

土地註冊處  
The Land Registry

# 概覽

## AT A GLANCE



土地註冊處於1993年8月成為香港最先以營運基金形式運作的政府部門之一。土地註冊處營運基金是在商業原則下按自負盈虧的基準運作，須達致與政府所協定按固定資產平均淨值計算的回報率。營運基金的年報及經審計署署長認證的財務報表，每年均須提交香港特別行政區立法會省覽。

In August 1993, the Land Registry was established as one of the Hong Kong's first Trading Fund Departments. Operating on a self-financing basis under commercial principles, the Land Registry Trading Fund (LRTF) is required to achieve a return on the average net fixed assets employed as agreed with the Government. The LRTF's Annual Report and the financial statements certified by the Director of Audit must be tabled in the Legislative Council of the Hong Kong Special Administrative Region each year.

## 理想、使命、信念及職能

## VISION, MISSION, VALUES AND FUNCTIONS

### 我們的理想

我們竭盡所能，凡事做到最好。

### Our Vision

To be the best in all that we do.

### 我們的使命

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

### Our Mission

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

### 我們的信念

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

### Our Values

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

## 我們對香港的價值

- \* 香港有超過半數家庭是物業的註冊業主。
- \* 截至2023年3月，銀行及金融機構以註冊土地和物業作抵押的貸款約為36,750億港元。
- \* 2022/23年度查閱註冊資料超逾500萬宗。
- \* 超過130個政府部門和機構使用土地註冊處的資料進行物業交易、物業管理、規劃研究以至執法等工作。
- \* 土地註冊資料顯示的物業交易可追溯至1844年，乃香港經濟和社會歷史的重要資料寶庫。

## 職能

土地註冊處的主要職能如下：

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

## Our Value to Hong Kong

- \* Over half of all Hong Kong families are registered property owners.
- \* Banks and financial institutions loaned about HK\$3,675 billion as at March 2023 against the security of registered land and property.
- \* Over five million searches of registered information took place in 2022/23.
- \* Over 130 Government departments and agencies use the Land Registry's information for purposes ranging from property transactions, property management, planning studies to law enforcement.
- \* Registered information traces back to 1844, providing essential resources on the economic and social history of Hong Kong.

## Functions

The Land Registry's main functions are to:

- \* administer a land registration system by maintaining a land register and related land records under the Land Registration Ordinance (Cap. 128) 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).



**組織架構圖** (截至2023年3月31日)  
**ORGANISATION CHART** (as at 31 March 2023)



## 管理層團隊 MANAGEMENT TEAMS



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

- |   |  |   |  |
|---|--|---|--|
| 1 | 譚惠儀女士，JP (土地註冊處處長)<br><b>Ms Joyce TAM, JP</b> (Land Registrar) | 3 | 蔡恒璇女士 (副首席律師)<br><b>Ms Christina CHOI</b> (Deputy Principal Solicitor) |
| 2 | 彭嘉輝先生 (土地註冊處經理)<br><b>Mr K. F. PANG</b> (Registry Manager)     | 4 | 潘雪聰女士 (業務經理)<br><b>Ms Venelie POON</b> (Business Manager)              |



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

- |   |   |    |  |
|---|---|----|--|
| 1 | 彭嘉輝先生(土地註冊處經理)<br><b>Mr K. F. PANG</b> (Registry Manager)           | 7  | 黃柏森先生(總行政主任)<br><b>Mr Patrick WONG</b> (Chief Executive Officer)   |
| 2 | 馬秀文女士(副土地註冊處經理)<br><b>Ms Delphine MA</b> (Deputy Registry Manager)  | 8  | 林謝淑儀女士(副土地註冊處經理)<br><b>Mrs Cindy LAM</b> (Deputy Registry Manager) |
| 3 | 原偉銓先生(副土地註冊處經理)<br><b>Mr W. C. YUEN</b> (Deputy Registry Manager)   | 9  | 梁慧嫻女士(副土地註冊處經理)<br><b>Ms Alice LEUNG</b> (Deputy Registry Manager) |
| 4 | 潘輝耀先生(副土地註冊處經理)<br><b>Mr Kenneth POON</b> (Deputy Registry Manager) | 10 | 溫錫麟先生(副土地註冊處經理)<br><b>Mr Francis WAN</b> (Deputy Registry Manager) |
| 5 | 任美瓊女士(部門主任秘書)<br><b>Ms Tina YAM</b> (Departmental Secretary)        | 11 | 劉少雯女士(副土地註冊處經理)<br><b>Ms Eva LAU</b> (Deputy Registry Manager)     |
| 6 | 霍偉勤女士(高級系統經理)<br><b>Ms Emily FOK</b> (Senior Systems Manager)       | 12 | 麥振威先生(高級系統經理)<br><b>Mr Andrew MAK</b> (Senior Systems Manager)     |



## 法律事務科 Legal Services Branch

1 蔡恒璇女士(副首席律師)  
**Ms Christina CHOI** (Deputy Principal Solicitor)

2 許鷹碩先生(高級律師)  
(生效日期為2023年4月3日)  
**Mr Stanley HUI** (Senior Solicitor)  
(With effect from 3 April 2023)

3 陸鈞韋先生(高級律師)  
**Mr Wesley LUK** (Senior Solicitor)

4 黃頌詩女士(高級律師)  
**Ms Joyce WONG** (Senior Solicitor)

5 葉健輝先生(高級律師)  
(生效日期為2022年12月5日)  
**Mr David IP** (Senior Solicitor)  
(With effect from 5 December 2022)

6 李寶君女士(高級律師)  
**Ms Shirley LEE** (Senior Solicitor)



## 財務科 Financial Services Branch

- 1 潘雪聰女士(業務經理)  
**Ms Venelie POON** (Business Manager)
- 2 梅竹輝先生(副業務經理)  
**Mr Eddie MUI** (Deputy Business Manager)

- 3 蔡繡文女士(副土地註冊處經理)  
(生效日期為2023年7月31日)  
**Ms Ella TSOI** (Deputy Registry Manager)  
(With effect from 31 July 2023)