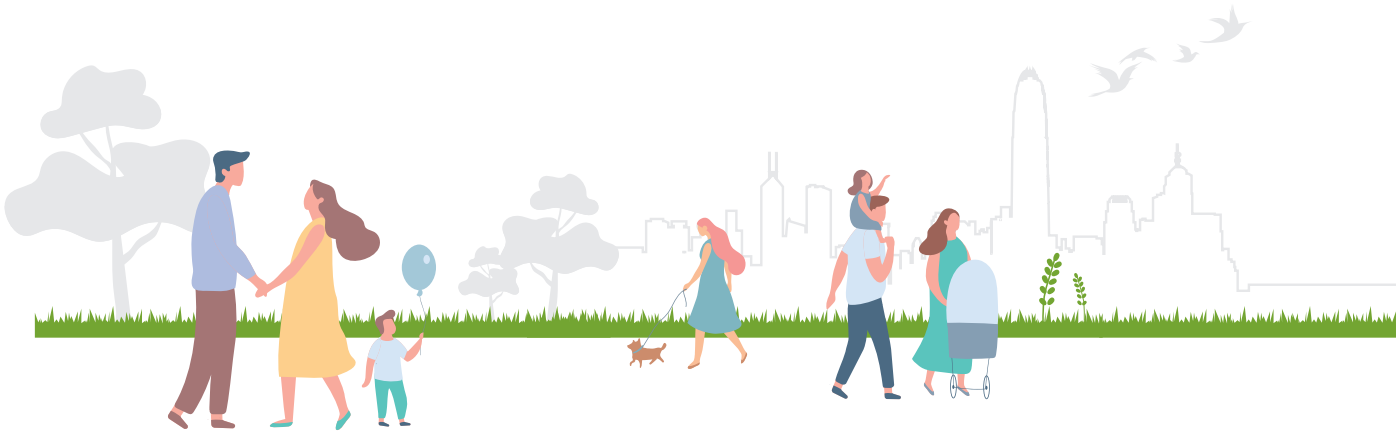
The Land Registry is also dedicated to promoting the mental well-being of our staff. In December 2019, we signed the Mental Health Workplace Charter. In recognition of our efforts to enhance mental health in workplace, the Land Registry has been commended as "Mental Health Friendly Organisation".

### 推动环保管理

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

### Promoting Green Management

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



- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>制定环保政策，订明须采取行动的主要范畴；</li> </ul>  | <ul style="list-style-type: none"> <li>set out an environmental policy with key areas for actions;</li> </ul>   |
| <ul style="list-style-type: none"> <li>公布环保管理指引，以供员工遵守；</li> </ul>  | <ul style="list-style-type: none"> <li>promulgated green housekeeping guidelines for observance by staff;</li> </ul>  |
| <ul style="list-style-type: none"> <li>定期到各个办公室进行环保审核和突击巡查，使员工持续关注环保；</li> </ul>                                  | <ul style="list-style-type: none"> <li>conducted regular environmental audit and surprise checks at various offices to sustain the momentum in environmental protection;</li> </ul>   |
| <ul style="list-style-type: none"> <li>继续实行「减少使用」、「废物利用」、「循环再造」及「替代使用」的环保政策，并有效使用能源和资源；</li> </ul>                | <ul style="list-style-type: none"> <li>continued our drive in 4-Rs (i.e. reduce, reuse, recycle and replace) and efficient use of energy and resources;</li> </ul>  |
| <ul style="list-style-type: none"> <li>扩展环保采购的范围，增加购置含环保特性的物品，以及要求办公室清洁的营办商采取环保做法，包括在清洁期间尽可能减少用水和能源消耗；</li> </ul> | <ul style="list-style-type: none"> <li>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;</li> </ul> |

- ⊗ 透过部门的《员工通讯》，向员工推广环保意识，宣扬减少废物、循环再造、节约能源及反污染的讯息；
- ⊗ 实行土地文件副本双面列印；
- ⊗ 在切实可行范围内使用再造纸张或曾使用的空白页纸张进行列印及影印；
- ⊗ 在适当的情况下，于主管人员的房间安装自动感应照明设备，以减少能源消耗；
- ⊗ 参与由「绿惜地球」举办的「绿瓶子工作间」计划，承诺在办公室举行的盛事／活动／会议中不提供胶樽装水；
- ⊗ 把绿化概念融入办公室的设计，以改善办公室的环境及室内空气质量，并向员工宣扬绿化信息；以及
- ⊗ 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;
- ⊗ 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;
- ⊗ incorporated the greening concept in office design in order to improve the office environment and indoor air quality, as well as promoted greenery among staff; and



- ⊗ 为办公室的茶水间及圣诞节联欢会等部门活动提供可给员工循环使用的餐具。
- ⊗ provided reusable tableware sets in office pantries and reusable cutlery for staff members' use in departmental functions such as the Christmas Party.

公众人士可到本处的网站浏览《2019年管制人员环保报告》，了解我们的环保成绩。

The Controlling Officer's Environmental Report 2019 with detailed environmental performance is available on the Land Registry website.



## 在工作间推行职业安全与健康措施

我们十分重视员工的职业安全与健康。自1997年起，我们成立了部门安全管理委员会，负责为部门制定及推行职业安全与健康的政策。我们已颁布周全的职业安全指引和程序，并为员工提供符合人体工程学的办公室家具和设施，以促进员工的职业健康。

为提高员工的认知，我们定期透过《员工通讯》提供关于职业安全与健康的实用资讯和贴士。我们也定期进行巡查，确保工作间的安全。

## 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.

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 2019.



此外，本处自2003年起参加了由环境保护署举办的「室内空气质量检定计划」，我们所有办事处在2019年均获得「良好级」证书。



### 同心抗疫

为减少2019冠状病毒病的传播风险，政府在2020年1月28日公布除了提供紧急和必须公共服务的人员外，其他政府雇员于农历新年假期后留在家中工作。因此，土地注册处各办事处于2020年1月29至31日紧急关闭。其后，本处按特别工作安排竭力提供有限度的全面服务，并维持供客户交付文书办理注册的正常服务时间。

本处亦采取各种防疫措施，包括加强各办事处的清洁／消毒工作、在服务柜台加装防护胶板、提供酒精搓手液和消毒地毡，以及把客户服务中心的长椅和排队位置妥为分隔。此外，我们鼓励客户尽量透过本处的网上查册服务([www.iris.gov.hk](http://www.iris.gov.hk))进行土地查册及使用文件投递箱，并只在有急切需要服务时才前往各办事处。

发展局局长于2020年3月2日到访本处的客户服务中心，了解部门为保障员工和公众人士的健康和安全所采取的针对性措施，以减少社交接触和预防感染。

### Together, We Fight the Virus

To reduce the risk of the spread of the COVID-19 virus, the Government announced on 28 January 2020 that except for staff of the departments providing emergency services and essential public services, all other employees of the Government would work from home after the Lunar New Year holidays. Hence, emergency closure of the Land Registry offices was arranged from 29 to 31 January 2020. Thereafter, the Land Registry has endeavoured and managed to provide full range of services, albeit on a limited scale, and maintain full service hours for delivering instruments for registration under the special work arrangement.

We have also implemented various precautionary measures, such as enhancing office cleansing/disinfection, installing acrylic shielding screens at our service counters, providing alcohol hand sanitizers and sanitizing mats, as well as spacing out benches and the queuing area in the Customer Centre. Besides, customers were encouraged to conduct land searches through the Land Registry online search service ([www.iris.gov.hk](http://www.iris.gov.hk)), use the drop-in box as much as possible and visit our offices only if they require services urgently.

The Secretary for Development visited our Customer Centre on 2 March 2020 and noted the implementation of targeted measures to reduce social contact and measures for infection control to protect the health and safety of our staff as well as members of the public.







为支援2019冠状病毒病的抗疫工作，本处暂调八名文书职系人员到卫生署和政府资讯科技总监办公室的热线中心，协助执行检疫令，有关工作对控制病毒的传播至为重要。

To provide support for fighting COVID-19, a total of eight clerical grades staff from the Land Registry were temporarily deployed to the call centres of the Department of Health and the Office of the Government Chief Information Officer (OGCIO) so as to fortify the enforcement of the quarantine orders, which was of paramount importance to the containment of the virus.



本处调派往政府资讯科技总监办公室热线中心的同事表示：「我们负责把入境旅游人士的个人资料输入数据库，以便有关部门作出检疫安排。虽然我们只是负责后勤工作，但很高兴能为抗疫工作出一分力。」他们尽心竭力的付出和努力深受赞赏。

"We were responsible for inputting personal information of inbound travellers into the database to facilitate the health quarantine arrangements by the departments concerned. Though working at backend, we were glad to offer a helping hand in the fight against the epidemic," said our colleagues who were deployed to the call centres of the OGCIO. Their relentless efforts and devotion were highly appreciated.



## 公众教育

本处参加了由扶贫委员会筹划的「友•导向」师友计划下的「与香港同行」计划2019 — 部门首长篇，为获选的中学生提供成为政府高级官员的一天「工作影子」的机会，以近距离体验官员的工作和政府的运作模式。



在2019年7月18日，两名分别来自保良局胡忠中学和基督教宣道会宣基中学的学生获安排成为土地注册处处长的「工作影子」。他们对处长的工作和本处的服务深感兴趣。作为整个计划的总结，他们亦出席了于2019年8月23日举行的分享会，分享参与该计划的得着和感受。

## Public Education

The Land Registry had participated in the “Be a Government Official for a Day” Programme 2019 – Heads of Departments Edition under the Life Buddies Mentoring Scheme, which was coordinated by the Commission on Poverty. The programme offered an opportunity for selected secondary school students to shadow a senior government official on the job for a day to gain hands-on experience of the official’s work and a better understanding of the Government’s operation.



A student from Po Leung Kuk Wu Chung College and another student from Christian and Missionary Alliance Sun Kei Secondary School were matched to shadow the Land Registrar on 18 July 2019. The students showed great interest in the work of the Land Registrar as well as the services of the Land Registry. A sharing session was also held on 23 August 2019 to serve as the conclusion of the Programme for participants to share their takeaways and reflections.

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

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.

我们于2019年7月安排香港专业教育学院（屯门分校）的法律及行政课程学生参观本处，同学的意见和反应正面，认为这次活动是难能可贵的学习经验，有助认识本处的工作和土地纪录。

A visit to the Land Registry was arranged for the Law and Administration students of the Hong Kong Institute of Vocational Education (Tuen Mun) in July 2019. Positive comments and feedback were received from the students. They considered that the visit was a valuable learning experience about our work as well as the land records of the Land Registry.





为支持培育年青一代，本处除了与国际成就计划香港部第12年合作举办工作影子计划日外，更参与由政务司司长私人办公室人力资源规划及扶贫统筹处推出的「友•导向师友计划－职场体验项目」，以支持青少年向上流动。圣言中学的学生参加工作影子计划日；而圣公会林护纪念中学的学生则参加「友•导向师友计划－职场体验项目」。参与两个计划的学生分别于2019年5月和7月到访本处多个工作组别，并由土地注册主任担任导师，带领他们在一至两天内到不同岗位工作。

各同学表示借着这两个实习计划，他们可获得宝贵和具启发性的真实工作体验。他们亦认为有关计划非常实用，有助他们扩阔眼界和策划未来的事业。

In support of nurturing our younger generation, besides partnering with the Junior Achievement Hong Kong for the twelfth year to organise the Job Shadow Day, we participated in the “Life Buddies Mentoring Scheme – Job Tasting Programmes” launched by the Human Resources Planning and Poverty Co-ordination Unit of the Chief Secretary for Administration’s Private Office to support upward mobility of youth. Students from the Sing Yin Secondary School participating in the Job Shadow Day, and students from the SKH Lam Woo Memorial Secondary School joining the “Life Buddies Mentoring Scheme – Job Tasting Programmes” were guided by Land Registration Officers as their mentors to work for one to two days in various work units in the Land Registry in May and July 2019 respectively.

Students joining these programmes expressed that through the programmes, they had a taste of real-life work experience which was valuable and insightful to them. They also commented that these programmes were very useful and practical and had broadened their exposure as well as given them insights on their career planning.



2019年工作影子计划日 ▲▼▲  
Job Shadow Day 2019







◀▶ 「友•导向师友计划 – 职场体验项目」  
Life Buddies Mentoring Scheme – Job Tasting Programme

## 未来计划

### 绿色管理

本处会继续提倡「绿色办公室」环境，并寻求进一步减少能源及纸张消耗的契机。

### 公众教育

本处会继续举办公众教育活动，使公众加深认识本处的服务及香港土地注册制度的发展情况。

## FUTURE PLAN

### Green Management

We will continue to promote a “green office” environment and explore opportunities for further 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.

服务  
及运作

# Services and Operations



## 办理土地文件注册

影响土地的文件均送交本处位于金钟道政府合署的客户服务中心办理注册。

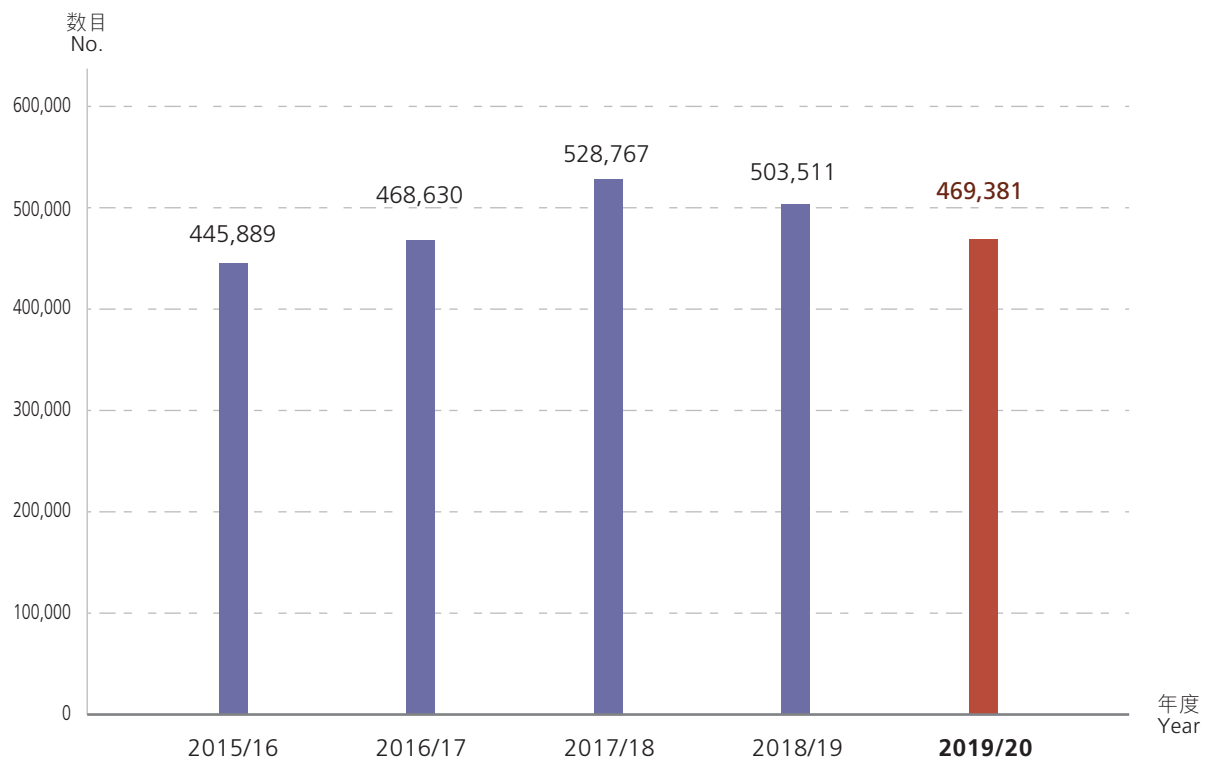
在2019/20年度，送交注册的土地文件共469,381份，较2018/19年度减少6.8%。

## REGISTRATION OF LAND DOCUMENTS

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

In 2019/20, 469,381 land documents were delivered for registration, representing a decrease of 6.8% when compared with 2018/19.

送交注册的土地文件数目  
NO. OF LAND DOCUMENTS DELIVERED FOR REGISTRATION

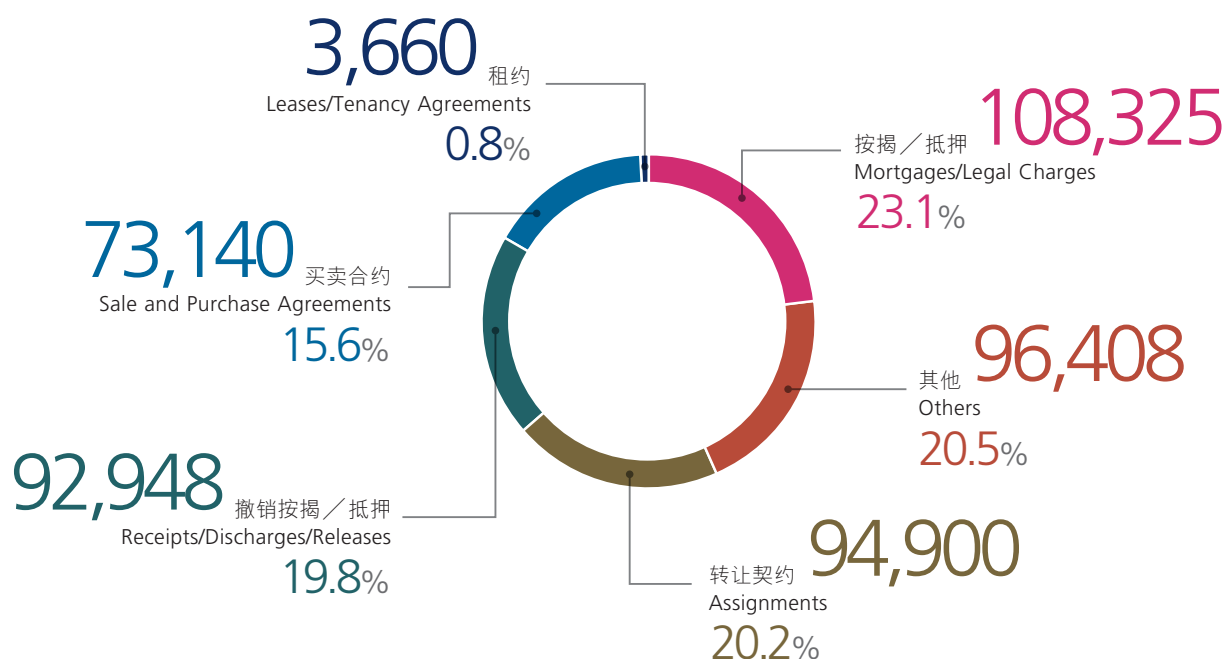


年内收到的主要文件类别包括楼宇买卖合约、转让契约、按揭／抵押及撤销按揭／抵押，占全年收到文件总数的79%。

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



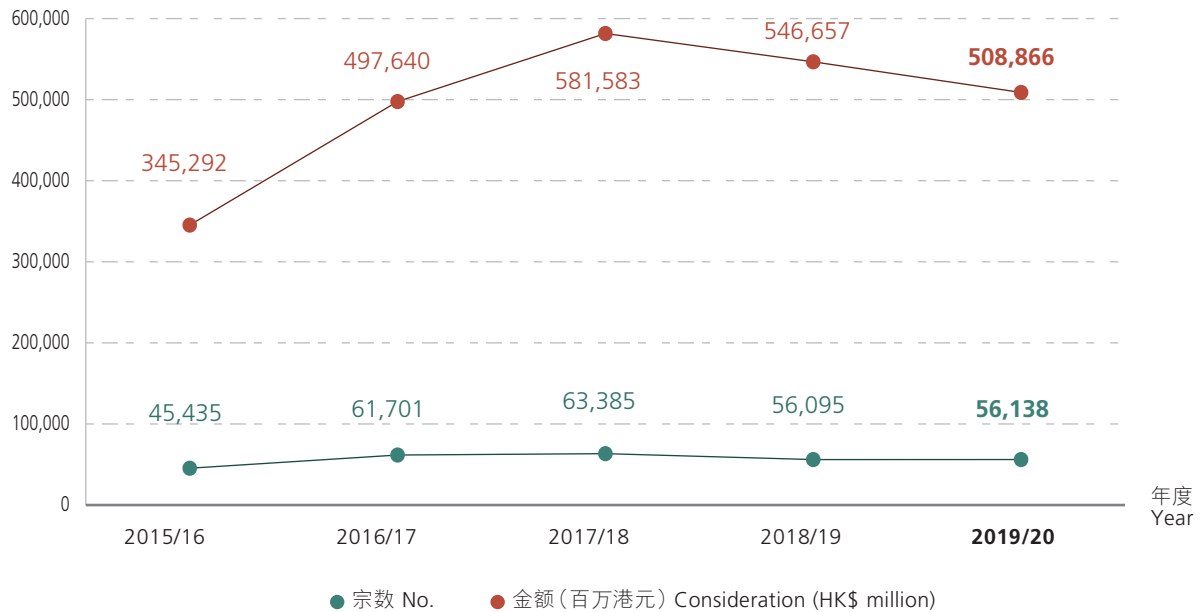
2019/20年度送交注册的土地文件类别  
DISTRIBUTION OF LAND DOCUMENTS LODGED FOR REGISTRATION IN 2019/20



在2019/20年度送交注册的所有楼宇买卖合约中，住宅楼宇买卖合约的宗数和总值分别是56,138份（较去年增加0.1%）及5,088.66亿元（较去年减少6.9%）。一般而言，这类合约的数量是反映物业市场交投情况的重要指标。

Among the SPAs of all building units delivered for registration in 2019/20, the number of SPAs of residential units and its total consideration were 56,138 (+0.1% from last year) and \$508,866 million (-6.9% from last year) respectively. The number of these agreements is generally regarded as a key indicator of the level of activity in the property market.

送交注册的住宅楼宇买卖合同宗数和金额  
NO. AND CONSIDERATION OF SALE AND PURCHASE AGREEMENTS OF RESIDENTIAL UNITS  
DELIVERED FOR REGISTRATION



注： 上述统计数字并不包括居者有其屋、私人机构参建居屋及租者置其屋计划下的住宅买卖，除非有关单位转售限制期届满并已补偿差价。

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

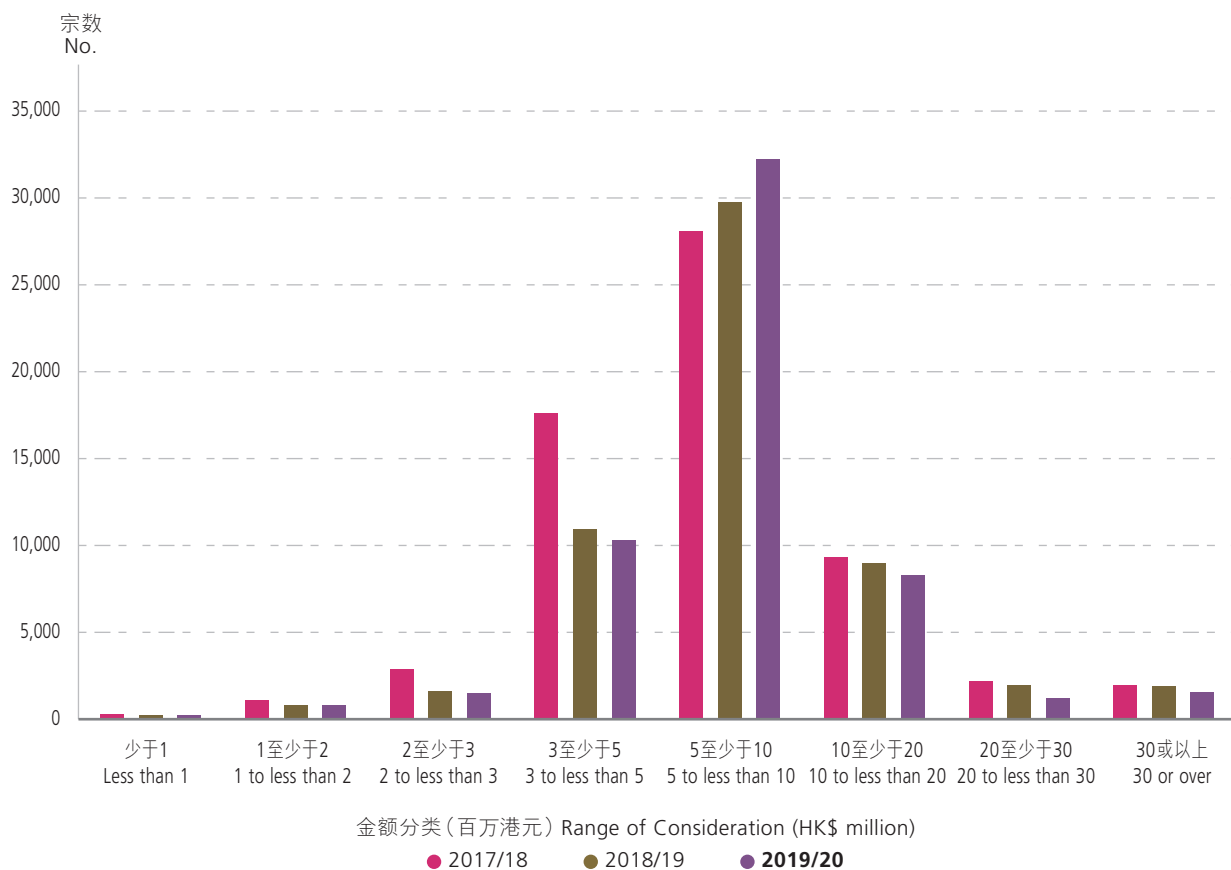
在2019/20年度，大多数住宅楼宇的交易金额是介乎500万至1,000万港元之间。年内交易金额超过500万港元的住宅楼宇交易则显著增加。

The majority of the transactions in residential units in 2019/20 were within the consideration range of five to ten million Hong Kong dollars. There was a notable increase in transactions in 2019/20 with consideration of more than five million Hong Kong dollars.



按金额分类的住宅楼宇买卖合约宗数

NO. OF SALE & PURCHASE AGREEMENTS OF RESIDENTIAL UNITS BY RANGE OF CONSIDERATION



金额分类		2017/18		2018/19		2019/20	
Range of Consideration							
(百万港元)		宗数No.	%	宗数No.	%	宗数No.	%
(HK\$ million)							
少于1	Less than 1	282	0.4	249	0.4	215	0.4
1至少于2	1 to less than 2	1,075	1.7	784	1.4	823	1.5
2至少于3	2 to less than 3	2,882	4.5	1,582	2.8	1,478	2.6
3至少于5	3 to less than 5	17,595	27.8	10,936	19.5	10,312	18.4
5至少于10	5 to less than 10	28,081	44.3	29,753	53.0	32,240	57.4
10至少于20	10 to less than 20	9,302	14.7	8,984	16.0	8,294	14.8
20至少于30	20 to less than 30	2,190	3.5	1,936	3.5	1,228	2.2
30或以上	30 or over	1,978	3.1	1,871	3.3	1,548	2.8
总数	Total	63,385	100.0	56,095	100.0	56,138	100.0

注：由于「四舍五入」关系，个别项目的百分率数字总和可能不等于100%。

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



## 查阅土地纪录服务

土地注册处备存土地纪录，旨在提供一个关于物业拥有权的资讯平台，以方便物业交易。

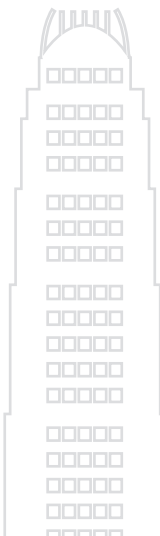
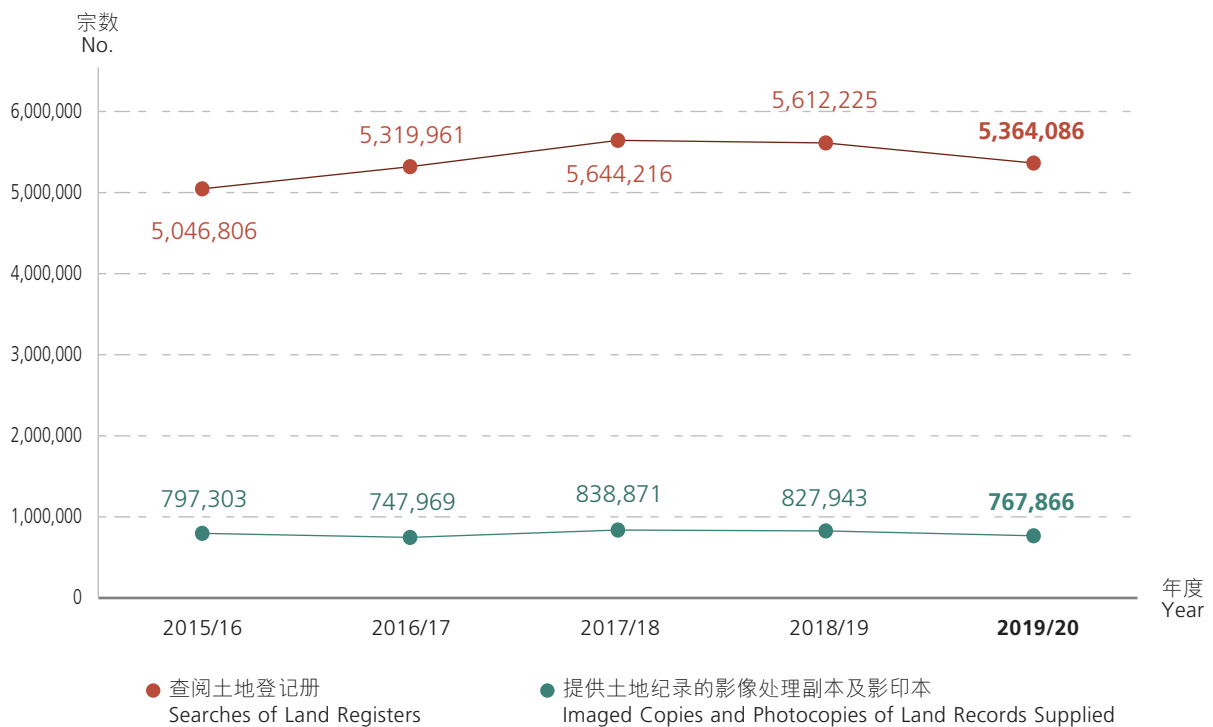
在2019/20年度，查阅土地登记册的宗数，以及提供土地纪录的影像处理副本和影印本的总数分别为5,364,086宗（较去年减少4.4%）及767,866份（较去年减少7.3%）。

## 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 2019/20, the total number of searches of land registers and supply of imaged copies and photocopies of land records were 5,364,086 (-4.4% from previous year) and 767,866 (-7.3% from previous year) respectively.

查阅土地登记册宗数和提供土地纪录的影像处理副本及影印本份数  
NO. OF SEARCHES OF LAND REGISTERS & IMAGED COPIES AND PHOTOCOPIES OF LAND RECORDS SUPPLIED

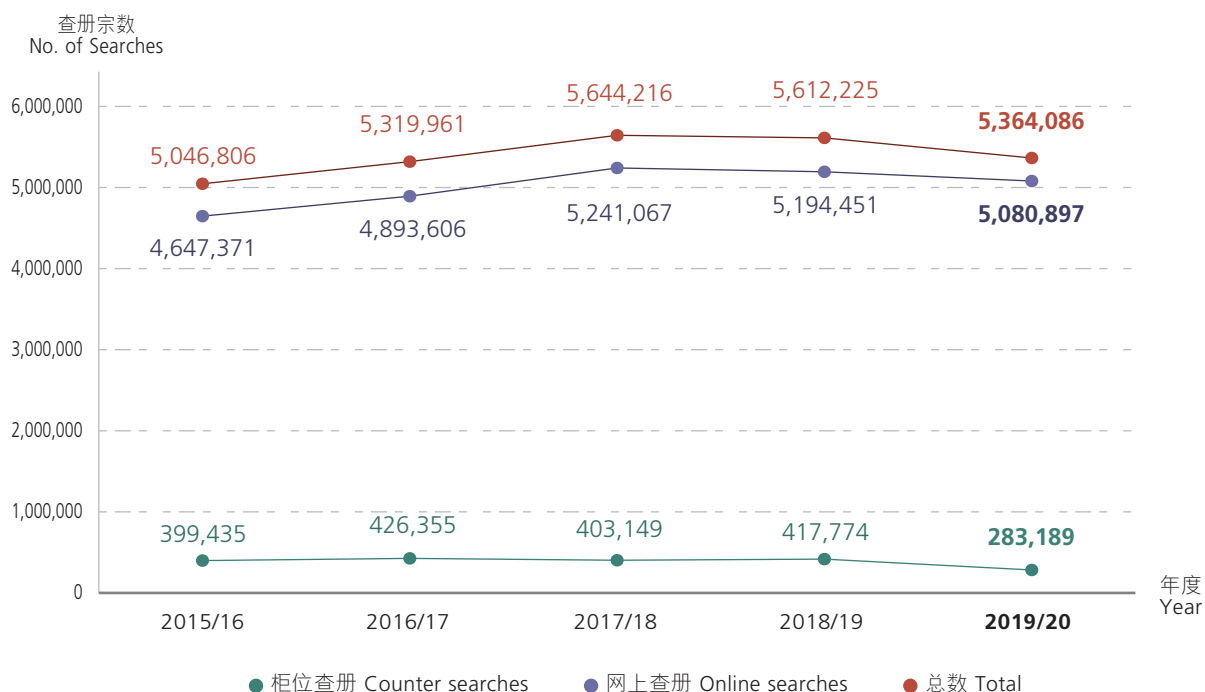


土地注册处透过互联网上的「综合注册资讯系统」(www.iris.gov.hk)提供每星期7天、每天20小时(由上午7时30分至翌日上午3时30分)的查册服务。公众人士可以非经常用户或登记用户身份进行查册。在2019/20年度, 登记用户的数目增加了32个(上升2.3%), 总数达1,416个。现时网上查册约占总查册量的95%, 其余约5%是在本处设于金钟道政府合署的客户服务中心, 以及位于大埔、元朗和荃湾的新界查册中心透过柜位查册服务进行。

The Land Registry is providing search services over the internet via our IRIS Online Services at www.iris.gov.hk seven days a week for 20 hours a day (from 7:30 a.m. to 3:30 a.m. the next day). The public can conduct searches on either an ad hoc or a subscription basis. The number of subscribers increased by 32 (+2.3%) and reached 1,416 during 2019/20. Currently, searches conducted online constituted about 95% of the total search volume. The remaining 5% were conducted over the counter. Counter search service is available at our Customer Centre in Queensway Government Offices and the New Territories Search Offices (NTSOs) in Tai Po, Yuen Long and Tsuen Wan.

### 查阅土地登记册宗数

### NO. OF SEARCHES OF LAND REGISTERS



本处每年均会推出新版的《街道索引》及《新界地段／地址对照表》(《对照表》)，方便公众以本港的物业地址或楼宇名称查阅相关的地段编号。为配合网上查册服务，公众可在本处网站或透过「综合注册资讯系统」网上服务的超连结，免费浏览《街道索引》及《对照表》的网上版本。截至2020年3月31日，在2019年4月30日推出的《街道索引》及《对照表》网上版本已录得超过10,200浏览人次。

The Land Registry publishes new editions of the Street Index (SI) and the New Territories Lot/Address Cross Reference Table (CRT) annually to help the public correlate property addresses and building names with lot numbers in the territory. To facilitate online search services, online versions of the SI and the CRT are made available for free browsing on the Land Registry website or through the hyperlink on the IRIS Online Services. Up to 31 March 2020, over 10,200 visits to the online versions of the SI and the CRT released on 30 April 2019 were recorded.



## 业主立案法团服务

根据《建筑物管理条例》，土地注册处负责办理业主立案法团的注册事宜，并就业主立案法团的纪录提供存档和查阅服务。在2019/20年度，新注册的业主立案法团共有104个，全港的业主立案法团总数增至11,043个。

## OWNERS' CORPORATION (OC) SERVICES

The Land Registry is responsible for registration of OCs and provision of filing and search service for OC records under the BMO. In 2019/20, 104 new OCs were registered. The total number of OCs in the territory reached 11,043.



## 客户服务

本处的管理及客户服务部专责策划及统筹客户服务，以促进卓越服务，满足客户对服务质素的殷切期望。我们善用各种渠道与客户联络和沟通，以提升部门服务。

### 联络客户

#### **土地注册处联合常务委员会**

土地注册处联合常务委员会的成员包括土地注册处处长、其下的高级管理团队，以及香港律师会的代表。委员会定期举行会议，就土地注册事宜、本处向法律界人士所提供的服务，以及拟备推行业权注册制度等进行商讨和交流意见。委员会成员名单见附件 II (a)。

## CUSTOMER SERVICES

The Management and Customer Services Division of the Land Registry is dedicated to the planning and coordination of customer services for promoting service excellence to meet rising public aspirations. We make use of various channels to liaise and communicate with our customers for improving our services.

### Liaison with Customers

#### **Land Registry Joint Standing Committee**

The Land Registry Joint Standing Committee, comprising the Land Registrar, her senior management team and representatives of the Law Society of Hong Kong, meets regularly to discuss and exchange views on land registration matters, the Land Registry's services provided to legal practitioners and preparation for implementation of the TRS. The membership of the Committee is at Annex II (a).



### 客户联络小组

本处透过两个客户联络小组（私营机构和公营机构）与客户保持联络，让客户了解本处的最新计划、服务和工作程序，在业务运作和服务提供事宜上促进意见交流，以及就客户的意见作出回应。

### Customer Liaison Groups

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



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

私营机构客户联络小组的成员来自法律界、专业机构及工商团体；公营机构客户联络小组的成员则来自政府部门及公营机构。两个小组的成员名单分别见附件 II (b) 及 (c)。

The private sector group comprises representatives from the legal community, professional bodies and trade associations while the public sector group comprises representatives from Government departments and public bodies. The lists of membership of the private sector and the public sector groups are at Annexes II (b) and (c) respectively.



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



### 访问

土地注册处继续与海外的同业机构保持紧密联系。在2019年9月，土地注册处处长张美珠女士、副土地注册处经理梁慧娴女士和助理土地注册处经理刘少雯女士出席在澳洲悉尼举行的第46届「业权注册处长会议」。是次会议为来自不同海外司法管辖区的注册处处长及其代表就服务的提供和业权注册的最新发展提供了互相交流知识、创议及优良措施的宝贵机会。

### Visits

The Land Registry continues to maintain close connection with its overseas counterparts. In September 2019, Ms Doris CHEUNG, the Land Registrar, Ms Alice LEUNG, Deputy Registry Manager and Ms Eva LAU, Assistant Registry Manager participated in the 46th Registrars of Title Conference held in Sydney, Australia. The Conference brought together Registrars and their delegates from various overseas jurisdictions, which provided a fruitful opportunity for the Conference participants to exchange knowledge, initiatives and best practices in service delivery as well as the latest developments in title registration.





在2019年5月15至17日，副土地注册处经理林谢淑仪女士和高级律师李宝君女士亦出席在澳洲墨尔本举行的2019年「土地注册处处长发展事务人员会议」。该会议共有25名来自澳洲不同州份、新西兰和香港的代表参加，有助促进本处与海外土地注册机关的沟通和联系。

Besides, Mrs Cindy LAM, Deputy Registry Manager and Ms Shirley LEE, Senior Solicitor took part in the Land Registrars Development Officers Conference 2019 held in Melbourne, Australia from 15 to 17 May 2019. The Conference was attended by 25 delegates from different states of Australia as well as New Zealand and Hong Kong. It fostered communication and strengthened our network with overseas land registries.



此外，本处也与内地的相关机构保持紧密联系。由巡视员邓又林先生率领的江西省自然资源厅的代表团于2019年6月14日到访本处。我们除了向他们简介本处的角色及职能外，也就土地注册事宜进行讨论，双方均获益良多。我们亦安排他们参观本处的客户服务中心，以了解本处的收契和查册服务。



In addition, the Land Registry maintains a close relationship with its Mainland associates. A delegation from the Department of Natural Resources of Jiangxi Province led by Inspector Mr DENG You-lin visited us on 14 June 2019. We briefed them on the roles and functions of the Land Registry and had a useful discussion with them on land registration matters. A guided tour to the Customer Centre on our deeds lodgement and search services was also arranged.



## 沟通渠道

### 土地注册处通函

在2019/20年度，我们发出了两份通函，让法律界人士和客户知悉本处推出的新产品／服务。

### 《土地注册处通讯》

本处分别在2019年6月及12月发布了两期的《土地注册处通讯》电子版，向客户介绍部门的新猷、服务和活动。

### 资料单张

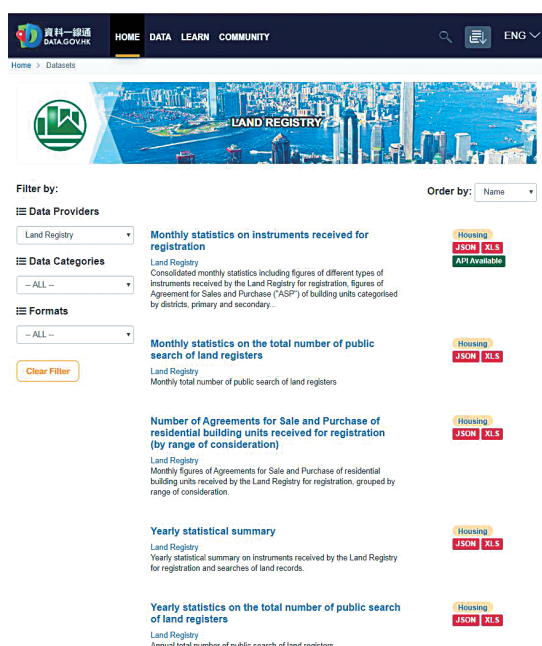
年内，我们更新了资料单张的内容，以提供本处服务的最新资讯。

### 新闻稿

我们不时发放新闻稿公布本处的最新服务资讯，以及提供土地注册及查册的定期统计数字。

### 年度开放数据计划

鉴于行政长官的2017年施政报告及政府于2017年12月公布的「香港智慧城市蓝图」，本处在2018年12月首次发布年度开放数据计划，并于2019年12月发布第二个由2020至22年度的开放数据计划。该计划列出将于未来三年，透过「资料一线通」网站发放供公众人士免费使用的注册和查册服务相关数据集，该等数据集可为科研及创新提供原料。



## Communication Channels

### Land Registry Circular Memoranda

In 2019/20, we issued two Land Registry Circular Memoranda 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 June and December 2019 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.



### Annual Open Data Plan

Having regard to the Chief Executive's 2017 Policy Address and the Smart City Blueprint for Hong Kong announced in December 2017, we published our first annual open data plan in December 2018. The second annual open data plan for 2020-22 was released in December 2019. The plan sets out datasets relating to registration and search services to be released via the Public Sector Information Portal in the following three years for free public use. The datasets provide raw materials for technology research and innovation.



### 客户服务热线

本处的客户服务热线由互动语音系统支援，透过预录讯息和职员接听服务提供全面的资讯。当系统接驳至个别支援服务小组时，会提供轮候次序的服务。透过与效率促进办公室辖下的1823电话中心合作，本处提供每天24小时的热线查询服务。

### Customer Service Hotline

Our Customer Service Hotline supported by an Interactive Voice Response System offers a whole range of information through recorded messages and manned operator service. A queuing service for specific service help desks is also available. Through collaboration with the Efficiency Office's 1823 Call Centre, our hotline enquiry service is provided 24 hours a day.

### 土地注册处网站

年内，共超逾810万人次浏览本处网站，当中有63%的人次浏览中文网页，37%的人次浏览英文网页。

### Land Registry Website

During the year, there were 8.1 million visits (63% in the Chinese language and 37% in the English language) to the Land Registry website.

### 奖项

#### 2019年「公务员事务局局长嘉许状」

我们谨此祝贺本处的文书主任张德聪先生获颁发2019年「公务员事务局局长嘉许状」，以嘉许他持续表现优秀及竭诚提供客户服务。

### Awards

#### The Secretary for the Civil Service's Commendation Award 2019

Congratulations to our Clerical Officer, Mr CHEUNG Tak-chung, who was awarded "The Secretary for the Civil Service's Commendation Award 2019" for his consistently outstanding performance and firm commitment towards customer service.





### 2019年「申诉专员嘉许奖」

我们谨此祝贺本处的一级土地注册主任黄嘉敏女士及高级文书主任陈娟娟女士获颁发2019年「申诉专员嘉许奖－公职人员奖」，以表扬她们致力为客户提供高水平及专业的服务。



### 「2019年公务员优质服务奖励计划」

本处以「为认可机构提供电子提示服务」参加由公务员事务局每两年举办的「2019年公务员优质服务奖励计划」，荣获「部门精进服务奖（小部门组别）」银奖。本处致力推动优质服务文化及持续提升服务的努力再次备受肯定。正如发展局局长于2020年1月5日在其网志发表一篇题为「四方共赢－土地注册处「电子提示服务」」的文章所述，该服务对香港金融管理局、认可机构、物业业主和土地注册处来说，都是四方共赢的新猷。



### The Ombudsman's Awards 2019

Congratulations to our Land Registration Officer I, Ms WONG Ka-man, Carmen, and Senior Clerical Officer, Ms CHAN Kuen-kuen, Meibo, who were awarded "The Ombudsman's Awards 2019 for Officers of Public Organisations" for their dedication in delivering high standard of services and their professionalism in serving customers.



### Civil Service Outstanding Service Award Scheme 2019

The Land Registry was awarded the Silver Prize of the Departmental Service Enhancement Award (Small Department Category) in the Civil Service Outstanding Service Award Scheme 2019 organised by the Civil Service Bureau biennially by presenting the "e-Alert Service for Authorized Institutions (AIs)". Our commitment to promoting a culture of quality service and pursuing continuous service improvement has once again won recognition. As the Secretary for Development said in his Blog on 5 January 2020 entitled "Land Registry's e-Alert Service – A 4-win service initiative", the service is a 4-win initiative for the Hong Kong Monetary Authority, AIs, property owners and the Land Registry.

### 「ERB人才企业嘉许计划」

雇员再培训局于2009年推出「ERB人才企业嘉许计划」，表扬在人才培养及发展工作有卓越表现的机构，并授予「人才企业」的尊称。本处自2012年参与该计划以来，一直获嘉许为「人才企业」；而由2019年4月1日至2021年3月31日，本处再次获授予该两年期的「人才企业」嘉许。



### ERB Manpower Developer Award

The Employees Retraining Board (ERB) launched the "ERB Manpower Developer Award Scheme" (the Scheme) in 2009 to recognise organisations which demonstrate outstanding achievements in manpower training and development as Manpower Developers. The Land Registry has been accredited "Manpower Developer" since its participation in the Scheme in 2012. Once again, we were accredited "Manpower Developer" for two consecutive years from 1 April 2019 to 31 March 2021.

### 《土地注册处营运基金2017/18年报》奖项

《土地注册处营运基金2017/18年报》荣获两个国际奖项。除了获颁「2018/19年度Mercury Excellence Awards」之「年报整体表现－政府机构及办事处」组别的荣誉奖外，还夺得美国传媒专业联盟(LACP)颁发的「2018 Vision Awards」之「印刷本年报－市／州／国家政府组别」的白金奖。我们很荣幸能获得Vision Awards这项最高殊荣，肯定了我们在制作优质年报上的努力。

### Awards for Land Registry Trading Fund (LRTF) Annual Report 2017/18

The LRTF Annual Report 2017/18 won two international awards. In addition to an Honors Award in the Mercury Excellence Awards 2018/19 under the category of "Annual Reports – Overall Presentation – Government Agencies & Offices", we achieved the Platinum Award of the League of American Communications Professionals (LACP) 2018 Vision Awards under the category of "Print-Based Annual Reports – Government – City/State/National". We are proud to reach the highest level of the Vision Awards with the recognition of our pursuit for quality production of the annual report.



## 项目发展与新服务

### 电子注册摘要表格

电子注册摘要表格是土地注册处透过其网站供用户在网上填写及打印注册摘要的电子范本，以使用户可更快捷和有效率地拟备注册摘要。

## DEVELOPMENT PROJECTS AND NEW SERVICES

### e-Memorial Form

The e-Memorial Form is an electronic template of the memorial form provided by the Land Registry on our homepage for online completion and printing to facilitate users to prepare the memorials in a more speedy and efficient way.



	Form/File Name	Form No.	Download Form
<b>For Lodging Solicitors</b>			
1.	e-Memorial Form	L.R. 152A	
2.	e-Memorial Form (Data Import)	L.R. 152A	
3.	Template for e-Memorial Form (Data Import)	-	
<b>For Government Departments</b>			
1.	e-Memorial Form	L.R. 152B	
2.	e-Memorial Form (Data Import)	L.R. 152B	
3.	Template for e-Memorial Form (Data Import)	-	

电子注册摘要表格备有基本版和具资料汇入功能两个版本。两者均内置自动填写功能，让用户在填写注册摘要表格时，可从「综合注册资讯系统」以物业参考编号检索所属的物业资料作参考。若用户须以同一套基本资料处理一连串交易或物业项目，具备资料汇入功能的电子注册摘要表格可更方便将载于电脑试算表的相关资料下载并同时汇入电子表格以制备多份注册摘要表格。

Two versions of the e-Memorial Form are available i.e. a basic version and one with data import function. Both versions have an auto-fill function enabling users to retrieve property particulars by Property Reference Numbers from the IRIS for reference when 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 version with data import function would be even more convenient as it enables the transfer of relevant information from a computer spreadsheet to multiple memorial forms simultaneously.

电子注册摘要表格的使用率正稳步上升，于2019/20年度，在所有连同文书一并递交注册的注册摘要中，该表格的使用率已超逾72%。本处会继续留意用户的回应，以期进一步优化服务。

The usage of e-Memorial Form has been increasing steadily and has accounted for over 72% of the total number of memorials delivered with the instruments for registration in 2019/20. The Land Registry will continue to keep in view users' feedback to identify room for enhancements.



## 电子提示服务

### 物业把关易

在2019年1月28日推出的「物业把关易」是业主的好帮手，有助他们以相宜的费用和简易的方式掌握其物业状况，及早发现涉及其物业但属预期之外或可疑的文书交付本处注册，以便他们迅速采取跟进行动及／或征询法律意见。

本处提供两种订购方式让客户选择。与24个月的订购期相比，一次过订购方式的服务有效期会直至物业转手为止，免却业主要为服务申请续期，因此深受新用户欢迎。现时逾90%的服务订单均选用一次过订购方式。此外，业主可采用新推出的邮递方式递交服务申请（亲临本处办理亦可），这对拥有香港物业的业主甚为便利，尤其是长期居于海外或逗留香港境外的人士。

为了不断优化「物业把关易」服务，本处已由2020年1月31日起简化其申请手续，取消业主必须于申请表格内提供相关物业土地登记册的物业参考编号的规定，令订购该服务更为简便。

自服务推出以来，本处亦安排了一连串宣传活动以推广服务，包括在不同电视频道播放宣传短片。该短片亦经其他政府部门的网页和设施，以及公园的电视幕墙等途径播放。



## e-Alert Service

### Property Alert

Launched on 28 January 2019, Property Alert is an affordable smart tool for all property owners to stay vigilant of their properties at ease. It helps property owners detect unexpected or suspicious instruments delivered for registration against their properties early to allow prompt follow-up actions and/or seek legal advice.

The Land Registry offers two subscription options. Comparing to the 24-month subscription, the one-off subscription option which remains valid until a change of property ownership is most popular among the new subscribers as it will obviate the need for property owners to renew subscription. Over 90% of the orders received have opted for one-off subscription. Besides, the new channel of application by post (in addition to application in person) has benefited owners of properties in Hong Kong, in particular those residing overseas or staying outside Hong Kong for extended periods of time.

For continuous improvement, the Land Registry has streamlined the application procedure by removing the mandatory requirement for property owners to provide the Property Reference Number (PRN) of the land register of the property concerned in the application form from 31 January 2020, making it more convenient to subscribe to the service.

Since service rollout, a series of promotional activities have been conducted including the launch of an Announcement in the Public Interest (API) on various television channels. The API has also been disseminated via other channels including Government departments' websites and facilities, video walls in public parks, etc.



◀ 「物业把关易」宣传短片  
Promotional video for Property Alert

此外，除了向主要持份者、专业团体和其他组织发出宣传信件和电邮外，本处亦分别向本地及海外拥有香港物业的业主展开多项宣传活动，包括在政府合署举办路演，为潜在客户（透过与其他政府部门合作）、私人屋苑的业主立案法团／业主委员会、主要持份者如新界乡议局以及香港地产代理商总会等举行简介会。

In addition to publicizing through promotional letters and emails to major stakeholders, professional bodies and other organisations, ongoing “out-reaching” publicity programmes targeted at property owners in Hong Kong and overseas owners of Hong Kong properties respectively have also been kicked-off. The programme activities held included roadshows at Government buildings, briefing sessions for potential customers (through collaboration with other Government departments), OCs/owners’ committees of private property developments and major stakeholders such as the Heung Yee Kuk and the Hong Kong Real Estate Agencies General Association, etc.



▲ 在新界乡议局第35届第五次执行委员会会议向委员简介该服务  
Briefing session delivered to committee members at the 5th Executive Committee Meeting under the 35th Term of the Heung Yee Kuk



▲ 在长沙湾政府合署举办路演  
Roadshow held at the Cheung Sha Wan Government Offices



▲ 在交通枢纽张贴海报以提升公众对该服务的认识  
Poster displayed at transportation hub to raise public awareness of the service



▲ 与屋宇署合作在其「楼宇安全进阶证书课程」中举办服务简介会和设立宣传摊位  
Briefing session cum promotion booth held in collaboration with the Buildings Department during its Building Safety Advanced Certificate Course



**为认可机构提供的电子提示服务**

本处在2017年2月1日推出了供《银行业条例》(第155章)下的认可机构(即持牌银行、有限牌照银行及接受存款公司)订购的电子提示服务,以助认可机构更有效管理按揭贷款的信贷风险。该等认可机构在相关业主的同意下订购这项服务后,每当已承按的物业有再按揭记/按揭文件交付本处办理注册时,便会收到本处发出的电子提示讯息。

为令认可机构更可靠和方便地递交电子提示服务的申请,以及提升运作效率,本处已于2019年1月14日实施第一阶段电子渠道项目。自此,认可机构用户可于电子渠道网页 [www.ealert-ai.landreg.gov.hk](http://www.ealert-ai.landreg.gov.hk) 提交网上服务订单的申请。认可机构对此新猷表示欢迎。在2019/20年度,大约75%的服务订单申请均经由电子渠道提交。

为给认可机构带来更方便的服务,本处的目标是于2020年第三季实施第二阶段电子渠道项目,把网上提交申请的设施扩展至其他服务申请,例如终止/转移服务订单、更改资料等;以及新增更多用户功能,包括帐户资料管理及查询等,相关的开发工作现正进行中。

**未来计划****电子提示服务**

本处会继续致力向香港物业的业主宣传「物业把关易」服务。至于为认可机构提供的电子提示服务,我们于2020年第三季推出第二阶段的电子渠道项目,进一步加强电子渠道的功能,以及提升认可机构和土地注册处的运作效率。

**e-Alert Service for Authorized Institutions (AIs)**

The Land Registry launched the e-Alert Service for AIs under the Banking Ordinance (Cap. 155) (i.e. licensed banks, restricted licence banks and deposit-taking companies) on 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.

To provide greater security and convenience to the AIs for submission of service applications for the e-Alert Service as well as to increase operational efficiency, the Land Registry has launched the e-Channel (Phase one) on 14 January 2019. Since then, subscriber AIs can submit their applications for subscription of service orders through the e-Channel website at [www.ealert-ai.landreg.gov.hk](http://www.ealert-ai.landreg.gov.hk). The initiative has been well received by the AIs. Around 75% of the service orders have been submitted through the e-Channel during 2019/20.

To bring more convenience to AIs, the Land Registry will add the facilities for online submission of other service applications such as termination/transfer of service orders, change of particulars; and more user functions including maintenance and enquiry of account information to the e-Channel under Phase two of the project which is targeted to be implemented in third quarter of 2020. The relevant development work is now underway.

**FUTURE PLAN****e-Alert Service**

We will continue the efforts in publicising and promoting Property Alert to owners of Hong Kong properties. Regarding the e-Alert Service for AIs, we will launch the e-Channel (Phase two) in the third quarter of 2020 to further strengthen the functions of the e-Channel and to enhance operational efficiency of both the AIs and the Land Registry.



# Title

## 业 权注册 Registration



## 近期发展

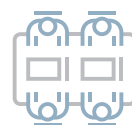
### 咨询持份者「新土地先行」方案及《土地业权条例》修订建议

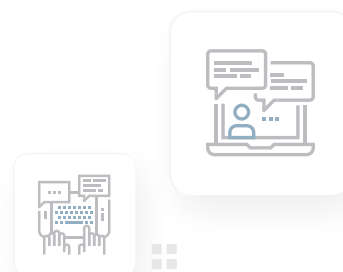
年内，本处一直与主要持份者紧密合作，以期落实先行在新批出的土地实施业权注册的方案（即「新土地先行」方案），从而尽早在香港推行土地业权注册制度。在2019年12月举行的《土地业权条例》督导委员会会议上，我们向委员阐述《土地业权条例》下的弥偿安排建议，并汇报有关「新土地先行」方案若干主要议题的进展，包括《土地业权条例》检讨委员会于2019年举行的五次会议上所讨论的议题。

## RECENT DEVELOPMENT

### Stakeholder Consultation on “New Land First” Proposal and Proposed Amendments to the LTO

During the year, we have been working closely with key stakeholders to pursue the proposal of implementing title registration on newly granted land first (“new land first” proposal) in order to enable early implementation of the land title registration system in Hong Kong. A Land Titles Ordinance Steering Committee (LTOSC) meeting was held in December 2019 at which we presented to the members the proposed indemnity arrangements under the LTO and reported progress on some major issues in respect of the “new land first” proposal including issues which had been discussed at five Land Titles Ordinance Review Committee (LTORC) meetings held in 2019.





此外，有关在《土地业权条例》下推行以电子方式交付注册申请的建议，我们于2019年5月分别为香港律师会及香港产业交易法律学会有限公司举行简介会及研讨会。

本处会继续与主要持份者就尚未解决的重要事宜进行讨论，以期达成共识并落实「新土地先行」方案。

《土地业权条例》督导委员会和《土地业权条例》检讨委员会的成员名单分别载于附件 II (d)及(e)。

Besides, a briefing to the Law Society of Hong Kong and a seminar for the Hong Kong Conveyancing and Property Law Association Limited on the proposal of implementing e-lodgement under the LTO were respectively conducted in May 2019.

We will continue to engage key stakeholders in discussion on the main outstanding issues with a view to forging consensus on such issues for implementing the “new land first” proposal.

The membership lists of the LTOSC and LTORC are at Annexes II (d) and (e) respectively.



### 检讨《土地业权条例》及拟备《土地业权(修订)条例草案》

业权注册制度本质上十分复杂，涉及繁复的法律问题，并且影响深远。我们正检视从《土地业权条例》中找出的法律和技术性问题，并继续为引进《土地业权(修订)条例草案》进行立法工作。

### Review of LTO and Preparation of LT(A)B

The TRS is inherently complicated as it involves complex legal issues and carries significant implications. Legal and other technical issues in the LTO that have been identified are being reviewed. Preparation of the legislative work for the introduction of the LT(A)B is in progress.



### 未来计划

我们会继续与主要持份者和相关政府部门磋商，以处理有关「新土地先行」方案的议题，以及敲定《土地业权条例》相关的修订建议，使香港能早日实施土地业权注册制度。我们亦会继续与主要持份者紧密合作，处理就现有土地和物业转换至业权注册制度的机制下尚未解决的事宜。

### FUTURE PLAN

We will continue our engagement with key stakeholders and relevant Government departments to address any issues relating to the “new land first” proposal and finalise the proposed pertinent amendments to the LTO for early implementation of land title registration system in Hong Kong. We will also continue to work closely with key stakeholders to resolve the outstanding issues regarding the mechanism of converting existing land and properties to the TRS.





人力  
资源管理

uman  
Resources  
Management



## 员工发展

### 人员编制

土地注册处致力维持一支训练有素及具灵活性的员工团队。公务员是本处的核心员工，以确保部门及客户服务质素的稳定性。我们亦按非公务员合约或退休后服务合约条款聘用合约人员，以灵活回应运作或业务不断转变的需求。

截至2020年3月31日，本处共雇用了524名常额人员和86名合约人员。常额人员包含不同职系的人员，包括土地注册主任、律师、库务会计师、系统分析／程式编制主任及一般职系人员等。合约人员则包括律师、会计师、会计助理及文员等。本处会定期检视人员编制状况，并因应运作需要的改变而调整合约人员的数目。

### 员工培训

员工培训是人力资源发展的重要组成部分。我们给予员工机会和鼓励，协助他们在不同职业阶段全面发挥及发展潜能。为此，我们制订部门年度员工培训计划，并按照计划举办各项培训活动，旨在增加员工的工作信心、加强团队合作、竭力优化服务，从而令员工以至整个部门的表现持续提升。

在2019/20年度，我们举办了超过2,020天的培训，所提供的培训涵盖不同课题，并以多种形式进行。

## STAFF DEVELOPMENT

### Staffing

The Land Registry maintains a well-trained and highly flexible team of staff. The core group of staff are civil servants to ensure stability of the department and quality of service to customers. Contract staff under Non-civil Service Contract or Post-retirement Service Contract terms are also employed to give flexibility to the department for responding to changes in operational or business needs.

As at 31 March 2020, we had 524 permanent and 86 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 Solicitors, Accountant, Accounting Executive and Clerks. We regularly review our staffing position and adjust the number of contract staff in the light of changes in operational requirements.

### Staff Training

Staff training is a critical component of human resource development. We provide opportunities and encouragement for staff at all stages of their career to help them realise their potential. To this end, 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 2019/20, we arranged over 2,020 days of training in various modes on a wide spectrum of subjects.



### 常年培训

本处为土地注册处的员工举办不同的培训课程，以提升其主要工作技能。

本处为新入职的土地注册主任举办入职培训课程，包括简介会、参观及于不同组别实习体验的机会，让他们熟悉部门的运作。部门在年内继续举办甚受欢迎的师友计划，为他们提供额外资源作专门和个人化的支援。此外，我们安排地政总署和规划署分别为他们举办两个了解该等部门工作的讲座，让他们认识和明白这些部门的角色和职责，以及与土地注册处相关的工作。

### Year-round Training

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

An Induction Programme comprising briefings, visits and attachments to different divisions was implemented for the newly recruited Land Registration Officers for familiarising them with the operations of the department. A mentoring scheme, which was well received, continued through the year as an additional resource to provide our new officers with dedicated and personalised support. Two familiarisation talks by the Lands Department and Planning Department respectively were also arranged to equip them with knowledge and understanding of the roles and responsibilities of these departments, and their work in relation with the Land Registry.



为提升员工对本地社会事件的情绪管理能力，我们在2019年10月和11月为所有员工举办「危机下的情绪管理」讲座。

For enhancing staff members' capability to manage emotions due to the local social incidents, a seminar on "Managing Emotions during Crisis" was organised for all staff members in October and November 2019.



本处不同级别的主任级人员参加了特别为他们设计的「工作表现管理」和「启导及辅导」课程，以及「建立团队及卓越领导」体验训练工作坊，以提升他们工作的技能及协作。

Officers at various levels attended respective tailor-made courses on "Performance Management", "Coaching and Counselling" and experiential training workshops on "Team Building and Leadership" with a view to enhancing their work competencies and strengthening collaboration at work.





本处也安排廉政公署为所有主任级人员举办「公务人员防贪」讲座，以提升他们对公职人员操守的认知。另外，我们为各土地注册主任安排《土地注册条例》和《土地注册规例》复修课程，以加强和更新他们对有关条例的认识和了解，以及在工作方面的应用。

A talk on “Corruption Prevention for Government Officers” by the Independent Commission Against Corruption was arranged for all Officer Grades staff to enhance their knowledge and raise their awareness of integrity issues concerning public officers. Besides, a refresher course on “Application of Land Registration Ordinance and Land Registration Regulations” was arranged for Land Registration Officers to enrich and update their knowledge and understanding of the legislation and its applications at work.



我们亦安排了「微软Windows 10」课程，以配合部门年内提升相关电脑软件的计划。

To dovetail with the upgrading of relevant computer software during the year, a training course on “Microsoft Windows 10” was also arranged.

年内，我们定期安排其他政府部门或公营机构，包括地政总署测绘处、香港国际仲裁中心和路政署，为本处的高级人员举办讲座及简介会，以扩阔他们的知识和视野。

We regularly arranged talks and briefing sessions by other Government departments or public organisations, including the Lands Department (Survey and Mapping Office), the Hong Kong International Arbitration Centre and the Highways Department during the year for our senior officers. These sessions aimed to broaden the officers’ knowledge and exposure.

### 自我增值

除安排课堂培训外，本处亦鼓励员工透过网上学习自我增值。所有员工均获安排不多于一天半的网上学习，于办公时间在部门的学习资源中心选取各种感兴趣的自学课程。

### 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 topics of interest at our Learning Resource Centre.



### 员工发展

员工参与了一系列扩阔视野的发展课程，以便他们迎接新挑战、加强沟通技巧，并培养制定政策及领导的能力。在2019/20年度，本处人员参加了由公务员培训处举办的「国家事务研习」课程、「公共行政领袖实践课程」、「领导才能基要课程」和「暂驻政策局计划」。

### 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 2019/20, our staff members attended the "National Studies" programmes, "Leadership in Action Programme", "Leadership Essentials Programme" and joined the "Secretariat Attachment Scheme" organised by the Civil Service Training and Development Institute.

### 鼓励及嘉许员工

作为不断追求卓越客户服务的营运基金部门，我们高度重视对员工的鼓励和嘉许。

### 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.

### 员工建议书计划

本处自1993年起推行员工建议书计划，以鼓励所有员工就不同事宜，包括提升服务质素、部门运作、节约资源及环境保护，提出建议。

### 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.

在2019/20年度，本处共收到18份员工建议书，并就此颁发了五项奖励。

In 2019/20, we received a total of 18 staff suggestions and five awards were granted.

### 长期服务奖励计划

本处自1999年起推行周年的「长期服务奖励计划」，以表扬在本处长期服务而表现优良的员工。

### Long Service Appreciation Award Scheme

Since 1999, we have launched the annual "Long Service Appreciation Award Scheme" to give recognition to staff with long and meritorious service in the department.

在2019/20年度，共有54位服务年资达25年或以上表现优良的员工获此奖项。

In 2019/20, the award was granted to a total of 54 staff members with 25 or more years of meritorious service.

### 最佳前线员工奖励计划

本处自2007年4月起推行「最佳前线员工奖励计划」，旨在提倡优质客户服务文化，以及表扬杰出员工的表现和成绩。

### Best Frontline Staff Award Scheme

The Land Registry has launched the Best Frontline Staff Award Scheme since April 2007 with the aim of fostering a culture of good customer service and to recognise laudable staff performance and achievements.

是项奖励计划每半年举办一次，期间获客户嘉许次数最多的个别员工和团队便可得奖。2019年下半年的得奖团队为查册服务组。获奖的员工和团队名单会在客户服务中心及新界查册中心张贴，以作表扬。

Individual staff members and teams receiving the highest number of commendations from our customers in each half-year period are awarded. Winner of the Team Award for the second half year of 2019 is the Search Services Section. To give due recognition, the names of the winning staff members and teams are posted at the Customer Centre and NTSOs.

## 员工关系

我们深明职管双方有效沟通对提供优质客户服务极为重要。我们继续透过定期举行的员工关系会议、部门刊物和员工福利活动等，促进各级员工之间的沟通。

### 部门协商委员会

「部门协商委员会」共有14位来自各个员工组别和管理层的代表。委员会每季举行一次会议，以促进员工与管理层之间的了解和合作。

### 土地注册处员工通讯

《土地注册处员工通讯》是由来自各个部组的编辑委员会成员定期编制的部门刊物。通讯内容涵盖不同课题，包括专题故事、最新业务资讯、社区事务、员工消息与活动剪影、环境保护、保健贴士、资讯科技及语文知识等。这份刊物深受各员工欢迎，有助促进团队精神和加强员工对部门的归属感。

### 土地注册处员工康乐会

「土地注册处员工康乐会」由本处同事以义务形式管理。在2019/20年度，该会为部门同事及其家属举办了多项社会及康乐活动，包括圣诞联欢会、义工服务、兴趣班、郊游及体育活动等。我们很荣幸邀得发展局局长黄伟纶先生莅临圣诞联欢会与本处同事共庆佳节，令活动生色不少。

## Staff Relations

We recognise that effective communication between management and staff is crucial for the provision of quality service to customers. We continue to encourage communication among staff at all levels through regular staff relations meetings, departmental publications and staff welfare functions.

### Departmental Consultative Committee

The Committee comprises 14 representatives of various staff groups and representatives of the management. It meets quarterly to promote better understanding and cooperation between staff and the management.

### Staff Magazine

The Staff Magazine is a departmental publication issued periodically under an editorial board comprising staff of various divisions. It covers a wide range of topics including featured stories, business updates, community involvement, staff news and activity snapshots, environmental protection, health tips, information technology and language knowledge, etc. It is popular among staff and helps promote team spirit and a sense of corporate identity.

### Staff Recreation Club

The Staff Recreation Club is run by staff on a voluntary basis. In 2019/20, it organised various social and recreational activities for staff and their families, including Christmas party, volunteer social services, interest classes, outings and sport activities. At the Christmas party, we were honoured to have the presence of the Secretary for Development, Mr Michael WONG to celebrate this festive occasion with our colleagues. His presence enlightened the party very much.







### 知识管理

本处设置了「知识管理系统」，以促进部门内部有系统的知识管理和分享。该系统包含约8,800份参考文件和案例。在2019/20年度，本处员工每天检索约140项系统资料，以作日常工作参考。

### Knowledge Management

The Land Registry maintains a Knowledge Management System to facilitate systematic management and sharing of knowledge across the department. The system contains around 8,800 reference documents and precedent cases. Around 140 searches were made by our staff daily for reference in their work in 2019/20.

### 未来计划

本处在来年会继续加强部门的学习文化，为员工提供适当的培训课程，并安排合适的人员参加管理人员专业发展课程及公务员培训处的培训课程。透过参加这些培训及发展课程，员工的能力将有所提高，可作出更好准备以面对转变，为部门的未来发展作出贡献。

### 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.



# 科技 资讯 管理

Management



## 「综合注册资讯系统」

「综合注册资讯系统」网上服务一直运作畅顺。

### 「综合注册资讯系统」服务提升

在2019/20年度，本处为「综合注册资讯系统」作出下列多项重大提升：

- 凡于2019年11月18日或之后以影像处理的中止注册文书，本处会在其影像处理副本夹附一张中英双语版的资料页；
- 提供「查阅物业参考编号」功能，以便快速查询土地登记册的物业参考编号；以及

## 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 2019/20:

- providing a bilingual information sheet annexed to the imaged copy of an instrument withheld from registration and imaged on or after 18 November 2019;
- providing a new "Search PRN" function for quick enquiry of the PRN of the land registers of properties; and

Flat	PRN	Address/Lot
MM001	B8009454	THE PORTION MARKED "OFFICE" IN THE 15TH FLOOR PLAN OF WAI LEE BUILDING NO.997 KING'S ROAD HONG KONG
MM001	A1326661 (Closed)	THE EXCLUSIVE RIGHT TO DISPLAY PAINT OR AFFIX SIGNS ON EXTERIOR WALLS PO LEE BUILDING & WAI LEE BUILDING NOS.995 & 997 KING'S RD.HK
MM001	B8908527	EXTERIOR SIDE WALLS OF FLAT NO.1 & FLAT NO.6 FROM 1/F LEVEL TO ROOF OVER 23/F TAK LEE BUILDING NO.993 KING'S ROAD HONG KONG
MM002	A1326670 (Closed)	PORTION 8 OF THE BASEMENT PO LEE BUILDING & WAI LEE BUILDING NOS.995 & 997 KING'S ROAD HONG KONG
MM002	A1329077 (Closed)	THE MAIN ROOF WAI LEE BUILDING NO.997 KING'S ROAD HONG KONG
MM002	B8908539	MAIN ROOF OVER 18TH FLOOR TAK LEE BUILDING NO.993 KING'S ROAD HONG KONG
MM003	B6222769 (Closed)	PORTION 9 OF THE BASEMENT PO LEE BUILDING & WAI LEE BUILDING NOS.995 & 997 KING'S ROAD HONG KONG
MM003	A1322581	MAIN ROOF OVER 23RD FLOOR TAK LEE BUILDING NO.993 KING'S ROAD HONG KONG

Back to Search PRN   Back to Lot List   Back to Block List   Back to Floor List

在「查阅土地登记册」的查阅结果页面提供「隐藏封存土地登记册」的筛选功能。

providing a filtering option to hide closed land registers on the search result page of the "Search Land Register" function.

#### Search Land Register

Lot: (EX) IL 127  
Development Name:  
House No.:  
Block:

Street Name:  
Floor:  
Flat:

Register of the input lot NOT found but related lot registers are listed.  
There is/are 10 land register(s) found.  
Please select the required register(s) and add to your order list.

☐ Show links to GeoInfo Map? [Note](#)

Set All Type of Enquiry to: ☒ Current ☐ Full  
Hide Closed Land Register(s) ☐

Flat	PRN	Address/Lot	Type of Enquiry	Nature / No. of Copies
-	C4306541	INLAND LOT NO. 127 (IL 127)	<input checked="" type="radio"/> Current <input type="radio"/> Full	<input checked="" type="radio"/> Plain - No. of Copies: 1 <input type="radio"/> Certified - No. of Copies: 1
-	C4306559 (Closed)	THE REMAINING PORTION OF INLAND LOT NO. 127 (IL 127 (RP))	<input checked="" type="radio"/> Current <input type="radio"/> Full	<input checked="" type="radio"/> Plain - No. of Copies: 1 <input type="radio"/> Certified - No. of Copies: 1
-	C4306567 (Closed)	SECTION A OF INLAND LOT NO. 127 (IL 127 S. A)	<input checked="" type="radio"/> Current <input type="radio"/> Full	<input checked="" type="radio"/> Plain - No. of Copies: 1 <input type="radio"/> Certified - No. of Copies: 1
-	C4306575	SECTION B OF INLAND LOT NO. 127 (IL 127 S. B)	<input checked="" type="radio"/> Current <input type="radio"/> Full	<input checked="" type="radio"/> Plain - No. of Copies: 1 <input type="radio"/> Certified - No. of Copies: 1
-	C4306581	THE REMAINING PORTION OF SECTION B OF INLAND LOT NO. 127 (IL 127 S. B (RP))	<input checked="" type="radio"/> Current <input type="radio"/> Full	<input checked="" type="radio"/> Plain - No. of Copies: 1 <input type="radio"/> Certified - No. of Copies: 1
-	C4306598 (Closed)	SUB-SECTION 1 OF SECTION B OF INLAND LOT NO. 127 (IL 127 S. B SS. 1)	<input checked="" type="radio"/> Current <input type="radio"/> Full	<input checked="" type="radio"/> Plain - No. of Copies: 1 <input type="radio"/> Certified - No. of Copies: 1
-	C4306606	SECTION C OF INLAND LOT NO. 127 (IL 127 S. C)	<input checked="" type="radio"/> Current <input type="radio"/> Full	<input checked="" type="radio"/> Plain - No. of Copies: 1 <input type="radio"/> Certified - No. of Copies: 1
-	C4788531	SECTION D OF INLAND LOT NO. 127 (IL 127 S. D)	<input checked="" type="radio"/> Current <input type="radio"/> Full	<input checked="" type="radio"/> Plain - No. of Copies: 1 <input type="radio"/> Certified - No. of Copies: 1
-	C5184876	SECTION E OF INLAND LOT NO. 127 (IL 127 S. E)	<input checked="" type="radio"/> Current <input type="radio"/> Full	<input checked="" type="radio"/> Plain - No. of Copies: 1 <input type="radio"/> Certified - No. of Copies: 1
-	C6528477	SECTION F OF INLAND LOT NO. 127 (IL 127 S. F)	<input checked="" type="radio"/> Current <input type="radio"/> Full	<input checked="" type="radio"/> Plain - No. of Copies: 1 <input type="radio"/> Certified - No. of Copies: 1

Select All Deselect All  
Back to Search Land Register

#### Search Land Register

Lot: (EX) IL 127  
Development Name:  
House No.:  
Block:

Street Name:  
Floor:  
Flat:

Register of the input lot NOT found but related lot registers are listed.  
There is/are 10 land register(s) found.  
Please select the required register(s) and add to your order list.

☐ Show links to GeoInfo Map? [Note](#)

Set All Type of Enquiry to: ☒ Current ☐ Full  
Hide Closed Land Register(s) ☒

4 closed land register(s) not shown  
0 closed land register(s) is/are selected

Flat	PRN	Address/Lot	Type of Enquiry	Nature / No. of Copies
-	C4306541	INLAND LOT NO. 127 (IL 127)	<input checked="" type="radio"/> Current <input type="radio"/> Full	<input checked="" type="radio"/> Plain - No. of Copies: 1 <input type="radio"/> Certified - No. of Copies: 1
-	C4306559	THE REMAINING PORTION OF INLAND LOT NO. 127 (IL 127 (RP))	<input checked="" type="radio"/> Current <input type="radio"/> Full	<input checked="" type="radio"/> Plain - No. of Copies: 1 <input type="radio"/> Certified - No. of Copies: 1
-	C4306567	SECTION A OF INLAND LOT NO. 127 (IL 127 S. A)	<input checked="" type="radio"/> Current <input type="radio"/> Full	<input checked="" type="radio"/> Plain - No. of Copies: 1 <input type="radio"/> Certified - No. of Copies: 1
-	C4306575	SECTION B OF INLAND LOT NO. 127 (IL 127 S. B)	<input checked="" type="radio"/> Current <input type="radio"/> Full	<input checked="" type="radio"/> Plain - No. of Copies: 1 <input type="radio"/> Certified - No. of Copies: 1
-	C4306581	THE REMAINING PORTION OF SECTION B OF INLAND LOT NO. 127 (IL 127 S. B (RP))	<input checked="" type="radio"/> Current <input type="radio"/> Full	<input checked="" type="radio"/> Plain - No. of Copies: 1 <input type="radio"/> Certified - No. of Copies: 1
-	C4306598	SUB-SECTION 1 OF SECTION B OF INLAND LOT NO. 127 (IL 127 S. B SS. 1)	<input checked="" type="radio"/> Current <input type="radio"/> Full	<input checked="" type="radio"/> Plain - No. of Copies: 1 <input type="radio"/> Certified - No. of Copies: 1
-	C4306606	SECTION C OF INLAND LOT NO. 127 (IL 127 S. C)	<input checked="" type="radio"/> Current <input type="radio"/> Full	<input checked="" type="radio"/> Plain - No. of Copies: 1 <input type="radio"/> Certified - No. of Copies: 1
-	C4788531	SECTION D OF INLAND LOT NO. 127 (IL 127 S. D)	<input checked="" type="radio"/> Current <input type="radio"/> Full	<input checked="" type="radio"/> Plain - No. of Copies: 1 <input type="radio"/> Certified - No. of Copies: 1
-	C5184876	SECTION E OF INLAND LOT NO. 127 (IL 127 S. E)	<input checked="" type="radio"/> Current <input type="radio"/> Full	<input checked="" type="radio"/> Plain - No. of Copies: 1 <input type="radio"/> Certified - No. of Copies: 1
-	C6528477	SECTION F OF INLAND LOT NO. 127 (IL 127 S. F)	<input checked="" type="radio"/> Current <input type="radio"/> Full	<input checked="" type="radio"/> Plain - No. of Copies: 1 <input type="radio"/> Certified - No. of Copies: 1

Select All Deselect All  
Back to Search Land Register

Current Enquiry - Retrieves current particulars of a property only.  
Full Enquiry - Retrieves historical & current particulars of a property

Add To Order List and Make New Order Add and Go To Order List

## 资讯科技保安

本处依据政府对资讯科技保安的要求，以及参考资讯科技保安业界的最佳做法，推行各种改进措施。我们会定期传阅部门的资讯科技保安政策及指引，让员工加深认识及注意资讯保安及保障个人资料的重要性。为加强端点保安及拦截未经许可的装置连接本部门的网络，我们将于2020年4月实施网络存取控制方案。

## 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. A network access control solution will be implemented in April 2020 to strengthen the endpoint security and bar unauthorised devices from connecting to the departmental network.





## 未来计划

我们会继续研究如何进一步提升部门的电子服务，以切合客户的需求，包括：

- ❁ 为「综合注册资讯系统」网上服务引入电子钱包（即Apple Pay和Google Pay）的流动付款方式；以及
- ❁ 更换和提升「综合注册资讯系统」网上服务的现有资讯科技基础建设。

## FUTURE PLAN

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

- ❁ to introduce mobile payment by digital wallet (i.e. Apple Pay and Google Pay) for the IRIS Online Services; and
- ❁ to replace and upgrade the existing IT infrastructure of the IRIS Online Services.



# Financial



财政管理  
Management

## 财政目标

土地注册处根据《营运基金条例》的条文，奉行下列明确的财政目标：

- ❶ 使以跨年方式计算的营运基金收入足以支付为市民及政府部门提供服务的开支；以及
- ❷ 取得合理的回报，回报率是由财政司司长根据固定资产而厘订。

## FINANCIAL OBJECTIVES

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

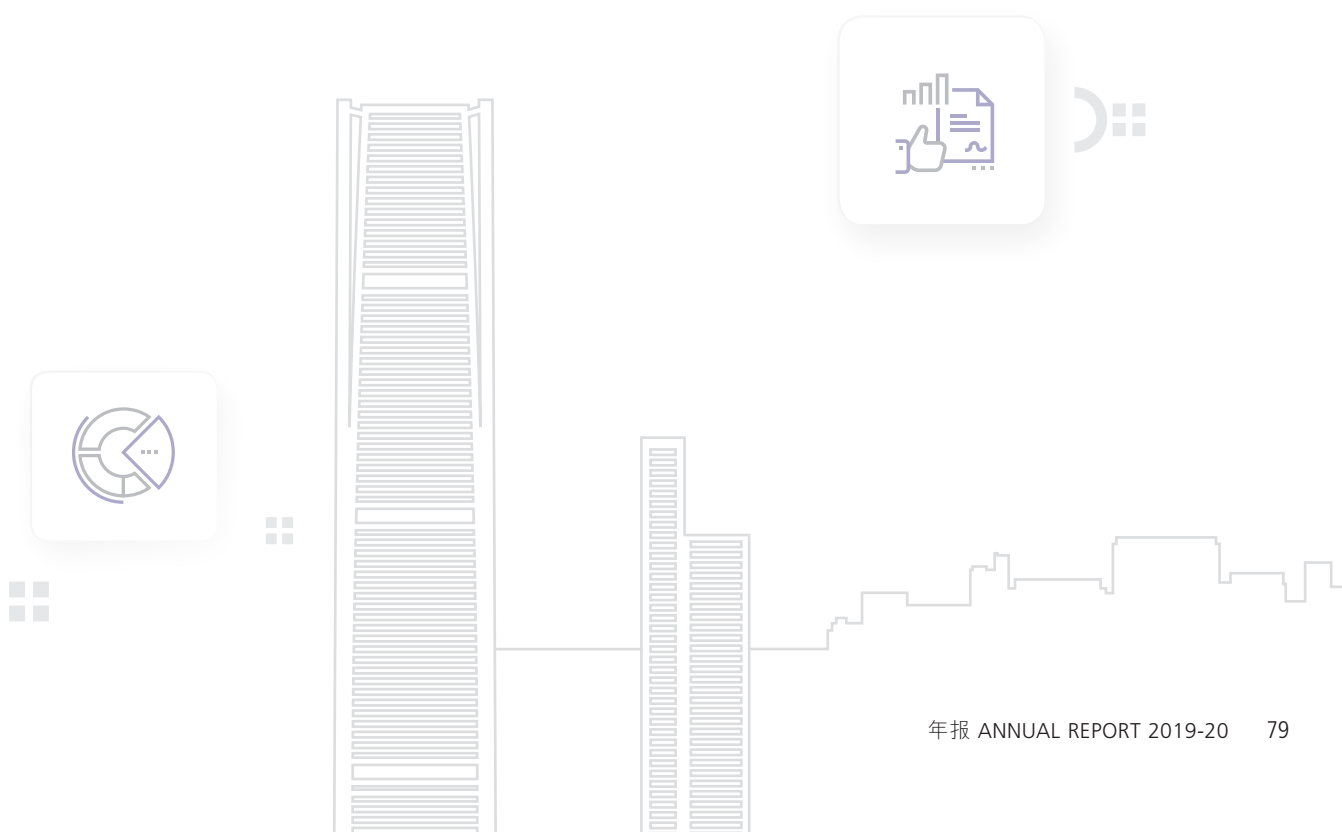
- ❶ meeting expenses incurred in the provision of services to the public and Government departments out of the income of the trading fund, taking one year with another; and
- ❷ achieving a reasonable return, as determined by the Financial Secretary, on the fixed assets employed.

## 实际表现

与2018/19年度比较，本年度的收入减少了6,220万元（下跌12.1%）至4.523亿元，主要原因是办理文件注册、提供土地纪录副本和业权报告的业务有所减少。运作开支则增加了3,060万元（上升7.3%）至4.493亿元，主要原因是员工费用有所增加，以及中央影像处理中心迁回金钟道政府合署和提升「综合注册资讯系统」所需开支。

## ACTUAL PERFORMANCE

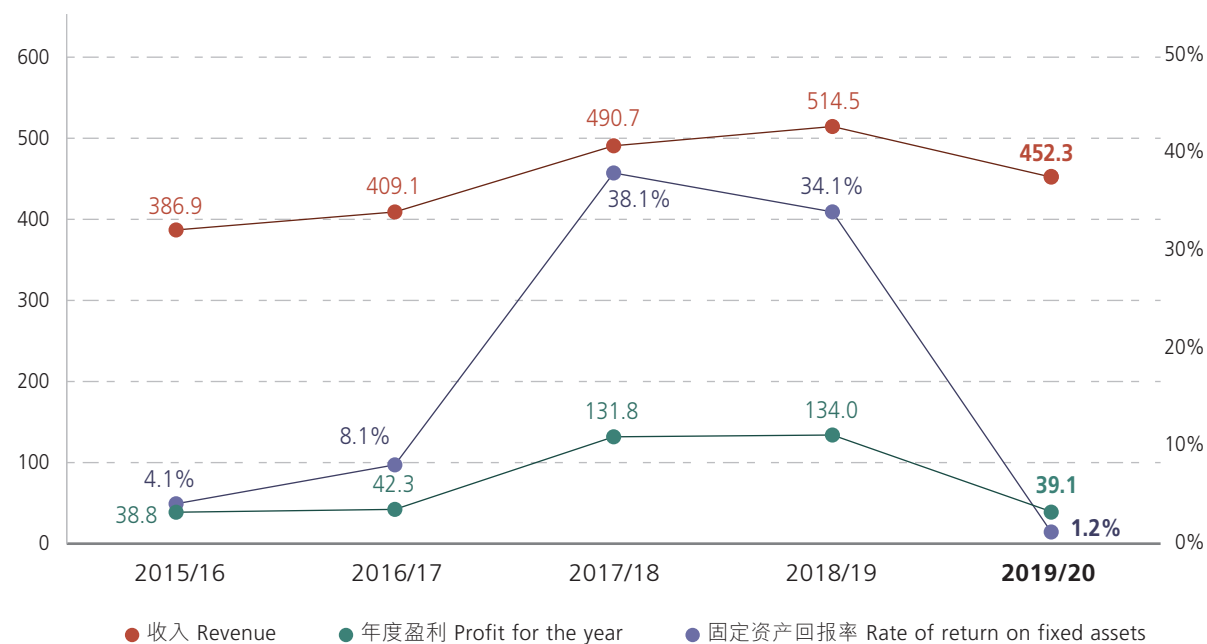
When compared with 2018/19, revenue decreased by \$62.2 million (down 12.1%) to \$452.3 million mainly due to a decrease in business volume of registration of documents, copying and reports on title. Operating expenses increased by \$30.6 million (up 7.3%) to \$449.3 million mainly due to increase in staff costs, relocation of the Central Imaging Centre to Queensway Government Offices and upgrade of IRIS.



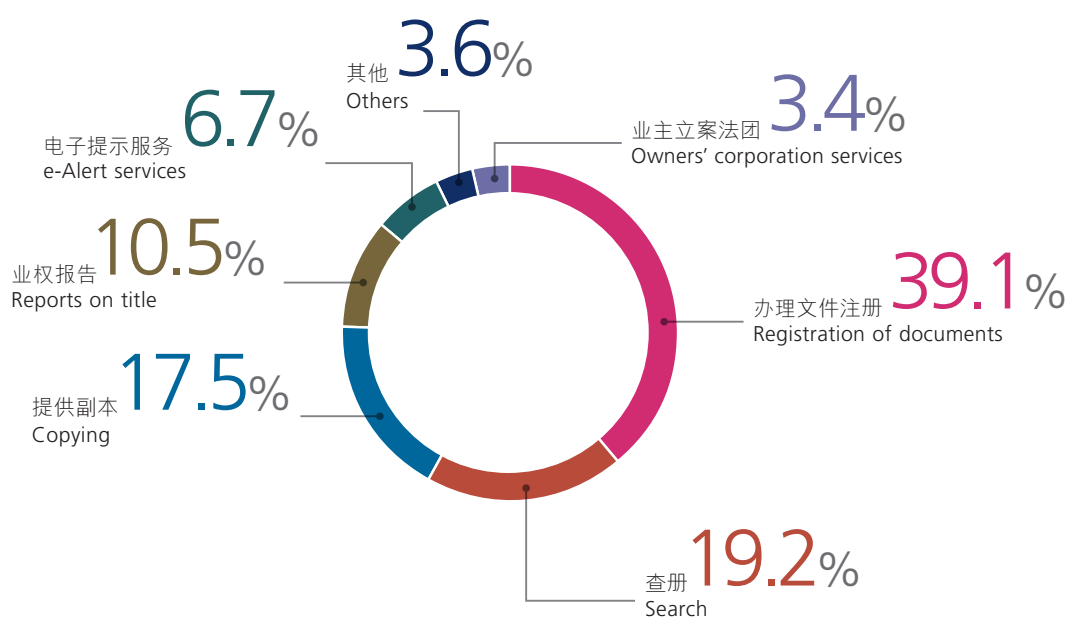


## 财政表现 FINANCIAL PERFORMANCE

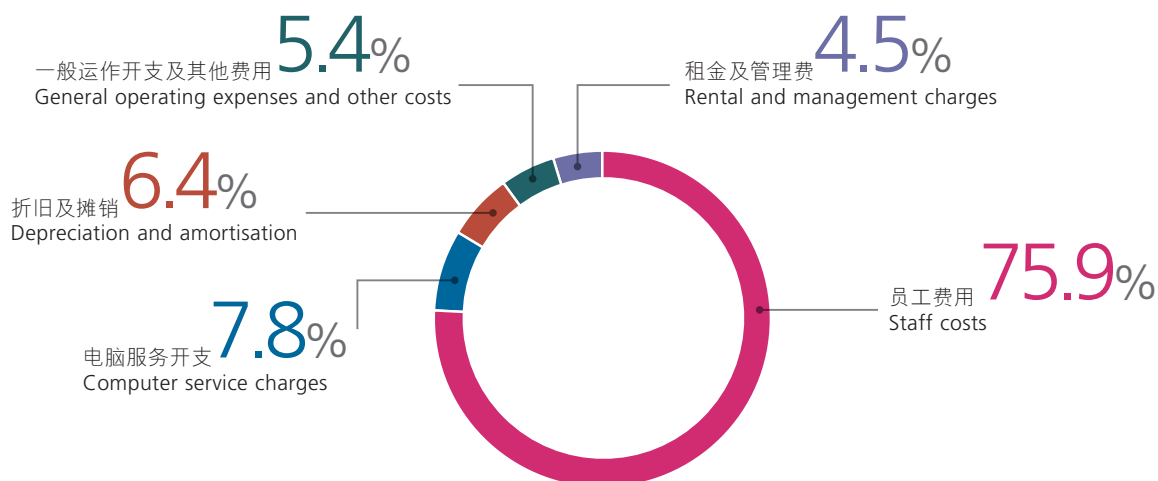
港币(百万元)  
HK\$(million)



## 2019/20年度收入分析 ANALYSIS OF REVENUE 2019/20



### 2019/20年度营运成本分析 ANALYSIS OF OPERATING COSTS 2019/20



### 展望

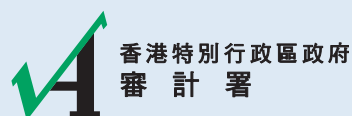
本处的收入和固定资产回报率主要取决于注册、查册、提供副本及业权报告服务的数量，而有关数量会受到物业市场和其他相关因素影响。我们会继续严谨控制成本。

### FORECAST

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



# 审计署署长报告 REPORT OF THE DIRECTOR OF AUDIT



## 独立审计师报告

致立法会

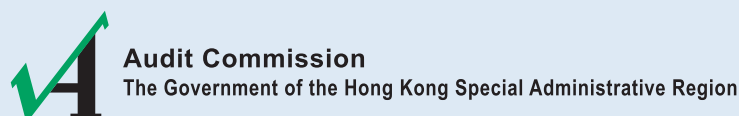
### 意见

兹证明我已审核及审计刊载于第87至125页土地注册处营运基金的财务报表，该等财务报表包括于2020年3月31日的财务状况表与截至该日止年度的全面收益表、权益变动表和现金流量表，以及财务报表的附注，包括主要会计政策概要。

我认为，该等财务报表已按照香港会计师公会颁布的《香港财务报告准则》真实而中肯地反映土地注册处营运基金于2020年3月31日的状况及截至该日止年度的运作成果及现金流量，并已按照《营运基金条例》(第430章)第7(4)条所规定的方式妥为拟备。

### 意见的基础

我已按照《营运基金条例》第7(5)条及审计署的审计准则进行审计。我根据该等准则而须承担的责任，详载于本报告「审计师就财务报表审计而须承担的责任」部分。根据该等准则，我独立于土地注册处营运基金，并已按该等准则履行其他道德责任。我相信，我所获得的审计凭证是充足和适当地为我的审计意见提供基础。



## Independent Auditor's Report

To the Legislative Council

### Opinion

I certify that I have examined and audited the financial statements of the Land Registry Trading Fund set out on pages 87 to 125, which comprise the statement of financial position as at 31 March 2020, 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 2020, and of its results of operations and cash flows for the year then ended in accordance with Hong Kong Financial Reporting Standards ("HKFRSs") issued by the Hong Kong Institute of Certified Public Accountants ("HKICPA") and have been properly prepared in accordance with the manner provided in section 7(4) of the Trading Funds Ordinance (Cap. 430).

### Basis for opinion

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



### 其他资料

土地注册处营运基金总经理须对其他资料负责。其他资料包括土地注册处营运基金2019-20年年报内的所有资料，但不包括财务报表及我的审计师报告。

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

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

### 土地注册处营运基金总经理就财务报表而须承担的责任

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

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

### Other information

The General Manager, Land Registry Trading Fund is responsible for the other information. The other information comprises all the information included in the Land Registry Trading Fund's 2019-20 Annual Report, other than the financial statements and my auditor's report thereon.

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

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

### Responsibilities of the General Manager, Land Registry Trading Fund for the financial statements

The General Manager, Land Registry Trading Fund is responsible for the preparation of financial statements that give a true and fair view in accordance with HKFRSs issued by the HKICPA and section 7(4) of the Trading Funds Ordinance, and for such internal control as the General Manager, Land Registry Trading Fund determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

审计师就财务报表审计而须承担的责任

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

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

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

*Auditor's responsibilities for the audit of the financial statements*

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

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

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

- 判定土地注册处营运基金总经理以持续经营作为会计基础的做法是否恰当，并根据所得的审计凭证，判定是否存在与事件或情况有关，而且可能对土地注册处营运基金持续经营的能力构成重大疑虑的重大不确定性。如果我认为存在重大不确定性，则有必要在审计师报告中请使用者留意财务报表中的相关资料披露。假若所披露的相关资料不足，我便须发出非无保留意见的审计师报告。我的结论是基于截至审计师报告日止所取得的审计凭证。然而，未来事件或情况可能导致土地注册处营运基金不能继续持续经营；及
- 评价财务报表的整体列报方式、结构和内容，包括披露资料，以及财务报表是否中肯反映交易和事项。
- 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
- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

#### 审计署署长

(署理审计署助理署长陈瑞兰代行)

审计署  
香港湾仔  
告士打道7号  
入境事务大楼26楼  
2020年9月28日

#### Ms Hildy Chan

Assistant Director of Audit (Acting)  
for Director of Audit

Audit Commission  
26th Floor, Immigration Tower  
7 Gloucester Road  
Wanchai, Hong Kong  
28 September 2020



财  
务

报表  
Certified

# Financial Statements



# 全面收益表

## STATEMENT OF COMPREHENSIVE INCOME

截至二零二零年三月三十一日止年度  
(以港币千元位列示)

for the year ended 31 March 2020  
(Expressed in thousands of Hong Kong dollars)

		附注 Note	2020	2019
来自客户合约之收入	Revenue from contracts with customers	4	452,329	514,533
运作成本	Operating costs	5	(449,299)	(418,724)
运作盈利	Profit from operations		3,030	95,809
其他收入	Other income	6	36,105	38,170
年度盈利	Profit for the year		39,135	133,979
其他全面收益	Other comprehensive income		—	—
年度总全面收益	Total comprehensive income for the year		39,135	133,979
固定资产回报率	Rate of return on fixed assets	7	1.2%	34.1%

第93至125页的附注为本财务报表的一部分。

The notes on pages 93 to 125 form part of these financial statements.

# 财务状况表

## STATEMENT OF FINANCIAL POSITION

于二零二零年三月三十一日  
(以港币千元位列示)

as at 31 March 2020  
(Expressed in thousands of Hong Kong dollars)

		附注 Note	2020	2019
<b>非流动资产</b>	<b>Non-current assets</b>			
物业、设备及器材	Property, plant and equipment	8	<b>283,726</b>	271,779
使用权资产	Right-of-use assets	9(a)	<b>32,371</b>	–
无形资产	Intangible assets	10	<b>32,688</b>	13,212
外汇基金存款	Placement with the Exchange Fund	11	<b>695,826</b>	676,216
			<b>1,044,611</b>	961,207
<b>流动资产</b>	<b>Current assets</b>			
应收帐款及其他 应收款项	Trade and other receivables	12, 13(a)	<b>26,137</b>	26,052
应收关连人士帐款	Amounts due from related parties	13(a)	<b>6,701</b>	9,588
银行存款	Bank deposits		<b>492,000</b>	537,000
现金及银行结余	Cash and bank balances		<b>17,996</b>	24,369
			<b>542,834</b>	597,009
<b>流动负债</b>	<b>Current liabilities</b>			
递延收入	Deferred revenue	13(b)	<b>9,620</b>	8,505
客户按金	Customers' deposits	14	<b>45,287</b>	44,349
应付帐款及其他 应付款项	Trade and other payables		<b>22,084</b>	20,986
应付关连人士帐款	Amounts due to related parties		<b>4,700</b>	2,639
租赁负债	Lease liabilities	9(b)	<b>6,603</b>	–
雇员福利拨备	Provision for employee benefits	15	<b>11,809</b>	8,117
			<b>100,103</b>	84,596
<b>流动资产净额</b>	<b>Net current assets</b>		<b>442,731</b>	512,413
<b>总资产减去流动负债</b>	<b>Total assets less current liabilities</b>		<b>1,487,342</b>	1,473,620

第93至125页的附注为本财务报表的一部分。  
The notes on pages 93 to 125 form part of these financial statements.



		附注 Note	2020	2019
<b>非流动负债</b>	<b>Non-current liabilities</b>			
递延收入	Deferred revenue	13(b)	<b>6,565</b>	4,761
租赁负债	Lease liabilities	9(b)	<b>26,142</b>	–
雇员福利拨备	Provision for employee benefits	15	<b>77,726</b>	79,183
			<b>110,433</b>	83,944
<b>资产净额</b>	<b>NET ASSETS</b>		<b>1,376,909</b>	1,389,676
<b>资本及储备</b>	<b>CAPITAL AND RESERVES</b>			
营运基金资本	Trading fund capital	16	<b>118,300</b>	118,300
保留盈利	Retained earnings	17	<b>1,258,609</b>	1,271,376
			<b>1,376,909</b>	1,389,676

张美珠女士, JP  
土地注册处营运基金总经理  
二零二零年九月二十八日

Ms Doris CHEUNG, JP  
General Manager, Land Registry Trading Fund  
28 September 2020

第93至125页的附注为本财务报表的一部分。  
The notes on pages 93 to 125 form part of these financial statements.

# 权益变动表

## STATEMENT OF CHANGES IN EQUITY

截至二零二零年三月三十一日  
(以港币千元位列示)

for the year ended 31 March 2020  
(Expressed in thousands of Hong Kong dollars)

		附注 Note	2020	2019
在年初的结余	Balance at beginning of year		1,389,676	1,255,697
年度总全面收益	Total comprehensive income for the year		39,135	133,979
已付政府法定回报	Statutory return paid to the Government	17	(51,902)	—
在年终的结余	Balance at end of year		1,376,909	1,389,676

第93至125页的附注为本财务报表的一部分。  
The notes on pages 93 to 125 form part of these financial statements.

# 现金流量表

## STATEMENT OF CASH FLOWS

截至二零二零年三月三十一日止年度  
(以港币千元位列示)

for the year ended 31 March 2020  
(Expressed in thousands of Hong Kong dollars)

		2020	2019
<b>营运活动的现金流量</b>	<b>Cash flows from operating activities</b>		
运作盈利	Profit from operations	<b>3,030</b>	95,809
折旧及摊销	Depreciation and amortisation	<b>28,651</b>	16,106
租赁负债的利息支出	Interest expense on lease liabilities	<b>572</b>	—
应收款项及应收关连人士帐款的减少	Decrease in receivables and amounts due from related parties	<b>4,398</b>	340
递延收入的增加	Increase in deferred revenue	<b>2,919</b>	2,032
客户按金的增加	Increase in customers' deposits	<b>938</b>	1,087
应付款项及应付关连人士帐款的增加／(减少)	Increase/(Decrease) in payables and amounts due to related parties	<b>2,301</b>	(478)
雇员福利拨备的增加	Increase in provision for employee benefits	<b>2,235</b>	1,698
<b>来自营运活动的现金净额</b>	<b>Net cash from operating activities</b>	<b>45,044</b>	116,594

第93至125页的附注为本财务报表的一部分。

The notes on pages 93 to 125 form part of these financial statements.



	附注 Note	2020	2019
<b>投资活动的现金流量</b>	<b>Cash flows from investing activities</b>		
原有期限为3个月以上的银行存款的减少/(增加)	Decrease/(Increase) in bank deposits with original maturities over three months	<b>45,000</b>	(102,000)
购买物业、设备及器材和无形资产	Purchase of property, plant and equipment and intangible assets	<b>(50,613)</b>	(20,392)
出售物业、设备及器材所得	Proceeds from disposal of property, plant and equipment	<b>46</b>	4
外汇基金存款的增加	Increase in placement with the Exchange Fund	<b>(19,610)</b>	(29,738)
已收利息	Interest received	<b>34,098</b>	37,613
<b>来自/(用于)投资活动的现金净额</b>	<b>Net cash from/(used in) investing activities</b>	<b>8,921</b>	(114,513)
<b>融资活动的现金流量</b>	<b>Cash flows from financing activities</b>		
已付政府法定回报	Statutory return paid to the Government	<b>(51,902)</b>	—
租赁款项	Lease payments	<b>(8,436)</b>	—
<b>用于融资活动的现金净额</b>	<b>Net cash used in financing activities</b>	<b>(60,338)</b>	—
<b>现金及等同现金的(减少)/增加净额</b>	<b>Net (decrease)/increase in cash and cash equivalents</b>	<b>(6,373)</b>	2,081
<b>在年初的现金及等同现金</b>	<b>Cash and cash equivalents at beginning of year</b>	<b>24,369</b>	22,288
<b>在年终的现金及等同现金</b>	<b>Cash and cash equivalents at end of year</b>	<b>17,996</b>	24,369

第93至125页的附注为本财务报表的一部分。  
The notes on pages 93 to 125 form part of these financial statements.

# 财务报表附注

## NOTES TO THE FINANCIAL STATEMENTS

(除另有注明外，所有金额均以港币千元位列示)

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

### 1. 总论

### GENERAL

立法会在一九九三年六月三十日根据《营运基金条例》(第430章)第3、4及6条通过决议案，在一九九三年八月一日设立土地注册处营运基金(「基金」)。土地注册处备存载列最新资料的土地登记册以执行土地注册制度，并向客户提供查阅土地登记册和有关土地纪录的服务和设施。此外，土地注册处亦按照《建筑物管理条例》(第344章)负责办理业主成立法团的申请及提供相关服务。

The Land Registry Trading Fund ("the Fund") 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 and provides related services under the Building Management Ordinance (Cap. 344).

### 2. 主要会计政策

### SIGNIFICANT ACCOUNTING POLICIES

#### 2.1 符合准则声明

#### Statement of compliance

本财务报表是按照香港公认的会计原则及所有适用的香港财务报告准则(此词是统称，当中包括香港会计师公会颁布的所有适用的个别香港财务报告准则、香港会计准则及诠释)编制。基金采纳的主要会计政策摘要如下。

These financial statements have been prepared in accordance with accounting principles generally accepted in Hong Kong and all applicable Hong Kong Financial Reporting Standards ("HKFRSs"), a collective term which includes all applicable individual HKFRSs, 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 Fund is set out below.

香港会计师公会颁布了若干新增及经修订的香港财务报告准则并于本会计期首次生效或可供提前采纳。基金因首度采纳其中适用的准则而引致在本财务报表反映的本会计期及前会计期的会计政策的改变(如有)载于附注3。

The HKICPA has issued certain new and revised HKFRSs that are first effective or available for early adoption for the current accounting period of the Fund. Note 3 provides information on the changes, if any, in accounting policies resulting from initial application of these developments to the extent that they are relevant to the Fund for the current and prior accounting periods reflected in these financial statements.

## 2. 主要会计政策(续)

## SIGNIFICANT ACCOUNTING POLICIES (continued)

### 2.2 编制财务报表的基准

### Basis of preparation of the financial statements

本财务报表的编制基准均以原值成本法计量。

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

编制符合香港财务报告准则的财务报表需要管理层作出判断、估计及假设。该等判断、估计及假设会影响会计政策的实施，以及资产与负债和收入与支出的呈报款额。该等估计及相关的假设，均按以往经验及其他在有关情况下被认为合适的因素而制订。倘若没有其他现成数据可供参考，则会采用该等估计及假设作为判断有关资产及负债的帐面值的基准。估计结果或会与实际价值有所不同。

The preparation of financial statements in conformity with HKFRSs requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the results of which form the basis of making judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

该等估计及其所依据的假设会作持续检讨。如修订会计估计只会影响当年的会计期，当年的会计期内会确认有关修订；如修订会影响当年及未来的会计期，则会在当年及未来的会计期内确认有关修订。

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

基金在实施会计政策方面并不涉及任何关键的会计判断。无论对未来作出的假设，或在报告日估计过程中所存在的不明朗因素，皆不足以构成重大风险，导致资产和负债的帐面金额在来年大幅修订。

There are no critical accounting judgements involved in the application of the Fund's accounting policies. There are also no key assumptions concerning the future, or other key sources of estimation uncertainty at the reporting date, that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities in the next year.



## 2. 主要会计政策(续)

## SIGNIFICANT ACCOUNTING POLICIES (continued)

### 2.3 金融资产及金融负债

### Financial assets and financial liabilities

#### (a) 初始确认及计量

#### Initial recognition and measurement

基金的金融资产包括外汇基金存款、应收帐款及其他应收款项、应收关连人士帐款、银行存款以及现金及银行结余。

The Fund's financial assets comprise placement with the Exchange Fund, trade and other receivables, amounts due from related parties, bank deposits, and cash and bank balances.

基金的金融负债包括客户按金、应付帐款及其他应付款项、应付关连人士帐款、租赁负债以及雇员福利拨备。

The Fund's financial liabilities comprise customers' deposits, trade and other payables, amounts due to related parties, lease liabilities and provision for employee benefits.

基金在成为有关金融工具的合约其中一方之日确认有关金融资产及金融负债。于初始确认时，金融资产及金融负债按公平值计量，再加上或减去因收购该等金融资产或发行该等金融负债而直接引致的交易成本。

The Fund recognises financial assets and financial liabilities on the date it becomes a party to the contractual provisions of the instrument. At initial recognition, financial assets and financial liabilities are measured at fair value plus or minus transaction costs that are directly attributable to the acquisition of the financial assets or the issue of the financial liabilities.

#### (b) 分类及其后计量

#### Classification and subsequent measurement

基金将其所有金融资产分类为其后以实际利率法按摊销成本值计量，因为有关金融资产以收取合约现金流为目的的业务模式而持有，且合约现金流仅为所支付的本金及利息。金融资产的亏损准备根据附注2.3(d)所述的预期信用亏损模型计量。

The Fund classifies all financial assets as subsequently measured at amortised cost using the effective interest method, on the basis that they are held within a business model whose objective is to hold them for collection of contractual cash flows and the contractual cash flows represent solely payments of principal and interest. The measurement of loss allowances for financial assets is based on the expected credit loss model as described in note 2.3(d).

## 2. 主要会计政策(续)

## SIGNIFICANT ACCOUNTING POLICIES (continued)

### 2.3 金融资产及金融负债(续)

### Financial assets and financial liabilities (continued)

#### (b) 分类及其后计量(续)

#### Classification and subsequent measurement (continued)

实际利率法是计算金融资产或金融负债的摊销成本值, 以及摊分及确认有关期间的利息收入或支出的方法。实际利率是指可将该金融资产或金融负债在有效期间内的预计现金收支, 折现成该金融资产的帐面总值或金融负债的摊销成本值所适用的贴现率。基金在计算实际利率时, 会考虑该金融工具的所有合约条款以估计现金流量, 但不会计及预期信用亏损。有关计算包括与实际利率相关的所有收取自或支付予合约各方的费用、交易成本及所有其他溢价或折让。

The effective interest method is a method of calculating the amortised cost of a financial asset or a financial liability and of allocating and recognising the interest income or interest expense over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash receipts or payments through the expected life of the financial asset or financial liability to the gross carrying amount of the financial asset or to the amortised cost of the financial liability. When calculating the effective interest rate, the Fund estimates the expected cash flows by considering all contractual terms of the financial instrument but does not consider the expected credit losses. The calculation includes all fees received or paid between parties to the contract that are an integral part of the effective interest rate, transaction costs and all other premiums or discounts.

基金将其所有金融负债分类为其后以实际利率法按摊销成本值计量。

The Fund classifies all financial liabilities as subsequently measured at amortised cost using the effective interest method.

基金仅在管理某金融资产的业务模式出现变动时, 才将有关资产重新分类。金融负债不作重新分类。

The Fund reclassifies a financial asset when and only when it changes its business model for managing the asset. A financial liability is not reclassified.

## 2. 主要会计政策(续)

## SIGNIFICANT ACCOUNTING POLICIES (continued)

### 2.3 金融资产及金融负债(续)

### Financial assets and financial liabilities (continued)

#### (c) 注销确认

#### Derecognition

当从金融资产收取现金流量的合约权利届满时，或该金融资产连同拥有权的绝大部分风险及回报已转让时，该金融资产会被注销确认。

A financial asset is derecognised when the contractual rights to receive the cash flows from the financial asset expire, or where the financial asset together with substantially all the risks and rewards of ownership have been transferred.

当合约指明的债务被解除或取消，或到期时，该金融负债会被注销确认。

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

#### (d) 金融资产减值

#### Impairment of financial assets

基金就按摊销成本值计量的金融资产(应收帐款除外)采用由3个阶段组成的方法计量预期信用亏损及确认相应的亏损准备及减值亏损或回拨，预期信用亏损的计量基础取决于自初始确认以来的信用风险变化：

The Fund applies a three-stage approach to measure expected credit losses on financial assets (other than trade receivables) measured at amortised cost and to recognise the corresponding loss allowances and impairment losses or reversals, with the change in credit risk since initial recognition determining the measurement bases for expected credit losses:

第1阶段：12个月预期信用亏损

Stage 1: 12-month expected credit losses

若自初始确认以来，金融工具的信用风险并无大幅增加，全期预期信用亏损中反映在报告日后12个月内可能发生的违约事件引致的预期信用亏损的部分予以确认。

For financial instruments for which there has not been a significant increase in credit risk since initial recognition, the portion of the lifetime expected credit losses that represent the expected credit losses that result from default events that are possible within the 12 months after the reporting date are recognised.



## 2. 主要会计政策(续)

## SIGNIFICANT ACCOUNTING POLICIES (continued)

### 2.3 金融资产及金融负债(续)

### Financial assets and financial liabilities (continued)

#### (d) 金融资产减值(续)

#### Impairment of financial assets (continued)

第2阶段：全期预期信用亏损－非信用减值

Stage 2: Lifetime expected credit losses— not credit impaired

若自初始确认以来，金融工具的信用风险大幅增加，但并非信用减值，全期预期信用亏损（反映在金融工具的预期有效期内所有可能出现的违约事件引致的预期信用亏损）予以确认。

For financial instruments for which there has been a significant increase in credit risk since initial recognition but that are not credit impaired, lifetime expected credit losses representing the expected credit losses that result from all possible default events over the expected life of the financial instruments are recognised.

第3阶段：全期预期信用亏损－信用减值

Stage 3: Lifetime expected credit losses— credit impaired

若金融工具已视作信用减值，会确认全期预期信用亏损，利息收入则应用实际利率计入摊销成本值而非帐面值总额计算。

For financial instruments that have become credit impaired, lifetime expected credit losses are recognised and interest income is calculated by applying the effective interest rate to the amortised cost rather than the gross carrying amount.

应收帐款的亏损准备一直按相等于全期预期信用亏损的金额计量。

Loss allowances for trade receivables are always measured at an amount equal to lifetime expected credit losses.

## 2. 主要会计政策(续)

## SIGNIFICANT ACCOUNTING POLICIES (continued)

### 2.3 金融资产及金融负债(续)

### Financial assets and financial liabilities (continued)

#### (d) 金融资产减值(续)

#### Impairment of financial assets (continued)

如何厘定信用风险大幅增加

*Determining significant increases in credit risk*

在每个报告日，基金藉比较金融工具于报告日及于初始确认日期在余下的预期有效期内出现违约的风险，以评估金融工具的信用风险有否大幅增加。有关评估会考虑数量及质量历史资料，以及具前瞻性的资料。若发生一项或多于一项对某金融资产的估计未来现金流量有不利影响的事件，该金融资产会被评定为信用减值。

At each reporting date, the Fund assesses whether there has been a significant increase in credit risk for financial instruments since initial recognition by comparing the risk of default occurring over the remaining expected life as at the reporting date with that as at the date of initial recognition. The assessment considers quantitative and qualitative historical information as well as forward-looking information. A financial asset is assessed to be credit impaired when one or more events that have a detrimental impact on the estimated future cash flows of that financial asset have occurred.

基金在个别或综合基准上评估自初始确认以来信用风险有否大幅增加。就综合评估而言，金融工具按共同信用风险特质的基准归类，并考虑投资类别、信用风险评级及其他相关因素。

The Fund assesses whether there has been a significant increase in credit risk since initial recognition on an individual or collective basis. For collective assessment, financial instruments are grouped on the basis of shared credit risk characteristics, taking into account investment type, credit risk ratings and other relevant factors.

## 2. 主要会计政策(续)

## SIGNIFICANT ACCOUNTING POLICIES (continued)

### 2.3 金融资产及金融负债(续)

### Financial assets and financial liabilities (continued)

#### (d) 金融资产减值(续)

#### Impairment of financial assets (continued)

如何厘定信用风险大幅增加(续)

*Determining significant increases in credit risk (continued)*

外部信用评级为投资级别的银行存款被视为属低信用风险。其他金融工具若其违约风险低,且交易对手或借款人具备雄厚实力在短期内履行其合约现金流量责任,会被视为属低信用风险。此等金融工具的信用风险会被评定为自初始确认以来并无大幅增加。

Placements with banks with an external credit rating of investment grade are considered to have a low credit risk. Other financial instruments are considered to have a low credit risk if they have a low risk of default and the counterparty or borrower has a strong capacity to meet its contractual cash flow obligations in the near term. The credit risk on these financial instruments is assessed as not having increased significantly since initial recognition.

若金融资产无法收回,该金融资产会与相关亏损准备撤销。该等资产在完成所有必要程序及厘定亏损金额后撤销。其后收回先前被撤销的金额会在全面收益表内确认。

When a financial asset is uncollectible, it is written off against the related loss allowance. Such assets are written off after all the necessary procedures have been completed and the amount of the loss has been determined. Subsequent recoveries of amounts previously written off are recognised in the statement of comprehensive income.

#### 计量预期信用亏损

#### *Measurement of expected credit losses*

金融工具的预期信用亏损是对该金融工具在预期有效期内的公平及经概率加权估计的信用亏损(即所有短缺现金的现值)。短缺现金为按照合约应付予基金的现金流量与基金预期会收到的现金流量两者间的差距。若金融资产在报告日视作信用减值,基金根据该资产的帐面值总额与以折现方式按该资产的原订实际利率计算的估计未来现金流量的现值两者间的差距计量预期信用亏损。

Expected credit losses of a financial instrument are an unbiased and probability-weighted estimate of credit losses (i.e. the present value of all cash shortfalls) over the expected life of the financial instrument. A cash shortfall is the difference between the cash flows due to the Fund in accordance with the contract and the cash flows that the Fund expects to receive. For a financial asset that is credit impaired at the reporting date, the Fund measures the expected credit losses as the difference between the asset's gross carrying amount and the present value of estimated future cash flows discounted at the asset's original effective interest rate.



## 2. 主要会计政策(续)

## SIGNIFICANT ACCOUNTING POLICIES (continued)

### 2.4 物业、设备及器材

### Property, plant and equipment

于一九九三年八月一日拨归基金的物业、设备及器材，最初的成本是按立法会所通过成立基金的决议案中所列的估值入帐。由一九九三年八月一日起新购的物业、设备及器材均按购入价入帐。

Property, plant and equipment appropriated to the Fund 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 Fund. Property, plant and equipment acquired since 1 August 1993 are capitalised at their costs of acquisition.

以下物业、设备及器材以成本值扣除累计折旧及任何减值亏损列帐(附注2.7)：

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

The following property, plant and equipment are stated at cost less accumulated depreciation and any impairment losses (note 2.7):

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

折旧是按照物业、设备及器材的估计可使用年期，以直线法摊销扣除估计剩余值后的成本值。有关的估计可使用年期如下：

- |            |       |
|------------|-------|
| — 建筑物      | 30年   |
| — 电脑器材     | 5-10年 |
| — 器材、家具及装置 | 5年    |
| — 汽车       | 5年    |

Depreciation is calculated to write off the cost of property, plant and equipment, less their estimated residual value, on a straight-line basis over their estimated useful lives as follows:

- |                                     |            |
|-------------------------------------|------------|
| — Buildings                         | 30 years   |
| — Computer equipment                | 5-10 years |
| — Equipment, furniture and fittings | 5 years    |
| — Motor vehicles                    | 5 years    |

## 2. 主要会计政策(续)

## SIGNIFICANT ACCOUNTING POLICIES (continued)

### 2.4 物业、设备及器材(续)

### Property, plant and equipment (continued)

于一九九三年八月一日拨归基金的土地(为基金之物业所在地)视为非折旧资产。

The land on which the Fund's buildings are situated as appropriated to the Fund on 1 August 1993 is regarded as a non-depreciating asset.

出售物业、设备及器材的损益以出售所得净额与资产的帐面值之间的差额来决定,并在出售日于全面收益表内确认。

Gains or losses arising from the disposal of property, plant and equipment are determined as the difference between the net disposal proceeds and the carrying amount of the asset, and are recognised in the statement of comprehensive income on the date of disposal.

### 2.5 租赁

### Leases

#### (a) 由二零一九年四月一日起

#### From 1 April 2019

在采纳香港财务报告准则第16号「租赁」后(附注3.1), 租赁会于其生效日在财务状况表内确认为使用权资产及相应的租赁负债, 惟可变租赁款项、涉及租赁期为12个月或以下的短期租赁及低价值资产租赁的相关款项会在租赁期内以直线法计入全面收益表。

After the adoption of HKFRS 16 "Leases" (note 3.1), a lease is recognised in the statement of financial position as a right-of-use asset with a corresponding lease liability at the lease commencement date, except that variable lease payments and payments associated with short-term leases having a lease term of 12 months or less and leases of low-value assets are charged to the statement of comprehensive income on a straight-line basis over the lease term.

使用权资产会按成本值扣除累计折旧及减值亏损计量(附注2.7)。该使用权资产按租赁期及资产的估计可使用年期两者中的较短者以直线法折旧。

A right-of-use asset is measured at cost less accumulated depreciation and impairment losses (note 2.7). The right-of-use asset is depreciated on a straight-line basis over the shorter of the lease term and the asset's estimated useful life.

## 2. 主要会计政策(续)

## SIGNIFICANT ACCOUNTING POLICIES (continued)

### 2.5 租赁(续)

### Leases (continued)

#### (a) 由二零一九年四月一日起(续) From 1 April 2019 (continued)

租赁负债按在租赁期应支付的租赁款项的现值计量，并以租赁隐含利率折现，或如该利率未能确定，则以基金的递增借款利率折现。租赁负债其后按租赁负债计提的利息与所支付的租赁款项作调整。

The lease liability is measured at the present value of the lease payments payable over the lease term, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, the Fund's incremental borrowing rate. The lease liability is subsequently adjusted by the effect of the interest on and the settlement of the lease liability.

若基金改变其对会否行使延长租赁或终止租赁选择权的评估，租赁负债将重新计量。在重新计量租赁负债时，有关使用权资产的帐面值会作出相应调整，或若使用权资产的帐面值已减少至零，则有关调整会列入全面收益表。

The lease liability is remeasured if the Fund changes its assessment of whether it will exercise an extension or termination option. When the lease liability is remeasured, a corresponding adjustment is made to the carrying amount of the right-of-use asset, or is recorded in the statement of comprehensive income if the carrying amount of the right-of-use asset has been reduced to zero.

#### (b) 二零一九年四月一日之前 Prior to 1 April 2019

根据香港会计准则第17号「租赁」，由出租人保留资产所有权所附带的绝大部分风险与回报的租赁，列为经营租赁。经营租赁下支付的款项按租赁期以直线法计入全面收益表内。

Under HKAS 17 "Leases", leases where all the risks and rewards incidental to ownership of assets remained substantially with the lessors were accounted for as operating leases. Payments made under operating leases were charged to the statement of comprehensive income on a straight-line basis over the lease term.



## 2. 主要会计政策(续)

## SIGNIFICANT ACCOUNTING POLICIES (continued)

### 2.6 无形资产

### Intangible assets

无形资产包括购入的电脑软件牌照及已资本化的电脑软件程式开发成本值。若电脑软件程式在技术上可行，而基金有足够资源及有意完成开发工作，有关的开发费用会被资本化。资本化费用包括直接工资及材料费用。无形资产按成本值扣除累计摊销及任何减值亏损列帐(附注2.7)。

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 Fund 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 2.7).

无形资产的摊销按估计可使用年期(5至10年)以直线法列入全面收益表。

Amortisation of intangible assets is charged to the statement of comprehensive income on a straight-line basis over the assets' estimated useful lives of 5 to 10 years.

### 2.7 非金融资产的减值

### Impairment of non-financial assets

非金融资产，包括物业、设备及器材、使用权资产以及无形资产的帐面值在每个报告日评估，以确定有否出现减值迹象。若有减值迹象而资产的帐面值高于其可收回数额，则有关减值亏损在全面收益表内确认。资产的可收回数额为其公平值减出售成本与使用值两者中的较高者。

The carrying amounts of non-financial assets, including property, plant and equipment, right-of-use assets and intangible assets, are reviewed at each reporting date 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 higher of its fair value less costs of disposal and value in use.

### 2.8 等同现金

### Cash equivalents

等同现金指短期及流通性高的投资，该等项目在购入时距期满日不超过3个月，并随时可转换为已知数额的现金，而其价值变动的风险不大。

Cash equivalents are short-term highly liquid investments that are readily convertible to known amounts of cash and subject to an insignificant risk of changes in value, having been within three months of maturity at the date of acquisition.

## 2. 主要会计政策(续)

## SIGNIFICANT ACCOUNTING POLICIES (continued)

### 2.9 递延收入

### Deferred revenue

在基金移转服务予客户前，若客户支付代价，或基金具有无条件限制的代价收款权，基金会将其合约负债确认为递延收入。基金在移转服务以履行其履约责任时，会注销确认递延收入，并就收入加以确认。

If a customer pays consideration, or the Fund has an unconditional right to consideration, before the Fund transfers a service to the customer, the Fund recognises its contract liability as deferred revenue. The Fund derecognises the deferred revenue and recognises revenue when the Fund transfers the service and, therefore, satisfies its performance obligation.

### 2.10 雇员福利

### Employee benefits

基金的雇员包括公务员及合约员工。薪金、约满酬金及年假开支均在雇员提供有关服务所在年度以应计基准确认入帐。就公务员而言，雇员附带福利开支包括香港特别行政区政府(「政府」)给予雇员的退休金及房屋福利，均在雇员提供有关服务所在年度支销。

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

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

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

### 2.11 收入的确认

### Revenue recognition

基金会向客户移转所承诺的服务以履行其履约责任时，按基金预期就交换该项服务所应得代价的金额，确认客户合约的收入。

The Fund recognises revenue from contracts with customers when it satisfies a performance obligation by transferring a promised service to a customer, at the amount of consideration to which the Fund expects to be entitled in exchange for the service.

利息收入按实际利率法以应计方式确认。

Interest income is recognised as it accrues using the effective interest method.

## 2. 主要会计政策(续)

## SIGNIFICANT ACCOUNTING POLICIES (continued)

### 2.12 外币换算

### Foreign currency translation

本年度外币交易，按交易当日的汇率换算为港元。以非港币计算的货币资产及负债，均按报告日的收市汇率换算为港元。外汇换算产生的汇兑收益及亏损，会在全面收益表中确认。

Foreign currency transactions during the year are translated into Hong Kong dollars using the spot exchange rates at the transaction dates. Monetary assets and liabilities denominated in currencies other than Hong Kong dollars are translated into Hong Kong dollars using the closing exchange rate at the reporting date. Exchange gains and losses are recognised in the statement of comprehensive income.

### 2.13 关连人士

### Related parties

基金是根据《营运基金条例》成立，并属政府辖下的独立会计单位。年内基金在日常业务中与各关连人士进行交易，其中包括政府各局及部门、其他营运基金以及受政府所管制或主要影响的财政自主机构。

The Fund is a separate accounting entity within the Government established under the Trading Funds Ordinance. During the year, the Fund has entered into transactions with various related parties, including government bureaux and departments, other trading funds and financially autonomous bodies controlled or significantly influenced by the Government, in the ordinary course of its business.

## 3. 会计政策改变

## CHANGES IN ACCOUNTING POLICIES

香港会计师公会颁布了若干新增或经修订的香港财务报告准则并于本会计期生效。除以下列载因采纳香港财务报告准则第16号而产生的影响外，该等新准则或修订对基金的会计政策并没有影响。

The HKICPA has issued certain new or revised HKFRSs that are effective for the current accounting period. None of them impact on the accounting policies of the Fund except for the adoption of HKFRS 16 as set out below.

基金并没有采纳在本会计期尚未生效的任何新准则或诠释(附注23)。

The Fund has not applied any new standard or interpretation that is not yet effective for the current accounting period (note 23).



### 3. 会计政策改变(续)

### CHANGES IN ACCOUNTING POLICIES (continued)

#### 3.1 香港财务报告准则第16号 HKFRS 16 “Leases” 「租赁」

香港财务报告准则第16号取代香港会计准则第17号，引入单一的承租人会计模式，要求承租人确认所有期限超过12个月的租赁的资产及负债，惟低价值资产的租赁除外。

HKFRS 16 replaces HKAS 17. 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.

采纳香港财务报告准则第16号，主要影响基金作为承租人的会计法。基金选择采用经修订追溯方法，无需重新列示比较数字，而首次采纳并没有累计影响，无需列作对二零一九年四月一日的保留盈利之调整予以确认。

The adoption of HKFRS 16 has primarily affected the Fund's accounting as a lessee. The Fund elected to apply the modified retrospective approach where the comparative figures were not restated, and there was no cumulative effect of initial application required to be recognised as an adjustment to retained earnings as at 1 April 2019.

使用权资产按相等于租赁负债的金额计量，并根据二零一九年三月三十一日在财务状况表确认的预付及应计租赁款项的金额予以调整。

The right-of-use assets were measured at an amount equal to the lease liabilities, adjusted by the amounts of prepaid and accrued lease payments recognised in the statement of financial position as at 31 March 2019.

租赁负债按剩余租赁款项的现值计量，并以基金于二零一九年四月一日的递增借款利率折现。

Lease liabilities were measured at the present value of the remaining lease payments, discounted using the Fund's incremental borrowing rate as at 1 April 2019.

下文披露采纳香港财务报告准则第16号对基金产生的主要影响的相关资料。

Set out below are disclosures relating to the main impact of the adoption of HKFRS 16 on the Fund.

### 3. 会计政策改变(续)

### CHANGES IN ACCOUNTING POLICIES (continued)

#### 3.1 香港财务报告准则第16号「租赁」(续) HKFRS 16 "Leases" (continued)

于二零一九年四月一日采纳香港财务报告准则第16号对财务状况表的影响如下：

The effect of the adoption of HKFRS 16 on the statement of financial position as at 1 April 2019 is as follows:

		于二零一九年 四月一日 的结余	因首次 采纳香港财务 报告准则 第16号 而作出的 调整 Adjustment on initial application of HKFRS 16	于二零一九年 四月一日 的结余， 经调整 Balance at 1 April 2019, as adjusted
使用权资产	Right-of-use assets	—	40,421	40,421
应收帐款及其他应收款项	Trade and other receivables	26,052	(365)	25,687
应付帐款及其他应付款项	Trade and other payables	(20,986)	553	(20,433)
租赁负债(流动)	Lease liabilities (current)	—	(7,500)	(7,500)
租赁负债(非流动)	Lease liabilities (non-current)	—	(33,109)	(33,109)

### 3. 会计政策改变(续)

### CHANGES IN ACCOUNTING POLICIES (continued)

#### 3.1 香港财务报告准则第16号 HKFRS 16 "Leases" (continued) 「租赁」(续)

下表列示采纳香港会计准则第17号所披露于二零一九年三月三十一日的经营租赁承担(附注22), 与于二零一九年四月一日根据香港财务报告准则第16号在财务状况表确认的租赁负债的差额。

The table below shows the difference between operating lease commitments disclosed applying HKAS 17 as at 31 March 2019 (note 22) and lease liabilities recognised under HKFRS 16 in the statement of financial position as at 1 April 2019.

于二零一九年三月三十一日的 经营租赁承担	Operating lease commitments at 31 March 2019	13,308
加: 可合理地确定会行使延长 租赁选择权的租赁款项	Add: lease payments of extension options reasonably certain to be exercised	29,984
减: 预付租赁支出	Less: prepaid lease expenses	(365)
在香港财务报告准则 第16号下的剩余租赁款项 (并无折现)	Remaining lease payments under HKFRS 16 (without discounting)	42,927
减: 未来利息支出总额	Less: total future interest expenses	(2,318)
<b>于二零一九年四月一日 确认的租赁负债</b>	<b>Lease liabilities recognised at 1 April 2019</b>	<b>40,609</b>
于二零一九年四月一日 适用于租赁负债的 加权平均递增借款利率	Weighted average incremental borrowing rate applied to lease liabilities at 1 April 2019	1.55%

#### 4. 来自客户合约之收入

#### REVENUE FROM CONTRACTS WITH CUSTOMERS

		2020	2019
办理文件注册	Registration of documents	176,950	191,592
查册	Search	86,762	90,842
提供副本	Copying	78,932	110,035
业权报告	Reports on title	47,484	60,358
电子提示服务	e-Alert services	30,338	35,197
业主立案法团服务	Owners' corporation services	15,464	15,202
其他	Others	16,399	11,307
<b>总额</b>	<b>Total</b>	<b>452,329</b>	514,533

基金在客户合约方面的履约责任，主要涉及向客户提供办理文件注册及查阅土地登记册和有关土地纪录的服务。客户须就每项服务预缴固定金额的服务费，或选择在基金开立帐户，每月缴付服务费。基金是在提供服务的同时履行履约责任，并随时间移转按成本比例法确认收费。

The Fund's performance obligations in contracts with customers mainly involve providing services, for registration of documents and searches of the Land Register and related land records, to the customers. A customer is required to pay a fixed amount of service fee for each service in advance, or opt to have service fees being charged monthly by opening an account with the Fund. The Fund satisfies its performance obligation as the service is rendered and recognises the fee over time based on a cost-to-cost method.

在向关连人士提供业主立案法团服务方面，基金是在提供服务的同时履行履约责任，并随时间移转按收回全部成本方式确认服务费。

For owners' corporation services provided to related parties, the Fund satisfies its performance obligation as the service is rendered and recognises a service fee over time on a full cost recovery basis.



## 5. 运作成本

## OPERATING COSTS

		2020	2019
员工费用	Staff costs	341,223	322,894
一般运作开支	General operating expenses	17,999	16,928
电脑服务开支	Computer service charges	35,083	32,782
租金及管理费	Rental and management charges	20,076	25,616
中央行政费用	Central administrative overheads	5,555	3,627
折旧及摊销	Depreciation and amortisation	28,651	16,106
审计费用	Audit fees	712	771
总额	Total	449,299	418,724

## 6. 其他收入

## OTHER INCOME

		2020	2019
利息：	Interest from:		
— 银行存款	— bank deposits	14,883	10,925
— 外汇基金存款	— placement with the Exchange Fund	21,176	27,241
处置物业、设备及器材收益	Gain on disposal of property, plant and equipment	46	4
总额	Total	36,105	38,170

## 7. 固定资产回报率

## RATE OF RETURN ON FIXED ASSETS

固定资产回报率(其产生办法与采纳香港财务报告准则第16号前相同, 以便比较)是以总全面收益(不包括利息收入)除以固定资产平均净值计算, 并以百分比的方式表达。固定资产只包括物业、设备及器材和无形资产。预期基金可以达致财政司司长定下每年固定资产回报率5.9%(二零一九年: 5.9%)的目标。

The rate of return on fixed assets, the derivation of which is consistent with that before the adoption of HKFRS 16 to achieve comparability, is calculated as total comprehensive income (excluding interest income) divided by average net fixed assets, and expressed as a percentage. Fixed assets include property, plant and equipment, and intangible assets only. The Fund is expected to meet a target rate of return on fixed assets of 5.9% (2019: 5.9%) per year as determined by the Financial Secretary.

## 8. 物业、设备及器材

## PROPERTY, PLANT AND EQUIPMENT

		土地及 建筑物 Land and Buildings	电脑 器材 Computer Equipment	器材、 家具 及装置 Equipment, Furniture and Fittings	汽车 Motor Vehicles	总计 Total
<b>成本</b>	<b>Cost</b>					
在二零一八年 四月一日	At 1 April 2018	350,000	175,148	15,914	244	541,306
添置	Additions	–	10,729	5,070	–	15,799
出售	Disposals	–	(1,121)	(1,988)	–	(3,109)
在二零一九年 三月三十一日	At 31 March 2019	350,000	184,756	18,996	244	553,996
在二零一九年 四月一日	<b>At 1 April 2019</b>	<b>350,000</b>	<b>184,756</b>	<b>18,996</b>	<b>244</b>	<b>553,996</b>
添置	<b>Additions</b>	<b>–</b>	<b>17,607</b>	<b>7,800</b>	<b>–</b>	<b>25,407</b>
出售	<b>Disposals</b>	<b>–</b>	<b>(4,324)</b>	<b>(1,208)</b>	<b>–</b>	<b>(5,532)</b>
在二零二零年 三月三十一日	<b>At 31 March 2020</b>	<b>350,000</b>	<b>198,039</b>	<b>25,588</b>	<b>244</b>	<b>573,871</b>
<b>累计折旧</b>	<b>Accumulated depreciation</b>					
在二零一八年 四月一日	At 1 April 2018	94,997	164,085	15,062	244	274,388
年度费用	Charge for the year	3,851	5,914	1,173	–	10,938
出售	Disposals	–	(1,121)	(1,988)	–	(3,109)
在二零一九年 三月三十一日	At 31 March 2019	98,848	168,878	14,247	244	282,217
在二零一九年 四月一日	<b>At 1 April 2019</b>	<b>98,848</b>	<b>168,878</b>	<b>14,247</b>	<b>244</b>	<b>282,217</b>
年度费用	<b>Charge for the year</b>	<b>3,850</b>	<b>6,772</b>	<b>2,838</b>	<b>–</b>	<b>13,460</b>
出售	<b>Disposals</b>	<b>–</b>	<b>(4,324)</b>	<b>(1,208)</b>	<b>–</b>	<b>(5,532)</b>
在二零二零年 三月三十一日	<b>At 31 March 2020</b>	<b>102,698</b>	<b>171,326</b>	<b>15,877</b>	<b>244</b>	<b>290,145</b>
<b>帐面净值</b>	<b>Net book value</b>					
在二零二零年 三月三十一日	<b>At 31 March 2020</b>	<b>247,302</b>	<b>26,713</b>	<b>9,711</b>	<b>–</b>	<b>283,726</b>
在二零一九年 三月三十一日	At 31 March 2019	251,152	15,878	4,749	–	271,779

## 9. 租赁

## LEASES

### (a) 使用权资产

### Right-of-use assets

		建筑物 Buildings 2020
<b>成本</b>	<b>Cost</b>	
在年初	At beginning of year	—
因首次采纳香港财务报告准则第16号 而作出的调整(附注3.1)	Adjustment on initial application of HKFRS 16 (note 3.1)	<b>40,421</b>
在年初, 经调整 添置	At beginning of year, as adjusted Additions	<b>40,421</b> —
在年终	At end of year	<b>40,421</b>
<b>累计折旧</b>	<b>Accumulated depreciation</b>	
在年初	At beginning of year	—
年度费用	Charge for the year	<b>8,050</b>
在年终	At end of year	<b>8,050</b>
<b>帐面净值</b>	<b>Net book value</b>	
在年终	At end of year	<b>32,371</b>

### (b) 租赁负债

### Lease liabilities

		2020
流动	Current	<b>6,603</b>
非流动	Non-current	<b>26,142</b>
<b>总额</b>	<b>Total</b>	<b>32,745</b>

## 9. 租赁(续)

## LEASES (continued)

### (b) 租赁负债(续)

### Lease liabilities (continued)

下表显示租赁负债的变动，包括现金和非现金变动。

The table below shows changes in lease liabilities, including both cash and non-cash changes.

		2020
在年初	At beginning of year	—
因首次采纳香港财务报告准则第16号而作出的调整(附注3.1)	Adjustment on initial application of HKFRS 16 (note 3.1)	40,609
在年初，经调整	At beginning of year, as adjusted	40,609
来自融资现金流量的变动：	Changes from financing cash flows:	
租赁款项	Lease payments	(8,436)
非现金变动：	Non-cash changes:	
租赁负债的利息支出	Interest expense on lease liabilities	572
在年终	At end of year	32,745

租赁负债的剩余合约期限列载如下，有关资料是根据合约未贴现的现金流量列出：

The remaining contractual maturities of lease liabilities, which are based on contractual undiscounted cash flows, are shown below:

		2020
一年内	Within one year	7,057
一年后至两年内	After one year but within two years	4,380
两年后至五年内	After two years but within five years	13,140
五年后	After five years	9,914
总额	Total	34,491



## 9. 租赁(续)

## LEASES (continued)

### (c) 于全面收益表内确认与租赁有关的支出项目 Expense items in relation to leases recognised in the statement of comprehensive income

	2020
租赁负债的利息支出	Interest expense on lease liabilities
	572

### (d) 租赁之现金流出总额 Total cash outflow for leases

	2020
租赁款项	Lease payments
	8,436

## 10. 无形资产

## INTANGIBLE ASSETS

		电脑软件牌照及系统开发成本 Computer software licences and system development costs	
		2020	2019
成本	Cost		
在年初	At beginning of year	211,393	203,115
添置	Additions	26,617	8,278
在年终	At end of year	238,010	211,393
累计摊销	Accumulated amortisation		
在年初	At beginning of year	198,181	193,013
年度费用	Charge for the year	7,141	5,168
在年终	At end of year	205,322	198,181
帐面净值	Net book value		
在年终	At end of year	32,688	13,212

## 11. 外汇基金存款

## PLACEMENT WITH THE EXCHANGE FUND

外汇基金存款结余为6.958亿港元(二零一九年: 6.762亿港元), 其中5.6亿港元为本金及1.358亿港元(二零一九年: 1.162亿港元)为报告日已入帐但尚未提取的利息。存款期为六年(由存款日起计), 期内不能提取本金。

The balance of the placement with the Exchange Fund amounted to HK\$695.8 million (2019: HK\$676.2 million), being the principal sums of HK\$560 million and interest paid but not yet withdrawn at the reporting date of HK\$135.8 million (2019: HK\$116.2 million). The term of the placement is six years from the date of placement, during which the amount of principal sums cannot be withdrawn.

外汇基金存款利息按每年1月厘定的固定息率计算。该息率是外汇基金投资组合过去6年的平均年度投资回报, 或3年期政府债券在上一个年度的平均年度收益率, 以0%为下限, 两者取其较高者。二零二零年固定息率为每年3.7%, 二零一九年为每年2.9%。

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 3.7% per annum for the year 2020 and at 2.9% per annum for the year 2019.

## 12. 应收帐款及其他应收款项

## TRADE AND OTHER RECEIVABLES

		2020	2019
应收帐款	Trade receivables	10,847	12,224
应计利息:	Accrued interest from:		
– 银行存款	– bank deposits	5,931	5,536
– 外汇基金存款	– placement with the Exchange Fund	6,401	4,835
预付款项	Prepayments	2,951	3,448
按金	Deposits	7	9
总额	Total	26,137	26,052

### 13. 与客户的合约结余

### CONTRACT BALANCES WITH CUSTOMERS

#### (a) 应收款项和合约资产

#### Receivables and contract assets

就每月收费而向客户提供的服务而言，在报告日的应收款项结余即载于(附注12)的应收帐款。至于提供予关连人士的服务，在报告日的应收款项结余即载于财务状况表中的应收关连人士帐款。而基金并没有任何源于这两类服务的合约资产。至于其他服务，由于客户会预缴服务费用，因此基金并没有任何应收款项或合约资产。

For services provided to customers with service fees charged monthly, the balance of receivables at the reporting date is presented as trade receivables in note 12. For services provided to related parties, the balance of receivables at the reporting date is presented as amounts due from related parties in the statement of financial position. The Fund does not have any contract assets arising from these two categories of services. For other services, since customers pay the service fees in advance, the Fund does not have any receivables or contract assets.

#### (b) 合约负债

#### Contract liabilities

基金在收取客户预缴的费用后向客户提供服务的责任，会于财务状况表中以递延收入的形式列出，分析如下：

The Fund's obligations to provide services to customers for which the Fund has received advance payments from the customers are presented as deferred revenue in the statement of financial position, as analysed below:

递延收入	Deferred revenue	2020	2019
注册服务费	Registration fees	7,498	6,463
电子提示服务费	e-Alert service fees	7,170	5,079
其他服务费	Other service fees	1,517	1,724
<b>总额</b>	<b>Total</b>	<b>16,185</b>	13,266
代表：	Representing:		
流动负债	Current liabilities	9,620	8,505
非流动负债	Non-current liabilities	6,565	4,761
<b>总额</b>	<b>Total</b>	<b>16,185</b>	13,266

### 13. 与客户的合约结余 (续)

### CONTRACT BALANCES WITH CUSTOMERS (continued)

#### (b) 合约负债 (续)

#### Contract liabilities (continued)

上述递延收入的结余乃在报告日分摊至未有履行(或部分未有履行)的履约责任的交易价格总额。基金预料,有关电子提示服务的递延收入会于8年内获确认为收入,而其他递延收入则会于1年内获确认为收入。没有任何客户合约的代价未纳入交易价格。

The balances of deferred revenue above represent the aggregate amount of the transaction price allocated to the performance obligations that are unsatisfied (or partially unsatisfied) at the reporting date. For the deferred revenue from e-Alert services, the Fund expects to recognise as revenue within eight years. For other deferred revenue, the Fund expects to recognise as revenue within one year. No consideration from contracts with customers is not included in the transaction price.

年内递延收入结余的重大变动开列如下:

Significant changes in the balances of deferred revenue during the year are shown below:

		2020	2019
因年初递延收入结余中的款项于年内获确认为收入而减少	Decrease due to recognition as revenue during the year that was included in the balances of deferred revenue at beginning of year	(5,688)	(6,208)
因年内收取预缴费用而增加	Increase due to advance payments received during the year	8,607	8,240

### 14. 客户按金

### CUSTOMERS' DEPOSITS

指向客户提供服务前收取的按金。

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

### 15. 雇员福利拨备

### PROVISION FOR EMPLOYEE BENEFITS

此为在计至报告日就所提供的服务给予雇员年假的估计负债(见附注2.10)。

This represents the estimated liability for employees' annual leave for services rendered up to the reporting date (see note 2.10).



## 16. 营运基金资本

## TRADING FUND CAPITAL

此为政府对基金的投资。

This represents the Government's investment in the Fund.

## 17. 保留盈利

## RETAINED EARNINGS

		2020	2019
在年初的结余	Balance at beginning of year	1,271,376	1,137,397
年度总全面收益	Total comprehensive income for the year	39,135	133,979
法定回报	Statutory return	(51,902)	—
在年终的结余	Balance at end of year	1,258,609	1,271,376

于二零二零年一月，政府根据《营运基金条例》指示将截至二零一九年三月三十一日止三个年度的目标回报(见附注7)转拨至政府一般收入。该转拨于二零二零年三月完成。

In January 2020, the Government directed the transfer of the target returns (see note 7) for the three years ended 31 March 2019 into general revenue pursuant to the Trading Funds Ordinance. The transfer was completed in March 2020.

## 18. 现金及等同现金

## CASH AND CASH EQUIVALENTS

		2020	2019
现金及银行结余	Cash and bank balances	17,996	24,369
银行存款	Bank deposits	492,000	537,000
小计	Subtotal	509,996	561,369
减：原有期限为3个月以上的 银行存款	Less: Bank deposits with original maturities over three months	(492,000)	(537,000)
现金及等同现金	Cash and cash equivalents	17,996	24,369

## 19. 关连人士交易

## RELATED PARTY TRANSACTIONS

除已在本财务报表内另作披露的交易外，年内与关连人士进行的其他重大交易摘述如下：

Apart from those separately disclosed in the financial statements, the other material related party transactions for the year are summarised as follows:

- (a) 基金向关连人士提供的服务包括土地文件注册、查阅土地登记册及土地纪录、提供土地纪录副本和业权报告，以及业主立案法团服务。这些服务为基金带来的总收入为1.048亿港元(二零一九年：1.374亿港元)。这金额已计算在附注4的来自客户合约之收入项下。

Services provided to related parties included registration of land documents, search of land registers and records, supply of copies of land records and reports on title, and owners' corporation services. The total revenue derived from these services amounted to HK\$104.8 million (2019: HK\$137.4 million). This amount is included in revenue from contracts with customers under note 4.

- (b) 关连人士向基金提供的服务包括有关电脑、办公地方、中央行政和审计的服务。基金在这些服务方面的总开支为3,690万港元(二零一九年：3,400万港元)。这金额已计算在附注5的运作成本项下。

Services received from related parties included computer services, accommodation, central administration and auditing. The total cost incurred on these services amounted to HK\$36.9 million (2019: HK\$34 million). This amount is included in operating costs under note 5.

- (c) 向关连人士购入的物业、设备及器材包括装置工程。这些资产的总成本为750万港元(二零一九年：460万港元)。

Acquisition of property, plant and equipment from related parties included fitting out projects. The total cost of these assets amounted to HK\$7.5 million (2019: HK\$4.6 million).

基金向关连人士提供服务的收费和接受这些人士服务的收费都是按照划一标准计算，即同时提供给公众的服务，收费和公众一样；至于只提供给关连人士的服务，则按收回全部成本方式计算。

Charging for services rendered to or received from related parties was on the same basis, that is, at the rates payable by the general public for services which were also available to the public or on a full cost recovery basis for services which were available only to related parties.

## 20. 金融风险管理

## FINANCIAL RISK MANAGEMENT

### (a) 投资政策

### Investment policy

基金以审慎保守的方式来投资包括外汇基金存款及银行存款的金融资产。投资的决定是按照由财经事务及库务局局长、香港金融管理局所发出的指引，并符合其他有关规例。

The Fund maintains a conservative approach on investments in financial assets including placement with the Exchange Fund and bank deposits. Investment decisions are made according to the guidelines from the Secretary for Financial Services and the Treasury, the Hong Kong Monetary Authority and other relevant regulations.

### (b) 信用风险

### Credit risk

信用风险指金融工具的一方将不能履行责任而且会引致另一方蒙受财务损失的风险。

Credit risk is the risk that one party to a financial instrument will fail to discharge an obligation and cause the other party to incur a financial loss.

基金的信用风险，主要取决于外汇基金存款、应收帐款及其他应收款项、应收关连人士帐款、银行存款及银行结余。基金订有风险政策，并持续监察须承担的信用风险。

The Fund's credit risk is primarily attributable to placement with the Exchange Fund, trade and other receivables, amounts due from related parties, bank deposits and bank balances. The Fund has a credit policy in place and the exposure to these credit risks is monitored on an ongoing basis.

为尽量减低信用风险，所有定期存款均存放于香港的持牌银行。这些金融资产被视为属低信用风险。亏损准备按相等于12个月预期信用亏损的数额计量，基金评定所涉及的亏损并不重大。

To minimise credit risks, all fixed deposits are placed with licensed banks in Hong Kong. These financial assets are considered to have a low credit risk. The loss allowances are measured at amounts equal to 12-month expected credit losses, which are assessed to be immaterial by the Fund.

## 20. 金融风险管理 (续)

## FINANCIAL RISK MANAGEMENT (continued)

### (b) 信用风险 (续)

### Credit risk (continued)

银行存款及银行结余的信用质素，以穆迪或其等同指定的评级，分析如下：

The credit quality of bank deposits and bank balances, analysed by the ratings designated by Moody's or their equivalents, is shown below:

		2020	2019
信用评级：	Credit rating:		
Aa1至Aa3	Aa1 to Aa3	17,298	23,495
A1至A3	A1 to A3	437,100	286,100
Baa1至Baa3	Baa1 to Baa3	55,000	251,000
总额	Total	509,398	560,595

虽然其他金融资产须符合减值规定，但基金估计其预期信用亏损轻微，因此无须作亏损准备。

While other financial assets are subject to the impairment requirements, the Fund has estimated that their expected credit losses are minimal and considers that no loss allowance is required.

在报告日基金的金融资产所须承担的最高信用风险数额相当于其帐面值。

The maximum exposure to credit risk of the financial assets of the Fund at the reporting date is equal to their carrying amounts.

### (c) 流动资金风险

### Liquidity risk

流动资金风险指某一实体将难以履行与金融负债相关的责任的风险。

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

根据《营运基金条例》，基金须负责其现金管理，包括盈余现金的长短期投资，惟须获财政司司长批准。基金的政策是定期监察即时及预期的流动资金需要，确保能维持足够的现金储备，以符合长短期的流动资金需要。基金的流动资金状况稳健，故其面对的流动资金风险甚低。

Under the Trading Funds Ordinance, the Fund 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 Fund'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 Fund has a strong liquidity position, it has a very low level of liquidity risk.



## 20. 金融风险管理 (续)

## FINANCIAL RISK MANAGEMENT (continued)

### (d) 利率风险

### Interest rate risk

利率风险指因市场利率变动而引致亏损的风险。利率风险可进一步分为公平值利率风险及现金流量利率风险。

Interest rate risk refers to the risk of loss arising from changes in market interest rates. This can be further classified into fair value interest rate risk and cash flow interest rate risk.

公平值利率风险指金融工具的公平值会因市场利率变动而波动的风险。由于基金的银行存款为定息金融工具，当市场利率上升，这些金融工具的公平值便会下跌。然而，由于上述金融资产均按摊销成本值列示，市场利率的变动不会影响相关帐面值及基金的盈利和储备。

Fair value interest rate risk is the risk that the fair value of a financial instrument will fluctuate because of changes in market interest rates. Since the Fund'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 Fund's profit and reserves.

现金流量利率风险指金融工具的未来现金流量会因市场利率变动而波动的风险。基金无须面对重大的现金流量利率风险，因为其持有的主要金融工具都不是浮息金融工具。

Cash flow interest rate risk is the risk that future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Fund is not exposed to material cash flow interest rate risk because it has no major financial instruments bearing interest at a floating rate.

### (e) 货币风险

### Currency risk

货币风险指金融工具的公平值或未来现金流量会因汇率变动而波动的风险。

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates.

基金的一般业务交易是以港元为单位，因而不会引致货币风险。

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

至于以美元为单位的投资，基于港元与美元挂钩，基金的货币风险甚低。

In respect of investments denominated in United States dollars, owing to the linked exchange rate of the Hong Kong dollar to the United States dollar, the Fund has a very low level of currency risk.

在报告日，以美元为本位的金融资产总计有5仟港元(二零一九年：5仟港元)。剩余的金融资产及所有金融负债均以港元为本位。

At the reporting date, financial assets totalling HK\$5,000 (2019: HK\$5,000) were denominated in United States dollars. The remaining financial assets and all financial liabilities were denominated in Hong Kong dollars.

## 20. 金融风险管理 (续)

## FINANCIAL RISK MANAGEMENT (continued)

### (f) 其他金融风险

### Other financial risk

基金因于每年一月厘定的外汇基金存款息率(附注11)的变动而须面对金融风险。于二零二零年三月三十一日, 假设二零一九年及二零二零年的息率增加/减少50个基点(二零一九年: 50个基点)而其他因素不变, 估计年度盈利及储备将增加/减少350万港元(二零一九年: 340万港元)。

The Fund 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 11). It was estimated that, as at 31 March 2020, a 50 basis point (2019: 50 basis point) increase/decrease in the interest rates for 2019 and 2020, with all other variables held constant, would increase/decrease the profit for the year and reserves by HK\$3.5 million (2019: HK\$3.4 million).

### (g) 公平值

### Fair values

在活跃市场买卖的金融工具的公平值是根据报告日的市场报价厘定。如没有该等市场报价, 则以现值或其他估值方法以报告日的市况数据评估其公平值。

The fair value of financial instruments traded in active markets is based on quoted market prices at the reporting date. 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 reporting date.

所有金融工具均以与其公平值相同或相差不大的金额在财务状况表内列帐。

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

## 21. 资本承担

## CAPITAL COMMITMENTS

在二零二零年三月三十一日, 基金尚未在财务报表内拨备的资本承担如下:

As at 31 March 2020, the Fund had capital commitments, so far as not provided for in the financial statements, as follows:

		2020	2019
已批准及签约	Authorised and contracted for	63,678	8,141
已批准惟未签约	Authorised but not yet contracted for	274,798	361,082
总额	Total	338,476	369,223

## 22. 经营租赁承担

## OPERATING LEASE COMMITMENTS

在报告日，根据不可撤销的土地及建筑物经营租赁，未来应支付的最低租赁款项总额如下：

At the reporting date, the total future minimum lease payments payable under non-cancellable operating leases for land and buildings were as follows:

		2020	2019
不超过一年	Not later than one year	—	7,760
超过一年但不超过五年	Later than one year but not later than five years	—	5,548
总额	Total	—	13,308

由二零一九年四月一日起，未来应支付的租赁款项按照列载于附注2.5(a)的会计政策，于财务状况表内确认为租赁负债，有关基金未来应支付的租赁款项详情于附注9(b)披露。

From 1 April 2019 onwards, future lease payments are recognised as lease liabilities in the statement of financial position in accordance with the accounting policies as set out in note 2.5(a) and the details regarding the Fund's future lease payments are disclosed in note 9(b).

## 23. 已颁布但于截至二零二零年三月三十一日止年度尚未生效的修订、新准则及诠释的可能影响

## POSSIBLE IMPACT OF AMENDMENTS, NEW STANDARDS AND INTERPRETATIONS ISSUED BUT NOT YET EFFECTIVE FOR THE YEAR ENDED 31 MARCH 2020

直至本财务报表发出之日，香港会计师公会已颁布多项修订、新准则及诠释。该等修订、新准则及诠释在截至二零二零年三月三十一日止年度尚未生效，亦没有在本财务报表中提前采纳。

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 2020 and which have not been early adopted in these financial statements.

基金正就该等修订、新准则及诠释在首次采纳期间预计会产生的影响进行评估。迄今的结论是采纳该等修订、新准则及诠释不大可能会对财务报表有重大影响。

The Fund is in the process of making an assessment of the expected impact of these amendments, new standards and interpretations in the period of initial application. So far it has concluded that the adoption of them is unlikely to have a significant impact on the financial statements.

附件  
**ANNEXES**





(a) 2019/20 年度服务承诺  
PERFORMANCE PLEDGES 2019/20

服务类别 Service Type	服务标准 Service Standard		服务指标 (达到服务标准的百分比) Performance Target (% meeting service standard)	实际表现 (达到服务标准的百分比) <sup>(注1)</sup> Actual Performance (% meeting service standard) (See Note 1)
	工作天 Working Day(s)	分钟 Minutes		
1. 办理土地文件注册 <b>Registration of land documents</b>	15 (a+b)		92	85.3
(a) 由收到文书至根据已注册的文书更新土地登记册 <sup>(注2)</sup> ；以及 From receipt of an instrument to updating the land register with the registered instrument <sup>(See Note 2)</sup> ; and	(a) 11			
(b) 完成影像处理程序并把已注册的文书送回交契人士 <sup>(注2)</sup> Completion of imaging and return of the registered instrument to the lodging party <sup>(See Note 2)</sup>	(b) 4			
2. 在柜位查阅土地登记册 <b>Counter search of land registers</b>		15	97	97.3
3. 提供土地纪录影像处理副本 <b>Supply of imaged copies of land records</b>				
(a) 在柜位索取 <b>Over the counter</b>				
(i) 不连过大图则 Without oversized plans		15	97	98
(ii) 附连过大图则 With oversized plans	5		97	100
(b) 透过网上服务订购 <b>Order via online services</b>				
(i) 亲身领取 Collection in person				
• 不连颜色图则 Without coloured plans	1		97	100
• 附连颜色图则 With coloured plans	3		97	100
• 附连过大图则 With oversized plans	5		97	100

服务类别 Service Type	服务标准 Service Standard		服务指标 (达到服务标准的百分比) Performance Target (% meeting service standard)	实际表现 (达到服务标准的百分比) <sup>(注1)</sup> Actual Performance (% meeting service standard) (See Note 1)
	工作天 Working Day(s)	分钟 Minutes		
(ii) 邮寄或由传递公司送递 Delivery by post or courier				
• 不连颜色图则 Without coloured plans				
– 下午6时前订购 Orders placed before 6 pm	1		97	100
– 下午6时后或在星期六、星期日及公众假期订购 Orders placed after 6 pm or on Saturdays, Sundays & public holidays	2		97	100
• 附连颜色图则 With coloured plans	3		97	100
• 附连过大图则 With oversized plans	5		97	100
<b>4. 提供土地纪录认证本 Supply of certified copies of land records</b>				
<b>(a) 在柜位办理 Over the counter</b>				
(i) 土地登记册 Land registers		35	97	99.3
(ii) 不连过大图则的影像处理副本 Imaged copies without oversized plans		35	97	98.9
(iii) 附连过大图则的影像处理副本 Imaged copies with oversized plans	5		97	97.8

服务类别 Service Type	服务标准 Service Standard		服务指标 (达到服务标准的百分比) Performance Target (% meeting service standard)	实际表现 (达到服务标准的百分比) <sup>(注1)</sup> Actual Performance (% meeting service standard) (See Note 1)
	工作天 Working Day(s)	分钟 Minutes		
<b>(b) 透过网上服务订购</b> <b>Order via online services</b>				
(i) 亲身领取 Collection in person				
• 土地登记册 Land registers	1		97	100
• 影像处理副本 Imaged copies				
– 不连过大图则 Without oversized plans	3		97	100
– 附连过大图则 With oversized plans	5		97	95
(ii) 邮寄或由传递公司递送 Delivery by post or courier				
• 土地登记册 Land registers				
– 下午6时前订购 Orders placed before 6 pm	1		97	100
– 下午6时后或在星期六、星期日及公众假期订购 Orders placed after 6 pm or on Saturdays, Sundays & public holidays	2		97	100
• 不连过大图则的影像处理副本 Imaged copies without oversized plans	3		97	100
• 附连过大图则的影像处理副本 Imaged copies with oversized plans	5		97	99.3
<b>5. 销售注册摘要日志</b> <b>Sale of Memorial Day Book (MDB)</b>				
(a) 批阅注册摘要日志的申请 Approval of MDB applications	2		98	100
(b) 递送注册摘要日志资料档案 Delivery of MDB data files	1		98	100

服务类别 Service Type	服务标准		服务指标	实际表现
	Service Standard		(达到服务标准的百分比)	(达到服务标准的百分比) <sup>(注1)</sup>
	工作天 Working Day(s)	分钟 Minutes	Performance Target (% meeting service standard)	Actual Performance (% meeting service standard) (See Note 1)
6. 销售按揭注册摘要月志				
Sale of Monthly Memorial Information on Mortgage Transactions (MMIM)				
(a) 批阅按揭注册摘要月志的申请	2		98	100
Approval of MMIM applications				
(b) 送递按揭注册摘要月志资料档案	4		98	100
Delivery of MMIM data files				
7. 电话查询服务				
Telephone enquiry services				
(a) 办公时间收到留言	收到留言后40分钟内回复		94	99.3
Voice mail left during office hours	Return calls within 40 minutes after receiving the voice mail			
(b) 非办公时间收到留言	下一个工作天早上10时前回复		94	100
Voice mail left after office hours	Return calls before 10 am on the next working day			
8. 修订土地登记册资料				
Amendment of registered data				
(a) 一般个案（即根据注册摘要资料更正土地登记册）	3		94	94.2
Simple cases (i.e. Rectification of land registers based on Memorial information)				
(b) 复杂个案	10		93	91
Complicated cases				



服务类别 Service Type	服务标准		服务指标 (达到服务标准的百分比)	实际表现 (达到服务标准的百分比) <sup>(注1)</sup>
	Service Standard		Performance Target	Actual Performance
	工作天 Working Day(s)	分钟 Minutes	(% meeting service standard)	(% meeting service standard) (See Note 1)
<b>9. 为再交付注册的中止注册文书办理注册</b> <b>Registration of withheld instruments redelivered for registration</b>	16 (a+b)		92	87.5
(a) 由收到再交付注册的中止注册文书至根据已注册的文书更新相关土地登记册；以及 From receipt of a withheld instrument redelivered for registration to updating the land register with the registered instrument; and	(a) 12			
(b) 完成影像处理程序并把已注册的文书送回交契人士 Completion of imaging and return of the registered instrument to the lodging party	(b) 4			
<b>10. 业主立案法团服务</b> <b>Owners' corporation services</b>				
(a) 办理业主立案法团注册 <sup>(注3)</sup> Registration of owners' corporations <sup>(See Note 3)</sup>	30		90	100
(b) 提供业主立案法团纪录副本 Supply of copies of owners' corporation records	30		90	100

服务类别 Service Type	服务标准		服务指标	实际表现
	Service Standard		(达到服务标准的百分比)	(达到服务标准的百分比) <sup>(注1)</sup>
	工作天 Working Day(s)	分钟 Minutes	Performance Target (% meeting service standard)	Actual Performance (% meeting service standard) (See Note 1)

**11.处理建议／投诉**

**Handling of suggestions/complaints** 本处会在收到建议或投诉后的十天内答复。如果不可能在这限期内详尽作复，也会给予初步回复。

Replies to suggestions or complaints will be sent within 10 calendar days of their receipt. If this is not possible, an interim reply will be sent within this period.

—

—

注1：为减低2019冠状病毒病在社区扩散的风险，2020年2月3日至3月31日在特别工作安排下仅维持有限度的公共服务，个别项目的实际服务表现因而受到影响。

Note 1: The actual performance of individual items was affected given that public services were provided on a limited scale under the special work arrangement from 3 February 2020 to 31 March 2020 to reduce the risk of the spread of COVID-19 in the community

注2：不包括复杂个案及被中止注册的文书

Note 2: Excluding complicated cases and instruments withheld from registration

注3：不包括复杂个案或需要提供附加证明文件的申请

Note 3: Excluding complicated cases and applications that require further supporting documents for processing

**(b) 2020/21 年度服务承诺 (生效日期为 2020 年 4 月 1 日起)**  
**PERFORMANCE PLEDGES 2020/21 (WITH EFFECT FROM 1 APRIL 2020)**

服务类别 Service Type	服务标准 Service Standard		服务指标 (达到服务标准的百分比) Performance Target (% meeting service standard)
	工作天 Working Day(s)	分钟 Minutes	
<b>1. 办理土地文件注册</b> <b>Registration of land documents</b>	15 (a+b)		92
(a) 由收到文书至根据已注册的文书更新土地 登记册 <sup>(注1)</sup> ; 以及 From receipt of an instrument to updating the land register with the registered instrument <sup>(See Note 1)</sup> ; and	(a) 11		
(b) 完成影像处理程序并把已注册的文书送回交 契人士 <sup>(注1)</sup> Completion of imaging and return of the registered instrument to the lodging party <sup>(See Note 1)</sup>	(b) 4		
<b>2. 在柜位查阅土地登记册</b> <b>Counter search of land registers</b>		15	97
<b>3. 提供土地纪录影像处理副本</b> <b>Supply of imaged copies of land records</b>			
<b>(a) 在柜位索取</b> <b>Over the counter</b>			
(i) 不连过大图则 Without oversized plans		15	97
(ii) 附连过大图则 With oversized plans	5		97
<b>(b) 透过网上服务订购</b> <b>Order via online services</b>			
(i) 亲身领取 Collection in person			
• 不连颜色图则 Without coloured plans	1		97
• 附连颜色图则 With coloured plans	3		97
• 附连过大图则 With oversized plans	5		97

服务类别 Service Type	服务标准 Service Standard		服务指标 (达到服务标准的百分比) Performance Target (% meeting service standard)
	工作天 Working Day(s)	分钟 Minutes	
(ii) 邮寄或由传递公司送递 Delivery by post or courier			
• 不连颜色图则 Without coloured plans			
– 下午6时前订购 Orders placed before 6 pm	1		97
– 下午6时后或在星期六、星期日及公众假期订购 Orders placed after 6 pm or on Saturdays, Sundays & public holidays	2		97
• 附连颜色图则 With coloured plans	3		97
• 附连过大图则 With oversized plans	5		97
<b>4. 提供土地纪录认证本</b> <b>Supply of certified copies of land records</b>			
<b>(a) 在柜位办理</b> <b>Over the counter</b>			
(i) 土地登记册 Land registers		35	97
(ii) 不连过大图则的影像处理副本 Imaged copies without oversized plans		35	97
(iii) 附连过大图则的影像处理副本 Imaged copies with oversized plans	5		97
<b>(b) 透过网上服务订购</b> <b>Order via online services</b>			
(i) 亲身领取 Collection in person			
• 土地登记册 Land registers	1		97
• 影像处理副本 Imaged copies			
– 不连过大图则 Without oversized plans	3		97
– 附连过大图则 With oversized plans	5		97



服务类别 Service Type	服务标准 Service Standard		服务指标 (达到服务标准的百分比) Performance Target (% meeting service standard)
	工作天 Working Day(s)	分钟 Minutes	
(ii) 邮寄或由传递公司送递 Delivery by post or courier			
• 土地登记册 Land registers			
– 下午6时前订购 Orders placed before 6 pm	1		97
– 下午6时后或在星期六、星期日及公众假期订购 Orders placed after 6 pm or on Saturdays, Sundays & public holidays	2		97
• 不连过大图则的影像处理副本 Imaged copies without oversized plans	3		97
• 附连过大图则的影像处理副本 Imaged copies with oversized plans	5		97
<b>5. 销售注册摘要日志 Sale of Memorial Day Book (MDB)</b>			
(a) 批阅注册摘要日志的申请 Approval of MDB applications	2		98
(b) 送递注册摘要日志资料档案 Delivery of MDB data files	1		98
<b>6. 销售按揭注册摘要月志 Sale of Monthly Memorial Information on Mortgage Transactions (MMIM)</b>			
(a) 批阅按揭注册摘要月志的申请 Approval of MMIM applications	2		98
(b) 送递按揭注册摘要月志资料档案 Delivery of MMIM data files	4		98

服务类别 Service Type	服务标准 Service Standard		服务指标 (达到服务标准的百分比) Performance Target (% meeting service standard)
	工作天 Working Day(s)	分钟 Minutes	
<b>7. 电话查询服务</b> <b>Telephone enquiry services</b>			
(a) 办公时间收到留言 Voice mail left during office hours		收到留言后40分钟内回复 Return calls within 40 minutes after receiving the voice mail	94
(b) 非办公时间收到留言 Voice mail left after office hours		下一个工作天早上10时前回复 Return calls before 10 am on the next working day	94
<b>8. 修订土地登记册资料</b> <b>Amendment of registered data</b>			
(a) 一般个案 (即根据注册摘要资料更正土地登记册) Simple Cases (i.e. Rectification of land registers based on Memorial information)	3		94
(b) 复杂个案 Complicated Cases	10		93
<b>9. 为再交付注册的中止注册文书办理注册</b> <b>Registration of withheld instruments redelivered for registration</b>			
(a) 由收到再交付注册的中止注册文书至根据已注册的文书更新相关土地登记册；以及 From receipt of a withheld instrument redelivered for registration to updating the land register with the registered instrument; and	(a) 12		
(b) 完成影像处理程序并把已注册的文书送回交契人士 Completion of imaging and return of the registered instrument to the lodging party	(b) 4		
	16 (a+b)		92

服务类别 Service Type	服务标准 Service Standard		服务指标 (达到服务标准的百分比) Performance Target (% meeting service standard)
	工作天 Working Day(s)	分钟 Minutes	
<b>10. 业主立案法团服务</b> <b>Owners' corporation services</b>			
(a) 办理业主立案法团注册 <sup>(注2)</sup> Registration of owners' corporations <sup>(See Note 2)</sup>	30		90
(b) 提供业主立案法团纪录副本 Supply of copies of owners' corporation records		30	90
<b>11. 处理建议／投诉</b> <b>Handling of suggestions/complaints</b>			
		本处会在收到建议或投诉后的十天内答复。如果不可能在这限期内详尽作复，也会给予初步回复。 Replies to suggestions or complaints will be sent within 10 calendar days of their receipt. If this is not possible, an interim reply will be sent within this period.	

注1： 不包括复杂个案及被中止注册的文书

Note 1: Excluding complicated cases and instruments withheld from registration

注2： 不包括复杂个案或需要提供附加证明文件的申请

Note 2: Excluding complicated cases and applications that require further supporting documents for processing

## 附件 II

## ANNEX II

### (a) 2019/20年度土地注册处联合常务委员会委员

### MEMBERSHIP OF THE LAND REGISTRY JOINT STANDING COMMITTEE 2019/20

#### 主席 Chairperson

土地注册处  
The Land Registry

张美珠女士

Ms Doris CHEUNG Mei-chu

#### 委员 Members

土地注册处  
The Land Registry

方吴淑仪女士  
许国鸿先生  
潘雪聪女士  
(生效日期为2019年4月)  
涂扬梅女士  
(截至2019年4月)

Mrs Amy FONG NG Suk-yee  
Mr Joseph HUI Kwok-hung  
Ms Venelie POON Suet-chung  
(With effect from April 2019)  
Ms Rose TO Yeung-mui  
(Until April 2019)

香港律师会  
The Law Society of Hong Kong

张纺女士  
(生效日期为2020年2月)  
林月明女士  
马华润先生  
(截至2020年2月)  
萧咏仪女士  
杨宝林先生

Ms Debbie CHEUNG Fong  
(With effect from February 2020)  
Ms Emily LAM Yuet-ming  
Mr Billy MA Wah-yan  
(Until February 2020)  
Ms Sylvia SIU Wing-yee  
Mr Terry YEUNG Po-lam

#### 秘书 Secretary

土地注册处  
The Land Registry

原伟铨先生

Mr Isaac YUEN Wai-chuen

### (b) 2019/20年度土地注册处客户联络小组(私营机构)委员

### MEMBERSHIP OF THE LAND REGISTRY CUSTOMER LIAISON GROUP (PRIVATE SECTOR) 2019/20

#### 主席 Chairperson

土地注册处  
The Land Registry

方吴淑仪女士

Mrs Amy FONG NG Suk-yee

#### 委员 Members

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

蔡子杰先生  
李浩尧先生  
黄俊硕先生

Mr Sammy CHOI Tze-kit  
Mr Thomas LEE Ho-yiu  
Mr Edmund WONG Chun-sek

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

施明如女士

Ms SZE Ming-yu

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

郭昶先生

Mr Anthony KWOK Chong



**(b) 2019/20年度土地注册处客户联络小组(私营机构)委员(续)**  
**MEMBERSHIP OF THE LAND REGISTRY CUSTOMER LIAISON GROUP (PRIVATE SECTOR) 2019/20 (continued)**

香港银行公会 The Hong Kong Association of Banks	陈玮芝女士 卢永欣女士 吴克钟先生 叶志成先生	Ms Gigi CHAN Wai-chi Ms Christine LO Wing-yun Mr Andy NG Hak-chung Mr Philip YIP Chi-shing
香港测量师学会 The Hong Kong Institute of Surveyors	林增荣先生 邓康伟博士	Mr Alexander LAM Tsan-wing Dr Conrad TANG Hong-wai
土地注册处 The Land Registry	霍伟勤女士 林谢淑仪女士 刘润霞女士 (生效日期为2019年12月) 梁慧娴女士 李芳群女士 麦振威先生 (生效日期为2019年4月) 彭嘉辉先生 潘辉耀先生 潘雪聪女士 (生效日期为2019年4月) 涂扬梅女士 (截至2019年4月) 谢少卿女士 (截至2019年4月) 温锡麟先生 原伟铨先生	Ms Emily FOK Wai-kan Mrs LAM TSE Shuk-yee Miss Kathy LAU Yun-ha (With effect from December 2019) Ms Alice LEUNG Wai-han Miss Fion LI Fong-kwan Mr Andrew MAK Chun-wai (With effect from April 2019) Mr PANG Ka-fai Mr Kenneth POON Fai-yiu Ms Venelie POON Suet-chung (With effect from April 2019) Ms Rose TO Yeung-mui (Until April 2019) Ms Ada TSE Siu-hing (Until April 2019) Mr Francis WAN Mr Isaac YUEN Wai-chuen
香港律师会 The Law Society of Hong Kong	区健雯女士 区曼珍女士 齐雅安先生 江玉欢女士 林敏仪女士 梁智维先生	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

**秘书 Secretary**

土地注册处 The Land Registry	刘少雯女士	Ms Eva LAU Siu-man
----------------------------	-------	--------------------

## (c) 2019/20 年度土地注册处客户联络小组（公营机构）委员 MEMBERSHIP OF THE LAND REGISTRY CUSTOMER LIAISON GROUP (PUBLIC SECTOR) 2019/20

### 主席 Chairperson

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

### 委员 Members

渔农自然护理署 Agriculture, Fisheries and Conservation Department	张国伟先生	Mr CHEUNG Kwok-wai
屋宇署 Buildings Department	区琬灵女士	Miss Stephanie AU Yuen-ling
香港海关 Customs and Excise Department	张大安先生	Mr CHEUNG Tai-on
律政司 Department of Justice	张聪玲女士 姚礼婵女士	Miss Charlene CHEUNG Chung-ling Ms Mandy YIU Lai-sim
环境保护署 Environmental Protection Department	何雨弘先生	Mr Herrick HO Yu-wang
食物环境卫生署 Food and Environmental Hygiene Department	梅静文女士	Ms Ann MUI Ching-man
政府产业署 Government Property Agency	霍宝桦女士	Ms Kathy FOK Po-wa
民政事务总署 Home Affairs Department	黄月娥女士	Ms Joey WONG Yuet-ngo
香港房屋协会 Hong Kong Housing Society	陈丽娟女士	Ms Fanny CHAN Lai-kuen
香港警务处 Hong Kong Police Force	李德祯女士	Ms Joanna LEE Tak-ching
房屋署 Housing Department	陈伟成先生 周俭诚先生	Mr CHAN Wai-seng Mr CHOW Kim-seng

**(c) 2019/20年度土地注册处客户联络小组(公营机构)委员 (续)**  
**MEMBERSHIP OF THE LAND REGISTRY CUSTOMER LIAISON GROUP (PUBLIC SECTOR) 2019/20 (continued)**

廉政公署 Independent Commission Against Corruption	马凤兰女士 王纯聪先生	Ms Anita MA Fung-lan Mr Paul WONG Shun-chung
税务局 Inland Revenue Department	朱志强先生	Mr CHU Chi-keung
地政总署 Lands Department	曾丽华女士	Ms Judith TSANG Lai-wah
破产管理署 Official Receiver's Office	陈宝媚女士	Miss Rita CHAN Po-mei
规划署 Planning Department	廖懿珍女士	Miss Alice LIU Yee-chun
差饷物业估价署 Rating and Valuation Department	区振耀先生	Mr Calvin AU Chun-yiu
土地注册处 The Land Registry	霍伟勤女士 林谢淑仪女士 刘润霞女士 (生效日期为2019年12月) 梁慧娴女士 李芳群女士 麦振威先生 (生效日期为2019年4月) 彭嘉辉先生 潘辉耀先生 潘雪聪女士 (生效日期为2019年4月) 涂扬梅女士 (截至2019年4月) 谢少卿女士 (截至2019年4月) 温锡麟先生 原伟铨先生	Ms Emily FOK Wai-kan Mrs LAM TSE Shuk-yee Miss Kathy LAU Yun-ha (With effect from December 2019) Ms Alice LEUNG Wai-han Miss Fion LI Fong-kwan Mr Andrew MAK Chun-wai (With effect from April 2019) Mr PANG Ka-fai Mr Kenneth POON Fai-yiu Ms Venelie POON Suet-chung (With effect from April 2019) Ms Rose TO Yeung-mui (Until April 2019) Ms Ada TSE Siu-hing (Until April 2019) Mr Francis WAN Mr Isaac YUEN Wai-chuen

**秘书 Secretary**

土地注册处 The Land Registry	刘少雯女士	Ms Eva LAU Siu-man
----------------------------	-------	--------------------

**(d) 2019/20 年度《土地业权条例》督导委员会委员**  
**MEMBERSHIP OF THE LAND TITLES ORDINANCE STEERING**  
**COMMITTEE 2019/20**

**主席 Chairperson**

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

**委员 Members**

消费者委员会 Consumer Council	欧阳嘉慧女士	Ms Terese AU-YEUNG Kar-wai
----------------------------	--------	----------------------------

律政司 Department of Justice	戴思劲先生	Mr Clifford Joseph TAVARES
------------------------------	-------	----------------------------

发展局 Development Bureau	罗淦华先生	Mr Maurice LOO Kam-wah
---------------------------	-------	------------------------

地产代理监管局 Estate Agents Authority	梁德丽女士	Ms Juliet LEUNG Tak-lai
------------------------------------	-------	-------------------------

新界乡议局 Heung Yee Kuk New Territories	林国昌先生	Mr Alfred LAM Kwok-cheong
--	-------	---------------------------

香港按揭证券有限公司 Hong Kong Mortgage Corporation Limited	张少慧女士	Ms Feliciana CHEUNG Siu-wai
--	-------	-----------------------------

地政总署 Lands Department	方剑峯先生	Mr Alan FONG Kim-fung
--------------------------	-------	-----------------------



**(d) 2019/20 年度《土地业权条例》督导委员会委员 (续)**  
**MEMBERSHIP OF THE LAND TITLES ORDINANCE STEERING COMMITTEE 2019/20 (continued)**

香港银行公会 The Hong Kong Association of Banks	范光华先生 (由2019年6月至8月) 麦杰良先生 (截至2019年5月) 申泰蒙娜女士 (生效日期为2019年9月)	Mr Eric FAN Kwong-wah (From June to August 2019) Mr Mathew MAK Kit-leung (Until May 2019) Ms Mona SENGUPTA (With effect from September 2019)
土地注册处 The Land Registry	方吴淑仪女士 许国鸿先生	Mrs Amy FONG NG Suk-yee Mr Joseph HUI Kwok-hung
香港律师会 The Law Society of Hong Kong	蒋瑞福女士	Ms Lilian CHIANG Sui-fook
香港地产建设商会 The Real Estate Developers Association of Hong Kong	龙汉标先生	Mr Louis LOONG Hon-biu
<b>秘书 Secretary</b>		
土地注册处 The Land Registry	高倩雯女士	Miss Shirley KO Sin-man

## (e) 2019/20 年度《土地业权条例》检讨委员会委员 MEMBERSHIP OF THE LAND TITLES ORDINANCE REVIEW COMMITTEE 2019/20

### 主席 Chairperson

土地注册处 The Land Registry	许国鸿先生	Mr Joseph HUI Kwok-hung
----------------------------	-------	-------------------------

### 委员 Members

律政司 Department of Justice	陈佩珊女士 许行嘉女士 林思敏女士	Miss Joyce CHAN Pui-shan Ms Frances HUI Hang-ka Ms Francoise LAM See-man
发展局 Development Bureau	蔡雪蓉女士 伍紫廷女士	Ms Jasmine CHOI Suet-yung Ms Nettie NG Kai-ting
香港大律师公会 Hong Kong Bar Association	梅茂勤先生 唐思佩女士	Mr Malcolm MERRY Ms Sara TONG
地政总署 (法律咨询及田土转易处) Lands Department (Legal Advisory and Conveyancing Office)	方剑峯先生 黄佩雯女士	Mr Alan FONG Kim-fung Ms Katrina WONG Pui-man
土地注册处 The Land Registry	方吴淑仪女士 乔美琴女士	Mrs Amy FONG NG Suk-yee Ms Queenie KIU Mei-kam
香港律师会 The Law Society of Hong Kong	夏向能先生 张纺女士 (生效日期为2019年6月) 江玉欢女士 颜安德先生 (截至2019年6月) 黄文华先生	Mr Peter AHERNE Ms Debbie CHEUNG Fong (With effect from June 2019) Ms Doreen KONG Yuk-foon Mr Andy NGAN On-tak (Until June 2019) Mr Raymond WONG Man-wa

### 秘书 Secretary

土地注册处 The Land Registry	李宝君女士	Ms Shirley LEE Po-kwan
----------------------------	-------	------------------------

Securing your Property  
Supporting an Open Market  
保障市民财产 • 支持公开市场

香港土地注册处营运基金  
The Land Registry Trading Fund Hong Kong

香港金钟道六十六号金钟道政府合署二十八楼  
Queensway Government Offices, 28/F., 66 Queensway, Hong Kong.  
电话 Tel : (852) 3105 0000 传真 Fax : (852) 2523 0065  
电邮 E-mail : csa@landreg.gov.hk 网址 Website : www.landreg.gov.hk



短片 Video



网址 Website