



業務回顧

Business **REVIEW**

辦理土地文件註冊

影響土地的文件均送交本處位於金鐘道政府合署的客戶服務中心辦理註冊。

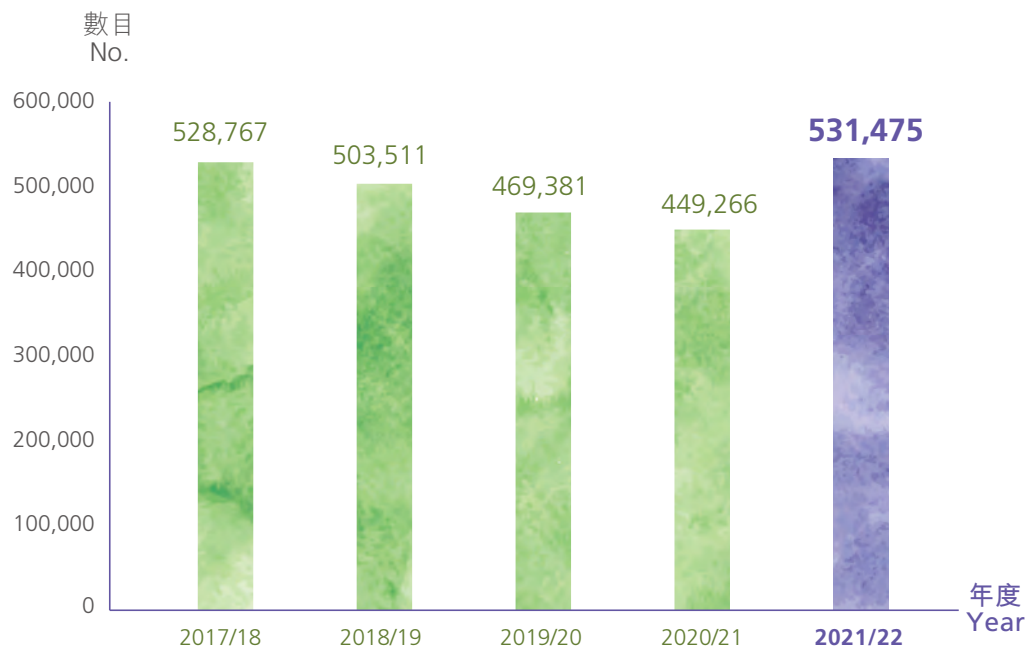
在2021/22年度，送交註冊的土地文件共531,475份，較2020/21年度增加18.3%。

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.

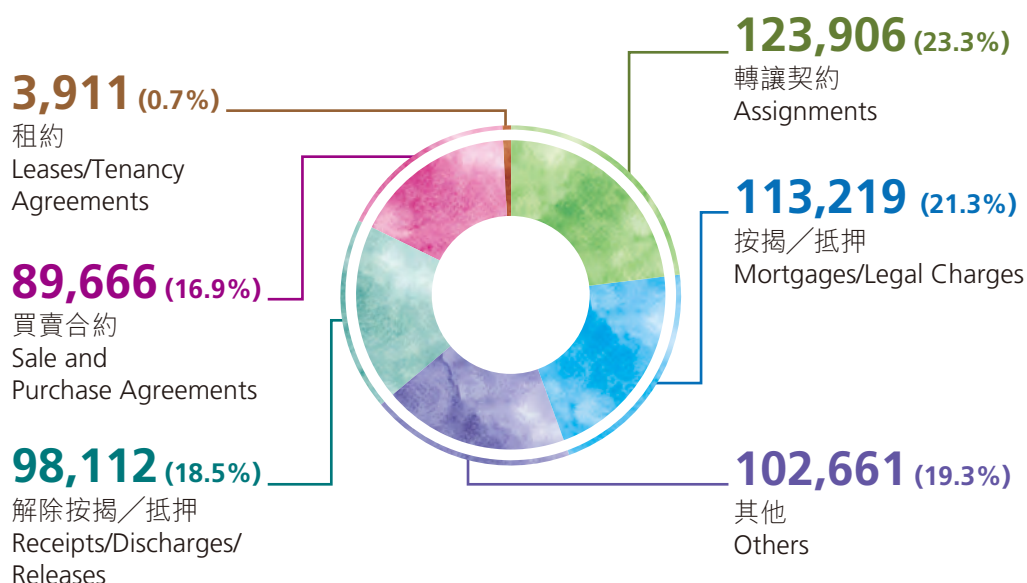
送交註冊的土地文件數目
NO. OF LAND DOCUMENTS DELIVERED FOR REGISTRATION



年內收到的主要文件類別包括樓宇買賣合約、轉讓契約、按揭／抵押及解除按揭／抵押，佔全年收到文件總數的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.

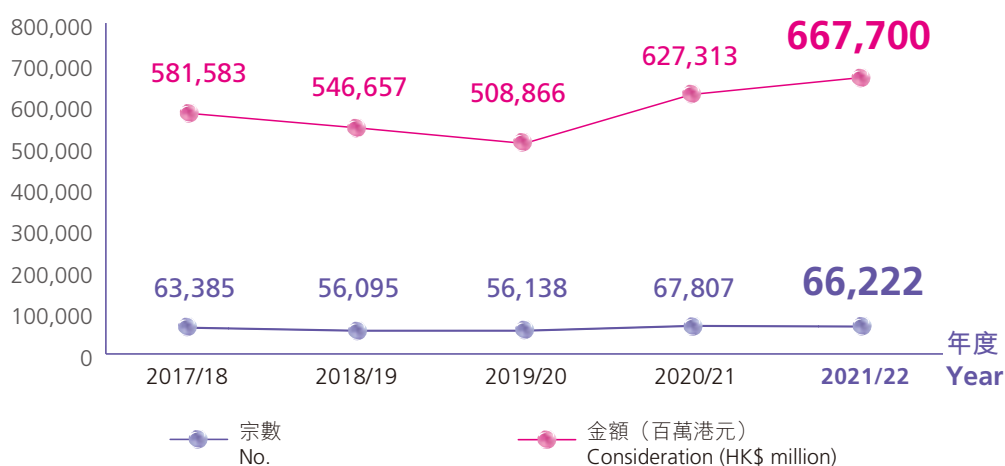
2021/22年度送交註冊的土地文件類別 DISTRIBUTION OF LAND DOCUMENTS LODGED FOR REGISTRATION IN 2021/22



在2021/22年度送交註冊的所有樓宇買賣合約中，住宅樓宇買賣合約的宗數和總值分別是66,222份（較去年減少2.3%）及6,677億元（較去年增加6.4%）。一般而言，這類合約的數量是反映物業市場交投情況的重要指標。

Among the SPAs of all building units delivered for registration in 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.

送交註冊的住宅樓宇買賣合約宗數和金額 NO. AND CONSIDERATION OF SALE AND PURCHASE AGREEMENTS OF RESIDENTIAL UNITS DELIVERED FOR REGISTRATION



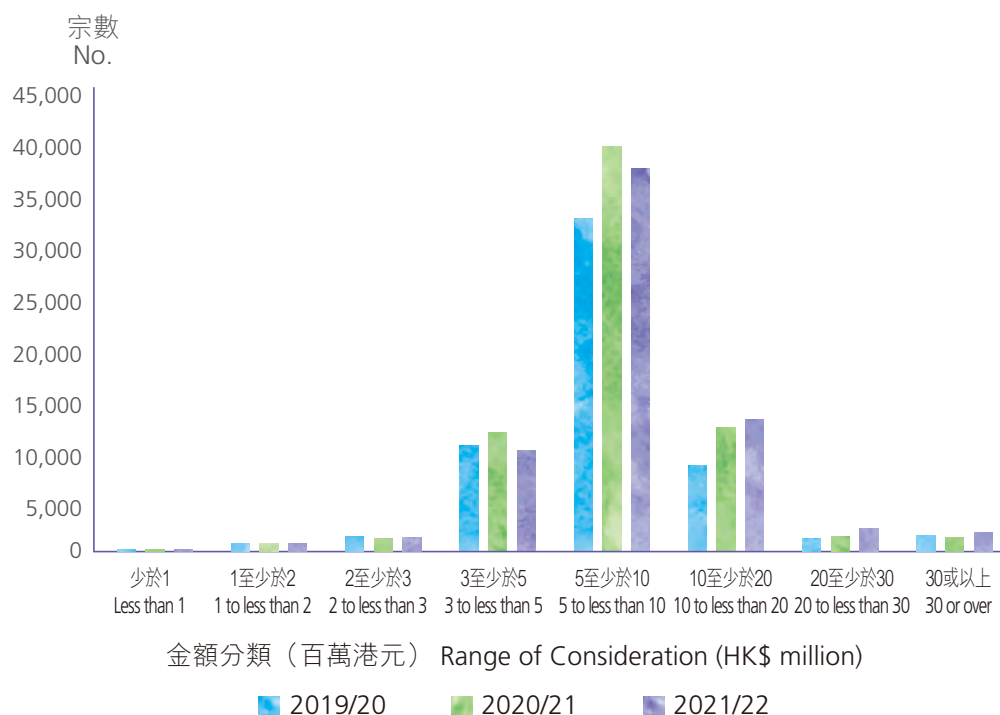
註：上述統計數字並不包括居者有其屋、私人機構參建居屋及租者置其屋等計劃下的住宅買賣，除非有關單位轉售限制期屆滿並已補償差價。

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

在2021/22年度，大多數住宅樓宇的交易金額是介乎500萬至1,000萬港元之間。年內交易金額超過1,000萬港元的住宅樓宇交易顯著增加。

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.

按金額分類的住宅樓宇買賣合約宗數
NO. OF SALE AND PURCHASE AGREEMENTS OF
RESIDENTIAL UNITS BY RANGE OF CONSIDERATION



金額分類 Range of Consideration (百萬港元) (HK\$ million)		2019/20		2020/21		2021/22	
		宗數 No.	%	宗數 No.	%	宗數 No.	%
少於1	Less than 1	215	0.4	169	0.2	241	0.4
1至少於2	1 to less than 2	823	1.5	758	1.1	770	1.2
2至少於3	2 to less than 3	1,478	2.6	1,305	1.9	1,318	2.0
3至少於5	3 to less than 5	10,312	18.4	11,493	16.9	9,824	14.8
5至少於10	5 to less than 10	32,240	57.4	39,203	57.8	37,147	56.1
10至少於20	10 to less than 20	8,294	14.8	12,033	17.7	12,841	19.4
20至少於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
總數	Total	56,138	100.0	67,807	100.0	66,222	100.0

註：由於「四捨五入」關係，個別項目的百分率數字總和可能不等於100%。

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

查閱土地紀錄服務

土地註冊處備存土地紀錄，目的是防止秘密及有欺詐成分的物業轉易，以及提供容易追溯和確定土地財產及不動產業權的方法。

土地註冊處由2021年11月1日起就查閱土地紀錄及業主立案法團紀錄（統稱「土地註冊處紀錄」）實施進一步的行政措施，作為政府致力加強保障公眾登記冊所載個人資料私隱的措施之一。

新安排並無改變現行可提供予公眾人士查閱的土地註冊處紀錄。查冊人士需提供其辨識身分資料，並提交聲明確認無意及不會在違反《個人資料（私隱）條例》（第486章）的情況下使用土地註冊處紀錄所載的個人資料；或將該等個人資料用於與備存及供公眾人士查閱土地註冊處紀錄的宗旨無關之目的。

在2021/22年度，查閱土地登記冊的宗數，以及提供土地紀錄的影像處理副本和影印本的總數分別為6,042,078宗（較去年增加4.3%）及920,408份（較去年增加14.3%）。

SEARCH SERVICES

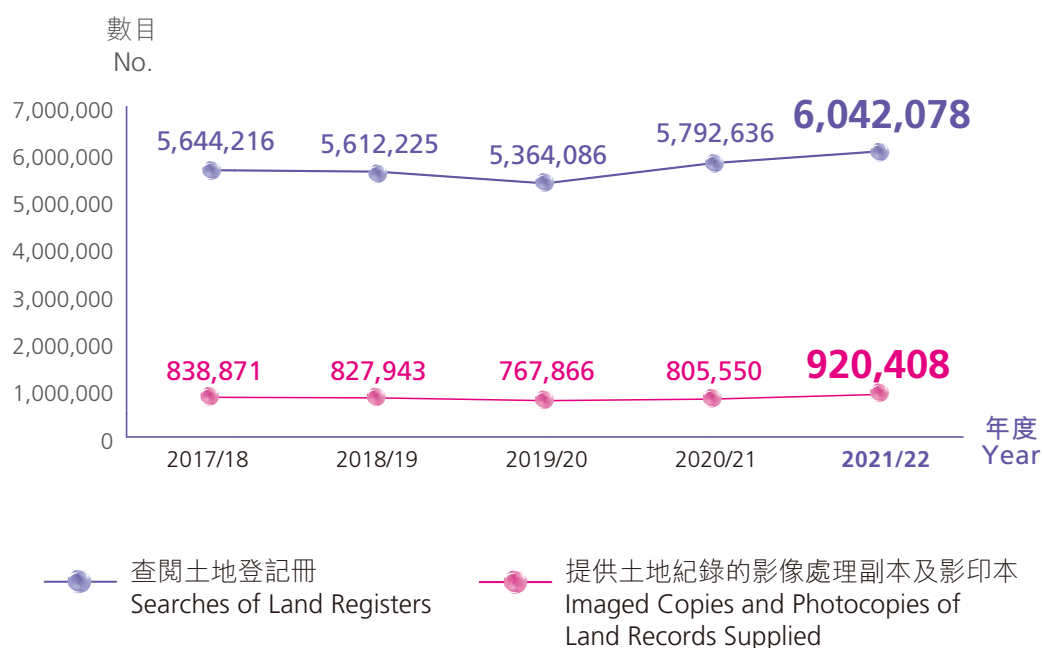
Land records are kept by the Land Registry to prevent secret and fraudulent conveyances, and to provide means whereby the title to real and immovable property may be easily traced and ascertained.

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.

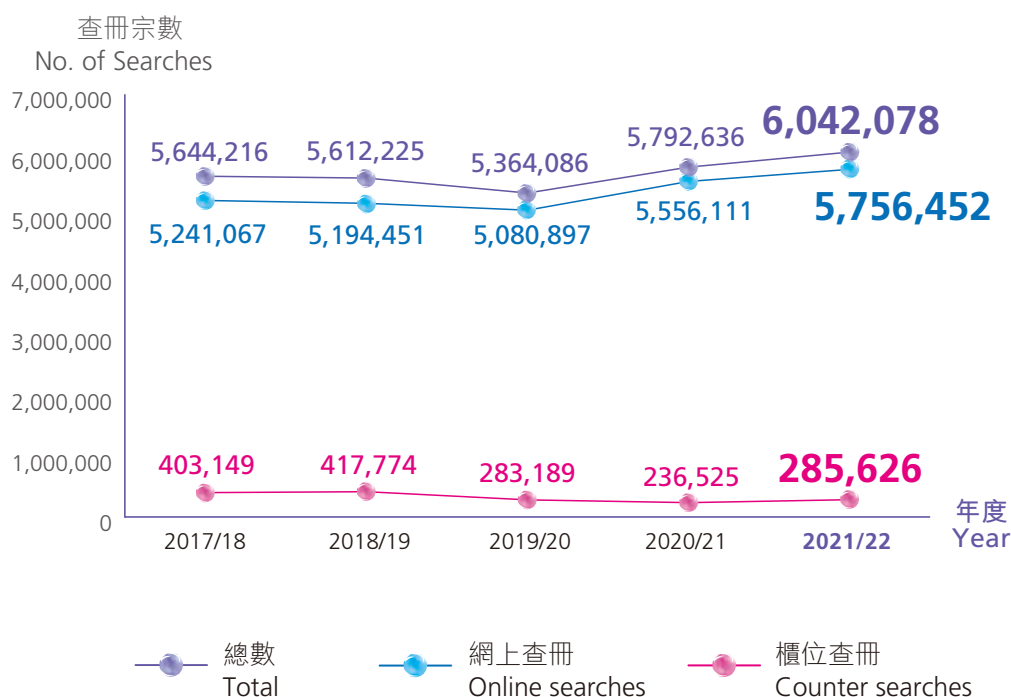
查閱土地登記冊宗數和提供土地紀錄的影像處理副本及影印本份數
NO. OF SEARCHES OF LAND REGISTERS & IMAGED COPIES
AND PHOTOCOPIES OF LAND RECORDS SUPPLIED



本處透過「綜合註冊資訊系統」網上服務(www.iris.gov.hk)的簡便平台，提供查閱土地紀錄的服務。年內，網上查閱土地登記冊佔總查冊量的95%。公眾人士可以非經常用戶或登記用戶身分進行查冊。在2021/22年度，登記用戶的數目共增加50個(上升3.5%)，總數達1,492個。本處位於金鐘道政府合署的客戶服務中心，以及位於大埔、元朗和荃灣的新界查冊中心亦設有櫃位查冊服務。

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.

查閱土地登記冊宗數 NO. OF SEARCHES OF LAND REGISTERS



本處每年均會推出新版的《街道索引》及《新界地段／地址對照表》(《對照表》)，方便公眾人士查閱土地紀錄。公眾可在[本處網站](#)或透過「綜合註冊資訊系統」網上服務網站的超連結，免費瀏覽《街道索引》及《對照表》的網頁版。截至2022年3月31日，在2021年4月30日推出的《街道索引》及《對照表》網頁版錄得超過26,500瀏覽人次。

The Land Registry publishes new editions of the Street Index (SI) and the New Territories Lot/Address Cross Reference Table (CRT) annually to 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.

業主立案法團服務

政府的一貫政策是鼓勵業主根據《建築物管理條例》（第344章）成立業主立案法團，以便他們更有效地管理大廈。根據該條例，土地註冊處負責辦理業主立案法團的註冊事宜，並就業主立案法團的紀錄提供存案和查閱服務。在2021/22年度，新註冊的業主立案法團共有70個，全港的業主立案法團總數增至11,206個。年內，業主立案法團的文件存案和查閱總數分別為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.



物業把關易

2019年1月推出的「物業把關易」訂購服務，幫助業主監察其物業的土地登記冊，以保障其土地權益免受欺詐風險。每當有涉及其物業的文書交付本處註冊，用戶便會收到電郵提示。

年內，超逾90%的服務訂單均選用一次過訂購方式，服務的有效期會直至物業轉易為止。由2021年6月28日起，業主更可輕鬆和方便地透過網上申請訂購此服務。本處亦將推出更多網上付款方法，令服務申請更為簡便。

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.



透過各種渠道宣傳「物業把關易」服務，包括舉行服務簡介會，在各政府場地及設施、私人屋苑及商業／工業大廈張貼海報。
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.



我們會繼續向業主推廣「物業把關易」服務作為預防物業欺詐的有效工具。自一宗涉及詐騙集團的物業騙案在年內經傳媒報導後，「物業把關易」服務的訂購量隨即上升。本處會繼續透過各種途徑致力推廣此服務。

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.



香港警務處在一宗物業騙案的新聞發布會上播放「物業把關易」的宣傳短片。
Property Alert promotional video was displayed in the press conference of the Hong Kong Police Force on a property deception case.

為認可機構提供的電子提示服務

本處在2017年2月推出供《銀行業條例》(第155章)下的認可機構(即持牌銀行、有限制牌照銀行及接受存款公司)訂購的電子提示服務,以助他們更有效管理按揭貸款的信貸風險。認可機構在相關業主的同意下訂購這項服務後,每當已承按的物業有再按押記/按揭文件交付本處辦理註冊時,便會收到本處發出的電子提示訊息。此項服務深受認可機構歡迎。

隨著電子渠道於2021年2月全面推行後,認可機構現在可更安全和方便地以全面「無紙化」的方式提交服務申請和處理帳戶,從而提升認可機構和本處的運作效率。此外,因應認可機構的意見,我們已就2022年的服務收費結構進行檢討和作出修訂。我們會繼續留意認可機構的意見,以進一步優化服務。

認可機構可經網上遞交開立登記用戶帳戶的申請,以便捷的方式訂購電子提示服務。Als can enjoy the convenience to subscribe the service by submitting their application for opening of subscriber account online.

E-ALERT SERVICE FOR AUTHORIZED INSTITUTIONS

The Land Registry launched the e-Alert Service for Authorized Institutions (Als) 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 Als, 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 Als are lodged for registration with the Land Registry. The service has been well received by the Als.

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

The screenshot shows the 'E-ALERT SERVICE FOR AUTHORIZED INSTITUTIONS - APPLICATION FOR SUBSCRIBER ACCOUNT AND BRANCH ACCOUNT(S) [LR/EEA/1]' form. It features a progress bar on the left with steps: 1. Introduction, 2. Important Notes, 3. Particulars, 4. Review, 5. Submission, and 6. Acknowledgement. The 'Particulars' step is currently active. The form includes sections for 'Application Delivery Method' (with a dropdown menu), 'Particulars of Subscriber' (with fields for Name of Subscriber, Correspondence Address, Salutation, Name of Contact Person, and Contact Telephone Number), and a 'General Terms of Use' checkbox.

資訊科技

「綜合註冊資訊系統」

「綜合註冊資訊系統」網上服務是土地註冊處的一站式電子服務平台,透過互聯網提供查閱土地紀錄服務。

INFORMATION TECHNOLOGY

Integrated Registration Information System

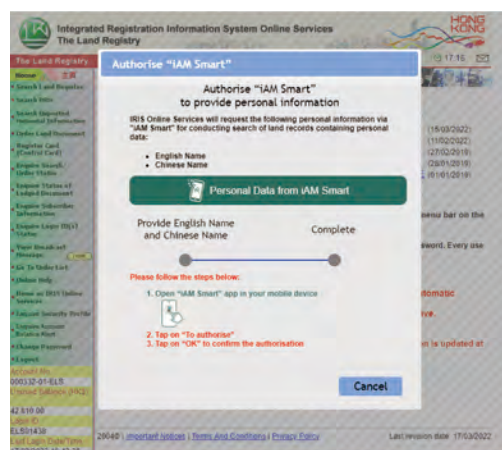
The Integrated Registration Information System (IRIS) Online Services is a one-stop electronic service platform of the Land Registry for providing search services of the land records through the Internet.

為了優化服務，本處在2021/22年度為「綜合註冊資訊系統」作出下列多項重大提升：

- ✧ 於2021年6月增設政府「智方便」流動應用程式作為新的登入方法，方便客戶認證和登入「綜合註冊資訊系統」網上服務。從2022年3月起，登記用戶在使用「智方便」時可無須填寫個人身分證明文件號碼。此外，如登記用戶授權其「智方便」戶口提供其姓名予「綜合註冊資訊系統」網上服務，系統會預先填寫查冊人士的姓名，從而提升用戶體驗；

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

- ✧ 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;



- ✧ 於2021年6月新增訂單編輯功能，供客戶修改訂單的訂購選項；

- ✧ 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月起向客戶提供附有二維條碼的電子版付款收據，方便客戶於查冊櫃位領取經「綜合註冊資訊系統」網上服務訂購的土地紀錄；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



- ✧ 於2022年3月為登記用戶提供選項，讓他們可選擇把輸入的客戶資料保留，以供下次交易及／或登入「綜合註冊資訊系統」網上服務後自動填入。

- ✧ 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.: 000426-01-ELS Login ID: EL020789
 Account Name: JO PARTMENT XX JUSTICE
 Branch / Division / Section / Unit: XX LINE 2
 DEPARTMENT OF JUSTICE - E-SERVICES

Searcher Name/Name of Authorised User: Chan Tai Man
 (Should be the same as shown on your identification document)

Hong Kong Identity Card Number: [K] [1] [2] [3] [4] [5] [6] [7] [8] [9] [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 Plan 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, Plan with Plan Size A3, A0 or *A0 will be reduced 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.

[Back to Order List - Select Delivery Method](#) [Continue](#) [Clear](#)

土地註冊處網站

土地註冊處於2021年6月在其網站推出新版的網上表格。客戶現可隨時隨地一站式經網上填寫和提交表格，並繳付相關服務費用。這些表格的設計適用於客戶的任何電子裝置，不論是桌面電腦或流動裝置。新版網上表格具備多項易於使用的特點，例如逐步使用指引、下拉式清單以便快速選項、可儲存表格待稍後填寫，以及成功提交表格後獲確認通知。

此外，本處於2021年6月新增電子預約服務，供客戶預約查閱按政府租契及各條例存放於土地註冊處的圖則及批地文件正本。

年度開放數據計劃

鑑於行政長官的2017年施政報告及政府於2017年12月公布的「香港智慧城市藍圖」，本處由2018年起便發布年度開放數據計劃。該計劃列出於其後三年透過「資料一線通」網站發放與註冊和查冊服務統計資料相關的數據集，以供公眾人士免費使用。該等數據集可為科研及創新提供有用的原料。我們已於2021年12月在土地註冊處網站發布第四個由2022至24年度的開放數據計劃。

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](#).

