



业务回顾
Business REVIEW

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。

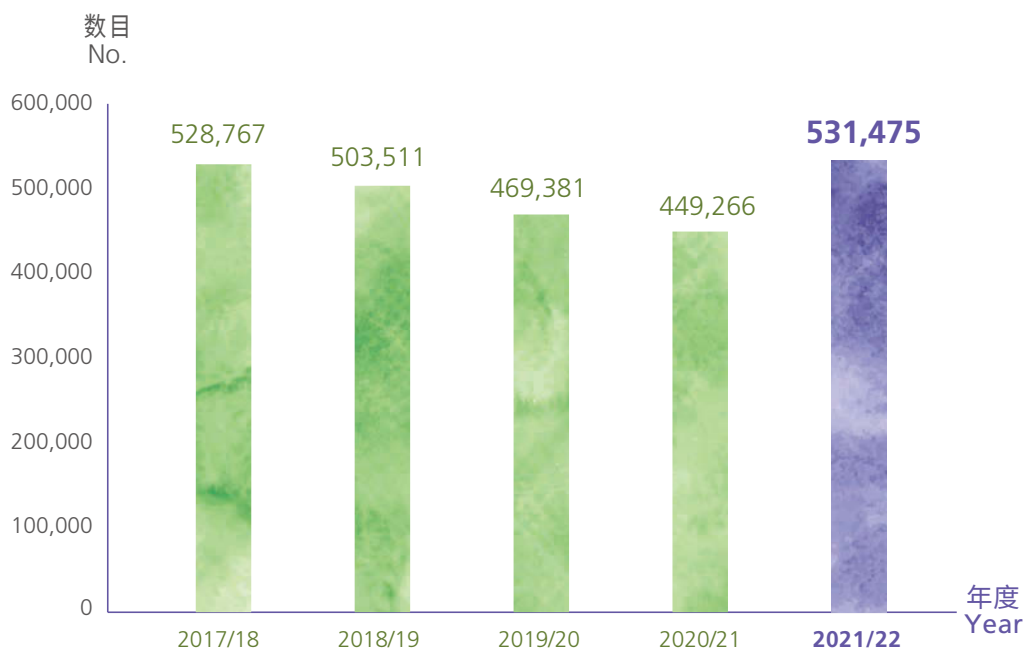
在2021/22年度，送交注册的土地文件共531,475份，较2020/21年度增加18.3%。

REGISTRATION OF LAND DOCUMENTS

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

In 2021/22, 531,475 land documents were delivered for registration, representing an increase of 18.3% when compared with 2020/21.

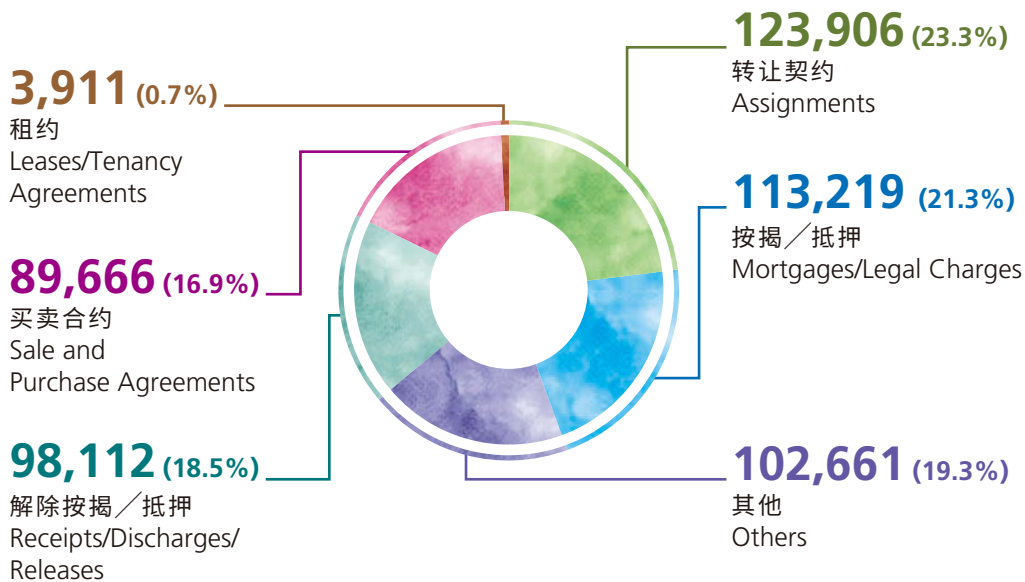
送交注册的土地文件数目
NO. OF LAND DOCUMENTS DELIVERED FOR REGISTRATION



年内收到的主要文件类别包括楼宇买卖合同、转让契约、按揭／抵押及解除按揭／抵押，占全年收到文件总数的80%。

Major types of documents received included sale and purchase agreements (SPAs), assignments, mortgages/legal charges and receipts/discharges/releases which collectively accounted for 80% of all documents received during the year.

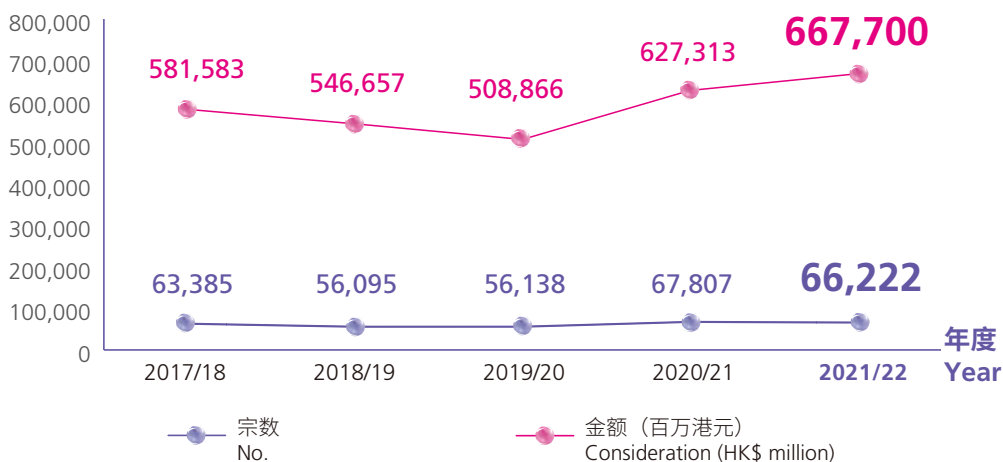
2021/22 年度送交注册的土地文件类别
DISTRIBUTION OF LAND DOCUMENTS LODGED FOR REGISTRATION IN 2021/22



在2021/22年度送交注册的所有楼宇买卖合同中，住宅楼宇买卖合同的宗数和总值分别是66,222份（较去年减少2.3%）及6,677亿港元（较去年增加6.4%）。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 2021/22, the number of SPAs of residential units and their total consideration were 66,222 (-2.3% from last year) and \$667,700 million (+6.4% 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

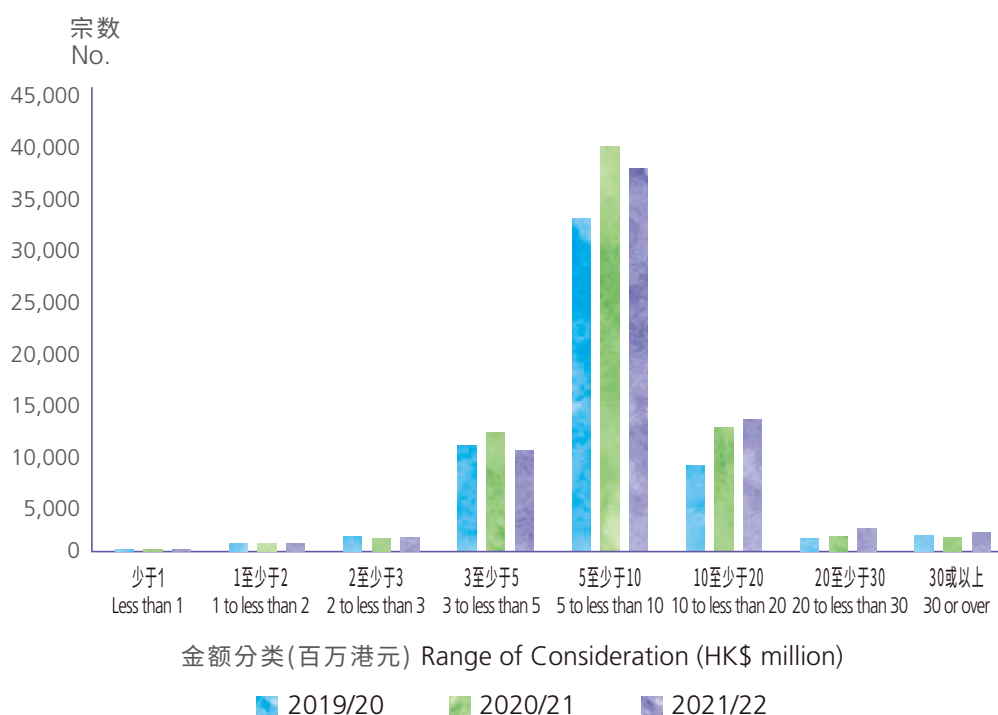


注：上述统计数字并不包括居者有其屋、私人机构参建居屋及租者置其屋等计划下的住宅买卖，除非有关单位转售限制期届满并已补偿差价。
Note: The statistics do not include sales of units under the Home Ownership Scheme, the Private Sector Participation Scheme and the Tenants Purchase Scheme, etc. unless the premium of the unit concerned has been paid after the sale restriction period.

在2021/22年度，大多数住宅楼宇的交易金额是介乎500万至1,000万港元之间。年内交易金额超过1,000万港元的住宅楼宇交易显著增加。

The majority of the transactions in residential units in 2021/22 were within the consideration range of five to ten million Hong Kong dollars. There was a notable increase in transactions in 2021/22 with consideration of more than ten million Hong Kong dollars.

按金额分类的住宅楼宇买卖合同宗数 NO. OF SALE AND PURCHASE AGREEMENTS OF RESIDENTIAL UNITS BY RANGE OF CONSIDERATION



金额分类 Range of Consideration		2019/20		2020/21		2021/22	
(百万港元) (HK\$ million)		宗数 No.	%	宗数 No.	%	宗数 No.	%
少于1	Less than 1	215	0.4	169	0.2	241	0.4
1至少于2	1 to less than 2	823	1.5	758	1.1	770	1.2
2至少于3	2 to less than 3	1,478	2.6	1,305	1.9	1,318	2.0
3至少于5	3 to less than 5	10,312	18.4	11,493	16.9	9,824	14.8
5至少于10	5 to less than 10	32,240	57.4	39,203	57.8	37,147	56.1
10至少于20	10 to less than 20	8,294	14.8	12,033	17.7	12,841	19.4
20至少于30	20 to less than 30	1,228	2.2	1,454	2.1	2,276	3.4
30或以上	30 or over	1,548	2.8	1,392	2.1	1,805	2.7
总数	Total	56,138	100.0	67,807	100.0	66,222	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，目的是防止秘密及有欺诈成分的物业转易，以及提供容易追溯和确定土地财产及不动产业权的方法。

土地注册处由2021年11月1日起就查阅土地纪录及业主立案法团纪录（统称「土地注册处纪录」）实施进一步的行政措施，作为政府致力加强保障公众登记册所载个人资料私隐的措施之一。

新安排并无改变现行可提供予公众人士查阅的土地注册处纪录。查册人士需提供其辨识身分资料，并提交声明确认无意及不会在违反《个人资料（私隐）条例》（第486章）的情况下使用土地注册处纪录所载的个人资料；或将该等个人资料用于与备存及供公众人士查阅土地注册处纪录的宗旨无关之目的。

在2021/22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6,042,078宗（较去年增加4.3%）及920,408份（较去年增加14.3%）。

SEARCH SERVICES

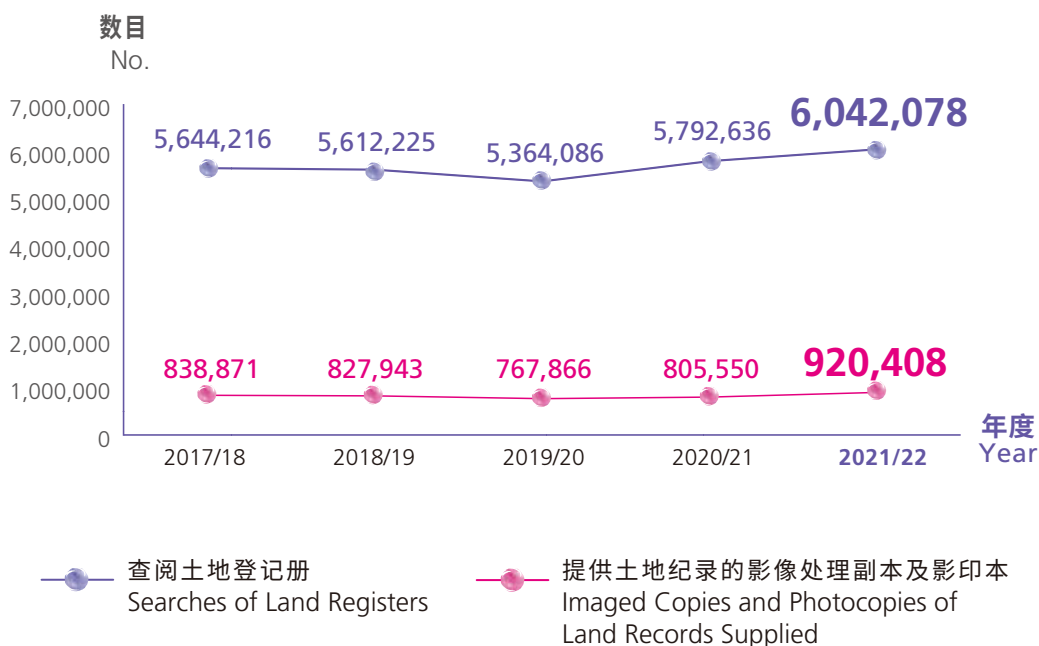
Land records are kept by the Land Registry to prevent secret and fraudulent conveyances, and to provide means whereby the title to real and immovable property may be easily traced and ascertained.

As part of the Government's effort to enhance the protection of privacy of the personal data contained in the public registers, the Land Registry implemented further administrative measures for conducting search of land records and owners' corporations records (collectively the "LR records") with effect from 1 November 2021.

The new arrangements have not changed the availability of the LR records for search by the public. Searchers need to provide their identification information and to give a confirmation statement that they do not intend to use and will not use the personal data contained in the LR records in contravention of the Personal Data (Privacy) Ordinance (Cap. 486) or for purposes not related to the purposes for which the LR records are kept and made available to the public.

In 2021/22, the total number of searches of land registers and supply of imaged copies and photocopies of land records were 6,042,078 (+4.3% from previous year) and 920,408 (+14.3% from previous year) respectively.

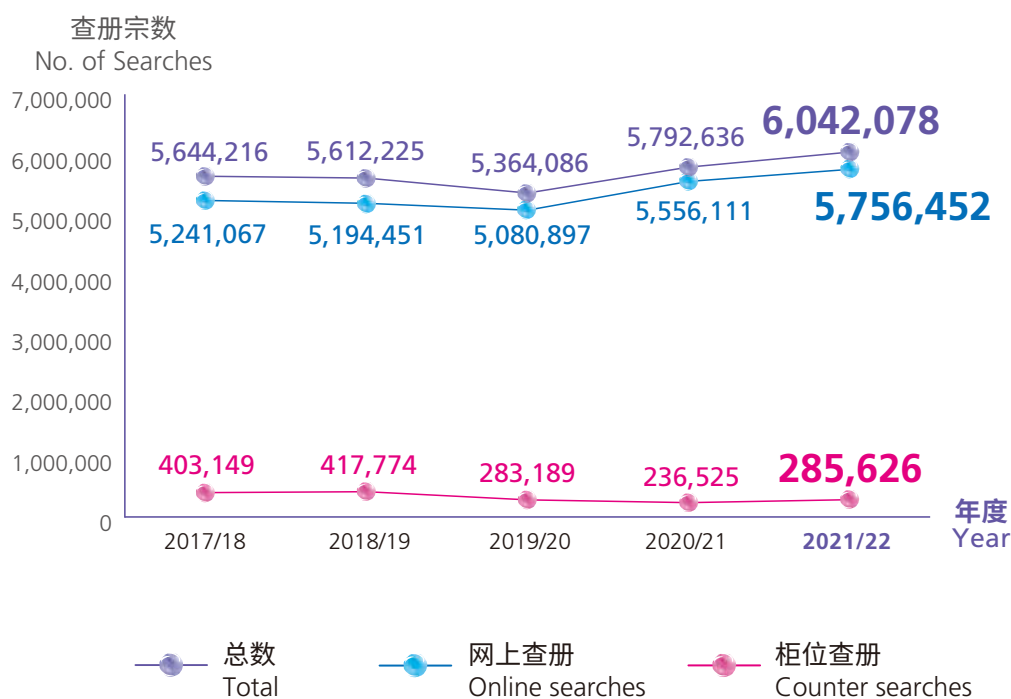
查阅土地登记册宗数和提供土地纪录的影像处理副本及影印本份数
NO. OF SEARCHES OF LAND REGISTERS & IMAGED COPIES AND PHOTOCOPIES OF LAND RECORDS SUPPLIED



本处透过「综合注册资讯系统」网上服务(www.iris.gov.hk)的简便平台，提供查阅土地纪录的服务。年内，网上查阅土地登记册占总查册量的95%。公众人士可以非经常用户或登记用户身分进行查册。在2021/22年度，登记用户的数目共增加50个（上升3.5%），总数达1,492个。本处位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亦设有柜位查册服务。

Search services over the internet via our Integrated Registration Information System (IRIS) Online Services at www.iris.gov.hk is a user-friendly and convenient platform for search of land records. 95% of the total search volume in the year was conducted online. The public can conduct searches on either an ad hoc or a subscription basis. The number of subscribers increased by 50 (+3.5%) and reached 1,492 during 2021/22. Counter search service is available at our Customer Centre at the QGO and the New Territories Search Offices 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》），方便公众人士查阅土地纪录。公众可在[本处网站](#)或透过「综合注册资讯系统」网上服务网站的超连结，免费浏览《街道索引》及《对照表》的网页版。截至2022年3月31日，在2021年4月30日推出的《街道索引》及《对照表》网页版录得超过26,500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 facilitate search of land records. 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 website. Up to 31 March 2022, over 26,500 visits to the online versions of the SI and the CRT released on 30 April 2021 were recorded.

业主立案法团服务

政府的一贯政策是鼓励业主根据《建筑物管理条例》（第344章）成立业主立案法团，以便他们更有效地管理大厦。根据该条例，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案和查阅服务。在2021/22年度，新注册的业主立案法团共有70个，全港的业主立案法团总数增至11,206个。年内，业主立案法团的文件存案和查阅总数分别为22,634份及23,475份。



OWNERS' CORPORATION SERVICES

It has always been the Government's policy to encourage owners to form Owners' Corporations (OCs) for better building management under the Building Management Ordinance (Cap. 344) (BMO). Under the BMO, the Land Registry is responsible for registration of OCs and provision of filing and search services for OC records. In 2021/22, 70 new OCs were registered. The total number of OCs in the territory reached 11,206. The total number of OC documents filed and the total number of OC documents searched were 22,634 and 23,475 respectively in 2021/22.



物业把关易

2019年1月推出的「物业把关易」订购服务，帮助业主监察其物业的土地登记册，以保障其土地权益免受欺诈风险。每当有涉及其物业的文书交付本处注册，用户便会收到电邮提示。

年内，超逾90%的服务订单均选用一次过订购方式，服务的有效期会直至物业转易为止。由2021年6月28日起，业主更可轻松和方便地透过网上申请订购此服务。本处亦将推出更多网上付款方法，令服务申请更为简便。

PROPERTY ALERT

Launched in January 2019, Property Alert is a subscription service that helps property owners safeguard their land interests against the risk of fraud through monitoring the land registers of their properties. A subscriber will receive an email alert when an instrument is delivered for registration against his/her property.

Over 90% of the subscription orders received during the year were for one-off subscription option, which allows the alert service for a property to remain valid until a change of ownership. Online application for service subscription is available from 28 June 2021 to enable property owners to subscribe to the service with greater ease and convenience. To make the service application more user-friendly, we will soon introduce more online payment methods.



透过各种渠道宣传「物业把关易」服务，包括举行服务简介会，在各政府场地和设施、私人屋苑及商业／工业大厦张贴海报。Property Alert service was promoted through various publicity channels including provision of service briefing sessions, display of posters at the various Government venues and facilities, private residential developments and commercial/industrial buildings.



我们会继续向业主推广「物业把关易」服务作为预防物业欺诈的有效工具。自一宗涉及诈骗集团的物业骗案在年内经传媒报导后，「物业把关易」服务的订购量随即上升。本处会继续透过各种途径致力推广此服务。

We continue to promote the Property Alert service to property owners as an effective tool to guard against property fraud. Subscription of the service is on the rise after a syndicated property fraud case was reported during the year. We will continue the efforts in promoting the service through all means.



香港警务处在一宗物业骗案的新闻发布会上播放「物业把关易」的宣传短片。Property Alert promotional video was displayed in the press conference of the Hong Kong Police Force on a property deception case.

为认可机构提供的电子提示服务

本处在2017年2月推出供《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,以助他们更有效管理按揭贷款的信贷风险。认可机构在相关业主的同意下订购这项服务后,每当已承按的物业有再按押记/按揭文件交付本处办理注册时,便会收到本处发出的电子提示讯息。此项服务深受认可机构欢迎。

随着电子渠道于2021年2月全面推行后,认可机构现在可更安全和方便地以全面「无纸化」的方式提交服务申请和处理帐户,从而提升认可机构和本处的运作效率。此外,因应认可机构的意见,我们已就2022年的服务收费结构进行检讨和作出修订。我们会继续留意认可机构的意见,以进一步优化服务。

E-ALERT SERVICE FOR AUTHORIZED INSTITUTIONS

The Land Registry launched the e-Alert Service for Authorized Institutions (AIs) under the Banking Ordinance (Cap. 155) (i.e. licensed banks, restricted licence banks and deposit-taking companies) in 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. The service has been well received by the AIs.

With the full implementation of the e-Channel in February 2021, AIs can now effect a complete paperless application submission and handling process with greater security and convenience, thus enhancing the operational efficiency of both the AIs and the Land Registry. Besides, taking into account the feedback from AIs, we had reviewed and revised the fee structure for the service for 2022. We will continue to keep in view AIs' feedback to identify room for service enhancements.

认可机构可经网上递交开立登记用户帐户的申请,以便捷的方式订购电子提示服务。AIs can enjoy the convenience to subscribe the service by submitting their application for opening of subscriber account online.

资讯科技

「综合注册资讯系统」

「综合注册资讯系统」网上服务是土地注册处的一站式电子服务平台,透过互联网提供查阅土地纪录服务。

INFORMATION TECHNOLOGY

Integrated Registration Information System

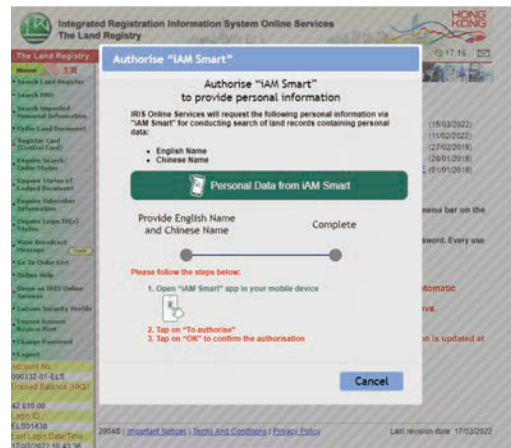
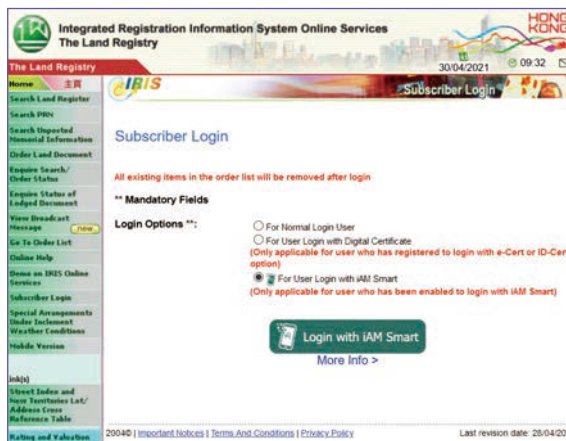
The Integrated Registration Information System (IRIS) Online Services is a one-stop electronic service platform of the Land Registry for providing search services of the land records through the Internet.

为了优化服务，本处在2021/22年度为「综合注册资讯系统」作出下列多项重大提升：

The Land Registry implemented the following major enhancements to the IRIS in 2021/22 for service improvements:

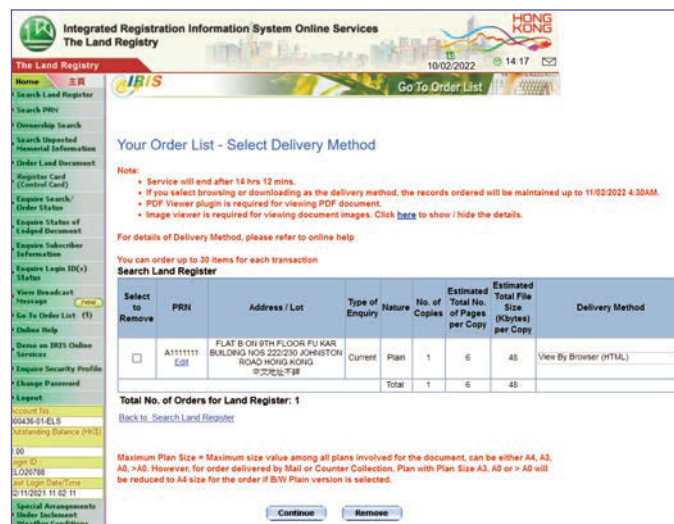
✧ 于2021年6月增设政府「智方便」流动应用程序作为新的登入方法，方便客户认证和登入「综合注册资讯系统」网上服务。从2022年3月起，登记用户在使用「智方便」时可无须填写个人身分证明文件号码。此外，如登记用户授权其「智方便」户口提供其姓名予「综合注册资讯系统」网上服务，系统会预先填写查册人士的姓名，从而提升用户体验；

✧ a new login method was added using the Government “iAM Smart” Mobile App for customers to authenticate and login the IRIS Online Services in June 2021. Starting from March 2022, the requirement for a subscriber to fill in his personal identification document number when using “iAM Smart” has been obviated. In addition, if the subscriber authorises “iAM Smart” to provide his name to the IRIS Online Services, the searcher’s name will be pre-filled by the system, thus improving user experience;



✧ 于2021年6月新增订单编辑功能，供客户修改订单的订购选项；

✧ a new “Edit Order List” function was introduced for customers to edit order details in the order list in June 2021;



✘ 由2021年12月起向客户提供附有二维条码的电子版付款收据，方便客户于查册柜位领取经「综合注册资讯系统」网上服务订购的土地纪录；以及

✘ electronic payment receipts with two-dimensional barcodes are provided to customers starting from December 2021 to facilitate their collection of land records ordered through the IRIS Online Services at search counters; and



✘ 于2022年3月为登记用户提供选项，让他们可选择把输入的客户资料保留，以供下次交易及／或登入「综合注册资讯系统」网上服务后自动填入。

✘ an option was made available for subscribers to retain and carry forward their inputted customer information to the next transaction and/or future login of IRIS Online Services in March 2022.

Customer Information

**** Mandatory Fields**

Account No.: 000436-01-ELS Login ID: EL020789
 Account Name: JOYPARTMENT XX JUSTICE
 Branch / Division / Section / Unit: DEPARTMENT OF JUSTICE - E-SERVICES
 Searcher Name/Name of Authorised User: (Chan Tai Man)
 Hong Kong Identity Card Number **: [K] [1] [2] [3] [4] [5] [6] [(0)]
 Contact Person Name **: Mr. Chan
 Contact Person Phone No. **: 00673500
 User Reference for Transaction :

By Mail or Counter Collection (Must enter if you have selected either "By Mail" or "Counter Collection")
 Mailing Address:

By Fax (Must enter if you have selected "By Fax")
 Fax No.:

By Email (Must enter if you have selected "By Email")
 Email Address:

Total No. of Orders: 1
 Total Amount of Fee for All Orders (HK\$): 10.00

Maximum Plain Size - Maximum size value among all plans involved for the document, can be either A4, A3, A0, >A0. However, for order delivered by Mail or Counter Collection, Plain with Plan Size A3, A0 or > A0 will be redacted to A4 size for the order if BW Plain version is selected.

Retain the above Customer Information for next transaction.
 Retain the above Customer Information for future login.

Buttons: Back to Order List - Select Delivery Method, Continue, Clear



土地注册处网站

土地注册处于2021年6月在其网站推出新版的网上表格。客户现可随时随地一站式经网上填写和提交表格，并缴付相关服务费用。这些表格的设计适用于客户的任何电子装置，不论是桌面电脑或流动装置。新版网上表格具备多项易于使用的特点，例如逐步使用指引、下拉式清单以便快速选项、可储存表格待稍后填写，以及成功提交表格后获确认通知。

此外，本处于2021年6月新增电子预约服务，供客户预约查阅按政府租契及各条例存放于土地注册处的图则及批地文件正本。

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」，本处由2018年起便发布年度开放数据计划。该计划列出于其后三年透过「资料一线通」网站发放与注册和查册服务统计资料相关的数据集，以供公众人士免费使用。该等数据集可为科研及创新提供有用的原料。我们已于2021年12月在土地注册处网站发布第四个由2022至24年度的开放数据计划。

The Land Registry Website

A new set of online forms was launched at the Land Registry website in June 2021. Customers can now enjoy one-stop service for online completion and submission of the forms and payment of the related service fees anytime and anywhere. Layout of the forms is designed to best fit any of the customers' electronic devices, be it a desktop computer or a mobile device. The new forms have user-friendly features, such as step-by-step guidance, drop-down list for quick selection, saving function of the form for later use and acknowledgment of successful submission.

Besides, a new electronic booking service was launched in June 2021 for customers to make appointments for inspection of plans deposited in the Land Registry pursuant to Government leases and various Ordinances as well as original land grant documents.

The 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 have published our annual open data plan since 2018. The plan sets out datasets relating to statistics of registration and search services to be released via the Public Sector Information Portal for free public use in the following three years. The datasets provide useful raw materials for technology research and innovation. The fourth annual open data plan for 2022-24 was released in December 2021 on the [Land Registry's website](#).

