



香港土地註冊處營運基金

The Land Registry Trading Fund Hong Kong



砥礪前行 **30** 載
Strive Forward for **30** Years

2023-24

年報 ANNUAL REPORT

年報設計概念

Design Concept of the Annual Report

土地註冊處以營運基金運作已邁進第三十一個年頭。年報的封面設計融合了香港建築物與「30」的數字，寓意本處不僅經歷三十年的長足發展，同時見證香港的土地房屋和經濟發展的變遷歷程。當中「0」的數字是展示了本處的標誌，象徵部門自成立以來竭力為市民及政府部門提供穩妥方便的土地註冊和查冊服務。

封面以溫暖柔和的色彩和煙火點綴，慶賀本處營運三十周年，同時彰顯部門積極進取和追求卓越的形象。為紀念這個重要時刻，部門為員工舉辦了攝影比賽，並將員工的得獎作品用於年報的內頁設計，充分體現員工和部門攜手同心，見證香港發展，共建美好將來。

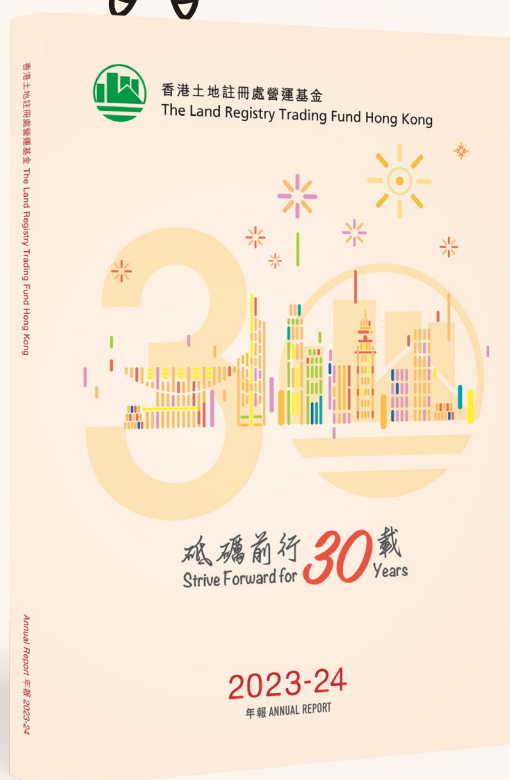
The Land Registry has entered its 31st year of operation as a trading fund. The annual report's cover design integrates Hong Kong's landscapes with the numeral "30", symbolising not only the department's three decades of remarkable progress, but also its witness to the transformative journey of Hong Kong's land, housing and economic development. The "0" in the numeral also represents the department's logo, embodying its unwavering dedication to providing reliable and convenient land registration and search services for the public and Government departments.

The cover design features a warm and soft color palette with the festive fireworks, celebrating the department's 30th anniversary of operations. This also conveys our proactive and excellence-driven ethos. To commemorate this milestone, the department organised a photo-taking competition for its staff and the winning entries were incorporated into the annual report's interior design. It fully demonstrates our collaborative efforts with the staff to witness the development of Hong Kong and build a better future together.



我是土地註冊處代言人「田兔兔」。

I am Bunny Lanny, a mascot of the Land Registry.



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Membership of the Land Registry Customer

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Membership of the Land Titles Ordinance

Review Committee 2023/24

年度重要事項 HIGHLIGHTS OF THE YEAR

財政摘要 FINANCIAL HIGHLIGHTS



收入：
Revenue:

\$415.9 百萬元
million



運作成本：
Operating costs:

\$452 百萬元
million



盈利：
Profit:

\$18.3 百萬元
million



固定資產回報率：
Rate of return on fixed assets:

-10.5%

業務摘要 BUSINESS HIGHLIGHTS



遞交註冊的土地文件數目：
No. of land documents delivered for registration:

364,265



查閱土地登記冊宗數：
No. of searches of land registers:

4,939,798



提供土地紀錄的影像處理副本及影印本份數：
No. of imaged copies and photocopies of land records supplied:

700,594



使用「綜合註冊資訊系統」網上服務查閱土地登記冊：
Usage of Integrated Registration Information System (IRIS) Online Services for search of land registers:

94%



業主立案法團註冊數目：
No. of Owners' Corporations (OC) registered:

129



業主立案法團文件存案數目：
No. of OC documents filed:

22,879



業主立案法團文件查閱數目：
No. of searches of OC documents:

19,847

獎項與認可 AWARDS AND RECOGNITION



2023年「公務員事務局局長嘉許狀」計劃文書主任楊長松先生是其中一位獲頒發2023年「公務員事務局局長嘉許狀」的公務員，以表彰其優秀的工作表現及竭誠盡心提供優質服務。

The Secretary for the Civil Service's Commendation Award Scheme 2023

Mr LINE Cheung-chung, Clerical Officer, was one of the awardees of the Secretary for the Civil Service's Commendation Award 2023 in recognition of his exemplary performance and dedication to providing quality services.

2023年「申訴專員嘉許獎」

土地註冊主任周婉嫻女士及助理文書主任蘇卓健先生獲頒發2023年「申訴專員嘉許獎—公職人員獎」。周女士和蘇先生致力為客戶提供優質服務，表現專業，為公務員樹立楷模，殊堪嘉許。

The Ombudsman's Awards 2023

Miss CHOW Yuen-shan Cherie, Land Registration Officer and Mr SO Cheuk-kin, Assistant Clerical Officer, received the Ombudsman's Awards 2023 for Officers of Public Organisations. Both Miss CHOW and Mr SO are commended for providing high quality services and recognised of their professionalism in setting themselves as a role model in the public service.



《土地註冊處營運基金2021/22年報》獎項

Awards for Land Registry Trading Fund Annual Report 2021/22

《土地註冊處營運基金2021/22年報》在不同的國際比賽中共奪得五個獎項：

The Land Registry Trading Fund Annual Report 2021/22 received five awards in different international competitions:

比賽 Competition	獎項 Award	組別 Category
「美國傳媒專業聯盟」 2021/22 Vision Awards League of American Communications Professionals 2021/22 Vision Awards	白金獎 Platinum Award	政府 — 市／州／國家 Government — City/State/National
2023年Astrid Awards Astrid Awards 2023	銀獎 Silver Award	年報 — 網上版 — 非牟利機構 Annual Reports — Online: Non-Profit Organisations
	銅獎 Bronze Award	年報 — 非牟利機構 — 政府 Annual Reports — Not-for-Profit Organisations: Government
2023國際年報比賽大獎 2023 International Annual Report Competition Awards	優異獎 Honors Award	非牟利機構(印刷年報) — 政府機構 及辦事處 Non-Profit Organisation (Print A.R.): Government Agencies & Offices
2022/23年度Mercury Excellence Awards Mercury Excellence Awards 2022/23	優異獎 Honors Award	年報 — 網上版 — 具互動性 Annual Reports — Online: Interactive

獲頒連續15年或以上「同心展關懷」標誌

土地註冊處獲香港社會服務聯會頒發連續15年或以上「同心展關懷」標誌，以表揚本處持續關懷社會的承諾。



Award of 15 Years Plus Caring Organisation Logo

The Hong Kong Council of Social Service awarded the 15 Years Plus Caring Organisation logo to the Land Registry (LR) in recognition of its continuous commitment to caring for the community.

2023年「香港無煙領先企業大獎」

土地註冊處獲香港吸煙與健康委員會頒發2023年「香港無煙領先企業大獎」之銀獎，以表揚本處在支持和向持份者推廣無煙文化方面的卓越表現。

Hong Kong Smoke-free Leading Company Awards 2023

The LR was awarded the Silver Award under the Hong Kong Smoke-free Leading Company Awards 2023 by the Hong Kong Council on Smoking and Health in recognition of its outstanding achievement in supporting and promoting a smoke-free culture among its stakeholders.



「ERB人才企業嘉許計劃」

土地註冊處於2023年4月1日至2025年3月31日獲嘉許為「人才企業」，以表揚本處在人才培訓及發展的超越表現。

ERB Manpower Developer Award

The LR was accredited Manpower Developer from 1 April 2023 to 31 March 2025 in recognition of its outstanding achievements in manpower training and development.

活動摘要 EVENT HIGHLIGHTS

深圳市規劃和自然資源局到訪

土地註冊處於2023年5月接待到訪的深圳市規劃和自然資源局代表團。這次到訪提供了寶貴的機會，讓雙方分享及了解土地註冊的最新發展和經驗。

Visit by the Planning and Natural Resources Bureau of Shenzhen Municipality

The LR received a delegation from the Planning and Natural Resources Bureau of Shenzhen Municipality in May 2023. The visit provided useful opportunities for exchanging experience and updates on the latest developments on land registration.



商校合作計劃

土地註冊處分別於2023年7月和2024年3月為南亞路德會沐恩中學和荃灣公立何傳耀紀念中學的學生舉辦職場參觀活動，以協助他們的職業生涯規劃。

Business-School Partnership Programme

The LR organised workplace visits for students from SALEM-Immanuel Lutheran College and Tsuen Wan Public Ho Chuen Yiu Memorial College in July 2023 and March 2024 respectively to support their career and life planning.



沙特阿拉伯房地產登記處到訪

沙特阿拉伯房地產登記處行政總裁於2023年9月率領代表團到訪土地註冊處。這次訪問為雙方締造了寶貴機會，就持續提升土地註冊服務及於日後推行業權註冊制度方面分享經驗和見解。

Visit by Real Estate Registry of Saudi Arabia

A delegation led by the Chief Executive Officer of the Real Estate Registry of Saudi Arabia visited the LR in September 2023. The visit was an invaluable opportunity for both registries to share experience and insight on continuous improvement to land registration services and the future title registration systems.



參觀深圳市不動產登記中心

土地註冊處處長於2023年9月率領代表團參觀深圳市不動產登記中心，就土地註冊工作和服務交流經驗。

Visit to Shenzhen Real Estate Registration Center

A delegation led by the Land Registrar paid a visit to the Shenzhen Real Estate Registration Center in September 2023 for exchange of experience about operation and services of land registration.



2023年「業權註冊處長會議」

土地註冊處處長於2023年10月率領代表團參加在澳洲墨爾本舉行的2023年「業權註冊處長會議」。這次會議為參與人士提供一個平台，就業權註冊及註冊業務的最新發展分享見解和經驗。

Registrars of Titles Conference 2023

The Land Registrar led a delegation to attend the Registrars of Titles Conference 2023 in Melbourne, Australia in October 2023. The Conference provided all participants a forum to exchange insights and experience of the latest developments in title registration and registry business.



粵港兩地推出「跨境通辦」政務服務

粵港兩地於2023年11月推出「跨境通辦」政務服務。土地註冊處有六項服務被納入首批54項的「跨境通辦」政務服務，包括「綜合註冊資訊系統」網上服務及「物業把關易」等，以供內地居民或在粵生活的香港居民使用。該服務有助促進香港與粵港澳大灣區的經濟合作。

Launch of Guangdong and Hong Kong “Cross-boundary Public Services”

Guangdong and Hong Kong “Cross-boundary Public Services” (CBPS) was launched in November 2023. Six LR’s services including IRIS Online Services and Property Alert were placed on the first batch of 54 CBPS for use by Mainland residents or Hong Kong residents living in Guangdong. This facilitated greater economic cooperation between Hong Kong and the Guangdong-Hong Kong-Macao Greater Bay Area.





處長的話 Message from the Land Registrar

我很高興向大家提交截至2024年3月31日止財政年度的土地註冊處營運基金報告。

隨著本地經濟復蘇，市場氣氛改善，香港物業市場於2023年第一季度有所復蘇。然而，由於環球經濟前景不明朗，加上利率上升，市場在下半年轉趨疲弱。在《2024/25年度財政預算案》宣布撤銷所有住宅物業需求管理措施和修訂宏觀審慎監管措施後，樓市於2024年3月轉趨活躍，市場氣氛有所改善。交投量方面，第一季的住宅物業買賣合約總數由上一季的低基數反彈29%至9,823份，但仍較一年前的水平低30%。

I am pleased to present the report of the Land Registry Trading Fund (LRTF) for the financial year ending 31 March 2024.

The Hong Kong property market revived in the first quarter of 2023 as market sentiment improved along with the local economic recovery. However, the market turned sluggish in the latter part of the year amid an uncertain global economic outlook and rising interest rates. After the cancellation of all demand-side management measures for residential properties and the adjustments of macro-prudential measures as announced in the 2024/25 Budget, the property market turned active in March 2024 with improved market sentiment. The number of transactions in terms of the total number of sale and purchase agreements for residential property rebounded by 29% from a low base in the preceding quarter to 9,823 for the first quarter, but the level was still 30% lower than a year earlier.

面對挑戰 保持警惕

鑒於營商環境充滿不明朗因素，我們在整個財政年度就實現業務目標面臨著挑戰。與2022/23年度相比，本年度遞交註冊的文件及查閱土地登記冊的總宗數分別減少12.6%及10.2%。本處的收入及盈利(包括利息收入)亦分別減少16.8%至4.159億元及83.3%至1,830萬元，其主要原因是辦理文件註冊、查冊、提供副本、業權報告和電子提示服務的業務量整體下跌所致。土地註冊處營運基金在2023/24年度整體財務的固定資產回報率為負10.5%，未能達致由財政司司長根據《營運基金條例》(第430章)釐定6%的固定資產目標回報率。縱使我們保持樂觀，預期業務和財務表現會隨著全球及本地經濟逐步復蘇而改善，土地註冊處營運基金仍採取了審慎和節約成本的措施，並同時致力維持優質的服務。

慶祝三十年的卓越成就

2023/24年度是土地註冊處營運基金成立三十周年。土地註冊處營運基金於1993年成立，作為營運基金的先驅部門，一直善用科技和營運基金運作所賦予的財政靈活性，為其組織架構和服務模式進行了連串的重大改革，以配合日益增長的客戶和業務需求。在過去三十年，香港的土地註冊制度見證並支持了香港的經濟和房地產發展。

為紀念這個別具意義的時刻，今年的年報特別涵蓋三十周年篇章，記載土地註冊處營運基金發展的主要里程碑、具歷史價值的舊土地紀錄，以及資深員工的回憶和經驗分享。部門亦為此舉辦了一個以「見證香港發展，共建美好未來」為主題的攝影比賽。同事們的精彩攝影作品啟發了我們，豐富了今年年報的設計，並促進了員工之間的歸屬感。

FACING CHALLENGES WHILE STAYING VIGILANT

Given the dynamic business environment of uncertainties, we experienced challenges in meeting our business targets throughout the financial year. As compared to 2022/23, the total number of documents delivered for registration and searches of land registers decreased by 12.6% and 10.2% respectively. Our revenue and profit (including interest income) also registered a decrease of 16.8% to \$415.9 million and 83.3% to \$18.3 million respectively, mainly due to an overall decrease in business volume of registration of documents, search, copying, reports on title and e-Alert services. The LRTF recorded a negative overall financial return on fixed assets of -10.5% in 2023/24, falling short of the target rate of return on fixed assets of 6% as determined by the Financial Secretary under the Trading Funds Ordinance (Cap. 430). While we stay optimistic towards improved business and financial performance with progressive economic recovery both locally and globally, the LRTF has been exercising prudent and cost-conscious measures and striving to maintain quality delivery of services at the same time.

HONOURING 30 YEARS OF EXCELLENCE

The year of 2023/24 marked the 30th Anniversary of the LRTF. Established in 1993 as a pioneering trading fund department, the LRTF has undergone significant transformation in its organisational structure and mode of service delivery to meet the increasing customer and business needs, through the use of technology and the financial flexibility empowered under the trading fund operation. Hong Kong's land registration system has witnessed and supported the economic advancement and property development in Hong Kong in the past three decades.

To commemorate this remarkable occasion, this year's annual report carries a special 30th anniversary chapter on the key milestones of LRTF's development, historic treasures of old land records and our long-serving staff's recollection and sharing of experience. The department also organised a photo-taking competition with the theme "Witnessing Hong Kong's Development and Building a Brighter Future Together". The impressive photography entries from our colleagues inspired us to enrich the design of this year's annual report and foster a sense of belonging among our staff.

開拓超越三十年的願景之路

兩項重要的發展將引領我們邁向下一個里程碑。

致力推行業權註冊制度

土地註冊處將踏入新紀元，由契約註冊制度邁進業權註冊制度。推行業權註冊制度旨在為業權提供更大保證和明確性，以及簡化物業轉易程序。這將是一次關鍵的法律改革，令香港的土地註冊制度與時並進。在主要持份者和立法會的支持下，我們會先在新土地實施業權註冊制度。透過實施「新土地先行」方案所累積的經驗，將有助我們為現有的土地推行業權註冊制度。

我們在2023/24年度積極推進在「新土地先行」方案下實施業權註冊制度，現正全力擬備《土地業權條例》(第585章)的修訂草案(《修訂草案》)。與此同時，我們正與主要持份者制定實施細節，以及進行其他籌備工作，包括草擬附屬法例和研發新電腦系統以支援業權註冊制度，目標是在2025年第一季向立法會提交《修訂草案》。

深化數碼化進程

推行數碼政府項目一直是行政長官在施政報告提出的政策目標。數碼化推動了政府運作的創新，優化公共服務，將香港打造為更具競爭力的智慧城市。

為實現此政策目標，土地註冊處一直致力推動和實施數碼服務。去年，我們主動參與電子政府審計，成為首批參與此審計工作的部門。審計結果肯定了土地註冊處在提供數碼服務方面的成績，並提出可推行的新項目，包括明年在「綜合註冊資訊系統」網上服務增設聊天機器人，提供以客為本的互動體驗。

為彰顯我們對推動數碼轉型的承諾，我們已全面引入「智方便」平台，以支援「綜合註冊資訊系統」網上服務的公眾查冊功能，提升用戶體驗和資訊安全。我們正繼續探討擴大「智方便」的應用範圍，以配合智慧政府的目標。為支援業權註冊，我們亦致力推行以電子方式遞交註冊申請，並在其他項目利用「智方便」進行身份認證及數碼簽署。

CHARTING THE PATH BEYOND 30 YEARS

Two significant developments will lead us into the next stage of our journey.

Working towards Implementing Title Registration System

The Land Registry (LR) will enter a new era as we move from a deeds registration system into a Title Registration System (TRS). The latter aims to provide better assurance and greater certainty of title and simplify conveyancing procedures. This will be a crucial legal reform to modernise Hong Kong's land registration system. With the support of key stakeholders and the Legislative Council (LegCo), we will first implement the TRS on new land. The experience gained from the implementation on "new land first" proposal will facilitate us to chart the path for implementing the TRS on existing land.

We have been actively pursuing the implementation of the TRS under the "new land first" proposal in 2023/24. Preparation of an amendment bill for the Land Titles Ordinance (Cap. 585) (Amendment Bill) is in full swing. Alongside, we have been engaging key stakeholders to work out the implementation details and undertaking other preparatory work, including drafting subsidiary legislation and developing a new computer system to support the TRS. The target is to introduce the Amendment Bill into the LegCo in the first quarter of 2025.

Deepening Digitalisation

Implementing digital government initiatives has been a Policy Address objective announced by the Chief Executive. Digitalisation innovates Government operation and enhances public service delivery, driving Hong Kong into a smart city with improved competitiveness.

To pursue the policy objective, the LR has been striving to advance and implement digital services. We took the initiative to participate in the e-Government audit as one of the first batch departments in the audit exercise last year. Findings of the audit have positively affirmed the achievements of the LR in providing digital services. New initiatives were also identified, including a Chatbot for the Integrated Registration Information System (IRIS) Online Services to be implemented in the coming year to provide an interactive customer-oriented experience.

Underlining our commitment to digital transformation, we have fully implemented the "iAM Smart" platform to support public search functions of the IRIS Online Services to enhance user friendliness and information security. We are continuing to explore expanded applications of "iAM Smart" to align with the smart government objective. To support title registration, we are also working to implement electronic lodgement of applications for registration and using "iAM Smart" for identity authentication and digital signature in other initiatives.

為促進土地註冊處與其他政府部門／機構和金融機構的數據互通，我們正與數字政策辦公室和香港金融管理局合作，透過應用程式介面提供服務。我們的目標是在2025年透過應用程式介面提供土地查冊和電子提示通知書服務。使用應用程式介面可提升數據的聯通性、實時性和整合性，從而提升政府及金融服務的效能和效率。

土地註冊處會繼續革新業務運作和服務提供方式，以滿足客戶的需求和支持香港的發展。

支持香港的長遠發展

行政長官在《2023年施政報告》提出全面的土地和房屋措施，以回應香港市民的迫切需求。施政報告提出多管齊下的策略以增加土地供應，表明了政府堅定的承諾，致力應對香港長期以來的土地和房屋挑戰，為市民提供更多可以負擔的住房選項。

土地註冊處會積極支持政府多項的土地和房屋措施，透過深化數碼化服務和實施業權註冊制度，為市民提供簡便快捷的土地註冊及查冊服務。

我藉此機會衷心感激我們敬業的員工、尊崇的客戶和持份者，感謝他們在過去三十年對我們的不懈支持。本處透過他們的共同努力和貢獻才能履行使命，確保香港土地紀錄的完整性，並促使物業交易順利進行。展望未來，我們會繼續堅守承諾，致力提升土地管理，引入創新，為社區提供優質服務。我們會繼續在這個堅實的基礎上攜手同行，為本處的發展譜寫新篇章。

譚惠儀女士，JP
土地註冊處處長
土地註冊處營運基金總經理

To facilitate data interchange with Government departments/agencies and financial institutions, we are working collaboratively with the Digital Policy Office and the Hong Kong Monetary Authority on Application Programming Interface (API) based services. We target to provide our land search services and e-Alert notifications through API in 2025. The deployment of API will enhance data accessibility, timeliness and integration, improving the effectiveness and efficiency of Government and financial services.

The LR will continue to innovate in business operation and service delivery to meet the needs of customers and support Hong Kong's development.

SUPPORTING HONG KONG'S LONG TERM DEVELOPMENT

In the 2023 Policy Address, the Chief Executive outlined a comprehensive set of land and housing initiatives to address Hong Kong's pressing needs. The Policy Address outlined a multi-pronged strategy to increase land supply, which demonstrated the Government's firm commitment to addressing Hong Kong's long-standing land and housing challenges and providing more accessible living options for the people.

The LR is prepared to support the Government's wide-ranging land and housing initiatives by offering streamlined and efficient land registration and search services to the public through deepening digitalisation of our services and implementing the TRS.

I would like to take this opportunity to express my heartfelt gratitude to our dedicated staff, valued customers and esteemed stakeholders for their unwavering support over the past 30 years. Through their collective efforts and contributions, the LR has been able to fulfill its mission of upholding the integrity of land records and facilitating seamless property transactions in Hong Kong. As we look beyond the first three decades, we will remain steadfast in our commitment to enhancing land administration, embracing innovation and delivering quality service to the community. Together, we will continue to build upon this strong foundation and write the next chapter of the LR's journey.

Ms Joyce TAM, JP
Land Registrar
General Manager, LRTF

土地註冊處概覽

The Land Registry at a Glance



城市夢幻之心 DREAMY HEART OF THE CITY

📍 中環皇后像廣場花園 Statue Square Gardens, Central

Chubby Hearts Hong Kong 是2024年的盛事之一，為香港城市增添趣味和創意。
Chubby Hearts Hong Kong is one of the mega events in 2024, bringing joy and creativity to the city.

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。

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2024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36,480億港元。
- * 2023/24年度查閱註冊資料近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及備存法團登記冊。

Our Value to Hong Kong

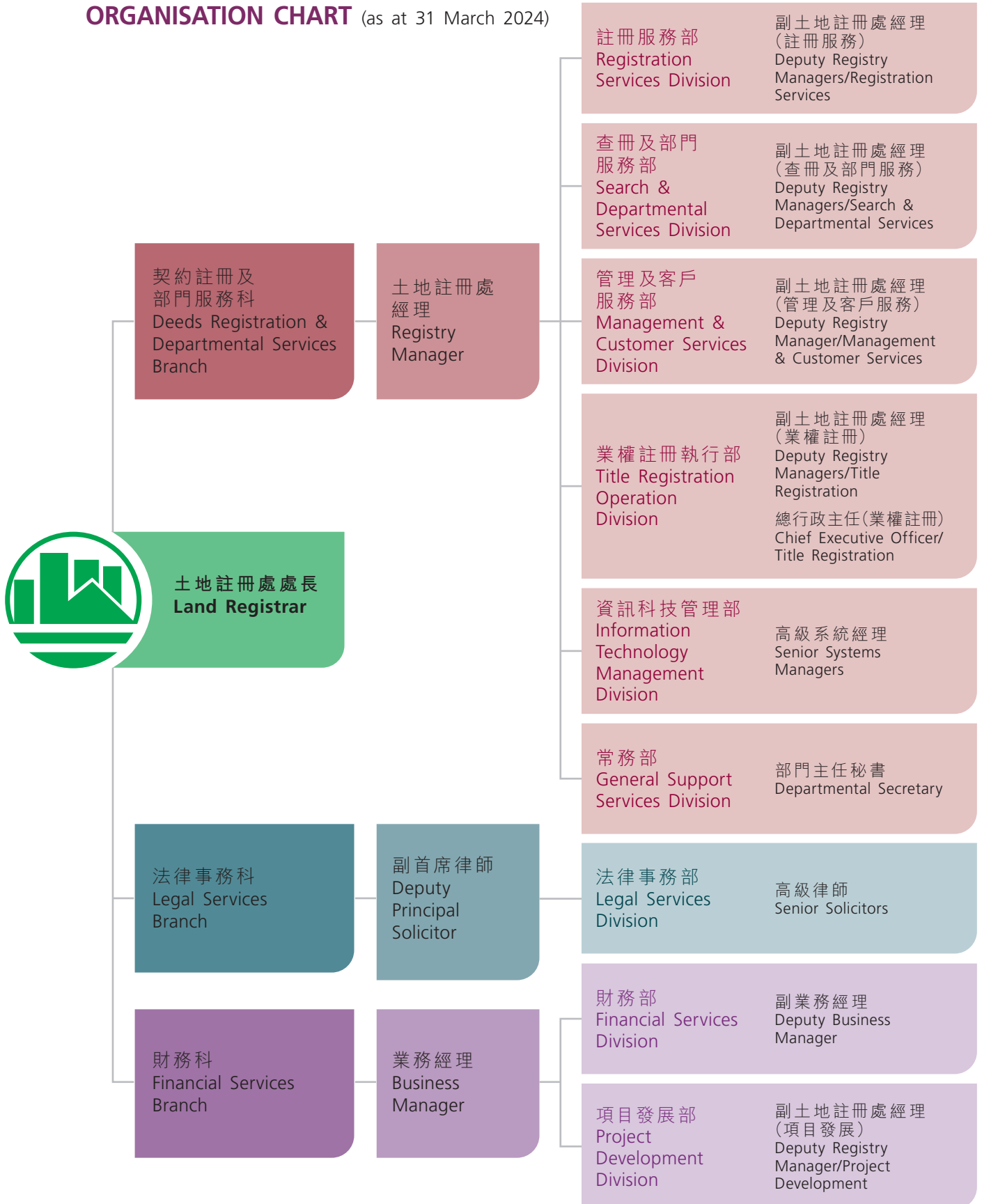
- * Over half of all Hong Kong families are registered property owners.
- * Banks and financial institutions loaned about HK\$3,648 billion as at March 2024 against the security of registered land and property.
- * Near five million searches of registered information took place in 2023/24.
- * Over 130 Government departments and agencies use the Land Registry's (LR'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 LR'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 and maintain a register of corporations under the Building Management Ordinance (Cap. 344).

組織架構圖 (截至2024年3月31日)
ORGANISATION CHART (as at 31 March 2024)





 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

 譚惠儀女士，JP (土地註冊處處長)
Ms Joyce TAM, JP (Land Registrar)

 彭嘉輝先生(土地註冊處經理)
Mr K. F. PANG (Registry Manager)

 李德偉先生(副首席律師)
(生效日期為2024年4月16日)
Mr Eric LEE (Deputy Principal Solicitor)
(With effect from 16 April 2024)

 陳肖玲女士(業務經理)
(生效日期為2024年1月12日)
Ms Javy CHAN (Business Manager)
(With effect from 12 January 2024)



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)
Mr K. F. PANG (Registry Manager)
- 2 霍偉勤女士(高級系統經理)
Ms Emily FOK (Senior Systems Manager)
- 3 麥振威先生(高級系統經理)
Mr Andrew MAK (Senior Systems Manager)
- 4 王慧芳女士(副土地註冊處經理)
(生效日期為2024年7月15日)
Ms Evian WONG (Deputy Registry Manager)
(With effect from 15 July 2024)
- 5 梁慧嫻女士(副土地註冊處經理)
Ms Alice LEUNG (Deputy Registry Manager)
- 6 任美瓊女士(部門主任秘書)
Ms Tina YAM (Departmental Secretary)
- 7 林謝淑儀女士(副土地註冊處經理)
Mrs Cindy LAM (Deputy Registry Manager)
- 8 溫錫麟先生(副土地註冊處經理)
Mr Francis WAN (Deputy Registry Manager)
- 9 劉少雯女士(副土地註冊處經理)
Ms Eva LAU (Deputy Registry Manager)
- 10 潘輝耀先生(副土地註冊處經理)
Mr Kenneth POON (Deputy Registry Manager)
- 11 黃柏森先生(總行政主任)
Mr Patrick WONG (Chief Executive Officer)
- 12 馬秀文女士(副土地註冊處經理)
Ms Delphine MA (Deputy Registry Manager)



法律事務科 Legal Services Branch

- 1** 李德偉先生(副首席律師)
(生效日期為2024年4月16日)
Mr Eric LEE (Deputy Principal Solicitor)
(With effect from 16 April 2024)
- 2** 李寶君女士(高級律師)
Ms Shirley LEE (Senior Solicitor)
- 3** 許鷹碩先生(高級律師)
Mr Stanley HUI (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)
Mr David IP (Senior Solicitor)
- 6** 陸鈞韋先生(高級律師)
Mr Wesley LUK (Senior Solicitor)
- 7** 林佩珊女士(高級律師)
(生效日期為2024年2月16日)
Miss Tracy LAM (Senior Solicitor)
(With effect from 16 February 2024)



財務科 Financial Services Branch

1

陳肖玲女士(業務經理)
(生效日期為2024年1月12日)
Ms Javy CHAN (Business Manager)
(With effect from 12 January 2024)

2

何靜婷女士(副業務經理)
(生效日期為2024年6月27日)
Ms Candy HO (Deputy Business Manager)
(With effect from 27 June 2024)

3

蔡繡文女士(副土地註冊處經理)
Ms Ella TSOI (Deputy Registry Manager)

土地註冊處營運基金三十周年 Land Registry Trading Fund 30th Anniversary



漁港隱城中
FISHING PORT
HIDDEN IN THE CITY

📍 馬灣涌村 Ma Wan Chung Village

在新城飛躍成長下，舊市隱匿其中。
The old city is immersing within the rapidly growing urban area.



土地註冊處營運基金的由來

土地註冊處的前身為註冊總署轄下的田土註冊處，在註冊總署解散後，於1993年5月1日成為獨立的政府部門。當時，土地註冊處轄下設有一個市區及八個新界區的辦事處，負責處理土地註冊、查閱土地紀錄及業主立案法團註冊的工作。在1993年8月1日，土地註冊處成為香港首批根據《營運基金條例》(第430章)成立以營運基金形式運作的部門之一。

FROM WHERE THE LAND REGISTRY TRADING FUND CAME

The Land Registry (LR), formerly known as the Land Office of the Registrar General's (RG's) Department, has become a separate Government department since 1 May 1993 upon the disestablishment of the RG's Department. By then, the LR took up the functions of land registration, search of land records and owners' corporation registration with one Urban Division and eight district land registries in the New Territories. On 1 August 1993, the LR was established as one of the Hong Kong's first trading fund departments under the Trading Funds Ordinance (Cap. 430).



過去三十年的主要服務里程碑

MAJOR SERVICE MILESTONES IN THE PAST 30 YEARS

土地註冊處自轉型為營運基金部門後，在三十年來經歷了一系列的變革，致力為社區服務。早在1980年代，當時的田土註冊處高瞻遠矚，已着手推行土地登記冊電腦化以提升服務。我們在1997年制定全面的「策略計劃」更進一步訂出推行中央註冊制度的長遠策略路線圖。中央註冊制度不但改變了土地註冊處的業務運作方式，也改變了我們為市民提供服務的模式。這個重要的歷史時刻見證了我們邁向中央註冊制度、透過「綜合註冊資訊系統」提供一站式查冊服務，以及為市民提供數碼化服務。讓我們一起回顧部門的重要里程碑。

Since its transformation into a trading fund entity, the LR has, in its 30-year journey, gone through a series of revolutionary changes in serving the community. With the vision to improve services, the then Land Office embarked on the computerisation of land registers back in 1980's. The comprehensive "Strategic Change Plan" in 1997 further introduced a long-term strategic roadmap towards a central registration system, which not only changed the way LR conducted its business, but also transformed the manner of service provision to the public. This important time in our history bore witness to the move towards a central registration system, a one-stop search service through the Integrated Registration Information System (IRIS), and digitalised services to the public. Let's take a glimpse of our key milestones.



推出「直接查冊系統」，登記用戶可透過自己辦公室的特許網絡訂購查冊文件。

Introduced the Direct Access Services, enabling subscribers to place online search orders at their own offices through licensed network.

1996-2002

引入「文件影像處理系統」及推出「彩色圖則影像處理計劃」，將約1.44億頁的土地文件及350萬份註冊文件的圖則轉換成電子影像。

Converted about 144 million pages of land documents and 3.5 million plans of registered documents into electronic images under the Document Imaging System and Colour Imaging of Plans project.



所有已註冊的土地文件均儲存在數據中心的光碟內

All registered land documents stored on optical discs in our data centre

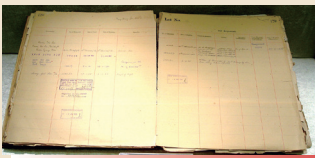


在中央影像處理中心掃描土地文件
Scanning of land documents at Central Imaging Centre

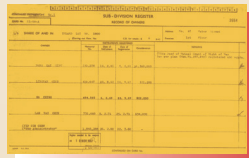
1984-1997

將200萬份紙本土地登記冊轉換成電腦數據資料。

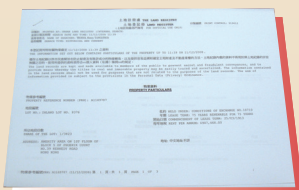
Converted 2 million paper-based land registers into computerised data.



1950年代簿冊形式的登記冊 (新界)
Book Form Register (New Territories), 1950's



1960年代的註冊資料卡 (市區)
Register Card (Urban), 1960's



2024年的電腦土地登記冊
Computerised Land Register, 2024

1994

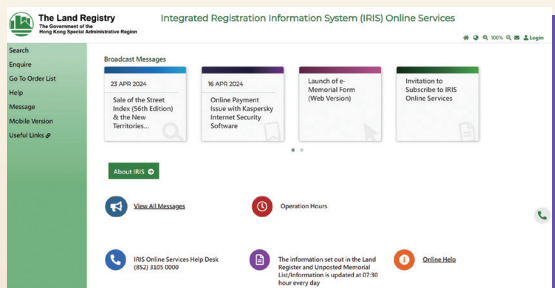
2005

將九個分區註冊處合併為一個在金鐘道設立的中央註冊處，落實土地文件的中央註冊，並透過「綜合註冊資訊系統」(www.iris.gov.hk)為市民提供網上查冊服務。

Merged nine registries into one single registration office in Queensway for central registration of land documents and provided public search services via the IRIS (www.iris.gov.hk) online.



提供註冊及查冊服務的金鐘道客戶服務中心
Customer Centre in Queensway with registration and search services



「綜合註冊資訊系統」網上服務的主頁
Homepage of IRIS Online Services

1999-2000

在市區及八個新界區的註冊處推出「跨區查冊服務」，讓市民可在任何一間查冊中心查閱全港各區的土地登記冊。

Introduced the Cross District Search service in Urban Division and eight New Territories registries, enabling members of the public to conduct land searches across the whole territory in any search office.

2007

推出電子註冊摘要表格，方便交契人士擬備註冊摘要。

Launched the e-Memorial Form to facilitate efficient preparation of memorials by lodging parties.

2011

推出《街道索引》及《新界地段／地址對照表》的網上版供免費瀏覽。

Issued online version of the Street Index and New Territories Lot/Address Cross Reference Table for free browsing.

2015

推出電子提示服務（於2019年改名為「物業把關易」），協助業主得悉有影響其物業的文件交付註冊，特別是在預期之外或可疑的註冊。

Launched e-Alert Service (renamed as Property Alert in 2019) to help property owners detect unexpected or suspicious documents delivered for registration against their properties.

2022

推出方便交契人士在網上填寫的電子註冊摘要表格網上版。

Launched a web version of e-Memorial Form for online completion by lodging parties.

2017

與香港金融管理局合作，為《銀行業條例》（第155章）下的認可機構推出電子提示服務，以加強其信貸風險的管理。

Launched e-Alert Service for Authorized Institutions (AIs) under the Banking Ordinance (Cap. 155) in collaboration with the Hong Kong Monetary Authority, aiming to enhance AIs' credit risk management.



員工的回憶與分享 RECOLLECTION AND SHARING OF STAFF

張笑芬女士 — 助理文書主任(查冊及部門服務部)

MS KATIE CHANG,
Assistant Clerical Officer (Search and Departmental Services Division)



張笑芬於1984年加入部門，負責市區查冊部的工作。當時查冊服務的使用量十分高，查冊程序亦繁複，市民需於收款櫃位先購買一式兩份的查冊表格，填妥後便交回收票櫃位，等待職員以人手翻查及影印有關土地紀錄，再到文件收取櫃位領取，整個程序耗時30分鐘或以上。

「當時金鐘總部只備存市區的土地紀錄，市民如要查閱新界物業的土地紀錄，需親自前往物業所在地區的辦事處，動輒就要花上半天甚至一天的時間。」

由80年代中期起，部門開始逐步把土地紀錄電子化，先後推出「直接查冊服務」及「文件影像處理系統」，並全面接管原先由地政處管理的新界區土地註冊處辦事處。及至2005年，土地註冊處推出「綜合註冊資訊系統」網上查冊服務，並實施中央註冊制度，不論土地文件涉及的物業位於何區，均可送交金鐘總部辦理註冊。

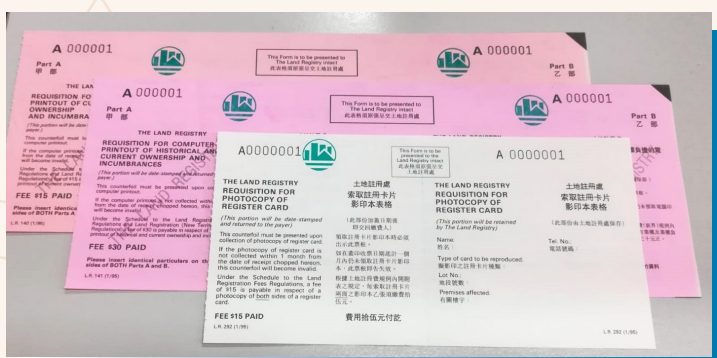
「尤記得在2005年2月12日早上9時正，銅鑼聲一響後，金鐘總部19樓客戶服務中心便正式轉用『綜合註冊資訊系統』，為市民提供一站式的電腦查冊服務。自此，市民可於同一個櫃位或經網上快捷查閱及訂購所有種類的土地紀錄。」

Katie CHANG joined the department in 1984 and worked in the Urban Search Division. At that time, the usage of search services was very high and the procedure involved was complicated. Members of the public had to purchase a search form in duplicate at the payment counter, return the completed forms to the receipt counter, wait for the staff to manually check and photocopy the land records required and collect them at the document collection counter. The entire process took 30 minutes or more.

“At that time, only the land records of properties located in the urban area were kept in the Queensway Headquarters. If members of the public wanted to obtain the land records of properties located in the New Territories, they had to visit the office in the district where the properties were located, which required half a day or even a full day.”

Since the mid-1980s, the department has embarked on the computerisation of land records, introduced the Direct Access Service (DAS) and Document Imaging System (DIS) and fully taken over the New Territories Land Registries formerly under the purview of the Lands Department. In 2005, the LR launched the IRIS Online Services and implemented the Central Registration System (CRS), under which all land documents can be lodged at the Queensway Headquarters for registration, irrespective of the property locations.

“I still remember that at 9:00 a.m. sharp on 12 February 2005, upon hearing the sound of a gong, the Customer Centre located on the 19/F of the Queensway Headquarters started to use the IRIS to provide one-stop computerised search services for the public. Since then, members of the public are able to obtain and subscribe all types of land records easily at the same counter or online.”



張笑芬的同事珍藏了1995年第一號的查冊表格，不同顏色的表格代表不同類型的查冊服務。

Katie CHANG's colleague has preserved the search form no.1 issued in 1995. The form was printed in different colours to indicate different types of search services provided.



張笑芬見證了不同時代查冊服務的蛻變，非常認同政府服務數碼化對社會發展的重要性，這不僅為市民提供便利，更大大提高了物業交易及經濟活動的效益。除了硬件配備，她認為作為軟件的公務員團隊，亦需要不斷進步。

Katie CHANG has witnessed the transformation of search services in different eras and strongly agreed that digitalisation of Government services is crucial to the society's development, which cannot only bring convenience to the public, but also greatly enhance the efficiency of property transactions and economic activities. In addition to the hardware component, she believes that the civil servant team, as the software component, should strive for continuous improvement.

現今市民對政府的服務要求越來越高，我們除了要深入了解自己部門的運作外，還應該抱著『同一個政府』的理念提供服務。如遇上非本部門職能範圍內的問題，我會為市民提供相關部門的查詢電話號碼，或轉介給上司以主動聯絡相關部門，務求能為市民提供最直接的協助。

Nowadays, the public's demands for Government services has been rising. In addition to having an in-depth understanding of our own operation, we should embrace the concept of 'one-government' in service provision. If I encounter any problem beyond the LR's purview, I will provide the public with the enquiry phone number of the relevant department or refer the case to my superior for contacting the relevant department. My aim is to provide the public with the most direct assistance.

張笑芬亦曾經擔任前線客戶服務的工作，其優秀的工作表現屢獲客戶的讚賞及同事的認同。她於1996年獲邀出席公務員事務局局長酒會，以及於2022年獲頒發公務員事務局局長嘉許狀。

Katie CHANG had also been assigned to provide frontline customer services. Her exemplary performance was well received by customers and recognised by colleagues. She was invited to attend the Secretary for the Civil Service (SCS)'s cocktail reception in 1996 and granted the SCS's Commendation Award in 2022.



張笑芬(左二)於2022年公務員事務局局長嘉許狀頒獎典禮上，與公務員事務局局長楊何蓓茵(右二)、土地註冊處處長譚惠儀(右一)及副土地註冊處經理林謝淑儀(左一)合照。

Katie CHANG (second left) in a group photo with the SCS, Ingrid YEUNG (second right); the Land Registrar, Joyce TAM (first right); and the Deputy Registry Manager, Cindy LAM (first left) at the presentation ceremony of the SCS's Commendation Award 2022.



阮淑敏女士 — 文書主任(註冊服務部)
MISS YUEN SHUK-MUN,
Clerical Officer (Registration Services Division)

阮淑敏於1989年加入部門，被先後分派到市區查冊服務組和註冊組工作。「以前在註冊組用的是第一代電腦註冊系統，所涉及的人手工序較多，例如審閱契約時要看紙本的土地登記冊，辦理註冊時要填寫相關的表格，再交予電腦組同事把資料輸入註冊系統，整個程序相當費時。」

「如果發現契約上的資料與土地登記冊不符或有其他疑問，土地註冊主任會以書面通知律師樓作出澄清。另外，在更新土地登記冊上的紀錄時，也有很多限制，例如字數限制和只能輸入英文等，對資料的完整性有一定影響。」

部門於2005年實施中央註冊制度，並引入「綜合註冊資訊系統」。「在新系統下，整個註冊流程大幅簡化。我們審核契約時可直接從系統查閱物業資料和辦理註冊，毋須交予其他部組處理。土地註冊主任也能直接在系統輸入要求律師樓澄清契約的內容，大大提高了操作的便利性和效率。辦理土地文件註冊的服務標準由當初的26個工作天，大幅縮減至現時的14個工作天。」



在1990年代，註冊組同事需要用人手處理大量契約。
In the 1990s, the registration team had to manually process a huge volume of deeds.

YUEN Shuk-mun joined the department in 1989 and was posted to the Urban Search Section and the Registration Section subsequently. “In the past, the first generation of the computerised registration system used by the Registration Section involved a lot of manual procedures. For example, paper-based land registers had to be referred for deeds scrutiny. For registration, it was necessary to complete the relevant form and submit to the Computer Section for inputting the data into the registration system. The entire process was very time-consuming.”

“If inconsistency was found between the particulars on a deed and those on the land register or any other issue was identified, our Land Registration Officer (LRO) would notify the law firm in writing for clarification. Besides, there were several restrictions on the updating of records in the land registers, such as word count limit and with English characters only, which affected the integrity of the data to a certain extent.”

The department implemented the CRS and introduced the IRIS in 2005. “Under the new system, the entire registration process has been significantly streamlined. Property information can be obtained directly from the system for deeds scrutiny and the registration itself can be completed via the system without referral to other section. LRO can also input requests for clarification from law firms directly into the system. All these have greatly enhanced the convenience and efficiency of our operation. The turnaround time for registration of land documents has been significantly reduced from 26 working days to the current 14 working days.”



現時，註冊組同事透過一站式的「綜合註冊資訊系統」辦理註冊。
Nowadays, the registration team processes registration through the one-stop IRIS.



「在更新土地登記冊上的紀錄時，新系統放寬了字數上限，可以更靈活地輸入備註及顯示業主的中、英文姓名，提升了資料的準確性和完整性。」

“Regarding the updating of records in the land registers, the new system provides greater flexibility for relaxing the upper word limit, inputting remarks and displaying of the owner’s name in Chinese and English, thereby enhancing the accuracy and integrity of the data involved.”

在上司和同事眼中，阮淑敏是眾人的「活字典」，時常樂意分享她豐富的工作經驗和知識，無私地指導新入職或年資較淺的同事，幫助他們在工作上不斷成長。

In the eyes of her supervisors and colleagues, YUEN Shuk-mun is a “walking dictionary”. She is always ready to share her abundant knowledge and experience and provide selfless guidance for new recruits or junior staff to thrive at work.



阮淑敏(前排左一)和註冊組同事於2003年部門周年晚宴的合照。

YUEN Shuk-mun (front row, first left) in a group photo with the registration team at the departmental annual dinner in 2003.

“

每次教導新同事時，我總會跟他們說契約註冊是一輩子都學不完的領域。我們要與時並進，學習新事物。各同事之間需要互相無私合作交流，以獲取更多與註冊有關的資訊，從而建立一個共同學習的環境，促進彼此的成長和增進團隊的凝聚力。

When I give guidance to new colleagues, I would tell them that deeds registration is an area of work that requires continuous learning. We have to keep pace with the times and take up new things. Colleagues have to engage in selfless collaboration and exchange for more registration-related information, thereby creating a common learning environment, facilitating mutual development and enhancing the team’s cohesion.

”





溫錫麟先生 — 副土地註冊處經理(註冊服務部)

MR FRANCIS WAN,
Deputy Registry Manager (Registration Services Division)



In the past, our deeds registration was mainly conducted on paper-based land registers, which used up a lot of storage space and made the search of land records very time-consuming for the public. To improve its service efficiency and data accuracy, the department implemented the Urban Computerisation Project in 1984 to convert 1.45 million urban land registers into electronic images.

After joining the Computer Section in 1988, **Francis WAN** was assigned to undertake this mammoth project. "A huge volume of paper-based registers had to be converted into computerised data in this project. Firstly, colleagues had to photocopy the registers to be converted and check the information shown on the photocopies of the registers carefully; then use their expertise to transcribe the registered data into readily comprehensible information with highlights of different colours; and then pass the photocopies of the registers to the outsourced service provider for inputting the information into the computer system."

部門以往的契約註冊工作主要在紙本的土地登記冊進行，這不僅佔用了大量的儲存空間，市民查冊也十分耗時。為了提高服務效率和資料的準確性，部門於1984年開展了市區電腦化計劃，將145萬份的市區土地登記冊電子化。

溫錫麟於1988年加入部門的電腦組工作後，便要參與這個龐大的項目。「這個項目需要我們將大量的紙本登記冊轉換為電腦登記冊。同事會先影印要轉換的登記冊，詳細審閱登記冊影印本的資料，並憑藉專業知識，將需要轉換的註冊資料轉化為清晰易明的資料及塗上不同的顏色，然後把登記冊影印本交給外判服務商把資料輸入電腦系統。」

部門在1991年完成市區電腦化計劃後，接著於1994年展開新界電腦化計劃。當時這項計劃遇到不少困難，例如新界的紙本登記冊是以人手填寫為主，字體有機會潦草不清，同事要仔細核對由外判服務商輸入電腦的資料是否正確，確保電腦登記冊上的資料準確無誤。

Having completed the Urban Computerisation Project in 1991, the department launched the New Territories Computerisation Project in 1994. Many difficulties were encountered in this project at that time. For example, the paper-based registers in the New Territories were mainly handwritten records, which might be illegible. Colleagues had to check with extra care the data input by the outsourced service provider to ensure that the records of our computerised land registers are correct and accurate.



資料處理中心於1994年運作。

Data conversion centre in operation in 1994.



「這個市區和新界電腦化計劃歷時13年，實施過程充滿了挑戰。部分同事對轉用電腦執行工作比較抗拒，對於學習新技能及科技都感到困難和不安，擔心自己無法適應變化。為此，電腦組的管理層花了很多時間和同事們進行溝通。」

「我們向員工解說這個計劃如何令部門及市民得益，並為他們編排更表和公平調配員工輪流操作電腦，確保每個同事都有足夠的時間和機會適應新系統和工作模式。同時，我們為員工提供充足的支援和培訓，務求令他們能夠盡快適應新系統的運作。」

“The Urban and New Territories Computerisation Projects took place over a period of 13 years and the implementation process was full of challenges. Some colleagues were reluctant to use the computer to perform their duties. They found learning new skills and technologies difficult, feeling worried about being unable to adapt to the change. In this regard, the management of the Computer Section devoted a lot of time to communicating with the staff.”

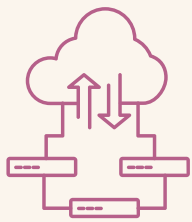
“We explained to the staff how the department and the public could be benefited from the projects. We also worked out a duty roster and fairly deployed our staff to take turns to operate the computer, ensuring that every colleague was given sufficient time and opportunities to adapt to the new system and working mode. Meanwhile, adequate support and training were provided for our staff to adapt to the new system’s operation as soon as possible.”



部門全面實施電腦化計劃後的工作情況。
Our work environment after the department fully implemented the computerisation projects.

溫錫麟寄語同事，應變管理在推行新計劃中極為重要。要讓同事理解和接受轉變是需要時間和耐心。電腦化計劃成功推行，不但提升了當下的工作績效，也為部門未來實施的轉變奠定了穩固基礎。管理層需要透過充分溝通、分階段推進、建立相互支持的機構文化等方式，有效管理轉變以降低阻力，確保計劃順利實施。

Francis WAN concluded that change management is crucial to the implementation of new projects. It takes time and patience to promote understanding and acceptance of changes within the department. The successful implementation of the computerisation projects has not only enhanced our current work performance, but also laid a solid foundation for future changes to be initiated by the department. The management has to manage changes effectively through adequate communication, phased implementation, cultivating a mutually supportive organisational culture, etc., to reduce resistance and ensure a smooth implementation of project.



黃徐秀梅女士 — 一級土地註冊主任(註冊服務部)

MRS YVONNE WONG,
Land Registration Officer I (Registration Services Division)

黃徐秀梅於1990年加入部門，曾參與籌備大型的文件影像處理計劃。「當時這項計劃面對兩大挑戰：一是要設計一個流程順暢和便利操作的全電腦化文件影像處理系統；二是把當時新界數以百萬計的文件影像化及數據化。」

為確保部門和承辦商順利交收文件，黃徐秀梅與新界各區註冊處同事商討如何把新界文件的獨有特徵，例如有些文件涉及不同區域的物業、有些文件因為殘缺不全等情況納入盤點表格中。

為使各區同事清楚項目的要求，他們召開專責會議的密度也相應增加。同事們在了解項目的要求後，於短時間內便把文件的資料全部準確地記錄下來交給承辦商，讓承辦商按照部門的要求進行影像處理。當時新界的文件除了紙張質素參差外，亦沒有合適位置貼上任何條碼貼紙，加上紙張大小不一，在籌劃階段已預計到影像處理過程會有阻滯。

「為了解決這個難題，我們花了很多時間與承辦商溝通，提前要求他們提升影像處理流程管控能力，並擬訂優化電腦程式設計等措施，盡早預備好解決方案。」在各方的緊密合作下，可管

Yvonne WONG joined the department in 1990 and was involved in the preparation of a large-scale document imaging processing project. "At that time, the project faced two major challenges: first, to design a fully computerised DIS that was smooth and easy to operate; second, to convert millions of documents in the New Territories into images and digitalised data."

To ensure the smooth handover of documents between the department and the contractors, Yvonne WONG discussed with colleagues from various districts in the New Territories Land Registries how to ensure the unique features of New Territories documents, such as those involving properties in different districts and those that are incomplete due to damage, were properly logged in the stock-taking forms.

To ensure that colleagues in various districts clearly understood the project's requirements, the frequency of their dedicated meetings increased accordingly. After understanding the project requirements, colleagues quickly and accurately recorded all the document data and submitted it to the contractors, allowing them to carry out the imaging processing according to the department's requirements. At that time, the documents in the New Territories not only varied in paper quality but also lacked suitable places for barcode stickers. Additionally, the varying paper sizes were anticipated to cause disruptions in the imaging processing workflow during the planning stage.

"To address this challenge, we spent a lot of time communicating with the contractors, requesting them in advance to enhance the control capabilities of the imaging processing workflow, and to formulate measures such as optimising the computer program design to prepare solutions



在1990年代，黃徐秀梅(後排左一)與新界大埔區同事的合照。

Yvonne WONG (back row, first left) in a group photo with colleagues from Tai Po, New Territories, in the 1990s.





部門管理層與黃徐秀梅(左三)出席「文件影像處理系統開幕儀式」。

The management and Yvonne WONG (third left) attended the DIS Inauguration and Cocktail Reception.

理三億頁土地文件的「文件影像處理系統」於1996年6月推出，完全取代了部門以人手儲存和存取紙本文件的運作模式。

as soon as possible.” With close collaboration of all parties, the DIS, which can manage 300 million pages of land documents, was launched in June 1996 and completely replaced the department’s manual storage and retrieval of paper documents.

黃徐秀梅在今年5月1日退休之前，憑藉其管理多個部門主要項目的經驗，寄語年輕一輩的同事：

Before going on retirement on 1 May this year, Yvonne WONG shared her experience in managing major projects in the department with the young colleagues:

土地註冊處經理彭嘉輝(右三)與註冊組同事，共同祝賀黃徐秀梅(右四)榮休。
Registry Manager, K. F. PANG (third right) and the registration team congratulated Yvonne WONG (fourth right) on her retirement.



我深深理解整個團隊的通力合作是成功完成項目的關鍵。在參與文件影像處理計劃時，我鼓勵團隊成員積極交流想法，共同探討問題的最佳解決方案。大家互相尊重，坦誠溝通，充分發揮各自的專長和創造力。在會議上，我鼓勵每個人提出自己的建議和改進措施，不同觀點的碰撞往往能激發出新的點子。通過大家的共同努力，我們順利完成了項目，得到了部門和客戶的高度讚賞。我深信，只有充分發揮團隊的力量，項目管理才能事半功倍。

I realised that effective teamwork is the key to the successful delivery of projects. When working on the document imaging project, I encouraged team members to share their views and explore the best solution together. We respected and communicated with each other frankly, and gave full play to our own expertise and creativity. At the meeting, I encouraged every member to put forward their own suggestions and improvement measures, as brainstorming can always lead to new ideas. Thanks to the concerted efforts of all parties involved, the project was completed successfully. Our performance was also highly appreciated by the department and customers. I firmly believe that for project management, doing more with less could be achieved with strong team work.

具歷史價值的舊土地紀錄

位於沙田政府合署的土地註冊處檔案室於2010年3月成立，收藏超過60,000份批地文件正本，包括政府租契(前稱「官契」、集體政府租契(前稱「集體官契」、批地條件及新批地條件。這些紀錄部分可追溯至1840年代。

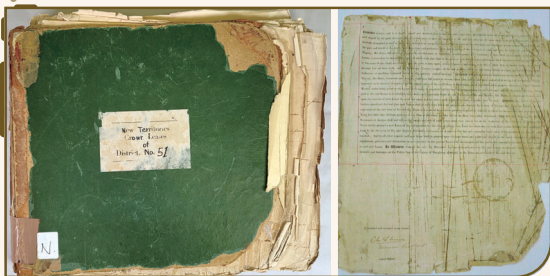
HISTORIC TREASURES OF OLD LAND RECORDS

Established in March 2010 in the Sha Tin Government Offices, the LR Archive houses over 60,000 original land grant documents, including Government Leases (formerly Crown Leases), Block Government Leases (BGLs) (formerly Block Crown Leases), Conditions and New Grants. Some of these records with date back to the 1840s.

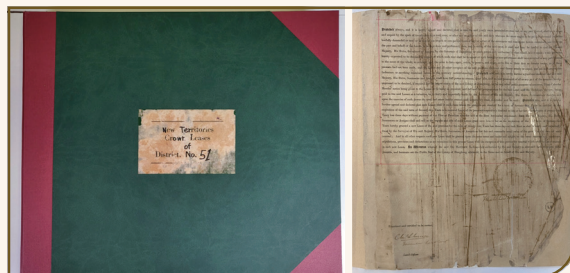


土地註冊處一直將保護和保存這些舊土地紀錄列為首要工作，並採取了各種預防措施保存這些舊紙本紀錄。作為一個試點項目，我們於2021年委聘了顧問為兩份集體政府租契提供修復和保護處理。現在被細緻保存的集體政府租契更能經得起時間的考驗。

Conservation and preservation of these invaluable land records have always been the priority of the LR. Various precautionary measures are in place to ensure the protection of these old paper records. As a pilot project, we commissioned a consultant in 2021 to provide restoration and preservation treatments for two BGLs. The BGLs are now meticulously preserved to endure the passage of time.



修復前的集體政府租契 Before restoration of BGL



修復後的集體政府租契 After restoration of BGL

作為我們歷史珍藏的一部分，現時所有的批地文件存放在24小時的空調環境中，而那些狀況較為脆弱的集體政府租契則妥善存放在特別設計的檔案盒內。

Currently, as part of our treasures in history, all land grant documents are kept in a 24-hour air-conditioned environment and those BGLs in delicate condition are under safe custody in specially designed archival boxes.





城市掠影：攝影慶祝活動

在過去三十年，土地註冊處一直站在香港發展的前端，見證著這個城市的重大變遷。

為慶祝土地註冊處營運基金成立三十周年，我們為員工舉辦了以「見證香港發展，共建美好未來」為主題的攝影比賽，旨在透過參賽者的鏡頭展示香港的重大發展，並藉此增強員工的社區意識和團結精神。

是次比賽設有四個題材組別，分別是「新城舊市」、「香港樓影」、「人文風貌」及「和諧綠色」。我們仔細評審了約240份參賽作品，選出各組的冠、亞、季軍共12張得獎相片，並特別於本年報內展現。

這些優秀的得獎作品不但展示了香港城市面貌的變遷，也捕捉了都市人的生活點滴，以及體現我們對香港未來的堅定承諾。

SNAPSHOTS OF OUR CITY: A PHOTOGRAPHIC CELEBRATION

Over the past three decades, the LR has stood at the forefront of Hong Kong's development and witnessed the city's remarkable transformation.

To celebrate the 30th anniversary of the Land Registry Trading Fund, a photo-taking competition was organised for our staff under the theme "Witnessing Hong Kong's Development and Building a Brighter Future Together". This event aimed to foster a greater sense of community and unity among our workforce by showcasing Hong Kong's remarkable development through the lens of contestants.

The competition featured four categories of "Blending Tradition and Modernity", "Capturing Cityscapes", "Unveiling Cultural Mosaic" and "Embracing Nature in the City". After careful review of nearly 240 entries, we selected 12 winning photos, namely the champion, first runner-up and second runner-up in each category. The selected photos are prominently featured throughout this annual report.

These remarkable winning entries not only depict our city's dynamic evolution but also encapsulate stories of Hong Kong people and our enduring commitment to Hong Kong's future.





「新」城「舊」市 Blending Tradition and Modernity



1

漁港隱城中
FISHING PORT HIDDEN IN THE CITY
鍾美儀 (註冊服務部)
CHUNG Mei-ye (Registration Services Division)

馬灣涌村 Ma Wan Chung Village

在新城飛躍成長下，舊市隱匿其中。
The old city is immersing within the rapidly growing urban area.



2

鰂魚涌地標「章記樓宇」
“CHEONG K BUILDING”, A
LANDMARK IN QUARRY BAY
古穎儀 (管理及客戶服務部)
KU Wing-ye (Management and
Customer Services Division)

鰂魚涌濱海街 Pan Hoi Street, Quarry Bay

1950至1960年代著名的「章記樓宇」
已計劃重建。
The famous “Cheong K Building”
in 1950s and 1960s is set for
redevelopment.



3

舊牆新貌
REVITALISING THE OLD BUILDING
區今梨 (註冊服務部)
AU Kam-li (Registration Services Division)

太子 Prince Edward

舊建築物的外牆重新漆畫，變成市民
打卡的新地標。
The exterior wall of an old
building is transformed into a
new photo spot after re-painting.



香港「樓」影 Capturing Cityscapes



1

城市夢幻之心
DREAMY HEART OF THE CITY
歐婉怡 (法律事務部)
AU Yuen-ye (Legal Services Division)

中環皇后像廣場花園 Statue Square Gardens, Central

Chubby Hearts Hong Kong 是2024年的盛事
之一，為香港城市增添趣味和創意。
Chubby Hearts Hong Kong is one of the
mega events in 2024, bringing joy and
creativity to the city.



2

水中倒影
REFLECTION IN WATER

周伊韜 (註冊服務部)
CHAU Yi-wan (Registration Services Division)

屯門河 Tuen Mun River

樓宇倒影形成海天一色的美景。
A beautiful blended sea and sky view
with reflections of the buildings.



3

五顏六色的變形金剛
COLOURFUL TRANSFORMERS

林潔明 (財務部)
LAM Kit-ming (Financial Services Division)

鰂魚涌 Quarry Bay

鰂魚涌五顏六色的「怪獸大廈」尤如積木方塊，
是電影「變形金剛」的拍攝場地。
Colorful “Monster Building” resemble
building blocks in Quarry Bay was a filming
spot for the movies “Transformers”.



人文風貌

Unveiling Cultural Mosaic



1

七彩鬧市 VIBRANT AND BUSTLING CITY

甄家翹 (業權註冊執行部)
YAN Ka-kiu (Title Registration Operation Division)

旺角 Mong Kok

旺角花園街兩旁聳立的舊式樓宇與排檔構成一幅七彩鬧市的景象。
Old buildings together with the stalls on both sides of Fa Yuen Street in Mong Kok picture a vibrant and bustling city scene.



2

青蛙嘉年華 FROG CARNIVAL

許霆鈞 (資訊科技管理部)
HUI Ting-kwan (Information Technology Management Division)

南豐紗廠 The Mills

活化後的南豐紗廠文化藝術中心標誌1960至1970年代香港製造業的輝煌時期。
The revitalised cultural and arts centre of Mills represents the golden age of Hong Kong's manufacturing industry in the 1960s and 1970s.



3

人蝶結緣 CONNECTION BETWEEN PEOPLE AND BUTTERFLIES

樊逸楠 (註冊服務部)
FAN Yat-nam (Registration Services Division)

灣仔利東街 Lee Tung Avenue, Wan Chai

走過蝴蝶的剪影，交織香港人的生活節奏，齊齊翩翩起舞。
Walking through the silhouettes of butterflies is part of the daily rhythm of Hong Kong people.



和諧綠色

Embracing Nature in the City



1

大樹好遮陰 THE COMFORT OF TREE SHADE

樊逸楠 (註冊服務部)
FAN Yat-nam (Registration Services Division)

赤柱新街 Stanley New Street

大樹為勞工們帶來清新的氣息。
The big tree brings a refreshing breath to workers.



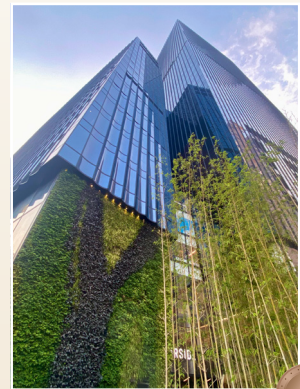
2

繁忙裡的寧靜 FINDING TRANQUILITY AMIDST THE HUSTLE

林潔明 (財務部)
LAM Kit-ming (Financial Services Division)

金鐘 Admiralty

「香港公園」作為鬧市中的綠洲，為忙碌的城市人帶來寧靜和放鬆。
Hong Kong Park, an oasis in the bustling city, brings tranquility and chill to busy city people.



3

石矢下的綠意 EMBRACING GREENNESS OF THE CONCRETE BUILDING

黃庭芝 (管理及客戶服務部)
WONG Ting-chi (Management and Customer Services Division)

啟德AIRSIDE AIRSIDE, Kai Tak

冰冷的混凝土下是一片綠意盎然。
Beneath the concrete lies a vibrant array of lush greenery.



邁向業權註冊

Moving Towards Title Registration



水中倒影

REFLECTION IN THE WATER

📍 屯門河 Tuen Mun River

樓宇倒影形成海天一色的美景。

A beautiful blended sea and sky view with reflections of the buildings.

香港現行的土地註冊制度是按照《土地註冊條例》(第128章)實施的契約註冊制度。此制度可規管土地登記冊內已註冊文書的優先次序，但不提供土地業權的保證。

《土地業權條例》(第585章)(《業權條例》)於2004年制定後，涵蓋主要持份者代表的《業權條例》督導委員會(督導委員會)及《業權條例》檢討委員會(檢討委員會)相繼成立，負責督導和推展《業權條例》在實施前的檢討工作，以確保其順利實施。督導委員會和檢討委員會的成員名單分別載於附件II (d)及(e)。

雖然主要持份者尚未就把現有土地轉換為業權註冊制度下註冊土地的機制達成共識，但我們正積極推進已獲得主要持份者支持在新批出土地先行實施業權註冊的方案(即「新土地先行」方案)。該方案亦獲得立法會發展事務委員會的普遍支持。一般而言，「新土地先行」方案涵蓋政府在《業權條例》實施日期或之後批出的土地。

此方案的實施有助政府和主要持份者累積從運作新制度取得的實際經驗，以便於稍後階段進一步商討現有土地的轉換機制並達成共識。

除了擬備《業權條例》的修訂草案(《修訂草案》)及與主要持份者制定實施細節外，我們亦正進行其他籌備工作，包括草擬附屬法例和研發新電腦系統，目標是在2025年第一季向立法會提交《修訂草案》。

The present land registration system in Hong Kong is a deeds registration system operating under the Land Registration Ordinance (Cap. 128), which governs the priority of registered instruments in the land register but gives no guarantee of title to land.

After the enactment of the Land Titles Ordinance (Cap. 585) (LTO) in 2004, the LTO Steering Committee (LTOSC) and the LTO Review Committee (LTORC), comprising representatives of key stakeholders, were set up to steer and carry out the review of the LTO before its commencement, to ensure its smooth implementation. The membership lists of the LTOSC and LTORC are at Annexes II (d) and (e) respectively.

While consensus on the mechanism for converting existing land to registered land under the Title Registration System has yet to be reached among key stakeholders, the Government is actively pursuing the proposal of implementing title registration on newly granted land first ("new land first" proposal) with support from key stakeholders. General support from the Legislative Council's (LegCo) Panel on Development has also been obtained. Generally speaking, the "new land first" proposal covers land granted by the Government on or after the commencement date of the LTO.

Implementation of the "new land first" proposal will facilitate the Government and key stakeholders to further deliberate and reach a consensus on the mechanism for conversion of existing land at a later stage, in the light of operational experience gained.

Apart from preparing an amendment bill for the LTO (Amendment Bill) and engaging key stakeholders to work out the implementation details, we are also embarking on other preparatory work, including preparing draft subsidiary legislation and developing a new computer system. The target is to introduce the Amendment Bill into the LegCo in the first quarter of 2025.



督導委員會會議於2024年2月舉行，向主要持份者闡述「新土地先行」方案的最新發展情況及實施計劃。
In February 2024, a LTOSC meeting was held to update key stakeholders on the latest developments and implementation plan of the "new land first" proposal.



環境、社會及管治報告

Environmental, Social And Governance Reporting



大樹好遮陰

THE COMFORT OF TREE SHADE

📍 赤柱新街 Stanley New Street

大樹為勞工們帶來清新的氣息。

The big tree brings a refreshing breath to workers.

企業社會責任

土地註冊處非常重視並努力維護社會責任。我們的承諾可見於以下五個主要範疇：

支持慈善及義工活動

我們的員工積極參與慈善及義工活動，致力建立關愛共融的社區。

員工除了參加由香港公益金舉辦的各項慈善活動，包括「綠色低碳日」、「公益金便服日」、「公益愛牙日」及公益行善「折」食日外，土地註冊處義工隊自2022年7月成立以來亦積極投入各種義工活動，為不同地區有需要的家庭及人士提供協助。

有關活動包括為需要食物援助的人士製作膳食餐盒，以及清潔、修復和整理二手玩具，以便轉贈給低收入家庭的小朋友。義工隊亦參加了2024年「書出愛心 十元義賣」活動，協助分類和檢查市民捐贈的二手書籍狀況。此外，員工參與了由健康快車香港基金舉辦的慈善跑步行，為「健康快車」眼科火車醫院及在內地的治盲工作籌募經費。

CORPORATE SOCIAL RESPONSIBILITY

The Land Registry (LR) places significant value on and endeavours to uphold social responsibility. Our commitment is demonstrated through our efforts in the following five main areas.

Supporting Charity and Voluntary Activities

Our staff are dedicated to fostering a caring and inclusive community by actively engaging in charity and voluntary activities.

In addition to staff taking part in various charity events organised by the Community Chest, including the Green Low Carbon Day, Dress Casual Day, Love Teeth Day and Skip Lunch Day, our volunteer team has actively participated in a diverse range of voluntary services since its establishment in July 2022, providing assistance to families and individuals in need.

These activities included preparing meal boxes for persons requiring food assistance, as well as cleaning, repairing, and sorting second-hand toys to be donated to children from low-income families. Our volunteers also joined the 2024 "Books for Love @\$10" campaign, assisted in classifying and checking the condition of donated second-hand books. Besides, our staff took part in a charity walk organised by the Lifeline Express Hong Kong Foundation, which raised funds for the Lifeline Express hospital eye train and its work in preventing blindness in the Mainland.



2023年6月的惜食堂食物回收活動。
Food rescue activity with Food Angel in June 2023.



2023年10月的香港基督教青年會「再生玩具工程師」活動。
"Toy Reborn Engineer" programme by YMCA of Hong Kong in October 2023.



2023年11月的健康快車香港基金慈善跑步行。
Charity walk by the Lifeline Express Hong Kong Foundation in November 2023.



2024年3月的「書出愛心 十元義賣」活動。
Charity sale of second hand books at the "Books for Love @\$10" in March 2024.

土地註冊處義工隊亦探訪長者家庭及派發免費飯盒。在不同的喜慶節日，義工隊參與了連串活動，包括探訪長者和低收入家庭，贈送福袋及協助他們進行家居清潔；為劏房住戶寫揮春賀新歲；在元宵佳節探訪獨居長者，為他們送上福袋。

Our volunteer team extended their outreach by visiting elderly households and distributed complimentary meal boxes. On various festive occasions, our staff accompanied the elderly and low-income families, distributed gifts and assisted with house cleaning. Our team also wrote traditional red banners ("Fai Chun") for residents of subdivided flats to mark the Chinese Lunar New Year. Furthermore, our team visited singleton elderly individuals, distributing gifts during the Lantern Festival.



2024年1月參與「耆青連心樂融融計劃」，探訪在葵涌區居住的長者。
Elderly home visit in the Kwai Chung district under the "Generations Connect" Project in January 2024.



2024年2月的代間發展基金會「齊寫揮春賀新歲」活動。
"Fai Chun" writing activity with Intergeneration Foundation Limited in February 2024.

為宣傳區議會選舉及鼓勵市民在投票日投票，土地註冊處處長及土地註冊處經理分別於2023年11月26日及30日率領部門義工隊到九龍灣及觀塘區派發選舉單張。

To promote the District Council Election and encourage public participation on the polling day, our volunteer team, led by the Land Registrar and the Registry Manager, distributed leaflets in the Kowloon Bay and Kwun Tong districts on 26 and 30 November 2023 respectively.

我們會繼續努力參與建立關愛共融的社區。

We will continue to dedicate ourselves to building a cohesive and compassionate community.





促進平等機會及無障礙環境

我們秉持強烈的社會責任感，致力消除基於性別、殘疾、家庭崗位及種族的就業歧視，並促進所有員工的平等機會。

在2023/24年度，我們共有24名殘疾員工，佔本處員工總人數的5%。我們會為有需要的殘疾員工提供輔助器材，以助他們履行職務。

我們也致力為市民提供無障礙設施，並委任無障礙主任和助理無障礙主任為有需要的人士提供協助。我們為無障礙主任、助理無障礙主任和駐場地的員工提供相關講座和所需培訓，並會定期作出檢討，以確保無障礙設施暢通易達。

為表揚我們的持續努力，香港社會服務聯會已將我們位於金鐘道政府合署19樓的客戶服務中心列入「無障礙友善企業／機構名單」。這個認可突顯了我們致力為員工和市民創造一個包容和友好的環境。

在2023年，我們繼續參與公務員事務局「殘疾學生實習計劃」，為有需要人士提供培訓實習的機會。我們共安排三位實習生在查冊及部門服務部和常務部工作，為部門提供一般的行政及文書支援，並為實習生安排資深導師以提供適時的工作協助和指導。

我們積極邀請社會企業參與競投本處辦公室的清潔服務合約，為弱勢社群提供更多就業機會。

關注僱員的職業健康

我們十分重視僱員的職業安全與健康。我們成立部門安全管理委員會，負責為部門制定及推行職業安全與健康的政策。我們已頒布周全的職業安全指引和程序，並為員工提供符合人體工程學的辦公室家具和設施，以促進員工的職業健康。此外，我們定期進行巡查，以確保工作間的安全。

Promoting Equal Opportunities and Accessibility

We uphold a strong sense of social responsibility in eradicating discrimination in employment on the grounds of sex, disability, family status and race, and promote equal opportunities for all staff members.

In 2023/24, we had 24 staff members with disabilities, representing 5% of the total strength of the LR. We provided technical aids, where necessary, to support staff members with disabilities in carrying out their duties.

We are also committed to providing barrier-free facilities to members of the public. Designated Access Officers and Assistant Access Officers are available to offer assistance to people in need. Relevant seminars and necessary training were arranged for our Access Officers, Assistant Access Officers and venue-based staff members while regular reviews were conducted to ensure the accessibility of our facilities.

Given our continuous efforts, the Hong Kong Council of Social Service has included our Customer Centre on 19/F of the Queensway Government Offices (QGO) in the List of Barrier-free Companies/Organisations. This acknowledgment underscores our ongoing dedication to creating an inclusive and accommodating environment for our staff and members of the public.

We continued to provide placement opportunities for people in need through participating in the Civil Service Bureau's Internship Scheme for Students with Disabilities in 2023. Three interns were recruited to help in the Search and Departmental Services Division and General Support Services Division to provide general administrative and clerical support to the offices. Experienced mentors were designated to provide the interns with prompt assistance and guidance to help them carry out their tasks.

To provide more job opportunities for the socially disadvantaged groups, we took a proactive step by inviting social enterprises to participate in bidding our office cleansing service contracts.

Upholding Occupational Health Care for Employees

We attach great importance to the occupational safety and health of our employees. We 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. Besides, regular inspections are conducted to ensure that the workplace is free from safety hazards.

環境、社會及管治報告 Environmental, Social and Governance Reporting

在2023/24年度，我們為員工舉辦35個講座／工作坊，相關課題包括急救訓練、預防上下肢勞損、預防滑倒、絆倒和跌倒的意外、工作壓力，以及壓力管理等。我們亦透過外界的專業人士為員工提供輔導服務，協助他們處理與工作相關或其個人的問題，展示我們對員工整體福祉的承諾。

為提高員工對工作安全與身心健康的認知，我們定期透過電子《員工通訊》提供實用的資訊和貼士。員工康樂會除了資助同事參與各類體育活動，例如由建造業議會舉辦的「建造業開心跑2024」及「2024年渣打香港馬拉松」，以推廣身心健康外，亦為員工及其家屬安排興趣班及戶外活動。

In 2023/24, a total of 35 seminars/workshops on subjects such as first aid, prevention of upper and lower limb disorders, prevention of slip, trip and fall accidents, occupational stress and stress management were provided to our staff. We also provided counseling services through external specialists to support staff in dealing with their work-related or personal concerns, demonstrating our commitment to the holistic welfare of our employees.

To enhance staff's awareness of work safety, mental well-being and physical fitness, we regularly disseminate useful information and tips through our e-Staff Magazine. Apart from subsidising our staff to participate in various sports activities such as the Construction Industry Happy Run 2024 organised by the Construction Industry Council and the Standard Chartered Hong Kong Marathon 2024 to promote physical fitness and well-being, the Staff Recreation Club also arranges interest classes and outings for our staff and their family members.



我們致力為員工提供舒適及安全的工作環境。在2023/24年度，我們繼續努力透過增加綠化元素和進行必要的裝修工作，營造一個愉快舒適的工作環境。

此外，我們自2003年起參與由環境保護署舉辦的「室內空氣質素檢定計劃」。在2023年，我們位於九龍灣「一號九龍」的辦事處獲得「卓越級」證書，而其他所有辦事處亦獲得「良好級」證書。為營造方便餵哺母乳的環境，我們提供哺乳設施，供產假後返回工作崗位並希望繼續授乳的女性員工使用。

In line with our commitment to providing a comfortable and safe working environment for our staff, we continued our efforts in 2023/24 to maintain a pleasant office environment by adding greenery and conducting necessary fitting out work.

In addition, since 2003, we have participated in the Indoor Air Quality Certification Scheme organised by the Environmental Protection Department. In 2023, our office at One Kowloon, Kowloon Bay obtained the "Excellent" Class, while all other offices attained the "Good" Class. To create a breastfeeding friendly environment, lactation facilities are provided for female staff members who wish to continue breastfeeding upon returning to work from maternity leave.



凝聚團隊力量

員工資源是我們的寶貴資產。為促進管理層與員工之間的有效溝通及合作，「部門協商委員會」約每季度舉行會議，作為公開討論各種影響員工福祉事宜的平台。此外，「土地註冊處員工建議書審核委員會」為全體員工提供有效的途徑，以提出精簡部門運作及改善工作效率的建議。團隊的共同努力有助於提高生產力。

另外，土地註冊處設有一個全面且易於使用的「知識管理系統」，供我們的員工在日常運作中使用，從而提升他們的工作效率，及促進部門有系統地管理和分享知識。

我們的「工作表現獎勵計劃」促進和培育員工的客戶服務文化，並提高他們的生產力。本處也設立「最佳前線員工獎勵計劃」，以表揚前線員工的優秀表現。

持守環保意識

為持續推動環保管理並確保部門各項業務和日常運作符合環保原則，我們已採取以下措施：

- * 制定清晰的環保政策，訂明須採取行動的主要範疇；
- * 公布環保管理指引；
- * 定期到各個辦公室進行環保審核和突擊巡查；
- * 繼續實行「減少使用」、「廢物利用」、「循環再造」及「替代使用」的環保政策，並有效使用能源和資源；
- * 使用環保採購，以及要求負責辦公室清潔的營辦商採取環保做法；
- * 透過定期的內部通訊，向員工推廣環保意識；
- * 在切實可行範圍內減少用紙及重用紙張；
- * 於辦公室安裝自動感應照明設備；
- * 把綠化概念融入辦公室的設計；以及

Thriving for Team Work

Staff resources are a valuable asset to us. To promote effective communication and collaboration between management and staff, Departmental Consultative Committee meetings are conducted about once every quarter. This serves as a platform for open discussions on various matters affecting the well-being of our staff. Besides, the LR Staff Suggestions Committee provides an effective avenue for all staff to submit suggestions which aimed at streamlining operations and enhancing work efficiency within the department. The concerted team efforts contribute to enhancement in productivity.

In addition, the LR maintains a Knowledge Management System to facilitate systematic management and sharing of knowledge across the department. The system serves as a comprehensive and easily accessible tool for our staff to use in enhancing their work effectiveness in daily operation.

Our Performance Incentive Scheme is designed to motivate employees, inculcate a customer service culture and boost productivity. A Best Frontline Staff Award is also established to commend the exemplary performance of our frontline staff.

Sustaining Environmental Awareness

To continuously promote green management and to ensure that our business and daily operations are conducted in an environmentally responsible manner, we have implemented the following measures:

- * set out a clear environmental policy with key areas for actions;
- * promulgated green housekeeping guidelines;
- * conducted regular environmental audit and surprise inspections at our offices;
- * continued our drive in 4-Rs (i.e. reduce, reuse, recycle and replace) and efficient use of energy and resources;
- * adopted green procurement and required the adoption of environment conservation practices by office cleaning contractor;
- * promoted environmental awareness among staff through regular internal communication;
- * reduced and recycled the use of paper as far as practicable;
- * installed lighting motion sensors in office premises;
- * incorporated the greening concept in office design; and

- * 籌備推行政府的電子檔案保管系統，引入以電子檔案取代紙本檔案的存檔方式。

涵蓋本處詳盡環保表現的《2023年管制人員環保報告》可在[土地註冊處的網站](#)瀏覽。

- * prepared to implement the Government's Electronic Record Keeping System to introduce filing of electronic records, instead of paper-based records.

The Controlling Officer's Environmental Report 2023 with detailed environmental performance is available on the [LR's website](#).

企業管治

管治架構

本處以問責、誠信及透明度為基石，透過制定的服務標準，力求達致最佳的企業管治水平。

問責

本處須分別向發展局和財經事務及庫務局負責及匯報部門的業績和財務表現。我們每年會向兩個決策局呈交中期企業計劃暨年度業務計劃，以供批核。企業計劃訂定本處未來五年的發展綱領，而業務計劃則作為評核本處每年業績的基準。

誠信

根據《營運基金條例》(第430章)，本處可自主進行資本投資及運用資源，以靈活回應服務需求及提高營運效率。在靈活自主的基礎下，我們執行職務時須履行恪守誠信的責任。土地註冊處全體人員均須遵守部門指引及相關的政府規則和規章，以妥善履行日常職責。土地註冊處經理是本處的誠信事務主任，負責監督部門的誠信管理事宜。本處除為員工舉辦有關的培訓課程及工作坊外，亦會定期公布及傳閱有關誠信管理的指引和通告，以提升員工對誠信管理的認知，並促進道德行為。

透明度

本處奉行以高透明度運作的原則。根據《營運基金條例》，我們每年須呈交營運基金的年報連同經審計署署長審核的財務報表予立法會省覽。為讓公眾知悉部門業務和物業市場的情況，我們每月會發表土地註冊和查冊的統計數據。

服務承諾

本處自1993年成立營運基金後，每年均會檢討「服務承諾」，以貫徹我們持續提升服務質素和效率的承諾。

CORPORATE GOVERNANCE

Governance Framework

The LR strives to achieve the best in corporate governance. We have established performance standards on accountability, integrity and transparency.

Accountability

The LR is accountable to the Development Bureau and the Financial Services and the Treasury Bureau for its business and financial performance respectively. A medium range corporate-cum-annual business plan is submitted to the two Bureaux for approval every 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 for evaluating our annual 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. LR staff conduct daily business in a proper manner in compliance with departmental guidelines and the relevant Government rules and regulations. The Registry Manager acts as the Ethics Officer of the LR, 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 awareness and promote ethical behaviour.

Transparency

The LR's operation is 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.

Performance Pledges

As part of our continuing commitment to improving the quality and efficiency of services, we have reviewed our performance pledges annually since the establishment of the Trading Fund in 1993.

在2023/24年度，我們超越了在服務承諾中訂下的所有指標，特別是提升了「辦理土地文件註冊」的服務標準（由15個工作天縮短至14個工作天），以及「為再交付註冊的中止註冊文書辦理註冊」的服務標準（由16個工作天縮短至15個工作天）。附件I (a)列出本處於年內的服務承諾和實際表現。

本處將於來年提升「辦理業主立案法團註冊」的服務標準和服務指標。2024/25年度新的服務承諾載於附件I (b)。

客戶溝通

高效的客戶支援服務

我們致力提供卓越和專業的客戶服務。為促進以客為本的服務文化，我們透過不同渠道提供互動的客戶支援服務，例如與效率促進辦公室轄下的1823電話中心合作，以提供24小時的客戶服務熱線，並於金鐘道政府合署的客戶服務中心和位於大埔、元朗和荃灣的新界查冊中心特設一站式的客戶服務櫃位。

特設的客戶聯絡平台

我們亦會透過特設的客戶聯絡平台與業務夥伴（包括香港律師會及其他私營和公營機構客戶）保持緊密聯繫，以收集他們對本處服務的意見。

土地註冊處聯合常務委員會成立已久，成員包括土地註冊處處長、其下的高級管理團隊及香港律師會的代表。委員會定期舉行會議，就土地註冊事宜及本處向法律界人士所提供的服務進行商討和交流意見。

In 2023/24, we exceeded all the targets set in our performance pledges. In particular, we improved the service standards for registration of land documents (from 15 to 14 working days) and registration of withheld instruments redelivered for registration (from 16 to 15 working days). Annex I (a) sets out the pledges and our actual performance for the year.

In the coming year, we will enhance the service standard and performance target on registration of owners' corporations. The new set of performance pledges for 2024/25 is at Annex I (b).

Customer Engagement

Efficient Customer Support Services

We strive for excellence and professionalism in customer service delivery. To foster a customer-oriented culture in service delivery, we provide interactive customer support services through various channels such as a round-the-clock customer service hotline in collaboration with the Efficiency Office's 1823 call centre, as well as a dedicated one-stop customer service counter at our Customer Centre at the QGO, along with service points at the New Territories Search Offices in Tai Po, Yuen Long and Tsuen Wan.

Dedicated Customer Liaison Platforms

We also maintain close liaison with our business partners, including the Law Society of Hong Kong, as well as other private and public sector customers, to collect their views on our services through dedicated customer liaison platforms.

The long-established LR Joint Standing Committee (LRJSC), comprising the Land Registrar, the senior management team and representatives of the Law Society of Hong Kong, meets regularly to discuss and exchange views on land registration matters and our services provided to legal practitioners.



土地註冊處聯合常務委員會
LR Joint Standing Committee

本處也透過設立兩個客戶聯絡小組(私營機構和公營機構),讓客戶了解本處的最新計劃、服務和工作程序,在業務運作和服務提供事宜上促進意見交流,以及就客戶的意見作出回應。私營機構客戶聯絡小組的成員來自法律界、專業機構及工商團體;公營機構客戶聯絡小組的成員則來自政府部門及公營機構。

The LR also maintains two Customer Liaison Groups (CLGs) for 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. The private sector group comprises representatives from the legal community, professional bodies and trade associations while the public sector group comprises representatives from the Government departments and public bodies.



客戶聯絡小組(私營機構)
Customer Liaison Group (Private Sector)



客戶聯絡小組(公營機構)
Customer Liaison Group (Public Sector)

土地註冊處聯合常務委員會和客戶聯絡小組的成員名單分別見附件II (a)、(b)及(c)。

The membership lists of the LRJSC and CLGs are at Annexes II (a), (b) and (c) respectively.

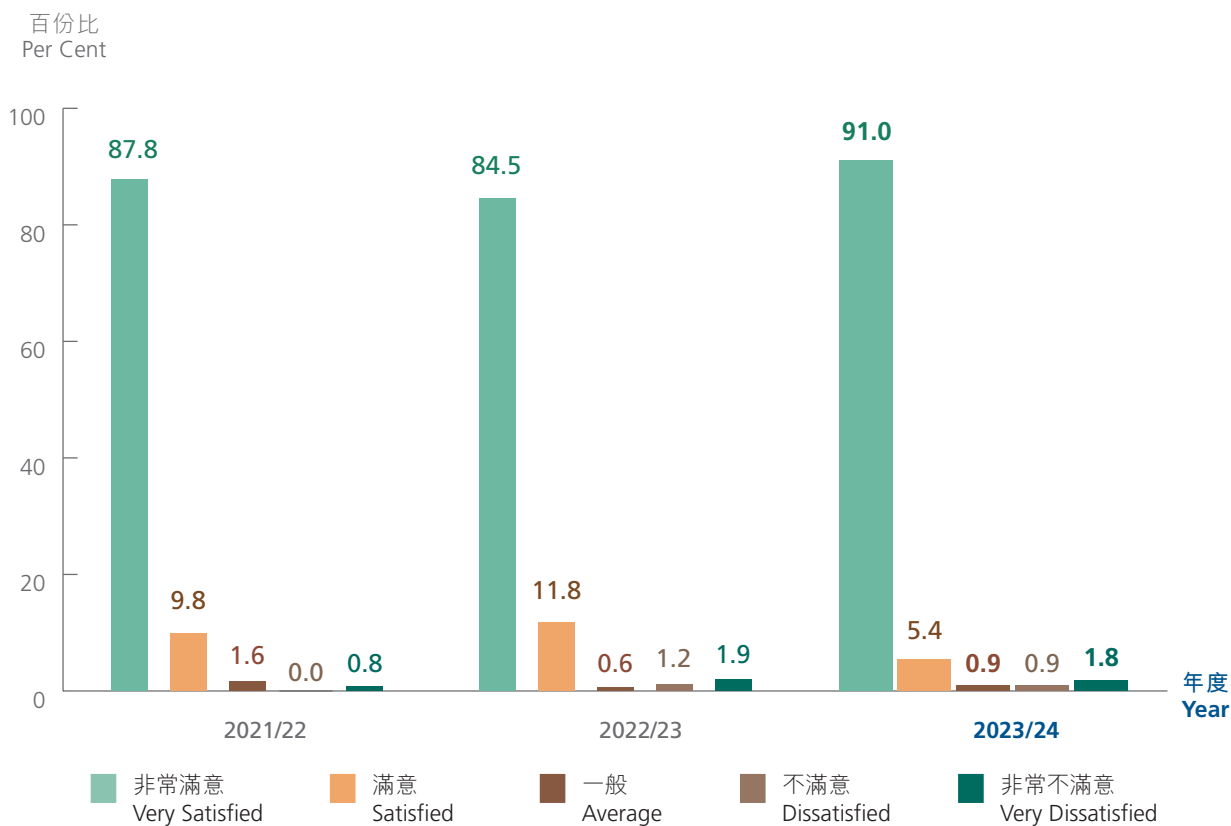
迅速回應客戶的意見

我們重視客戶回饋，並透過各種渠道積極與客戶互動，以不斷改進服務。在2023/24年度，我們從意見卡收到客戶對本處服務的滿意度維持高水平（「非常滿意」和「滿意」程度達96.4%），並透過客戶服務熱線、部門網站、意見卡、來信和電郵渠道接獲70個客戶表揚（較去年增加75%），反映我們提供高質素的服務。

Response to Customer Feedback

We value customer feedback and actively engage with customers through various channels to improve services continually. In 2023/24, we maintained a high customer satisfaction rate, with “Very Satisfied” and “Satisfied” ratings on comment cards totalling 96.4%. We received 70 commendations, representing a significant increase of 75% compared to the previous year, through our customer service hotline, the LR’s website, comment cards, letters and emails, reflecting the exceptional quality of our services.

客戶滿意程度 CUSTOMER SATISFACTION RATE



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.

以客為本的投訴管理制度

本處擁有完善的投訴管理制度以供公眾監督和處理投訴。由本處接獲或是經由其他政府部門轉介的投訴共有17項，所有個案均已獲迅速回應及圓滿處理。

Customer-oriented Complaint Management System

We operate a well-established complaint management system for public scrutiny and addressing complaints. 17 complaints were received by us directly or through referrals from other Government offices. All relevant complaints were promptly addressed and fully responded to.

業務回顧

Business Review



繁忙裡的寧靜

FINDING TRANQUILITY AMIDST THE HUSTLE

📍 金鐘 Admiralty

「香港公園」作為鬧市中的綠洲，為忙碌的城市人帶來寧靜和放鬆。
Hong Kong Park, an oasis in the bustling city, brings tranquility and chill to busy city people.

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。

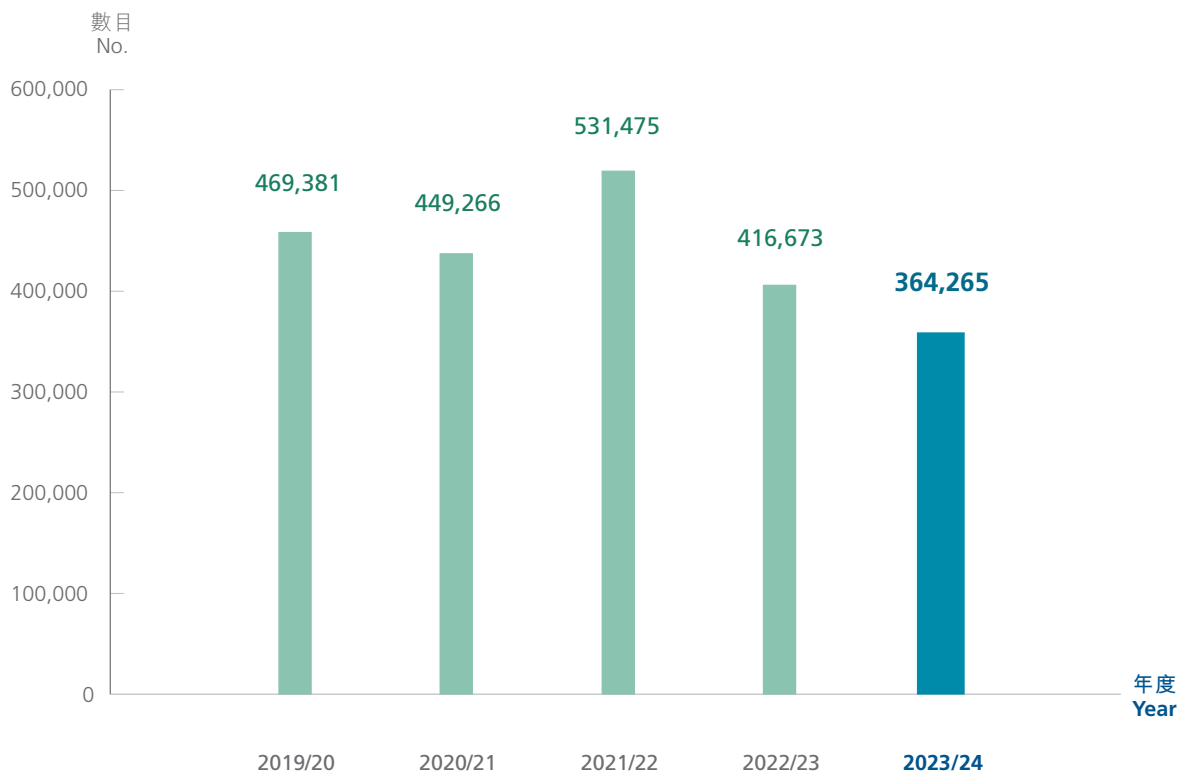
在2023/24年度，送交註冊的土地文件共364,265份，較2022/23年度減少12.6%。

REGISTRATION OF LAND DOCUMENTS

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

In 2023/24, 364,265 land documents were delivered for registration, representing a decrease of 12.6% when compared with 2022/23.

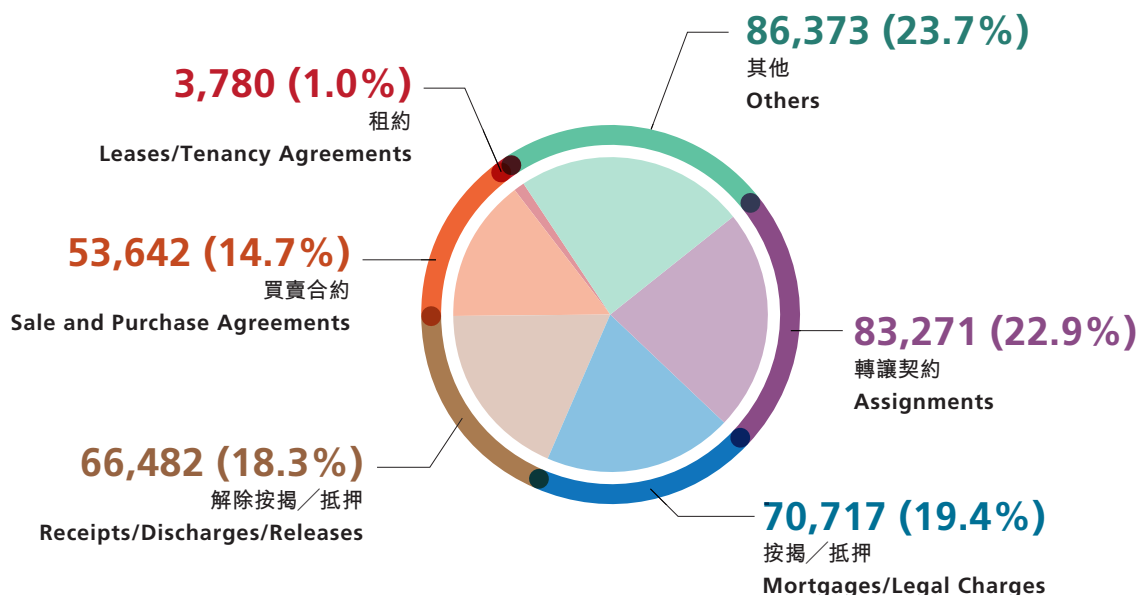
送交註冊的土地文件數目
NO. OF LAND DOCUMENTS DELIVERED FOR REGISTRATION



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75.3%。

Major types of documents received included sale and purchase agreements (SPAs), assignments, mortgages/legal charges and receipts/discharges/releases which collectively accounted for 75.3% of all documents received during the year.

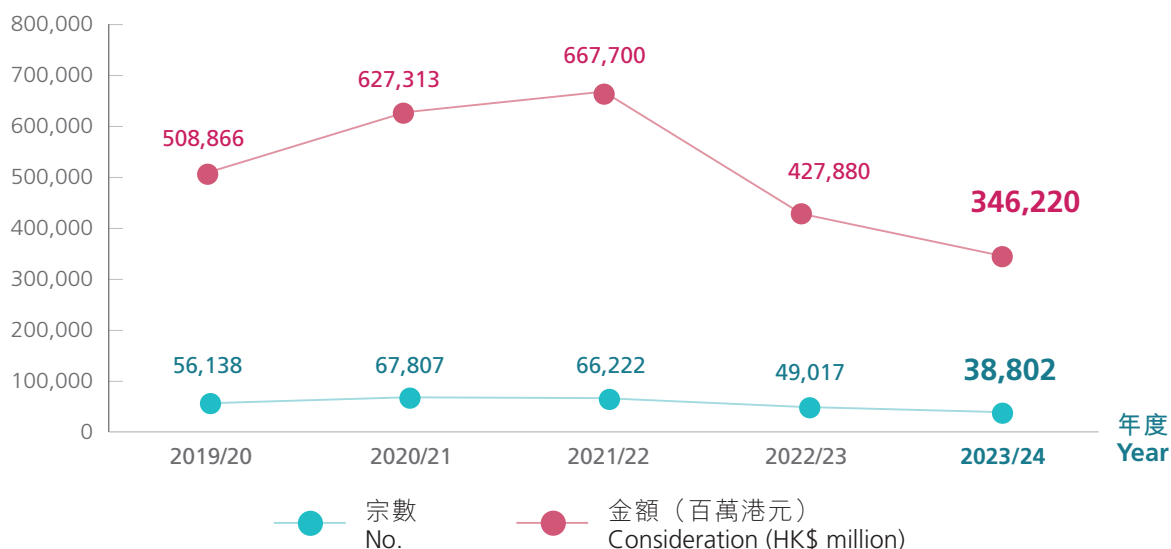
2023/24 年度送交註冊的土地文件類別 DISTRIBUTION OF LAND DOCUMENTS LODGED FOR REGISTRATION IN 2023/24



在2023/24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38,802份(較去年減少20.8%)及3,462.2億元(較去年減少19.1%)。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 2023/24, the number of SPAs of residential units and their total consideration were 38,802 (-20.8% from previous year) and \$346,220 million (-19.1% from previous 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



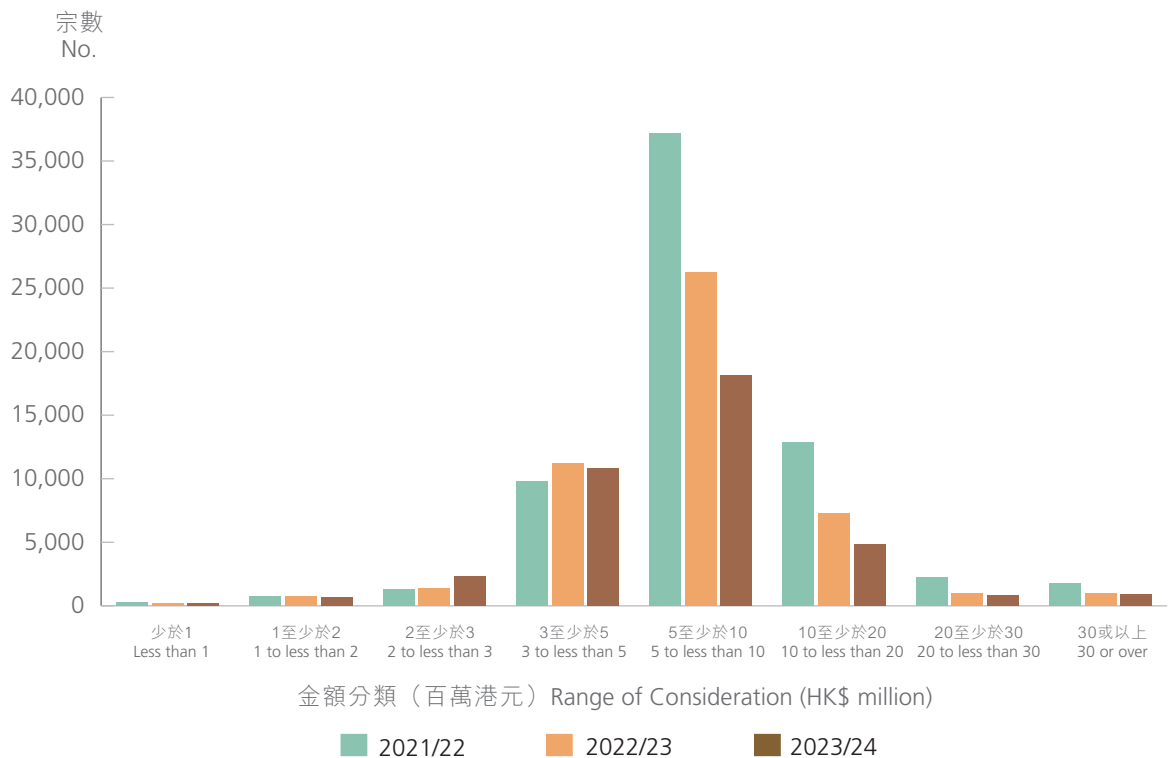
註：上述統計數字並不包括居者有其屋、私人機構參建居屋及租者置其屋等計劃下的住宅買賣，除非有關單位轉售限制期屆滿並已補償差價。

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2023/24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500萬港元的住宅樓宇交易顯著減少。

The majority of the transactions in residential units in 2023/24 fell within the consideration range of five to ten million Hong Kong dollars. There was a notable decrease in transactions with consideration of more than five million Hong Kong dollars in 2023/24.

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)		2021/22		2022/23		2023/24	
		宗數 No.	%	宗數 No.	%	宗數 No.	%
少於1	Less than 1	241	0.4	221	0.5	201	0.5
1至少於2	1 to less than 2	770	1.2	786	1.6	699	1.8
2至少於3	2 to less than 3	1,318	2.0	1,395	2.8	2,343	6.1
3至少於5	3 to less than 5	9,824	14.8	11,185	22.8	10,835	27.9
5至少於10	5 to less than 10	37,147	56.1	26,254	53.6	18,122	46.7
10至少於20	10 to less than 20	12,841	19.4	7,261	14.8	4,856	12.5
20至少於30	20 to less than 30	2,276	3.4	947	1.9	853	2.2
30或以上	30 or over	1,805	2.7	968	2.0	893	2.3
總數	Total	66,222	100.0	49,017	100.0	38,802	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。

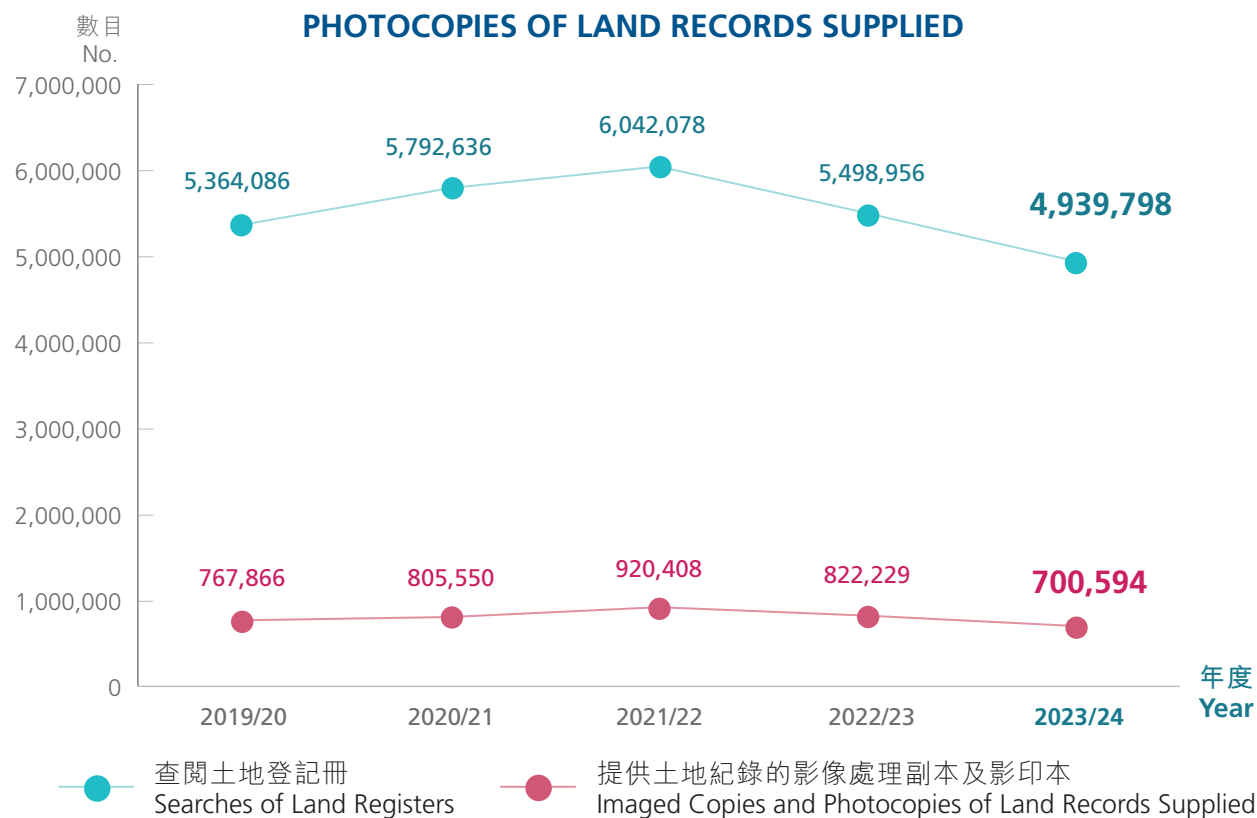
在2023/24年度，查閱土地登記冊的宗數，以及提供土地紀錄的影像處理副本和影印本的總數分別為4,939,798宗（較去年減少10.2%）及700,594份（較去年減少14.8%）。

SEARCH SERVICES

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

In 2023/24, the total number of searches of land registers and supply of imaged copies and photocopies of land records were 4,939,798 (-10.2% from previous year) and 700,594 (-14.8% from previous year) respectively.

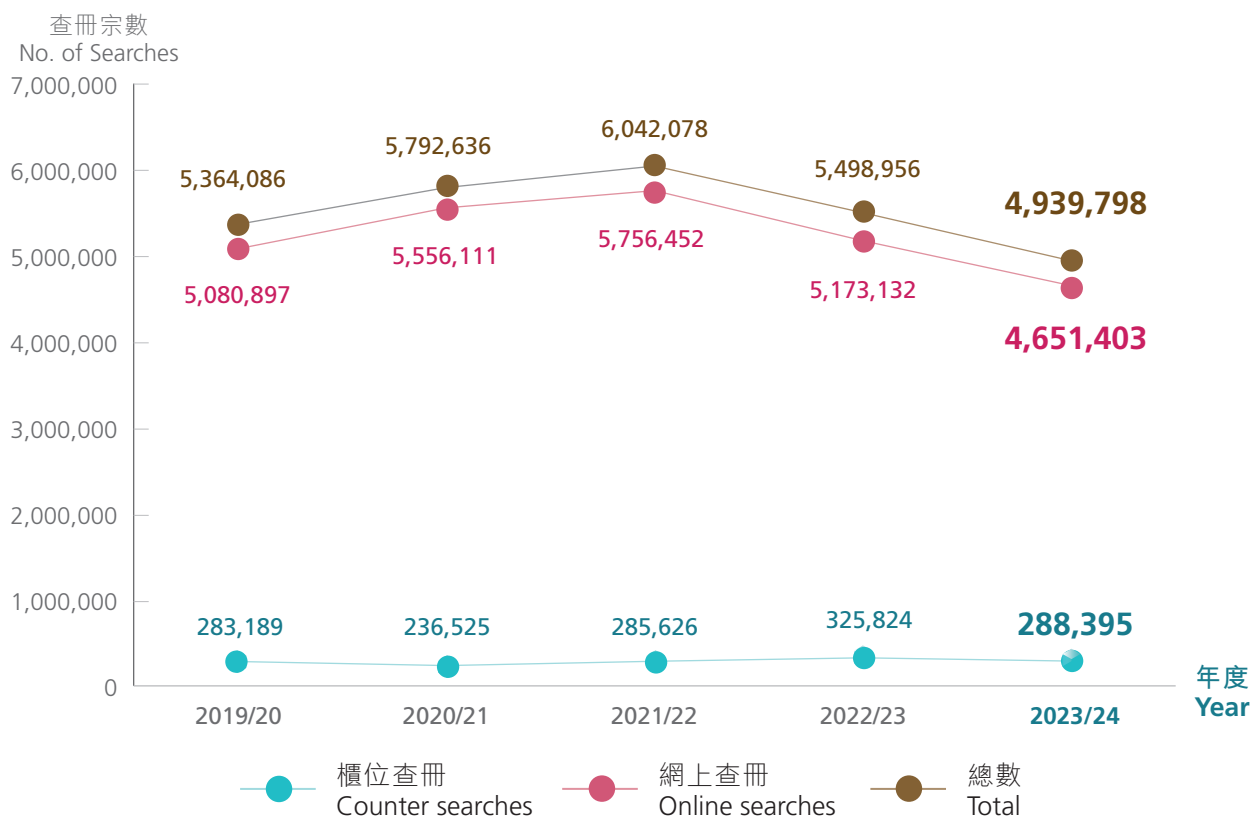
查閱土地登記冊宗數和提供土地紀錄的影像處理副本及影印本份數
NO. OF SEARCHES OF LAND REGISTERS AND IMAGED COPIES AND PHOTOCOPIES OF LAND RECORDS SUPPLIED



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，94%的查閱土地登記冊是透過網上提供。公眾人士可以非經常用戶或登記用戶身分進行查冊。在2023/24年度，登記用戶的數目共有1,537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。

Our Integrated Registration Information System (IRIS) Online Services at www.iris.gov.hk is a user-friendly and convenient platform for online search of land records. 94% of searches of land registers in the year of 2023/24 were conducted online. The public can conduct searches on either an ad hoc or a subscription basis. The number of subscribers reached 1,537 during 2023/24. 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《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2024年3月31日，在2023年4月28日推出的《街道索引》及《對照表》網頁版錄得超過22,000瀏覽人次。

The LR publishes 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 available for free browsing on the [LR's website](#) or through the hyperlink on the IRIS Online Services website. As at 31 March 2024, over 22,000 visits to the online versions of the SI and the CRT released on 28 April 2023 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2023/24年度，新註冊的業主立案法團共有129個，全港的業主立案法團總數增至11,454個。年內，業主立案法團的文件存案和查閱總數分別為22,879份及19,847份。

OWNERS' CORPORATION SERVICES

It has 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 LR is responsible for registration of OCs and provision of filing and search services for OC records. In 2023/24, 129 new OCs were registered, bringing the total number of OCs to 11,454. During the same period, 22,879 OC documents were filed and 19,847 OC documents were searched.

物業把關易

2019年1月推出的「物業把關易」訂購服務，有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。

自2023年1月1日下調一次過訂購「物業把關易」的費用，使物業提示服務的生效期持續至物業轉手為止，以及加強推行連串宣傳活動後，服務訂單總數大幅增加。在2023/24年度，超過93%的訂單皆選用一次過的訂購期。

為保持宣傳的勢頭，我們會繼續透過各種渠道推廣該服務，包括社交媒體平台，以吸引社區關注，提升公眾對「物業把關易」的認識。

PROPERTY ALERT

Launched in January 2019, Property Alert is a subscription service that assists property owners in safeguarding their land interests from fraud by monitoring the land registers of their properties. Subscribers receive email alerts when an instrument is delivered for registration against their property.

Following the fee reduction to the one-off Property Alert subscription option which enables the alert service for a property to remain valid until change of ownership on 1 January 2023 and a series of stepped-up publicity activities, there was a significant increase in the total number of orders received. During 2023/24, over 93% of subscription orders received were for one-off subscription.

To sustain the momentum of publicity, we continued to promote the service through various channels, including the social media platforms, to engage the community for raising public awareness on the Property Alert service.



「物業把關易」服務透過主流社交媒體平台(包括 Google Display Network、Facebook 和 YouTube)進行宣傳。
Service promoted through popular social media platforms including Google Display Network, Facebook and YouTube.

為簡化申請的處理程序，土地註冊處將於2024/25年度以電子方式處理透過「智方便」認證身份的網上申請。

In order to streamline the processing of applications, the LR will implement e-processing for online applications authenticated through iAM Smart in 2024/25.

為認可機構提供電子提示服務

E-ALERT SERVICE FOR AUTHORIZED INSTITUTIONS

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。

The LR launched the e-Alert Service for Authorized Institutions (AIs) (i.e. licensed banks, restricted licence banks and deposit-taking companies) under the Banking Ordinance (Cap. 155) in February 2017. This service aims to help the AIs better manage credit risks in mortgage lending. With consent from the property owners, the AIs can subscribe to the service and receive electronic notifications from the LR when further charge/mortgage documents in respect of the properties mortgaged to the AIs are lodged for registration with the LR. The service has been well received by the AIs.

隨著電子渠道於2021年2月全面推行後，認可機構可更安全和方便地在網上全面提交服務申請。作為持續提升服務的一部分，我們計劃除了透過電子郵件外，還會額外為認可機構提供透過應用程式介面接收電子提示通知的方式。

Following the full implementation of the e-Channel in February 2021, the AIs can enjoy online application submissions with greater security and convenience. As part of our ongoing service enhancement, we are planning to provide additional means for the AIs to access e-Alert notification via Application Programming Interface (API) apart from email.

嶄新電子政府倡議

NEW E-GOVERNMENT INITIATIVES

土地註冊處全力支持拓展新科技及開發新一代的電子政府服務。

The LR fully supports exploring new technology and developing new generation of e-Government services.



「綜合註冊資訊系統」

Integrated Registration Information System

「綜合註冊資訊系統」網上服務是提供查閱土地紀錄的一站式電子服務平台。

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

業務回顧 Business Review

本處在2023/24年度為「綜合註冊資訊系統」網上服務作出下列多項重要提升：

* 為登記用戶新增「更改登記用戶資料」功能，方便他們實時更新其用戶資料；

The LR implemented the following major enhancements to the IRIS Online Services in 2023/24:

* introduced a new “Change Account Particulars” function for subscribers to update their account particulars in real time;

* 優化流動版本，使其提供與桌面版本類似的功能，例如按地圖查冊及設定帳戶結餘提示功能；以及

* enhanced the mobile version to provide similar functionality to the desktop version, such as search by map and setting account balance alert; and

* 登記用戶可透過流動版本使用帳戶管理功能。

* enabled subscribers to use the account management function via the mobile version.

推動數碼化

2023年，由政府資訊科技總監辦公室（現名為數字政策辦公室〔數字辦〕）主導的電子政府審計為土地註冊處的服務和資訊科技系統進行了審查，並提出利用創新科技提升運營效率的資訊科技方案。

最迫切推行的項目是「為『綜合註冊資訊系統』網上服務設立聊天機器人」，該項目已被列為《行政長官2022年施政報告》宣布應推行的100個新的數碼政府潛在項目之一，並計劃於2025年中旬推行。在「綜合註冊資訊系統」網上服務引入的聊天機器人是互動和方便易用的助手，協助客戶找到正確的答案和網頁。

另一個重要並快將推行的項目是「透過應用程式介面實現土地註冊處服務的數據互通」，此項目旨在透過數字辦的「授權數據交換閘」和香港金融管理局的「商業數據通」為政府決策局和部門及金融機構提供服務。

透過應用程式介面提供的土地查冊及電子提示服務預計於2025年第二季完成。

年度整合開放數據計劃

土地註冊處的年度開放數據計劃列出透過「開放數據平台」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。年度空間數據計劃以開放及機讀格式提供已加入地理標記的數據集，並附有元數據文檔和數據規格。該等數據集可為科研及創新提供有用的材料。

2024至2026年度的開放數據計劃及空間數據計劃已合併為年度整合開放數據計劃，涵蓋未來三年將發放的開放數據及空間數據，公眾人士可於[本處網站](#)查閱該計劃。

電子支付服務渠道

「綜合註冊資訊系統」網上服務和網上表格讓客戶能夠透過廣泛認可的電子支付渠道支付查冊服務費用，確保隨時隨地輕鬆付款。

為進一步提升網上支付的便利性和效率，我們自2024年6月起的網上服務已引入快速支付系統「轉數快」支付選項。

Drive towards Digitalisation

In 2023, an e-Government Audit led by the Office of the Government Chief Information Officer (now re-organised into the Digital Policy Office [DPO]) was conducted to review the services and IT systems of the LR. IT solutions were recommended to leverage innovative technologies to enhance operation efficiency.

One of the most imminent initiative is “Implementing Chatbot for IRIS Online Services”, which is one of the potential 100 New Digital Government Initiatives announced in the Chief Executive’s 2022 Policy Address. This initiative is scheduled to be rolled out by mid-2025. The Chatbot will be introduced to the IRIS Online Services, functioning as an interactive and customer-friendly assistant in guiding customers to the right answers and web pages.

Another significant initiative on the horizon is “Enabling Data Interchange via API for the LR Services”. This initiative aims to provide services to Government bureaux and departments as well as financial institutions via the Consented Data Exchange Gateway of the DPO and Commercial Data Interchange of the Hong Kong Monetary Authority.

The APIs for land search services and e-Alert notifications are targeted to be completed by the second quarter of 2025.

The Consolidated Annual Open Data Plan

The annual open data plan of the LR sets out datasets relating to statistics of registration and search services. These datasets are made available for free public use through the Open Data Portal. The annual spatial data plan provides geo-tagged datasets along with metadata documents and data specifications in open and machine-readable formats. The datasets provide useful materials for technology research and innovation.

The open data plan and the spatial data plan for 2024–2026 are combined into one Consolidated Open Data Plan that covers open data and spatial data to be released in the coming three years. It is available on the [LR’s website](#) for public access.

E-Payment Channels for Services

Our IRIS Online Services and online forms enable customers to settle search service fees through widely accepted e-payment channels, ensuring hassle-free payment anytime and anywhere.

To further enhance the convenience and efficiency of online payment, the Faster Payment System payment option has been introduced for our online services since June 2024.

財政管理

Financial Management



人蝶結緣

CONNECTION BETWEEN PEOPLE AND BUTTERFLIES

灣仔利東街 Lee Tung Avenue, Wan Chai

走過蝴蝶的剪影，交織香港人的生活節奏，齊齊翩翩起舞。

Walking through the silhouettes of butterflies is part of the daily rhythm of Hong Kong people.

財政目標

土地註冊處營運基金根據《營運基金條例》(第430章)的條文，奉行下列明確的財政目標：

- ※ 使以跨年方式計算的營運基金收入足以支付為市民及政府部門提供服務的開支；以及
- ※ 取得合理的回報，回報率是由財政司司長根據固定資產而釐訂。

FINANCIAL OBJECTIVES

In accordance with the Trading Funds Ordinance (Cap. 430), the Land Registry Trading Fund (LRTF) pursues clearly defined financial objectives as follows:

- ※ 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
- ※ achieving a reasonable return, as determined by the Financial Secretary, on the fixed assets employed.

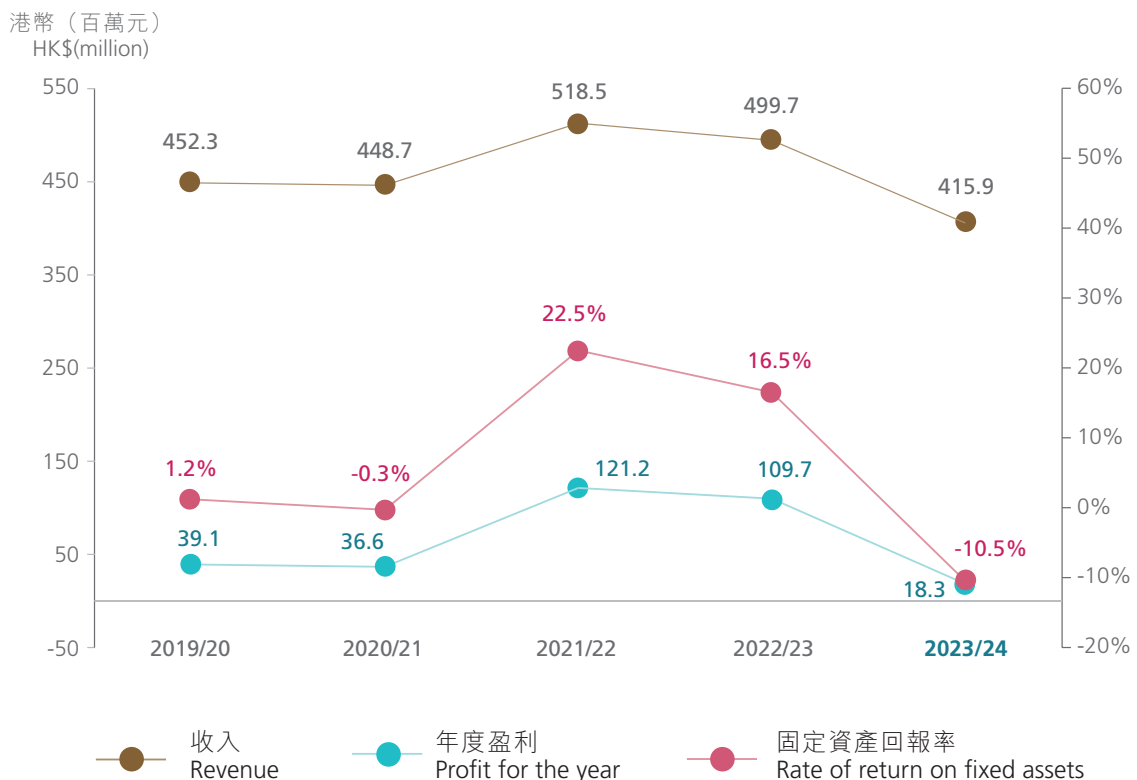
實際表現

與2022/23年度比較，最新年度的收入減少8,380萬元(下跌16.8%)至4.159億元，主要原因是辦理文件註冊、查冊、提供副本、業權報告和電子提示服務的業務有所減少。運作成本增加810萬元(上升1.8%)至4.52億元，主要原因是電腦服務開支有所增加。

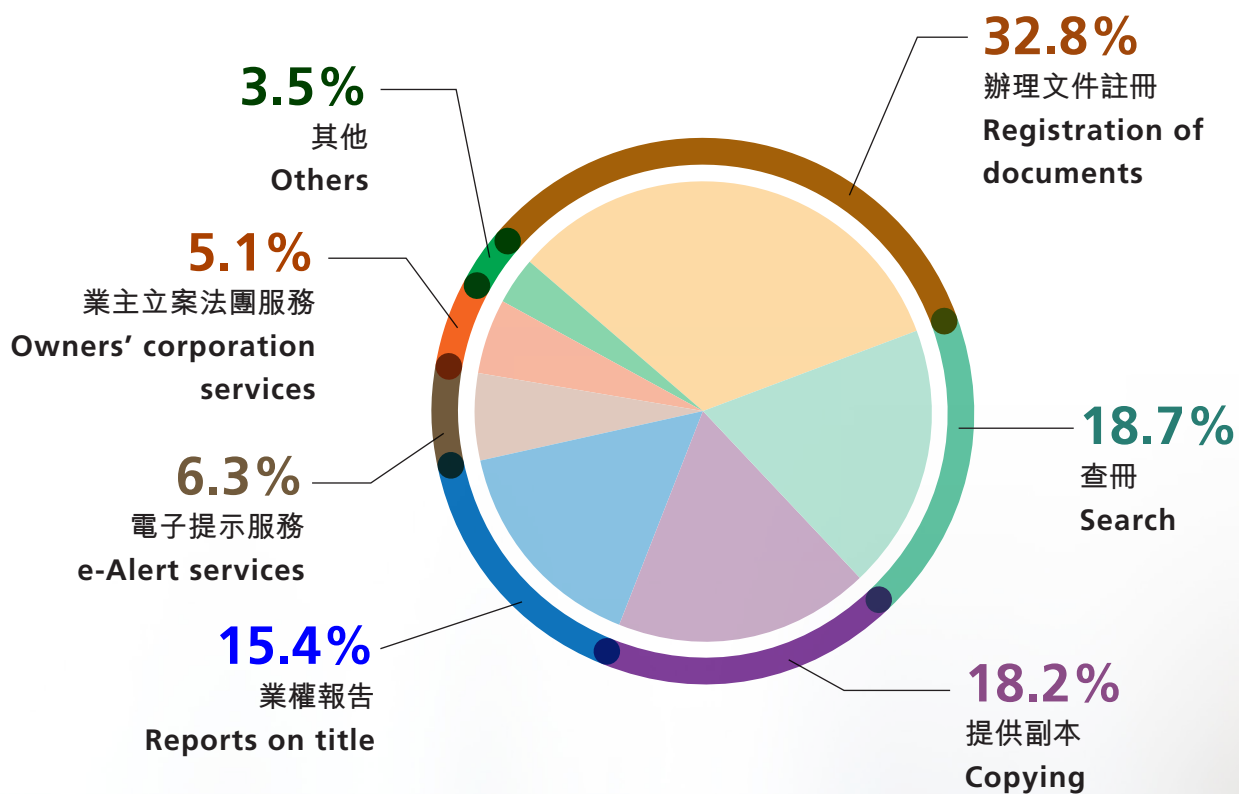
ACTUAL PERFORMANCE

In comparison to 2022/23, revenue for the latest period decreased by \$83.8 million (-16.8%) to \$415.9 million, mainly due to decline in business volume of registration of documents, search, copying, reports on title and e-Alert Services. Operating costs increased by \$8.1 million (+1.8%) to \$452 million, primarily driven by an increase in computer service charges.

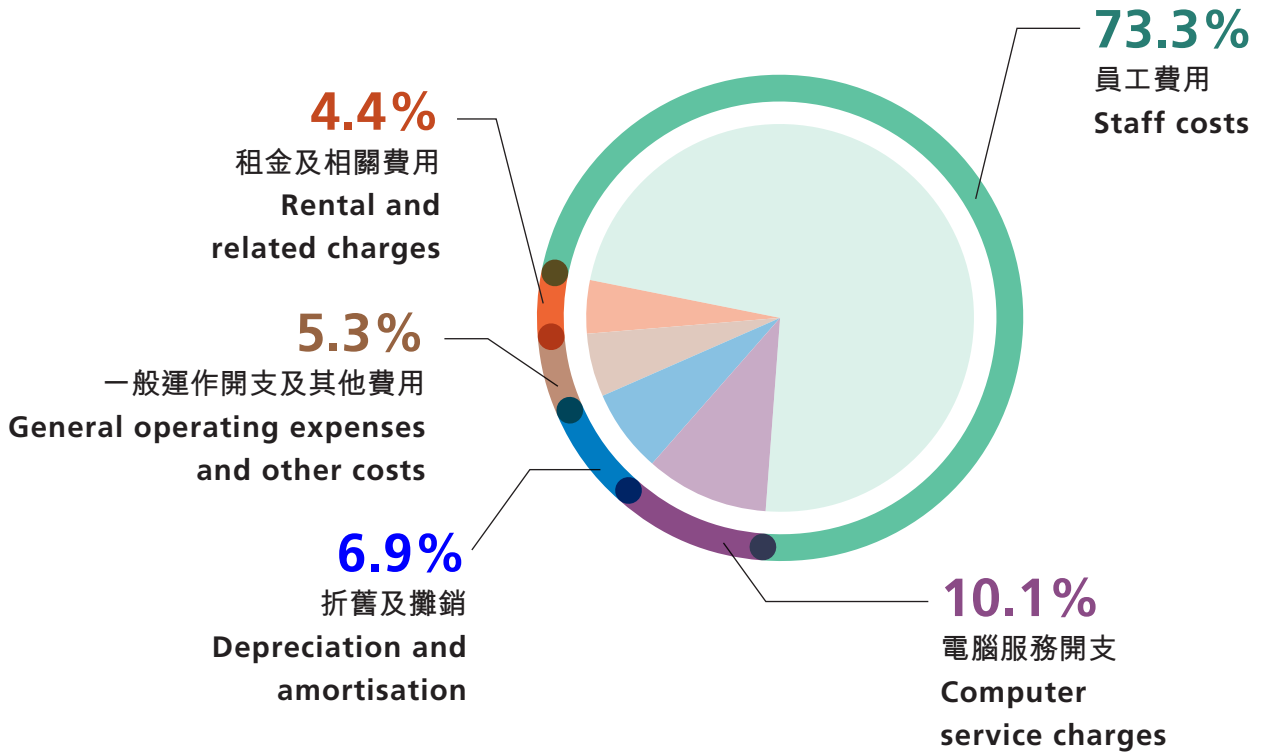
財政表現 FINANCIAL PERFORMANCE



2023/24年度收入分析 ANALYSIS OF REVENUE 2023/24



2023/24年度運作成本分析 ANALYSIS OF OPERATING COSTS 2023/24

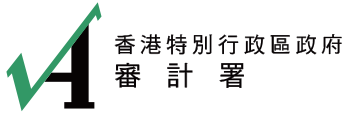


展望

土地註冊處營運基金的收入和固定資產回報率主要取決於註冊、查冊、提供副本及業權報告服務的數量，而有關數量會受到物業市場和其他相關因素影響。我們會繼續嚴謹控制成本。

FORECAST

The LRTF's revenue and return on fixed assets depend mainly on the business volume of 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.



香港特別行政區政府
審計署



Audit Commission
The Government of the Hong Kong Special Administrative Region

獨立審計師報告

致立法會

意見

茲證明我已審核及審計列載於第67至95頁土地註冊處營運基金的財務報表，該等財務報表包括於2024年3月31日的財務狀況表與截至該日止年度的全面收益表、權益變動表和現金流量表，以及財務報表的附註，包括重大會計政策資料。

我認為，該等財務報表已按照香港會計師公會頒布的《香港財務報告準則》真實而中肯地反映土地註冊處營運基金於2024年3月31日的狀況及截至該日止年度的運作成果及現金流量，並已按照《營運基金條例》(第430章)第7(4)條所規定的方式妥為擬備。

意見的基礎

我已按照《營運基金條例》第7(5)條及審計署的審計準則進行審計。我根據該等準則而須承擔的責任，詳載於本報告「審計師就財務報表審計而須承擔的責任」部分。根據該等準則，我獨立於土地註冊處營運基金，並已按該等準則履行其他道德責任。我相信，我所獲得的審計憑證是充足和適當地為我的審計意見提供基礎。

其他資料

土地註冊處營運基金總經理須對其他資料負責。其他資料包括土地註冊處營運基金2023-24年年報內的所有資料，但不包括財務報表及我的審計師報告。

我對財務報表的意見並不涵蓋其他資料，我亦不對其他資料發表任何形式的鑒證結論。

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 67 to 95, which comprise the statement of financial position as at 31 March 2024, 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 material accounting policy information.

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 2024, 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.

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 2023-24 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.

就財務報表審計而言，我有責任閱讀其他資料，從而考慮其他資料是否與財務報表或我在審計過程中得悉的情況有重大矛盾，或者似乎存有重大錯誤陳述。基於我已執行的工作，如果我認為其他資料存有重大錯誤陳述，我需要報告該事實。在這方面，我沒有任何報告。

土地註冊處營運基金總經理就財務報表而須承擔的責任

土地註冊處營運基金總經理須負責按照香港會計師公會頒布的《香港財務報告準則》及《營運基金條例》第7(4)條擬備真實而中肯的財務報表，及落實其認為必要的內部控制，使財務報表不存有因欺詐或錯誤而導致的重大錯誤陳述。

在擬備財務報表時，土地註冊處營運基金總經理須負責評估土地註冊處營運基金持續經營的能力，以及在適用情況下披露與持續經營有關的事項，並以持續經營作為會計基礎。

審計師就財務報表審計而須承擔的責任

我的目標是就整體財務報表是否不存有任何因欺詐或錯誤而導致的重大錯誤陳述取得合理保證，並發出包括我意見的審計師報告。合理保證是高水平的保證，但不能確保按審計署審計準則進行的審計定能發現所存有的任何重大錯誤陳述。錯誤陳述可以由欺詐或錯誤引起，如果合理預期它們個別或滙總起來可能影響財務報表使用者所作出的經濟決定，則會被視作重大錯誤陳述。

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.

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.

在根據審計署審計準則進行審計的過程中，我會運用專業判斷並秉持專業懷疑態度。我亦會：

- 識別和評估因欺詐或錯誤而導致財務報表存有重大錯誤陳述的風險；設計及執行審計程序以應對這些風險；以及取得充足和適當的審計憑證，作為我意見的基礎。由於欺詐可能涉及串謀、偽造、蓄意遺漏、虛假陳述，或凌駕內部控制的情況，因此未能發現因欺詐而導致重大錯誤陳述的風險，較未能發現因錯誤而導致者為高；
- 了解與審計相關的內部控制，以設計適當的審計程序。然而，此舉並非旨在對土地註冊處營運基金內部控制的有效性發表意見；
- 評價土地註冊處營運基金總經理所採用的會計政策是否恰當，以及其作出的會計估計和相關資料披露是否合理；
- 判定土地註冊處營運基金總經理以持續經營作為會計基礎的做法是否恰當，並根據所得的審計憑證，判定是否存在與事件或情況有關，而且可能對土地註冊處營運基金持續經營的能力構成重大疑慮的重大不確定性。如果我認為存在重大不確定性，則有必要在審計師報告中請使用者留意財務報表中的相關資料披露。假若所披露的相關資料不足，我便須發出非無保留意見的審計師報告。我的結論是基於截至審計師報告日止所取得的審計憑證。然而，未來事件或情況可能導致土地註冊處營運基金不能繼續持續經營；及
- 評價財務報表的整體列報方式、結構和內容，包括披露資料，以及財務報表是否中肯反映交易和事項。

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;
- 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.

我與土地註冊處營運基金總經理溝通計劃的審計範圍和時間以及重大審計發現等事項，包括我在審計期間識別出內部控制的任何重大缺陷。

I communicate with the General Manager, Land Registry Trading Fund regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

審計署署長
(審計署助理署長莫澤文代行)

Terry Mok
Assistant Director of Audit
for Director of Audit

審計署
香港
金鐘道66號
金鐘道政府合署高座6樓
2024年9月27日

Audit Commission
6th Floor, High Block
Queensway Government Offices
66 Queensway, Hong Kong
27 September 2024

財務報表

Certified Financial Statements



石矢下的綠意
EMBRACING GREENNESS OF
THE CONCRETE BUILDING

📍 啟德AIRSIDE AIRSIDE, Kai Tak

冰冷的混凝土下是一片綠意盎然。
Beneath the concrete lies a vibrant array of lush greenery.

全面收益表

STATEMENT OF COMPREHENSIVE INCOME

截至二零二四年三月三十一日止年度
(以港幣千元位列示)

for the year ended 31 March 2024
(Expressed in thousands of Hong Kong dollars)

		附註 Note	2024	2023
來自客戶合約之收入	Revenue from contracts with customers	4	415,929	499,702
運作成本	Operating costs	5	(452,023)	(443,939)
運作(虧損)/盈利	(Loss)/Profit from operations		(36,094)	55,763
其他收入	Other income	6	54,398	53,917
年度盈利	Profit for the year		18,304	109,680
其他全面收益	Other comprehensive income		–	–
年度總全面收益	Total comprehensive income for the year		18,304	109,680
固定資產回報率	Rate of return on fixed assets	7	-10.5%	16.5%

第73至95頁的附註為本財務報表的一部分。

The notes on pages 73 to 95 form part of these financial statements.

財務狀況表

STATEMENT OF FINANCIAL POSITION

於二零二四年三月三十一日
(以港幣千元位列示)

as at 31 March 2024
(Expressed in thousands of Hong Kong dollars)

		附註 Note	2024	2023
非流動資產	Non-current assets			
物業、設備及器材	Property, plant and equipment	8	274,800	275,748
使用權資產	Right-of-use assets	9(a)	11,511	15,038
無形資產	Intangible assets	10	77,393	62,641
外匯基金存款	Placement with the Exchange Fund	11	1,074,889	908,456
			1,438,593	1,261,883
流動資產	Current assets			
應收帳款及其他應收款項	Trade and other receivables	12, 13(a)	30,615	32,287
應收關連人士帳款	Amounts due from related parties	13(a)	9,756	13,601
銀行存款	Bank deposits		266,000	456,000
現金及銀行結餘	Cash and bank balances		13,179	8,907
			319,550	510,795
流動負債	Current liabilities			
遞延收入	Deferred revenue	13(b)	8,571	10,981
客戶按金	Customers' deposits	14	53,750	54,422
應付帳款及其他應付款項	Trade and other payables		14,482	12,132
應付關連人士帳款	Amounts due to related parties		4,546	4,617
租賃負債	Lease liabilities	9(b)	3,359	3,302
僱員福利撥備	Provision for employee benefits	15	16,131	14,767
			100,839	100,221
流動資產淨額	Net current assets		218,711	410,574
總資產減去流動負債	Total assets less current liabilities		1,657,304	1,672,457

第73至95頁的附註為本財務報表的一部分。
The notes on pages 73 to 95 form part of these financial statements.

財務狀況表(續) Statement of Financial Position (continued)

		附註 Note	2024	2023
非流動負債	Non-current liabilities			
遞延收入	Deferred revenue	13(b)	12,459	11,827
租賃負債	Lease liabilities	9(b)	8,544	12,223
僱員福利撥備	Provision for employee benefits	15	51,620	61,779
			72,623	85,829
資產淨額	NET ASSETS		1,584,681	1,586,628
資本及儲備	CAPITAL AND RESERVES			
營運基金資本	Trading fund capital	16	118,300	118,300
保留盈利	Retained earnings	17	1,466,381	1,468,328
			1,584,681	1,586,628

譚惠儀女士，JP
土地註冊處營運基金總經理
二零二四年九月二十七日

Ms Joyce TAM, JP
General Manager, Land Registry Trading Fund
27 September 2024

第73至95頁的附註為本財務報表的一部分。
The notes on pages 73 to 95 form part of these financial statements.

權益變動表

STATEMENT OF CHANGES IN EQUITY

截至二零二四年三月三十一日止年度
(以港幣千元位列示)

for the year ended 31 March 2024
(Expressed in thousands of Hong Kong dollars)

		附註 Note	2024	2023
在年初的結餘	Balance at beginning of year		1,586,628	1,497,268
年度總全面收益	Total comprehensive income for the year		18,304	109,680
政府法定回報	Statutory return to the Government	17	(20,251)	(20,320)
在年終的結餘	Balance at end of year		1,584,681	1,586,628

第73至95頁的附註為本財務報表的一部分。

The notes on pages 73 to 95 form part of these financial statements.

現金流量表

STATEMENT OF CASH FLOWS

截至二零二四年三月三十一日止年度
(以港幣千元位列示)

for the year ended 31 March 2024
(Expressed in thousands of Hong Kong dollars)

		2024	2023
營運活動的現金流量	Cash flows from operating activities		
運作(虧損)/盈利	(Loss)/Profit from operations	(36,094)	55,763
調整：	Adjustments for:		
折舊及攤銷	Depreciation and amortisation	31,009	33,512
租賃負債的利息支出	Interest expense on lease liabilities	218	275
處置物業、設備及器材盈利	Gain on disposals of property, plant and equipment	(5)	(2)
應收款項及應收 關連人士帳款的 減少/(增加)	Decrease/(Increase) in receivables and amounts due from related parties	6,125	(6,510)
遞延收入的減少	Decrease in deferred revenue	(1,778)	(16,282)
客戶按金的(減少)/ 增加	(Decrease)/Increase in customers' deposits	(672)	1,453
應付款項及應付 關連人士帳款的 增加/(減少)	Increase/(Decrease) in payables and amounts due to related parties	3,140	(4,258)
僱員福利撥備的 減少	Decrease in provision for employee benefits	(8,795)	(6,651)
(用於)/來自營運活動 的現金淨額	Net cash (used in)/from operating activities	(6,852)	57,300

第73至95頁的附註為本財務報表的一部分。

The notes on pages 73 to 95 form part of these financial statements.

現金流量表(續) Statement of Cash Flows (continued)

		附註 Note	2024	2023
投資活動的現金流量	Cash flows from investing activities			
原有期限為3個月以上的銀行存款的減少	Decrease in bank deposits with original maturities over three months		156,000	29,000
購買物業、設備及器材和無形資產	Purchase of property, plant and equipment, and intangible assets		(42,147)	(31,823)
出售物業、設備及器材所得	Proceeds from disposals of property, plant and equipment		5	9
外匯基金存款的增加	Increase in placement with the Exchange Fund		(166,433)	(48,175)
已收利息	Interest received		53,790	51,034
來自投資活動的現金淨額	Net cash from investing activities		1,215	45
融資活動的現金流量	Cash flows from financing activities			
已付政府法定回報	Statutory return paid to the Government		(20,251)	(20,320)
支付租賃負債	Payments of lease liabilities	9(b)	(3,840)	(3,840)
用於融資活動的現金淨額	Net cash used in financing activities		(24,091)	(24,160)
現金及等同現金的(減少)/增加淨額	Net (decrease)/increase in cash and cash equivalents		(29,728)	33,185
在年初的現金及等同現金	Cash and cash equivalents at beginning of year		42,907	9,722
在年終的現金及等同現金	Cash and cash equivalents at end of year	18	13,179	42,907

第73至95頁的附註為本財務報表的一部分。

The notes on pages 73 to 95 form part of these financial statements.

(除另有註明外，所有金額均以港幣千元位列示)

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

1. 總論

GENERAL

立法會在一九九三年六月三十日根據《營運基金條例》(第430章)第3、4及6條通過決議案，在一九九三年八月一日設立土地註冊處營運基金(「基金」)。土地註冊處備存載列最新資料的土地登記冊以執行土地註冊制度，並向客戶提供查閱土地登記冊和有關土地紀錄的服務和設施。此外，土地註冊處亦按照《建築物管理條例》(第344章)負責辦理業主成立法團的申請及提供相關服務。

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. 重大會計政策

MATERIAL ACCOUNTING POLICIES

2.1 符合準則聲明

Statement of compliance

本財務報表是按照香港公認的會計原則及香港財務報告準則(此詞是統稱，當中包括香港會計師公會頒布的所有適用的個別香港財務報告準則、香港會計準則及詮釋)編製。基金採納的重大會計政策列載如下。

These financial statements have been prepared in accordance with accounting principles generally accepted in Hong Kong and Hong Kong Financial Reporting Standards (“HKFRSs”), a collective term which includes all applicable individual HKFRSs, Hong Kong Accounting Standards and Interpretations issued by the Hong Kong Institute of Certified Public Accountants (“HKICPA”). Material accounting policies adopted by the Fund are set out below.

香港會計師公會頒布了若干新增或經修訂的香港財務報告準則並於基金的本會計期首次生效或可供提前採納。基金因首度採納其中適用的準則而引致本會計期及前會計期的會計政策改變(如有)已反映在本財務報表，有關資料載於附註3。

The HKICPA has issued certain new or 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. 重大會計政策(續)

MATERIAL ACCOUNTING POLICIES (continued)

2.2 編製財務報表的基準

Basis of preparation of the financial statements

本財務報表的編製基準均以原值成本法計量。

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

編製符合香港財務報告準則的財務報表需要管理層作出判斷、估計及假設。該等判斷、估計及假設會影響會計政策的實施，以及資產、負債、收入與支出的呈報款額。該等估計及相關的假設，均按以往經驗及其他在有關情況下被認為合適的因素而制訂。倘若沒有其他現成數據可供參考，則會採用該等估計及假設作為判斷有關資產及負債的帳面值的基準。估計結果或會與實際價值有所不同。

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, 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.

該等估計及其所依據的假設會作持續檢討。如修訂會計估計只影響修訂期，有關修訂會在該修訂期內確認；如修訂影響本會計期及未來的會計期，則會在修訂期及未來的會計期內確認。

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.

基金在實施會計政策方面並不涉及任何關鍵的會計判斷。無論對未來作出的假設，或在報告日估計過程中所存在的不明朗因素，皆不足以構成重大風險，導致資產和負債的帳面金額在來年大幅修訂。

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. 重大會計政策(續)**MATERIAL ACCOUNTING POLICIES
(continued)****2.3 金融資產及金融負債****Financial assets and financial liabilities****(a) 初始確認及計量****Initial recognition and measurement**

基金的金融資產包括外匯基金存款、應收帳款及其他應收款項、應收關連人士帳款、銀行存款，以及現金及銀行結餘。

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.

基金的金融負債包括客戶按金、應付帳款及其他應付款項、應付關連人士帳款，以及租賃負債。

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

基金在成為有關金融工具的合約其中一方之日確認有關金融資產及金融負債。於初始確認時，金融資產及金融負債按公平值計量，再加上或減去因收購該等金融資產或發行該等金融負債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) 分類及其後計量**Classification and subsequent measurement**

基金將其所有金融資產分類為其後以實際利率法按攤銷成本值計量，因為有關金融資產以收取合約現金流為目的的業務模式而持有，且合約現金流僅為所支付的本金及利息。金融資產的虧損準備根據附註2.3(d)所述的預期信用虧損模型計量。

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).

實際利率法是計算金融資產或金融負債的攤銷成本值，以及攤分及確認有關期間的利息收入或支出的方法。實際利率是指可將該金融資產或金融負債在有效期間內的預計現金收支，折現成該金融資產的帳面總值或該金融負債的攤銷成本值所適用的貼現率。基金在計算實際利率時，會考慮該金融工具的所有合約條款以估計現金流量，但不會計及預期信用虧損。有關計算包括與實際利率相關的所有收取自或支付予合約各方的費用、交易成本及所有其他溢價或折讓。

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.

2. 重大會計政策(續)

MATERIAL ACCOUNTING POLICIES (continued)

2.3 金融資產及金融負債 (續)

Financial assets and financial liabilities (continued)

(b) 分類及其後計量(續)

Classification and subsequent measurement (continued)

基金將其所有金融負債分類為其後以實際利率法按攤銷成本值計量，惟租賃負債按附註2.5所述計量。

The Fund classifies all financial liabilities as subsequently measured at amortised cost using the effective interest method, except for lease liabilities as stated in note 2.5.

基金僅在管理某金融資產的業務模式出現變動時，才將有關資產重新分類。金融負債不作重新分類。

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.

(c) 註銷確認

Derecognition

當從金融資產收取現金流量的合約權利屆滿時，或該金融資產連同擁有權的絕大部分風險及回報已轉讓時，該金融資產會被註銷確認。

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.

當合約指明的債務被解除或取消，或到期時，該金融負債會被註銷確認。

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

(d) 金融資產減值

Impairment of financial assets

基金就按攤銷成本值計量的金融資產(應收帳款除外)採用由3個階段組成的方法計量預期信用虧損及確認相應的虧損準備及減值虧損或回撥，預期信用虧損的計量基礎取決於自初始確認以來的信用風險變化：

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階段：12個月預期信用虧損

Stage 1: 12-month expected credit losses

若自初始確認以來，金融工具的信用風險並無大幅增加，全期預期信用虧損中反映在報告日後12個月內可能發生的違約事件引致的預期信用虧損的部分予以確認。

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. 重大會計政策(續)

MATERIAL ACCOUNTING POLICIES (continued)

2.3 金融資產及金融負債 (續)

Financial assets and financial liabilities (continued)

(d) 金融資產減值(續)

Impairment of financial assets (continued)

第2階段：全期預期信用虧損 – 非信用減值

Stage 2: Lifetime expected credit losses – not credit impaired

若自初始確認以來，金融工具的信用風險大幅增加，但並非信用減值，全期預期信用虧損(反映在金融工具的預期有效期內所有可能出現的違約事件引致的預期信用虧損)予以確認。

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階段：全期預期信用虧損 – 信用減值

Stage 3: Lifetime expected credit losses – credit impaired

若金融工具已視作信用減值，會確認全期預期信用虧損，利息收入則應用實際利率計入攤銷成本值而非帳面值總額計算。

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.

應收帳款的虧損準備一直按相等於全期預期信用虧損的金額計量。

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

如何釐定信用風險 大幅增加

Determining significant increases in credit risk

在每個報告日，基金藉比較金融工具於報告日及於初始確認日期在餘下的預期有效期內出現違約的風險，以評估金融工具的信用風險有否大幅增加。有關評估會考慮數量及質量歷史資料，以及具前瞻性的資料。若發生一項或多於一項對某金融資產的估計未來現金流量有不利影響的事件，該金融資產會被評定為信用減值。

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.

基金在個別或綜合基準上評估自初始確認以來信用風險有否大幅增加。就綜合評估而言，金融工具按共同信用風險特質的基準歸類，並考慮投資類別、信用風險評級及其他相關因素。

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. 重大會計政策(續)

MATERIAL ACCOUNTING POLICIES (continued)

2.3 金融資產及金融負債 (續)

Financial assets and financial liabilities (continued)

(d) 金融資產減值(續)

Impairment of financial assets (continued)

如何釐定信用風險 大幅增加(續)

Determining significant increases in credit risk (continued)

外部信用評級為投資級別的銀行存款被視為屬低信用風險。其他金融工具若其違約風險低，且交易對手或借款人具備雄厚實力在短期內履行其合約現金流量責任，會被視為屬低信用風險。此等金融工具的信用風險會被評定為自初始確認以來並無大幅增加。

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.

若金融資產無法收回，該金融資產會與相關虧損準備撇銷。該等資產在完成所有必要程序及釐定虧損金額後撇銷。其後收回先前被撇銷的金額會在全面收益表內確認。

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.

計量預期信用虧損

Measurement of expected credit losses

金融工具的預期信用虧損是對該金融工具在預期有效期內的公平及經概率加權估計的信用虧損(即所有短缺現金的現值)。短缺現金為按照合約應付予基金的現金流量與基金預期會收到的現金流量兩者間的差距。若金融資產在報告日視作信用減值，基金根據該資產的帳面值總額與以折現方式按該資產的原訂實際利率計算的估計未來現金流量的現值兩者間的差距計量預期信用虧損。

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. 重大會計政策(續)**MATERIAL ACCOUNTING POLICIES
(continued)****2.4 物業、設備及器材****Property, plant and equipment**

於一九九三年八月一日撥歸基金的物業、設備及器材，最初的成本值是按立法會所通過設立基金的決議案中所列的估值入帳。自一九九三年八月一日起購置的物業、設備及器材均按實際成本入帳。

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 the actual costs incurred.

以下物業、設備及器材以成本值扣除累計折舊及任何減值虧損列帳(附註2.7)：

- 於一九九三年八月一日撥歸基金自用的建築物；以及
- 設備及器材，包括電腦器材、汽車、傢具及裝置，以及其他器材。

The following items of 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.

折舊是按照物業、設備及器材的估計可使用年期，以直線法攤銷扣除估計剩餘值後的成本值。有關的估計可使用年期如下：

- 建築物	30年
- 電腦器材	5 - 10年
- 器材、傢具及裝置	5年
- 汽車	5年

Depreciation is calculated to write off the cost of items 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

於一九九三年八月一日撥歸基金的建築物所在的土地視為非折舊資產。

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.

出售物業、設備及器材的損益以出售所得淨額與資產的帳面值之間的差額來決定，並在出售日於全面收益表內確認。

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. 重大會計政策(續)

MATERIAL ACCOUNTING POLICIES (continued)

2.5 租賃

Leases

租賃會於其生效日在財務狀況表內確認為使用權資產及相應的租賃負債，惟涉及租賃期為12個月或以下的短期租賃及低價值資產租賃的相關款項會在租賃期內以直線法計入全面收益表。

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 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.

使用權資產會按成本值扣除累計折舊及減值虧損計量(附註2.7)。該使用權資產按租賃期及資產的估計可使用年期兩者中的較短者以直線法折舊。

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.

租賃負債按在租賃期應支付的租賃款項的現值計量，並以租賃隱含利率折現，或如該利率未能確定，則以基金的遞增借款利率折現。租賃負債其後按租賃負債計提的利息與所支付的租賃款項，及任何源於租賃負債重估或租賃修改的重新計量作調整。

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, and the remeasurement arising from any reassessment of the lease liability or lease modification.

2.6 無形資產

Intangible assets

無形資產包括購入的電腦軟件牌照及已資本化的電腦軟件程式開發成本值。若電腦軟件程式在技術上可行，而基金有足夠資源及有意完成開發工作，有關的開發費用會被資本化。資本化費用包括直接工資及材料費用。無形資產按成本值扣除累計攤銷及任何減值虧損列帳(附註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).

無形資產的攤銷按估計可使用年期(5至10年)以直線法列入全面收益表。

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. 重大會計政策(續)**MATERIAL ACCOUNTING POLICIES
(continued)****2.7 非金融資產的減值****Impairment of non-financial assets**

非金融資產(包括物業、設備及器材、使用權資產和無形資產)的帳面值在每個報告日評估，以確定有否出現減值跡象。若有減值跡象而資產的帳面值高於其可收回數額時，則有關減值虧損會在全面收益表內確認。資產的可收回數額為其公平值減出售成本與使用值兩者中的較高者。

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 等同現金**Cash equivalents**

等同現金指短期及流通性高的投資，該等項目在購入時距期滿日不超過3個月，並隨時可轉換為已知數額的現金，而其價值變動的風險不大。

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 acquisition.

2.9 遞延收入**Deferred revenue**

在基金移轉服務予客戶前，若客戶支付代價，或基金具有無條件限制的代價收款權，基金會將其合約負債確認為遞延收入。基金在移轉服務以履行其履約責任時，會註銷確認遞延收入，並就收入加以確認。

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 僱員福利**Employee benefits**

基金的僱員包括公務員及合約員工。薪金、約滿酬金及年假開支均在僱員提供有關服務所在年度以應計基準確認入帳。就公務員而言，僱員附帶福利開支包括香港特別行政區政府(「政府」)給予僱員的退休金及房屋福利，均在僱員提供有關服務所在年度支銷。

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.

2. 重大會計政策(續)

MATERIAL ACCOUNTING POLICIES (continued)

2.10 僱員福利(續)

Employee benefits (continued)

就按可享退休金條款受聘的公務員的長俸負債已包括於支付予政府有關附帶福利開支中。就其他員工向強制性公積金計劃的供款於全面收益表內支銷。

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 收入的確認

Revenue recognition

基金會在向客戶移轉所承諾的服務以履行其履約責任時，按基金預期就交換該項服務所應得代價的金額，確認客戶合約的收入。

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.

利息收入按實際利率法以應計方式確認。

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

2.12 外幣換算

Foreign currency translation

本年度的外幣交易按交易日的現貨匯率換算為港元。以非港元為單位的貨幣資產及負債按報告日的收市匯率換算為港元。外幣換算產生的匯兌收益及虧損會在全面收益表中確認。

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 關連人士

Related parties

基金是根據《營運基金條例》設立，並屬政府轄下的一個獨立會計單位。年內，基金在日常業務中曾與各關連人士進行交易。這些關連人士包括政府各決策局及部門、其他營運基金，以及受政府所管制或政府對其有重大影響力的財政自主機構。

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. 會計政策改變

CHANGES IN ACCOUNTING POLICIES

香港會計師公會頒布了若干新增或經修訂的香港財務報告準則並於基金的本會計期首次生效。適用於本財務報表所呈報年度的會計政策，並未因這些發展而有任何改變。

The HKICPA has issued certain new or revised HKFRSs that are first effective for the current accounting period of the Fund. There have been no changes to the accounting policies applied in these financial statements for the years presented as a result of these developments.

基金並沒有採納在本會計期尚未生效的任何新準則或詮釋(附註22)。

The Fund has not applied any new standard or interpretation that is not yet effective for the current accounting period (note 22).

4. 來自客戶合約之收入

REVENUE FROM CONTRACTS WITH CUSTOMERS

		2024	2023
辦理文件註冊	Registration of documents	136,538	171,103
查冊	Search	77,834	88,260
提供副本	Copying	75,557	88,099
業權報告	Reports on title	64,210	81,108
電子提示服務	e-Alert services	25,952	38,193
業主立案法團服務	Owners' corporation services	21,099	19,424
其他	Others	14,739	13,515
總額	Total	415,929	499,702

基金在客戶合約方面的履約責任，主要涉及向客戶提供辦理文件註冊及查閱土地登記冊和有關土地紀錄的服務。客戶須就每項服務預繳固定金額的服務費，或選擇在基金開立帳戶，每月繳付服務費。基金是在提供服務的同時履行履約責任，並隨時間移轉按成本比例法確認收費。

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.

在向關連人士提供業主立案法團服務方面，基金是在提供服務的同時履行履約責任，並隨時間移轉按收回全部成本方式確認服務費。

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. 運作成本

OPERATING COSTS

		2024	2023
員工費用	Staff costs	331,160	332,221
一般運作開支	General operating expenses	19,078	19,855
電腦服務開支	Computer service charges	45,835	35,182
租金及相關費用	Rental and related charges	20,121	19,303
中央行政費用	Central administrative overheads	4,171	3,072
折舊及攤銷	Depreciation and amortisation	31,009	33,512
審計費用	Audit fees	649	794
總額	Total	452,023	443,939

6. 其他收入

OTHER INCOME

		2024	2023
利息：	Interest from:		
- 銀行存款	- bank deposits	16,365	9,332
- 外匯基金存款	- placement with the Exchange Fund	38,033	44,585
總額	Total	54,398	53,917

7. 固定資產回報率

RATE OF RETURN ON FIXED ASSETS

固定資產回報率是以總全面收益(不包括利息收入)除以固定資產平均淨值計算，並以百分比的方式表達。固定資產只包括物業、設備及器材和無形資產。預期基金可以達到由財政司司長根據《營運基金條例》釐定的每年固定資產目標回報率為6.0% (二零二三年：6.0%)。

The rate of return on fixed assets 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 6.0% (2023: 6.0%) per year as determined by the Financial Secretary under the Trading Funds Ordinance.

8. 物業、設備及器材

PROPERTY, PLANT AND EQUIPMENT

		土地及 建築物	電腦器材	器材、傢具 及裝置	汽車	總額
		Land and Buildings	Computer Equipment	Furniture and Fittings	Motor Vehicles	Total
成本	Cost					
在二零二二年四月一日	At 1 April 2022	350,000	184,195	31,127	244	565,566
添置	Additions	-	11,999	381	237	12,617
出售/註銷	Disposals	-	(2,335)	(301)	(244)	(2,880)
在二零二三年三月三十一日	At 31 March 2023	350,000	193,859	31,207	237	575,303
在二零二三年四月一日	At 1 April 2023	350,000	193,859	31,207	237	575,303
添置	Additions	-	14,536	22	-	14,558
出售/註銷	Disposals	-	(5,095)	-	-	(5,095)
在二零二四年三月三十一日	At 31 March 2024	350,000	203,300	31,229	237	584,766
累計折舊	Accumulated depreciation					
在二零二二年四月一日	At 1 April 2022	110,398	151,955	23,015	244	285,612
年內費用	Charge for the year	3,851	9,471	3,447	47	16,816
出售/註銷回撥	Written back on disposals	-	(2,328)	(301)	(244)	(2,873)
在二零二三年三月三十一日	At 31 March 2023	114,249	159,098	26,161	47	299,555
在二零二三年四月一日	At 1 April 2023	114,249	159,098	26,161	47	299,555
年內費用	Charge for the year	2,451	9,855	3,153	47	15,506
出售/註銷回撥	Written back on disposals	-	(5,095)	-	-	(5,095)
在二零二四年三月三十一日	At 31 March 2024	116,700	163,858	29,314	94	309,966
帳面淨值	Net book value					
在二零二四年三月三十一日	At 31 March 2024	233,300	39,442	1,915	143	274,800
在二零二三年三月三十一日	At 31 March 2023	235,751	34,761	5,046	190	275,748

9. 租賃

LEASES

(a) 使用權資產

Right-of-use assets

		建築物 Buildings	
		2024	2023
成本	Cost		
在年初	At beginning of year	30,314	30,314
添置	Additions	–	–
在年終	At end of year	30,314	30,314
累計折舊	Accumulated depreciation		
在年初	At beginning of year	15,276	11,749
年內費用	Charge for the year	3,527	3,527
在年終	At end of year	18,803	15,276
帳面淨值	Net book value		
在年終	At end of year	11,511	15,038

(b) 租賃負債

Lease liabilities

		2024	2023
流動	Current	3,359	3,302
非流動	Non-current	8,544	12,223
總額	Total	11,903	15,525

下表顯示租賃負債的變動，包括現金和非現金變動。

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

		2024	2023
在年初	At beginning of year	15,525	19,090
來自融資現金流量的變動：	Changes from financing cash flows:		
支付租賃負債	Payments of lease liabilities	(3,840)	(3,840)
非現金變動：	Non-cash changes:		
租賃負債的利息支出	Interest expense on lease liabilities	218	275
在年終	At end of year	11,903	15,525

9. 租賃(續)

LEASES (continued)

(b) 租賃負債(續)

Lease liabilities (continued)

租賃負債的剩餘合約期限列載如下，有關資料是根據合約未貼現的現金流量列出：

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

		2024	2023
一年內	Within one year	3,520	3,520
一年後至兩年內	After one year but within two years	3,840	3,840
兩年後至五年內	After two years but within five years	4,852	8,692
總額	Total	12,212	16,052

(c) 於全面收益表內確認與租賃有關的支出項目

Expense items in relation to leases recognised in the statement of comprehensive income

		2024	2023
租賃負債的利息支出	Interest expense on lease liabilities	218	275

(d) 租賃之現金流出總額

Total cash outflow for leases

		2024	2023
租賃負債	Lease liabilities	3,840	3,840

10. 無形資產

INTANGIBLE ASSETS

		電腦軟件牌照及系統開發成本 Computer software licences and system development costs	
		2024	2023
成本	Cost		
在年初	At beginning of year	263,406	244,276
添置	Additions	26,728	19,130
出售／註銷	Disposals	(678)	–
在年終	At end of year	289,456	263,406
累計攤銷	Accumulated amortisation		
在年初	At beginning of year	200,765	187,596
年內費用	Charge for the year	11,976	13,169
出售／註銷回撥	Written back on disposals	(678)	–
在年終	At end of year	212,063	200,765
帳面淨值	Net book value		
在年終	At end of year	77,393	62,641

11. 外匯基金存款

PLACEMENT WITH THE EXCHANGE FUND

外匯基金存款結餘為10.749億港元(二零二三年：9.085億港元)，其中7.9億港元(二零二三年：6.6億港元)為本金及2.849億港元(二零二三年：2.485億港元)為報告日已入帳但尚未提取的利息。存款期為期六年(由存款日起計)，期內不能提取本金。

The balance of the placement with the Exchange Fund amounted to HK\$1,074.9 million (2023: HK\$908.5 million), being the principal sums of HK\$790 million (2023: HK\$660 million) plus interest paid but not yet withdrawn at the reporting date of HK\$284.9 million (2023: HK\$248.5 million). The term of the placement is six years from the date of placement, during which the amount of principal sums cannot be withdrawn.

外匯基金存款利息按每年1月釐定的固定息率計算。該息率是外匯基金投資組合過去6年的平均年度投資回報，或3年期政府債券在上一年度的平均年度收益率，以0%為下限，兩者取其較高者。二零二四曆年及二零二三曆年的固定息率均為每年3.7%。

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 Bond 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 calendar years 2024 and 2023.

12. 應收帳款及其他應收款項 TRADE AND OTHER RECEIVABLES

		2024	2023
應收帳款	Trade receivables	8,326	11,997
應計利息：	Accrued interest from:		
– 銀行存款	– bank deposits	6,691	7,683
– 外匯基金存款	– placement with the Exchange Fund	9,888	8,288
預付款項	Prepayments	5,710	4,319
總額	Total	30,615	32,287

13. 與客戶的合約結餘

CONTRACT BALANCES WITH CUSTOMERS

(a) 應收款項和合約資產

Receivables and contract assets

就每月收費而向客戶提供的服務而言，在報告日的應收款項結餘即載於附註12的應收帳款。至於提供予關連人士的服務，於二零二四年三月三十一日的應收款項結餘為976萬港元(二零二三年：1,360萬港元)，該結餘已包括於財務狀況表中的應收關連人士帳款。而基金並沒有任何源於這兩類服務的合約資產。至於其他服務，由於客戶會預繳服務費用，因此基金並沒有任何應收款項或合約資產。

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 as at 31 March 2024 of HK\$9.8 million (2023: HK\$13.6 million) is included in the 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.

13. 與客戶的合約結餘(續)

CONTRACT BALANCES WITH CUSTOMERS (continued)

(b) 合約負債

Contract liabilities

基金在收取客戶預繳的費用後向客戶提供服務的責任，會於財務狀況表中以遞延收入的形式列出，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:

遞延收入	Deferred revenue	2024	2023
註冊服務費	Registration fees	6,138	8,135
電子提示服務費	e-Alert service fees	13,373	12,949
其他服務費	Other service fees	1,519	1,724
總額	Total	21,030	22,808
代表：	Representing:		
流動負債	Current liabilities	8,571	10,981
非流動負債	Non-current liabilities	12,459	11,827
總額	Total	21,030	22,808

上述遞延收入的結餘乃在報告日分攤至未有履行(或部分未有履行)的履約責任的交易價格總額。基金預料，有關電子提示服務的遞延收入會於8年內獲確認為收入，而其他遞延收入則會於1年內獲確認為收入。沒有任何客戶合約的代價未納入交易價格。

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.

年內遞延收入結餘的重大變動開列如下：

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

		2024	2023
因年初遞延收入結餘中的款項於年內獲確認為收入而減少	Decrease due to recognition as revenue during the year that was included in the balances of deferred revenue at beginning of year	(8,165)	(26,050)
因年內收取預繳費用而增加	Increase due to advance payments received during the year	6,387	9,768

14. 客戶按金

CUSTOMERS' DEPOSITS

指向客戶提供服務前收取的按金。

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

15. 僱員福利撥備

PROVISION FOR EMPLOYEE BENEFITS

此為在計至報告日就所提供的服務給予僱員年假及合約僱員約滿酬金的估計負債(見附註2.10)。

This represents the estimated liability for employees' annual leave and obligations on contract-end gratuities payable to contract staff for services rendered up to the reporting date (see note 2.10).

16. 營運基金資本

TRADING FUND CAPITAL

此為政府對基金的投資。

This represents the Government's investment in the Fund.

17. 保留盈利

RETAINED EARNINGS

		2024	2023
在年初的結餘	Balance at beginning of year	1,468,328	1,378,968
年度總全面收益	Total comprehensive income for the year	18,304	109,680
政府法定回報	Statutory return to the Government	(20,251)	(20,320)
在年終的結餘	Balance at end of year	1,466,381	1,468,328

年內，政府根據《營運基金條例》指示將截至二零二三年三月三十一日止年度的目標回報(見附註7)轉撥至政府一般收入，而該轉撥於二零二四年三月完成(二零二三年：截至二零二二年三月三十一日止年度的目標回報的轉撥於二零二三年三月完成)。

During the year, the Government directed the transfer of the target return (see note 7) for the year ended 31 March 2023 into general revenue pursuant to the Trading Funds Ordinance, and the transfer was completed in March 2024 (2023: the transfer of the target return for year ended 31 March 2022 was completed in March 2023).

18. 現金及等同現金

CASH AND CASH EQUIVALENTS

		2024	2023
現金及銀行結餘	Cash and bank balances	13,179	8,907
銀行存款	Bank deposits	266,000	456,000
小計	Subtotal	279,179	464,907
減：原有期限為3個月 以上的銀行存款	Less: Bank deposits with original maturities over three months	(266,000)	(422,000)
現金及等同現金	Cash and cash equivalents	13,179	42,907

19. 關連人士的交易

RELATED PARTY TRANSACTIONS

除已在本財務報表內另作披露的交易外，年內與關連人士進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) 基金向關連人士提供的服務包括土地文件註冊、查閱土地登記冊及土地紀錄、提供土地紀錄副本和業權報告，以及業主立案法團服務。這些服務為基金帶來的總收入為1.329億港元(二零二三年：1.516億港元)。這金額已計算在附註4的來自客戶合約之收入項下：

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\$132.9 million (2023: HK\$151.6 million). This amount is included in revenue from contracts with customers under note 4;

- (b) 關連人士向基金提供的服務包括有關電腦、辦公地方、中央行政，以及審計的服務。基金在這些服務方面的總開支為3,460萬港元(二零二三年：2,840萬港元)。這金額已計算在附註5的運作成本項下；以及

services received from related parties included computer services, accommodation, central administration and auditing. The total cost incurred on these services amounted to HK\$34.6 million (2023: HK\$28.4 million). This amount is included in operating costs under note 5; and

- (c) 向關連人士購入的物業、設備及器材包括裝置工程。這些資產的總成本為2萬2千港元(二零二三年：60萬港元)。

acquisition of property, plant and equipment from related parties included fitting out projects. The total cost of these assets amounted to HK\$22,000 (2023: HK\$0.6 million).

基金向關連人士提供服務的收費和接受這些人士服務的收費都是按照劃一標準計算，即同時提供給公眾的服務，收費和公眾一樣；至於只提供給關連人士的服務，則按收回全部成本方式計算。

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. 金融風險管理

FINANCIAL RISK MANAGEMENT

(a) 投資政策

Investment policy

基金以審慎保守的方式來投資包括外匯基金存款及銀行存款的金融資產。投資的決定是按照由財經事務及庫務局局長、香港金融管理局所發出的指引，並符合其他有關規例。

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) 信用風險

Credit risk

信用風險指金融工具的一方將不能履行責任而且會引致另一方蒙受財務損失的風險。

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.

基金的信用風險，主要取決於外匯基金存款、應收帳款及其他應收款項、應收關連人士帳款、銀行存款及銀行結餘。基金訂有風險政策，並持續監察須承擔的信用風險。

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.

為盡量減低信用風險，所有定期存款均存放於香港的持牌銀行。基金的信用風險被視為有限。虧損準備按相等於12個月預期信用虧損的數額計量，基金評定所涉及的虧損並不重大。

To minimise credit risks, all fixed deposits are placed with licensed banks in Hong Kong. The Fund's exposure to credit risk is considered to be limited. The loss allowances are measured at amounts equal to 12-month expected credit losses, which are assessed to be immaterial by the Fund.

銀行存款及銀行結餘的信用質素，以穆迪或其等同指定的評級，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:

		2024	2023
信用評級：	Credit rating:		
Aa1至Aa3	Aa1 to Aa3	23,222	95,067
A1至A3	A1 to A3	255,101	139,100
Baa1至Baa3	Baa1 to Baa3	—	230,000
總額	Total	278,323	464,167

20. 金融風險管理(續)**FINANCIAL RISK MANAGEMENT
(continued)****(b) 信用風險(續)****Credit risk (continued)**

雖然其他金融資產須符合減值規定，但基金估計其預期信用虧損輕微，因此無須作出虧損準備。

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.

在報告日基金的金融資產所須承擔的最高信用風險數額相當於其帳面值。

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

(c) 流動資金風險**Liquidity risk**

流動資金風險指某一實體將難以履行與金融負債相關的責任的風險。

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

根據《營運基金條例》，基金須負責其現金管理，包括盈餘現金的長短期投資，惟須獲財政司司長批准。基金的政策是定期監察即時及預期的流動資金需要，確保能維持足夠的現金儲備，以符合長短期的流動資金需要。由於基金的流動資金狀況穩健，故其面對的流動資金風險甚低。

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.

(d) 利率風險**Interest rate risk**

利率風險指金融工具的公平值或未來現金流量會因市場利率變動而波動的風險。利率風險可進一步分為公平值利率風險及現金流量利率風險。

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. This can be further classified into fair value interest rate risk and cash flow interest rate risk.

公平值利率風險指金融工具的公平值會因市場利率變動而波動的風險。由於基金的銀行存款按固定利率計息，當市場利率上升，這些存款的公平值便會下跌。然而，由於這些存款均按攤銷成本值列帳，市場利率的變動不會影響其帳面值及基金的年度盈利。

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 they are all stated at amortised cost, changes in market interest rates will not affect their carrying amounts and the Fund's profit for the year.

20. 金融風險管理(續)

FINANCIAL RISK MANAGEMENT (continued)

(d) 利率風險(續)

Interest rate risk (continued)

現金流量利率風險指金融工具的未來現金流量會因市場利率變動而波動的風險。基金無須面對重大的現金流量利率風險，因為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) 貨幣風險

Currency risk

貨幣風險指金融工具的公平值或未來現金流量會因匯率變動而波動的風險。

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.

基金的一般業務交易是以港元為單位，因而不會引致貨幣風險。

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

至於以美元為單位的投資，基於港元與美元掛鈎，基金的貨幣風險甚低。

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.

於二零二四年三月三十一日，以美元為本位的金融資產總計有5千港元(二零二三年：5千港元)。剩餘的金融資產及所有金融負債均以港元為本位。

As at 31 March 2024, financial assets totalling HK\$5,000 (2023: HK\$5,000) were denominated in United States dollars. The remaining financial assets and all financial liabilities were denominated in Hong Kong dollars.

(f) 其他金融風險

Other financial risk

基金因於每年一月釐定的外匯基金存款息率(附註11)的變動而須面對金融風險。於二零二四年三月三十一日，假設息率增加／減少50個基點而其他因素不變，估計年度盈利將增加／減少540萬港元(二零二三年：450萬港元)。

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). As at 31 March 2024, it is estimated that an increase/decrease of 50 basis points in the interest rate, with all other variables held constant, would have increased/decreased the profit for the year by HK\$5.4 million (2023: HK\$4.5 million).

(g) 公平值

Fair value

所有金融工具均以與其公平值相等或相差不大的金額在財務狀況表內列帳。

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

21. 資本承擔

CAPITAL COMMITMENTS

於二零二四年三月三十一日，基金尚未在財務報表內撥備的資本承擔如下：

As at 31 March 2024, the Fund had capital commitments, so far as not provided for in the financial statements, as follows:

		2024	2023
已批准及簽約	Authorised and contracted for	14,488	14,262
已批准惟未簽約	Authorised but not yet contracted for	195,252	199,828
總額	Total	209,740	214,090

22. 已頒布但於截至二零二四年三月三十一日止年度尚未生效的修訂、新準則及詮釋的可能影響

POSSIBLE IMPACT OF AMENDMENTS, NEW STANDARDS AND INTERPRETATIONS ISSUED BUT NOT YET EFFECTIVE FOR THE YEAR ENDED 31 MARCH 2024

直至本財務報表發出之日，香港會計師公會已頒布多項修訂、新準則及詮釋。該等修訂、新準則及詮釋在截至二零二四年三月三十一日止年度尚未生效，亦沒有在本財務報表中提前採納。其中包括以下可能與基金有關。

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 2024 and which have not been early adopted in these financial statements. These include the following which may be relevant to the Fund.

在以下日期或之後
開始的會計期生效
**Effective for
accounting periods
beginning on or after**

香港財務報告準則第18號「財務報表列報和披露」

二零二七年一月一日

HKFRS 18 "Presentation and Disclosure in Financial Statements"

1 January 2027

基金正就該等修訂、新準則及詮釋在首次採納期間預計會產生的影響進行評估。迄今的結論是採納該等修訂、新準則及詮釋不大可能會對財務報表有重大影響。

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 I

Annex I

(a) 2023/24年度服務承諾 PERFORMANCE PLEDGES 2023/24

服務類別 Service Type	服務標準 Service Standard		服務指標 (達到服務標準的百分比) Performance Target (% meeting service standard)	實際表現 (達到服務標準的百分比) Actual Performance (% meeting service standard)
	工作天 Working Day(s)	分鐘 Minutes		
1. 辦理土地文件註冊 Registration of land documents	14 (a+b)		90	100
(a) 由收到文書至根據已註冊的文書更新土地登記冊 ^(註1) ; 以及 From receipt of an instrument to updating the land register with the registered instrument ^(See Note 1) ; and	(a) 11			
(b) 完成影像處理程序並把已註冊的文書送回交契人士 ^(註1) Completion of imaging and return of the registered instrument to the lodging party ^(See Note 1)	(b) 3			
2. 在櫃位查閱土地登記冊 Counter search of land registers		15	97	100
3. 提供土地紀錄影像處理副本 Supply of imaged copies of land records				
(a) 在櫃位索取 Over the counter				
(i) 不連過大圖則 Without oversized plans		15	97	99.8
(ii) 附連過大圖則 With oversized plans	5		97	100
(b) 透過網上服務訂購 Order via online services				
(i) 親身領取 Collection in person				
• 不連顏色圖則 Without coloured plans	1		97	100
• 附連顏色圖則 With coloured plans	3		97	100
• 附連過大圖則 With oversized plans	5		97	100
(ii) 郵寄或由傳遞公司送遞 Delivery by post or courier				
• 不連顏色圖則 Without coloured plans				
– 下午6時前訂購 Orders placed before 6 pm	1		97	100
– 下午6時後或在星期六、星期日及公眾假期訂購 Orders placed after 6 pm or on Saturdays, Sundays & public holidays	2		97	100
• 附連顏色圖則 With coloured plans	3		97	100
• 附連過大圖則 With oversized plans	5		97	100

服務類別 Service Type	服務標準 Service Standard		服務指標 (達到服務標準的 百分比) Performance Target (% meeting service standard)	實際表現 (達到服務標準的 百分比) Actual Performance (% meeting service standard)
	工作天 Working Day(s)	分鐘 Minutes		
4. 提供土地紀錄認證本 Supply of certified copies of land records				
(a) 在櫃位辦理 Over the counter				
(i) 土地登記冊 Land registers		35	97	100
(ii) 不連過大圖則的影像處理副本 Imaged copies without oversized plans		35	97	100
(iii) 附連過大圖則的影像處理副本 Imaged copies with oversized plans	5		97	100
(b) 透過網上服務訂購 Order via online services				
(i) 親身領取 Collection in person				
• 土地登記冊 Land registers	1		97	99.7
• 影像處理副本 Imaged copies				
– 不連過大圖則 Without oversized plans	3		97	100
– 附連過大圖則 With oversized plans	5		97	99.7
(ii) 郵寄或由傳遞公司送遞 Delivery by post or courier				
• 土地登記冊 Land registers				
– 下午6時前訂購 Orders placed before 6 pm	1		97	100
– 下午6時後或在星期六、 星期日及公眾假期訂購 Orders placed after 6 pm or on Saturdays, Sundays & public holidays	2		97	100
• 不連過大圖則的影像處理副本 Imaged copies without oversized plans	3		97	100
• 附連過大圖則的影像處理副本 Imaged copies with oversized plans	5		97	100
5. 銷售註冊摘要日誌 Sale of Memorial Day Book (MDB)				
(a) 批閱註冊摘要日誌的申請 Approval of MDB applications	2		98	100
(b) 送遞註冊摘要日誌資料檔案 Delivery of MDB data files	1		98	100

服務類別 Service Type	服務標準 Service Standard		服務指標 (達到服務標準的 百分比) Performance Target (% meeting service standard)	實際表現 (達到服務標準的 百分比) Actual Performance (% meeting service standard)
	工作天 Working Day(s)	分鐘 Minutes		
6. 銷售按揭註冊摘要月誌 Sale of Monthly Memorial Information on Mortgage Transactions (MMIM)				
(a) 批閱按揭註冊摘要月誌的申請 Approval of MMIM applications	2		98	100
(b) 送遞按揭註冊摘要月誌資料檔案 Delivery of MMIM data files	4		98	100
7. 電話查詢服務 Telephone enquiry services				
(a) 辦公時間收到留言 Voice mail left during office hours		收到留言後40分鐘 內回覆 Return calls within 40 minutes after receiving the voice mail	94	99.3
(b) 非辦公時間收到留言 Voice mail left after office hours		下一個工作天早上 10時前回覆 Return calls before 10 am on the next working day	94	100
8. 修訂土地登記冊資料 Amendment of registered data				
(a) 一般個案(即根據註冊摘要資料更正土 地登記冊) Simple cases (i.e. Rectification of land registers based on Memorial information)	3		94	100
(b) 複雜個案 Complicated cases	10		93	99.5
9. 為再交付註冊的中止註冊文書辦理註冊 Registration of withheld instruments redelivered for registration				
(a) 由收到再交付註冊的中止註冊文書至根 據已註冊的文書更新相關土地登記冊; 以及 From receipt of a withheld instrument redelivered for registration to updating the land register with the registered instrument; and	15 (a+b)	(a) 12	90	99.8
(b) 完成影像處理程序並把已註冊的文書送 回交契人士 Completion of imaging and return of the registered instrument to the lodging party		(b) 3		

服務類別 Service Type	服務標準 Service Standard		服務指標 (達到服務標準的百分比) Performance Target (% meeting service standard)	實際表現 (達到服務標準的百分比) Actual Performance (% meeting service standard)
	工作天 Working Day(s)	分鐘 Minutes		
10. 業主立案法團服務 Owners' corporation (OC) services				
(a) 辦理業主立案法團註冊 ^(註2) Registration of OCs ^(See Note 2)	30		90	100
(b) 提供業主立案法團紀錄副本 Supply of copies of OC records		30	90	99.8
11. 處理建議／投訴 Handling of suggestions/complaints				
	本處會在收到建議或投訴後的十天內答覆。如果不可能在這限期內詳盡作覆，也會給予初步回覆。			
	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.		–	–

註1： 不包括複雜個案及被中止註冊的文書
Note 1: Excluding complicated cases and instruments withheld from registration

註2： 不包括複雜個案或需要提供附加證明文件的申請
Note 2: Excluding complicated cases and applications that require further supporting documents for processing

(b) 2024/25年度服務承諾(生效日期為2024年4月1日起)
PERFORMANCE PLEDGES 2024/25 (WITH EFFECT FROM 1 APRIL 2024)

服務類別 Service Type	服務標準 Service Standard		服務指標 (達到服務標準的百分比)
	工作天 Working Day(s)	分鐘 Minutes	Performance Target (% meeting service standard)
1. 辦理土地文件註冊 Registration of land documents	14 (a+b)		90
(a) 由收到文書至根據已註冊的文書更新土地登記冊 ^(註1) ; 以及 From receipt of an instrument to updating the land register with the registered instrument (See Note 1), and	(a) 11		
(b) 完成影像處理程序並把已註冊的文書送交契人士 ^(註1) Completion of imaging and return of the registered instrument to the lodging party (See Note 1)	(b) 3		
2. 在櫃位查閱土地登記冊 Counter search of land registers		15	97
3. 提供土地紀錄影像處理副本 Supply of imaged copies of land records			
(a) 在櫃位索取 Over the counter			
(i) 不連過大圖則 Without oversized plans		15	97
(ii) 附連過大圖則 With oversized plans	5		97
(b) 透過網上服務訂購 Order via online services			
(i) 親身領取 Collection in person			
• 不連顏色圖則 Without coloured plans	1		97
• 附連顏色圖則 With coloured plans	3		97
• 附連過大圖則 With oversized plans	5		97
(ii) 郵寄或由傳遞公司送遞 Delivery by post or courier			
• 不連顏色圖則 Without coloured plans			
– 下午6時前訂購 Orders placed before 6 pm	1		97
– 下午6時後或在星期六、星期日及公眾假期訂購 Orders placed after 6 pm or on Saturdays, Sundays & public holidays	2		97
• 附連顏色圖則 With coloured plans	3		97
• 附連過大圖則 With oversized plans	5		97

服務類別 Service Type	服務標準 Service Standard		服務指標 (達到服務標準的百分比) Performance Target (% meeting service standard)
	工作天 Working Day(s)	分鐘 Minutes	
4. 提供土地紀錄認證本 Supply of certified copies of land records			
(a) 在櫃位辦理 Over the counter			
(i) 土地登記冊 Land registers		35	97
(ii) 不連過大圖則的影像處理副本 Imaged copies without oversized plans		35	97
(iii) 附連過大圖則的影像處理副本 Imaged copies with oversized plans	5		97
(b) 透過網上服務訂購 Order via online services			
(i) 親身領取 Collection in person			
• 土地登記冊 Land registers	1		97
• 影像處理副本 Imaged copies			
– 不連過大圖則 Without oversized plans	3		97
– 附連過大圖則 With oversized plans	5		97
(ii) 郵寄或由傳遞公司送遞 Delivery by post or courier			
• 土地登記冊 Land registers			
– 下午6時前訂購 Orders placed before 6 pm	1		97
– 下午6時後或在星期六、星期日及公眾假期訂購 Orders placed after 6 pm or on Saturdays, Sundays & public holidays	2		97
• 不連過大圖則的影像處理副本 Imaged copies without oversized plans	3		97
• 附連過大圖則的影像處理副本 Imaged copies with oversized plans	5		97
5. 銷售註冊摘要日誌 Sale of Memorial Day Book (MDB)			
(a) 批閱註冊摘要日誌的申請 Approval of MDB applications	2		98
(b) 送遞註冊摘要日誌資料檔案 Delivery of MDB data files	1		98
6. 銷售按揭註冊摘要月誌 Sale of Monthly Memorial Information on Mortgage Transactions (MMIM)			
(a) 批閱按揭註冊摘要月誌的申請 Approval of MMIM applications	2		98
(b) 送遞按揭註冊摘要月誌資料檔案 Delivery of MMIM data files	4		98

服務類別 Service Type	服務標準 Service Standard		服務指標 (達到服務標準的百分比) Performance Target (% meeting service standard)
	工作天 Working Day(s)	分鐘 Minutes	
7. 電話查詢服務 Telephone enquiry services			
(a) 辦公時間收到留言 Voice mail left during office hours	收到留言後40分鐘內回覆 Return calls within 40 minutes after receiving the voice mail		94
(b) 非辦公時間收到留言 Voice mail left after office hours	下一個工作天早上10時前回覆 Return calls before 10 am on the next working day		94
8. 修訂土地登記冊資料 Amendment of registered data			
(a) 一般個案(即根據註冊摘要資料更正土地登記冊) Simple Cases (i.e. Rectification of land registers based on Memorial information)	3		94
(b) 複雜個案 Complicated Cases	10		93
9. 為再交付註冊的中止註冊文書辦理註冊 Registration of withheld instruments redelivered for registration			
(a) 由收到再交付註冊的中止註冊文書至根據已註冊的文書更新相關土地登記冊；以及 From receipt of a withheld instrument redelivered for registration to updating the land register with the registered instrument; and	15 (a+b)	(a) 12	90
(b) 完成影像處理程序並把已註冊的文書送回交契人士 Completion of imaging and return of the registered instrument to the lodging party		(b) 3	
10. 業主立案法團服務 Owners' corporation (OC) services			
(a) 辦理業主立案法團註冊 ^(註2) Registration of OCs ^(See Note 2)	25 ^(註3) (See Note 3)		95 ^(註4) (See Note 4)
(b) 提供業主立案法團紀錄副本 Supply of copies of OC records		30	90
11. 處理建議／投訴 Handling of suggestions/complaints			
	本處會在收到建議或投訴後的十天內答覆。如果不可能在這限期內詳盡作覆，也會給予初步回覆。 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.		-

註1： 不包括複雜個案及被中止註冊的文書

Note 1: Excluding complicated cases and instruments withheld from registration

註2： 不包括複雜個案或需要提供附加證明文件的申請

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

註3： 經提升的服務標準

Note 3: Enhanced service standard

註4： 經提升的服務指標

Note 4: Enhanced performance target

附件 II Annex II

(a) 2023/24年度土地註冊處聯合常務委員會委員 MEMBERSHIP OF THE LAND REGISTRY JOINT STANDING COMMITTEE 2023/24

主席 Chairperson

土地註冊處
The Land Registry

譚惠儀女士

Ms Joyce TAM Wai-yee

委員 Members

土地註冊處
The Land Registry

彭嘉輝先生
蔡恒璇女士
潘雪聰女士
(截至2024年1月)
陳肖玲女士
(生效日期為2024年1月)

Mr PANG Ka-fai
Ms Christina CHOI Hang-suen
Ms Venelie POON Suet-chung
(Until January 2024)
Ms Javy CHAN Chiu-ling
(With effect from January 2024)

香港律師會
The Law Society of Hong Kong

張紡女士
林月明女士
蕭詠儀女士
楊寶林先生

Ms Debbie CHEUNG Fong
Ms Emily LAM Yuet-ming
Ms Sylvia SIU Wing-yee
Mr Terry YEUNG Po-lam

秘書 Secretary

土地註冊處
The Land Registry

梁慧嫻女士

Ms Alice LEUNG Wai-han

(b) 2023/24年度土地註冊處客戶聯絡小組(私營機構)委員 MEMBERSHIP OF THE LAND REGISTRY CUSTOMER LIAISON GROUP (PRIVATE SECTOR) 2023/24

主席 Chairperson

土地註冊處
The Land Registry

彭嘉輝先生

Mr PANG Ka-fai

委員 Members

香港會計師公會
Hong Kong Institute of
Certified Public Accountants

陳維漢先生
劉可傑先生
黃俊碩先生
余俊彥先生

Mr Alan CHAN Wai-hon
Mr Ivan LAU Ho-kit
Hon Edmund WONG Chun-sek
Mr Chris YU

香港地產代理商總會
Hong Kong Real Estate Agencies
General Association

施明如女士

Ms SZE Ming-yu

香港地產代理專業協會有限公司
Society of Hong Kong Real Estate
Agents Limited

郭昶先生

Mr Anthony KWOK Chong

附件 II Annex II

香港銀行公會 The Hong Kong Association of Banks	陳頌賢女士 鍾奧華先生	Ms Alieza CHAN Mr Eric CHUNG Ou-wa
香港測量師學會 The Hong Kong Institute of Surveyors	侯咏璇女士 李民康先生 鄧康偉博士	Ms HAU Wing-shuen Mr Paul LI Man-hong Dr Conrad TANG Hong-wai
土地註冊處 The Land Registry	霍偉勤女士 林謝淑儀女士 劉少雯女士 劉潤霞女士 (截至2023年7月) 蔡繡文女士 (生效日期為2023年7月) 梁慧嫻女士 馬秀文女士 麥振威先生 潘輝耀先生 潘雪聰女士 (截至2024年1月) 陳肖玲女士 (生效日期為2024年1月) 溫錫麟先生 原偉銓先生	Ms Emily FOK Wai-kan Mrs Cindy LAM TSE Shuk-ye Ms Eva LAU Siu-man Miss Kathy LAU Yun-ha (Until July 2023) Ms Ella TSOI Sau-man (With effect from July 2023) Ms Alice LEUNG Wai-han Ms Delphine MA Sau-man Mr Andrew MAK Chun-wai Mr Kenneth POON Fai-yiu Ms Venelie POON Suet-chung (Until January 2024) Ms Javy CHAN Chiu-ling (With effect from January 2024) Mr Francis WAN Mr Isaac YUEN Wai-chuen
香港律師會 The Law Society of Hong Kong	區健雯女士 齊雅安先生 鍾國強先生 梁智維先生 梁志賢先生 梁子恒先生	Ms AU Kin-man Mr Alson CHAI Mr Tommy CHUNG Kwok-keung Mr LEONG Chi-wai Mr Charlie LEUNG Chi-yin Mr Courtney LEUNG Tsz-hang
秘書 Secretary 土地註冊處 The Land Registry	蔡繡文女士 (截至2023年7月) 周婉嫻女士 (生效日期為2023年7月)	Ms Ella TSOI Sau-man (Until July 2023) Miss Cherie CHOW Yuen-shan (With effect from July 2023)

(c) 2023/24年度土地註冊處客戶聯絡小組(公營機構)委員
MEMBERSHIP OF THE LAND REGISTRY CUSTOMER LIAISON
GROUP (PUBLIC SECTOR) 2023/24

主席 Chairperson

土地註冊處 The Land Registry	彭嘉輝先生	Mr PANG Ka-fai
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委員 Members

漁農自然護理署 Agriculture, Fisheries and Conservation Department	鄺劍雄博士	Dr Ric KWONG Kim-hung
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屋宇署 Buildings Department	蔡立成先生 李嘉銘先生	Mr Eddie CHOY Lap-shing Mr Ray LI Ka-ming
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香港海關 Customs and Excise Department	張大安先生	Mr CHEUNG Tai-on
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律政司 Department of Justice	鍾偉麟先生 郭英華先生	Mr Johnny CHUNG Mr KWOK Ying-wa
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環境保護署 Environmental Protection Department	陳大輝先生	Mr CHAN Tai-fai
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消防處 Fire Services Department	吳少強先生	Mr NG Siu-keung
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食物環境衛生署 Food and Environmental Hygiene Department	余蔚藍女士	Ms YU Wai-lam
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政府產業署 Government Property Agency	陳梓彥先生	Mr King CHAN Tsz-yin
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民政事務總署 Home Affairs Department	李清女士	Ms Jessica LEE Ching
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香港房屋協會 Hong Kong Housing Society	陳麗娟女士	Ms Fanny CHAN Lai-kuen
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香港警務處 Hong Kong Police Force	何月萍女士 盧潔瑩女士	Ms Jolie HO Ms Clarice LO Kit-ying
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房屋署 Housing Department	李百滔先生 李曉恩女士	Mr LEE Pak-to Ms Delphine LI
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附件 II Annex II

廉政公署 Independent Commission Against Corruption	林倩兒女士 馬鳳蘭女士	Ms June LAM Sin-yee Ms Anita MA Fung-lan
稅務局 Inland Revenue Department	張玉珊女士 黃炳文先生	Ms CHEUNG Yuk-shan Mr WONG Ping-man
地政總署 Lands Department	張美祜女士	Miss Lana CHANG
法律援助署 Legal Aid Department	趙崇恩先生 曾凱玲女士	Mr Felix CHIU Miss Anna TSANG
破產管理署 Official Receiver's Office	陳偉彤先生 麥美蘭女士	Mr Patrick CHAN Miss Nancy MAK
規劃署 Planning Department	廖家傳先生	Mr Harris LIU Ka-chuen
差餉物業估價署 Rating and Valuation Department	陳立賢先生	Mr Joe CHAN Lap-yin
社會福利署 Social Welfare Department	林婉妮女士 林嫦好女士	Ms Angel LAM Ms Ada LIM Sheung-ho
土地註冊處 The Land Registry	霍偉勤女士 林謝淑儀女士 劉少雯女士 劉潤霞女士 (截至2023年7月) 蔡繡文女士 (生效日期為2023年7月) 梁慧嫻女士 馬秀文女士 麥振威先生 潘輝耀先生 潘雪聰女士 (截至2024年1月) 陳肖玲女士 (生效日期為2024年1月) 溫錫麟先生 原偉銓先生	Ms Emily FOK Wai-kan Mrs Cindy LAM TSE Shuk-yee Ms Eva LAU Siu-man Miss Kathy LAU Yun-ha (Until July 2023) Ms Ella TSOI Sau-man (With effect from July 2023) Ms Alice LEUNG Wai-han Ms Delphine MA Sau-man Mr Andrew MAK Chun-wai Mr Kenneth POON Fai-yiu Ms Venelie POON Suet-chung (Until January 2024) Ms Javy CHAN Chiu-ling (With effect from January 2024) Mr Francis WAN Mr Isaac YUEN Wai-chuen
秘書 Secretary 土地註冊處 The Land Registry	蔡繡文女士 (截至2023年7月) 周婉嫻女士 (生效日期為2023年7月)	Ms Ella TSOI Sau-man (Until July 2023) Miss Cherie CHOW Yuen-shan (With effect from July 2023)

(d) 2023/24年度《土地業權條例》督導委員會委員
MEMBERSHIP OF THE LAND TITLES ORDINANCE STEERING
COMMITTEE 2023/24

主席 Chairperson

土地註冊處
The Land Registry

譚惠儀女士
Ms Joyce TAM Wai-ye

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Consumer Council

簡健恒先生
Mr Michael KAN Kin-hang

律政司
Department of Justice

李照庭先生
Mr Samuel LEE Chiu-ting

發展局
Development Bureau

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Ms Jenny CHOI Mui-fun

地產代理監管局
Estate Agents Authority

梁德麗女士
Ms Juliet LEUNG Tak-lai

新界鄉議局
Heung Yee Kuk New Territories

林國昌先生
Mr Alfred LAM Kwok-cheong

香港按揭證券有限公司
Hong Kong Mortgage
Corporation Limited

張少慧女士
(截至2023年8月)
黃敏詩女士
(生效日期為2023年8月)

Ms Feliciana CHEUNG Siu-wai
(Until August 2023)
Ms Joanna WONG Man-sze
(With effect from August 2023)

地政總署
Lands Department

唐詠思女士
Miss Anita TONG Wing-sze

香港銀行公會
The Hong Kong Association
of Banks

馮瑞萍女士
(截至2023年12月)
黃詠珩女士
(生效日期為2024年1月)

Ms Giano FUNG Shui-ping
(Until December 2023)
Ms Vivian WONG Wing-hang
(With effect from January 2024)

土地註冊處
The Land Registry

彭嘉輝先生
蔡恒璇女士

Mr PANG Ka-fai
Ms Christina CHOI Hang-suen

香港律師會
The Law Society of Hong Kong

蔣瑞福女士
Ms Lilian CHIANG Sui-fook

香港地產建設商會
The Real Estate Developers
Association of Hong Kong

龍漢標先生
Mr Louis LOONG Hon-biu

秘書 Secretary

土地註冊處
The Land Registry

黃柏森先生
Mr Patrick WONG Pak-sum

(e) 2023/24年度《土地業權條例》檢討委員會委員
MEMBERSHIP OF THE LAND TITLES ORDINANCE REVIEW
COMMITTEE 2023/24

主席 Chairperson

土地註冊處 The Land Registry	蔡恒璇女士	Ms Christina CHOI Hang-suen
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委員 Members

律政司 Department of Justice	許行嘉女士 林思敏女士 李照庭先生	Ms Frances HUI Hang-ka Ms Francoise LAM See-man Mr Samuel LEE Chiu-ting
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發展局 Development Bureau	陳慧迪女士 羅嘉穎女士 (截至2023年4月) 張凱珊女士 (生效日期為2023年7月)	Miss Wendy CHEN Wai-tik Ms Leona LAW Ka-wing (Until April 2023) Miss CHEUNG Hoi-shan (With effect from July 2023)
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香港大律師公會 Hong Kong Bar Association	麥業成先生 唐思佩女士	Mr Andrew MAK Ms Sara TONG
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地政總署 (法律諮詢及田土轉易處) Lands Department (Legal Advisory and Conveyancing Office)	劉芩芩女士 唐詠思女士	Miss Freda LAU Kam-kam Miss Anita TONG Wing-sze
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土地註冊處 The Land Registry	彭嘉輝先生 黃頌詩女士	Mr PANG Ka-fai Ms WONG Chung-sei
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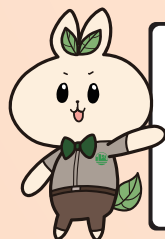
香港律師會 The Law Society of Hong Kong	夏向能先生 張紡女士 林月明女士 (生效日期為2023年4月) 黃文華先生	Mr Peter AHERNE Ms Debbie CHEUNG Fong Ms Emily LAM Yuet-ming (With effect from April 2023) Mr Raymond WONG Man-wa
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秘書 Secretary

土地註冊處 The Land Registry	李寶君女士	Ms Shirley LEE Po-kwan
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香港土地註冊處營運基金
The Land Registry Trading Fund Hong Kong

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網址 Website