



香港土地注册处营运基金

The Land Registry Trading Fund Hong Kong



砥砺前行 **30** 载
Strive Forward for **30** Years

2023-24

年报 ANNUAL REPORT

年报设计概念

Design Concept of the Annual Report

土地注册处以营运基金运作已迈进第三十一个年头。年报的封面设计融合了香港建筑物与「30」的数字，寓意本处不仅经历三十年的长足发展，同时见证香港的土地房屋和经济发展的变迁历程。当中「0」的数字是展示了本处的标志，象征部门自成立以来竭力为市民及政府部门提供稳妥方便的土地注册和查册服务。

封面以温暖柔和的色彩和烟火点缀，庆贺本处营运三十周年，同时彰显部门积极进取和追求卓越的形象。为纪念这个重要时刻，部门为员工举办了摄影比赛，并将员工的得奖作品用于年报的内页设计，充分体现员工和部门携手同心，见证香港发展，共建美好将来。

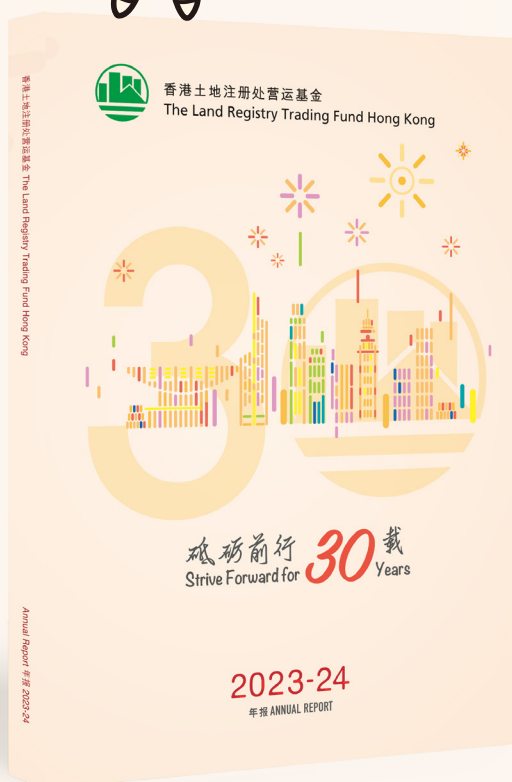
The Land Registry has entered its 31st year of operation as a trading fund. The annual report's cover design integrates Hong Kong's landscapes with the numeral "30", symbolising not only the department's three decades of remarkable progress, but also its witness to the transformative journey of Hong 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.



我是土地注册处代言人「田兔兔」。

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



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年度重要事项 HIGHLIGHTS OF THE YEAR

财政摘要 FINANCIAL HIGHLIGHTS



收入：
Revenue:

\$415.9 百万元
million



运作成本：
Operating costs:

\$452 百万元
million



盈利：
Profit:

\$18.3 百万元
million



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

-10.5%

业务摘要 BUSINESS HIGHLIGHTS



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

364,265



查阅土地登记册宗数：
No. of searches of land registers:

4,939,798



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

700,594



使用「综合注册资讯系统」网上服务查阅土地登记册：
Usage of Integrated Registration Information System (IRIS) Online Services for search of land registers:

94%



业主立案法团注册数目：
No. of Owners' Corporations (OC) registered:

129



业主立案法团文件存案数目：
No. of OC documents filed:

22,879



业主立案法团文件查阅数目：
No. of searches of OC documents:

19,847

奖项与认可 AWARDS AND RECOGNITION



2023年「公务员事务局局长嘉许状」计划

文书主任杨长松先生是其中一位获颁发2023年「公务员事务局局长嘉许状」的公务员，以表彰其优秀的工作表现及竭诚尽心提供优质服务。

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「申诉专员嘉许奖」

土地注册主任周婉珊女士及助理文书主任苏卓健先生获颁发2023年「申诉专员嘉许奖—公职人员奖」。周女士和苏先生致力为客户提供优质服务，表现专业，为公务员树立楷模，殊堪嘉许。

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 for their professionalism in setting themselves as a role model in the public service.



《土地注册处营运基金2021/22年报》奖项

Awards for Land Registry Trading Fund Annual Report 2021/22

《土地注册处营运基金2021/22年报》在不同的国际比赛中共夺得五个奖项：

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

比赛 Competition	奖项 Award	组别 Category
「美国传媒专业联盟」 2021/22 Vision Awards League of American Communications Professionals 2021/22 Vision Awards	白金奖 Platinum Award	政府 — 市/州/国家 Government — City/State/National
2023年 Astrid Awards Astrid Awards 2023	银奖 Silver Award	年报 — 网上版 — 非牟利机构 Annual Reports — Online: Non-Profit Organisations
	铜奖 Bronze Award	年报 — 非牟利机构 — 政府 Annual Reports — Not-for-Profit Organisations: Government
2023国际年报比赛大奖 2023 International Annual Report Competition Awards	优异奖 Honors Award	非牟利机构(印刷年报) — 政府机构 及办事处 Non-Profit Organisation (Print A.R.): Government Agencies & Offices
2022/23年度 Mercury Excellence Awards Mercury Excellence Awards 2022/23	优异奖 Honors Award	年报 — 网上版 — 具互动性 Annual Reports — Online: Interactive



获颁连续15年或以上「同心展关怀」标志

土地注册处获香港社会服务联会颁发连续15年或以上「同心展关怀」标志，以表扬本处持续关怀社会的承诺。

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「香港无烟领先企业大奖」

土地注册处获香港吸烟与健康委员会颁发2023年「香港无烟领先企业大奖」之银奖，以表扬本处在支持和向持份者推广无烟文化方面的卓越表现。

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人才企业嘉许计划」

土地注册处于2023年4月1日至2025年3月31日获嘉许为「人才企业」，以表扬本处在人才培养及发展的超越表现。

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.

活动摘要 EVENT HIGHLIGHTS

深圳市规划和自然资源局到访

土地注册处于2023年5月接待到访的深圳市规划和自然资源局代表团。这次到访提供了宝贵的机会，让双方分享及了解土地注册的最新发展和经验。

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.



商校合作计划

土地注册处分别于2023年7月和2024年3月为南亚路德会沐恩中学和荃湾公立何传耀纪念中学的学生举办职场参观活动，以协助他们的职业生涯规划。

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.



沙特阿拉伯房地产登记处到访

沙特阿拉伯房地产登记处行政总裁于2023年9月率领代表团到访土地注册处。这次访问为双方缔造了宝贵机会，就持续提升土地注册服务及于日后推行业权注册制度方面分享经验和见解。

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.



参观深圳市不动产登记中心

土地注册处处长于2023年9月率领代表团参观深圳市不动产登记中心，就土地注册工作和服务交流经验。

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「业权注册处长会议」

土地注册处处长于2023年10月率领代表团参加在澳洲墨尔本举行的2023年「业权注册处长会议」。这次会议为参与人士提供一个平台，就业权注册及注册业务的最新发展分享见解和经验。

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.



粤港两地推出「跨境通办」政务服务

粤港两地于2023年11月推出「跨境通办」政务服务。土地注册处有六项服务被纳入首批54项的「跨境通办」政务服务，包括「综合注册资讯系统」网上服务及「物业把关易」等，以供内地居民或在粤生活的香港居民使用。该服务有助促进香港与粤港澳大湾区的经济合作。

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.





处长的话 Message from the Land Registrar

我很高兴向大家提交截至2024年3月31日止财政年度的土地注册处营运基金报告。

随着本地经济复苏，市场气氛改善，香港物业市场于2023年第一季度有所复苏。然而，由于全球经济前景不明朗，加上利率上升，市场在下半年转趋疲弱。在《2024/25年度财政预算案》宣布撤销所有住宅物业需求管理措施和修订宏观审慎监管措施后，楼市于2024年3月转趋活跃，市场气氛有所改善。交投量方面，第一季的住宅物业买卖合同总数由上一季的低基数反弹29%至9,823份，但仍较一年前的水平低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.

面对挑战 保持警惕

鉴于营商环境充满不明朗因素，我们在整个财政年度就实现业务目标面临着挑战。与2022/23年度相比，本年度递交注册的文件及查阅土地登记的总宗数分别减少12.6%及10.2%。本处的收入及盈利(包括利息收入)亦分别减少16.8%至4.159亿元及83.3%至1,830万元，其主要原因是办理文件注册、查册、提供副本、业权报告和电子提示服务的业务量整体下跌所致。土地注册处营运基金在2023/24年度整体财务的固定资产回报率为负10.5%，未能达致由财政司司长根据《营运基金条例》(第430章)厘定6%的固定资产目标回报率。纵使保持乐观，预期业务和财务表现会随着全球及本地经济逐步复苏而改善，土地注册处营运基金仍采取了审慎和节约成本的措施，并同时致力维持优质的服务。

庆祝三十年的卓越成就

2023/24年度是土地注册处营运基金成立三十周年。土地注册处营运基金于1993年成立，作为营运基金的先驱部门，一直善用科技和营运基金运作所赋予的财政灵活性，为其组织架构和服务模式进行了连串的重大改革，以配合日益增长的客户和业务需求。在过去三十年，香港的土地注册制度见证并支持了香港的经济和房地产发展。

为纪念这个别具意义的时刻，今年的年报特别涵盖三十周年篇章，记载土地注册处营运基金发展的主要里程碑、具历史价值的旧土地纪录，以及资深员工的回忆和经验分享。部门亦为此举办了一个以「见证香港发展，共建美好未来」为主题的摄影比赛。同事们的精彩摄影作品启发了我们，丰富了今年年报的设计，并促进了员工之间的归属感。

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.

开拓超越三十年的愿景之路

两项重要的发展将引领我们迈向下一个里程碑。

致力推行业权注册制度

土地注册处将踏入新纪元，由契约注册制度迈进业权注册制度。推行业权注册制度旨在为业权提供更大保证和明确性，以及简化物业转易程序。这将是一次关键的法律改革，令香港的土地注册制度与时俱进。在主要持份者和立法会的支持下，我们会先在新土地实施业权注册制度。透过实施「新土地先行」方案所累积的经验，将有助我们为现有的土地推行业权注册制度。

我们在2023/24年度积极推进在「新土地先行」方案下实施业权注册制度，现正全力拟备《土地业权条例》（第585章）的修订草案《修订草案》。与此同时，我们正与主要持份者制定实施细节，以及进行其他筹备工作，包括草拟附属法例和研发新电脑系统以支援业权注册制度，目标是在2025年第一季向立法会提交《修订草案》。

深化数码化进程

推行数码政府项目一直是行政长官在施政报告提出的政策目标。数码化推动了政府运作的创新，优化公共服务，将香港打造为更具竞争力的智慧城市。

为实现此政策目标，土地注册处一直致力推动和实施数码服务。去年，我们主动参与电子政府审计，成为首批参与此审计工作的部门。审计结果肯定了土地注册处在提供数码服务方面的成绩，并提出可推行的新项目，包括明年在「综合注册资讯系统」网上服务增设聊天机器人，提供以客为本的互动体验。

为彰显我们对推动数码转型的承诺，我们已全面引入「智方便」平台，以支援「综合注册资讯系统」网上服务的公众查册功能，提升用户体验和资讯安全。我们正继续探讨扩大「智方便」的应用范围，以配合智慧政府的目标。为支援业权注册，我们亦致力推行以电子方式递交注册申请，并在其他项目利用「智方便」进行身份认证及数码签署。

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.

为促进土地注册处与其他政府部门／机构和金融机构的数据互通，我们正与数字政策办公室和香港金融管理局合作，透过应用程序介面提供服务。我们的目标是在2025年透过应用程序介面提供土地查册和电子提示通知书服务。使用应用程序介面可提升数据的联通性、实时性和整合性，从而提升政府及金融服务的效能和效率。

土地注册处会继续革新业务运作和服务提供方式，以满足客户的需求和支持香港的发展。

支持香港的长远发展

行政长官在《2023年施政报告》提出全面的土地和房屋措施，以回应香港市民的迫切需求。施政报告提出多管齐下的策略以增加土地供应，表明了政府坚定的承诺，致力应对香港长期以来的土地和房屋挑战，为市民提供更多可以负担的住房选项。

土地注册处会积极支持政府多项的土地和房屋措施，透过深化数码化服务和实施业权注册制度，为市民提供简便快捷的土地注册及查册服务。

我借此机会衷心感激我们敬业的员工、尊崇的客户和持份者，感谢他们在过去三十年对我们的不懈支持。本处透过他们的共同努力和贡献才能履行使命，确保香港土地纪录的完整性，并促使物业交易顺利进行。展望未来，我们会继续坚守承诺，致力提升土地管理，引入创新，为社区提供优质服务。我们会继续在这个坚实的基础上携手同行，为本处的发展谱写新篇章。

谭惠仪女士，JP

土地注册处处长
土地注册处营运基金总经理

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

土地注册处概览

The Land Registry at a Glance



城市梦幻之心 DREAMY HEART OF THE CITY

📍 中环皇后像广场花园 Statue Square Gardens, Central

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



土地注册处营运基金是在商业原则下按自负盈亏的基准运作，须达致与政府所协定按固定资产平均净值计算的回报率。营运基金的年报及经审计署署长认证的财务报表，每年均须提交香港特别行政区立法会省览。

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、信念及职能

VISION, MISSION, VALUES AND FUNCTIONS

我们的理想

Our Vision

我们竭尽所能，凡事做到最好。

To be the best in all that we do.

我们的使命

Our Mission

- * 确保为客户提供稳妥方便的土地注册和资讯服务。
- * 开发人力资源、发展资讯科技、优化服务环境，确保为客户提供高效及优质服务。
- * 与时俱进，提倡及循序落实香港土地业权注册制度。

- * 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.

我们的信念

Our Values

- * **持平守正**
以至诚的态度及操守接待客户及工作伙伴。
- * **追求卓越**
一丝不苟，力臻完美。
- * **诚挚尊重**
竭诚尊重和信任客户及工作伙伴。
- * **积极学习**
与客户、工作伙伴和海内外同业紧密联系、交流学习，为社会提供更佳服务。

- * **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.

我们对香港的价值

- * 香港有超过半数家庭是物业的注册业主。
- * 截至2024年3月，银行及金融机构以注册土地和物业作抵押的贷款约为36,480亿港元。
- * 2023/24年度查阅注册资料近500万宗。
- * 超过130个政府部门和机构使用土地注册处的资料进行物业交易、物业管理、规划研究以至执法等工作。
- * 土地注册资料显示的物业交易可追溯至1844年，乃香港经济和社会历史的重要资料宝库。

职能

土地注册处的主要职能如下：

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

Our Value to Hong Kong

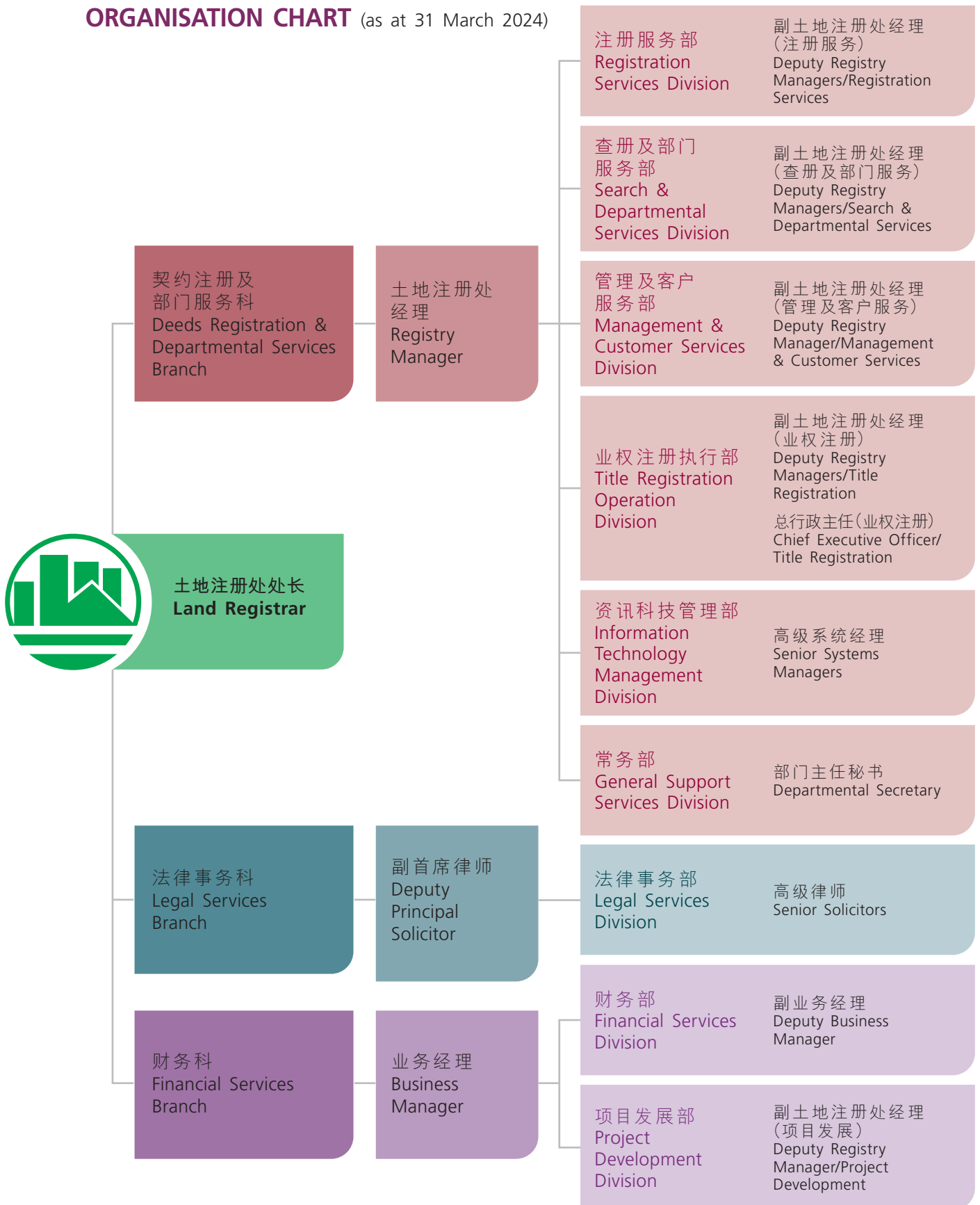
- * Over half of all Hong Kong families are registered property owners.
- * Banks and financial institutions loaned about HK\$3,648 billion as at March 2024 against the security of registered land and property.
- * Near five million searches of registered information took place in 2023/24.
- * Over 130 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).

组织架构图 (截至2024年3月31日)
ORGANISATION CHART (as at 31 March 2024)





管理层团队

MANAGEMENT TEAMS



土地注册处处长及各科主管 The Land Registrar and Branch Heads

1 谭惠仪女士, JP (土地注册处处长)
Ms Joyce TAM, JP (Land Registrar)

2 彭嘉辉先生 (土地注册处经理)
Mr K. F. PANG (Registry Manager)

3 李德伟先生 (副首席律师)
(生效日期为2024年4月16日)
Mr Eric LEE (Deputy Principal Solicitor)
(With effect from 16 April 2024)

4 陈肖玲女士 (业务经理)
(生效日期为2024年1月12日)
Ms Javy CHAN (Business Manager)
(With effect from 12 January 2024)



契约注册及部门服务科 Deeds Registration and Departmental Services Branch

- 1 彭嘉辉先生(土地注册处经理)
Mr K. F. PANG (Registry Manager)
- 2 霍伟勤女士(高级系统经理)
Ms Emily FOK (Senior Systems Manager)
- 3 麦振威先生(高级系统经理)
Mr Andrew MAK (Senior Systems Manager)
- 4 王慧芳女士(副土地注册处经理)
(生效日期为2024年7月15日)
Ms Evian WONG (Deputy Registry Manager)
(With effect from 15 July 2024)
- 5 梁慧娴女士(副土地注册处经理)
Ms Alice LEUNG (Deputy Registry Manager)
- 6 任美琼女士(部门主任秘书)
Ms Tina YAM (Departmental Secretary)
- 7 林谢淑仪女士(副土地注册处经理)
Mrs Cindy LAM (Deputy Registry Manager)
- 8 温锡麟先生(副土地注册处经理)
Mr Francis WAN (Deputy Registry Manager)
- 9 刘少雯女士(副土地注册处经理)
Ms Eva LAU (Deputy Registry Manager)
- 10 潘辉耀先生(副土地注册处经理)
Mr Kenneth POON (Deputy Registry Manager)
- 11 黄柏森先生(总行政主任)
Mr Patrick WONG (Chief Executive Officer)
- 12 马秀文女士(副土地注册处经理)
Ms Delphine MA (Deputy Registry Manager)



法律事务科 Legal Services Branch

- 1 李德伟先生 (副首席律师)
(生效日期为2024年4月16日)
Mr Eric LEE (Deputy Principal Solicitor)
(With effect from 16 April 2024)
- 2 李宝君女士 (高级律师)
Ms Shirley LEE (Senior Solicitor)
- 3 许鹰硕先生 (高级律师)
Mr Stanley HUI (Senior Solicitor)
- 4 黄颂诗女士 (高级律师)
Ms Joyce WONG (Senior Solicitor)
- 5 叶健辉先生 (高级律师)
Mr David IP (Senior Solicitor)
- 6 陆钧韦先生 (高级律师)
Mr Wesley LUK (Senior Solicitor)
- 7 林佩珊女士 (高级律师)
(生效日期为2024年2月16日)
Miss Tracy LAM (Senior Solicitor)
(With effect from 16 February 2024)



财务科 Financial Services Branch

1

陈肖玲女士 (业务经理)
(生效日期为2024年1月12日)
Ms Javy CHAN (Business Manager)
(With effect from 12 January 2024)

2

何静婷女士 (副业务经理)
(生效日期为2024年6月27日)
Ms Candy HO (Deputy Business Manager)
(With effect from 27 June 2024)

3

蔡绣文女士 (副土地注册处经理)
Ms Ella TSOI (Deputy Registry Manager)

土地注册处营运基金三十周年

Land Registry Trading Fund 30th Anniversary



渔港隐城中 FISHING PORT HIDDEN IN THE CITY

📍 马湾涌村 Ma Wan Chung Village

在新城飞跃成长下，旧市隐匿其中。
The old city is immersing within the rapidly growing urban area.



土地注册处营运基金的由来

土地注册处的前身为注册总署辖下的田土注册处，在注册总署解散后，于1993年5月1日成为独立的政府部门。当时，土地注册处辖下设有一个市区及八个新界区的办事处，负责处理土地注册、查阅土地纪录及业主立案法团注册的工作。在1993年8月1日，土地注册处成为香港首批根据《营运基金条例》(第430章)成立以营运基金形式运作的部门之一。

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).

过去三十年的主要服务里程碑

MAJOR SERVICE MILESTONES IN THE PAST 30 YEARS

土地注册处自转型为营运基金部门后，在三十年来经历了一系列的变革，致力为社区服务。早在1980年代，当时的田土注册处高瞻远瞩，已着手推行土地登记册电脑化以提升服务。我们在1997年制定全面的「策略计划」更进一步订出推行中央注册制度的长远策略路线图。中央注册制度不但改变了土地注册处的业务运作方式，也改变了我们为市民提供服务的模式。这个重要的历史时刻见证了我们迈向中央注册制度、透过「综合注册资讯系统」提供一站式查册服务，以及为市民提供数码化服务。让我们一起回顾部门的重要里程碑。

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「直接查册系统」，登记用户可透过自己办公室的特许网络订购查册文件。

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

1996-2002

引入「文件影像处理系统」及推出「彩色图则影像处理计划」，将约1.44亿页的土地文件及350万份注册文件的图则转换成电子影像。

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.



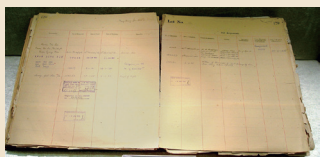
所有已注册的土地文件均储存在数据中心的碟内

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

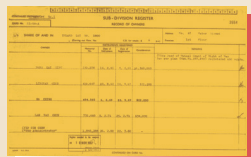
1984-1997

将200万份纸本土地登记册转换成电脑数据资料。

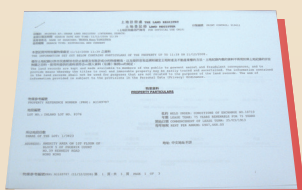
Converted 2 million paper-based land registers into computerised data.



1950年代簿册形式的登记册 (新界)
Book Form Register (New Territories), 1950's



1960年代的注册资料卡 (市区)
Register Card (Urban), 1960's



2024年的电脑土地登记册
Computerised Land Register, 2024



在中央影像处理中心扫描土地文件
Scanning of land documents at Central Imaging Centre

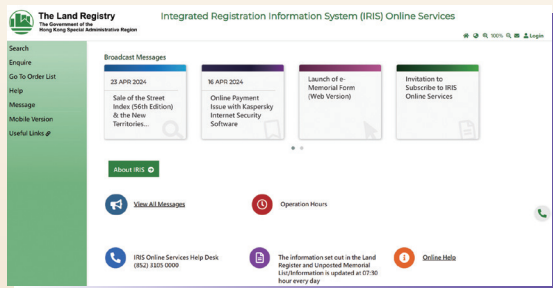
2005

将九个分区注册处合并为一个在金钟道设立的中央注册处，落实土地文件的中央注册，并透过「综合注册资讯系统」(www.iris.gov.hk)为市民提供网上查册服务。

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.



提供注册及查册服务的金钟道客户服务中心
Customer Centre in Queensway with registration and search services



「综合注册资讯系统」网上服务的主页
Homepage of IRIS Online Services

1999-2000

在市区及八个新界区的注册处推出「跨区查册服务」，让市民可在任何一间查册中心查阅全港各区的土地登记册。

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

推出电子注册摘要表格，方便交契人士拟备注册摘要。

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／地址对照表》的网上版提供免费浏览。

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

2015

推出电子提示服务（于2019年改名为「物业把关易」），协助业主得悉有影响其物业的文件交付注册，特别是在预期之外或可疑的注册。

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网上填写的电子注册摘要表格网上版。

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

2017

与香港金融管理局合作，为《银行业条例》(第155章)下的认可机构推出电子提示服务，以加强其信贷风险的管理。

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.



员工的回忆与分享 RECOLLECTION AND SHARING OF STAFF

张笑芬女士 – 助理文书主任(查册及部门服务部)
MS KATIE CHANG,
Assistant Clerical Officer (Search and Departmental Services Division)



张笑芬于1984年加入部门，负责市区查册部的工作。当时查册服务的使用量十分高，查册程序亦繁复，市民需于收款柜位先购买一式两份的查册表格，填妥后便交回收票柜位，等待职员以人手翻查及影印有关土地纪录，再到文件收取柜位领取，整个程序耗时30分钟或以上。

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.

「当时金钟总部只备存市区的土地纪录，市民如要查阅新界物业的土地纪录，需亲自前往物业所在地区的办事处，动辄就要花上半天甚至一天的时间。」

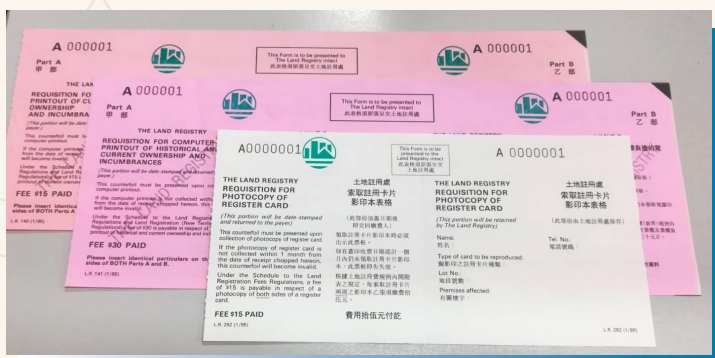
“At that time, only the land records of properties located in the urban area were kept in the Queensway Headquarters. If members of the public wanted to obtain the land records of properties located in the New Territories, they had to visit the office in the district where the properties were located,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

由80年代中期起，部门开始逐步把土地纪录电子化，先后推出「直接查册服务」及「文件影像处理系统」，并全面接管原先由地政处管理的新界区土地注册处办事处。及至2005年，土地注册处推出「综合注册资讯系统」网上查册服务，并实施中央注册制度，不论土地文件涉及的物业位于何区，均可送交金钟总部办理注册。

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.

「尤记得在2005年2月12日早上9时正，铜锣声一响后，金钟总部19楼客户服务中心便正式转用『综合注册资讯系统』，为市民提供一站式的电脑查册服务。自此，市民可于同一个柜位或经网上快捷查阅及订购所有种类的土地纪录。」

“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.”



张笑芬的同事珍藏了1995年第一号的查册表格，不同颜色的表格代表不同类型的查册服务。

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.



张笑芬见证了不同时代查册服务的蜕变，非常认同政府服务数码化对社会发展的重要性，这不仅为市民提供便利，更大大提高了物业交易及经济活动的效益。除了硬件配备，她认为作为软件的公务员团队，亦需要不断进步。

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.

“ 现今市民对政府的服务要求越来越高，我们除了要深入了解自己部门的运作外，还应该抱着『同一个政府』的理念提供服务。如遇上非本部门职能范围内的问题，我会为市民提供相关部门的查询电话号码，或转介给上司以主动联络相关部门，务求能为市民提供最直接的协助。

“ **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.** ”

张笑芬亦曾经担任前线客户服务的工作，其优秀的工作表现屡获客户的赞赏及同事的认同。她于1996年获邀出席公务员事务局局长酒会，以及于2022年获颁发公务员事务局局长嘉许状。

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.



张笑芬(左二)于2022年公务员事务局局长嘉许状颁奖典礼上，与公务员事务局局长杨何蓓茵(右二)、土地注册处处长谭惠仪(右一)及副土地注册处经理林谢淑仪(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 — 文书主任(注册服务部)
MISS YUEN SHUK-MUN,
Clerical Officer (Registration Services Division)

阮淑敏于1989年加入部门，被先后分派到市区查册服务组和注册组工作。「以前在注册组用的是第一代电脑注册系统，所涉及的人手工序较多，例如审阅契约时要看纸本的土地登记册，办理注册时要填写相关的表格，再交予电脑组同事把资料输入注册系统，整个程序相当费时。」

「如果发现契约上的资料与土地登记册不符或有其他疑问，土地注册主任会以书面通知律师楼作出澄清。另外，在更新土地登记册上的纪录时，也有很多限制，例如字数限制和只能输入英文等，对资料的完整性有一定影响。」

部门于2005年实施中央注册制度，并引入「综合注册资讯系统」。「在新系统下，整个注册流程大幅简化。我们审核契约时可直接从系统查阅物业资料和办理注册，毋须交予其他部组处理。土地注册主任也能直接在系统输入要求律师楼澄清契约的内容，大大提高了操作的便利性和效率。办理土地文件注册的服务标准由当初的26个工作日，大幅缩减至现时的14个工作日。」



在1990年代，注册组同事需要用人手处理大量契约。
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.”



现时，注册组同事透过一站式的「综合注册资讯系统」办理注册。
Nowadays, the registration team processes registration through the one-stop IRIS.



「在更新土地登记册上的纪录时，新系统放宽了字数上限，可以更灵活地输入备注及显示业主的中、英文姓名，提升了资料的准确性和完整性。」

“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，阮淑敏是众人的「活字典」，时常乐意分享她丰富的工作经验和知识，无私地指导新入职或年资较浅的同事，帮助他们在工作上不断成长。

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)和注册组同事于2003年部门周年晚宴的合照。

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



“

每次教导新同事时，我总会跟他们说契约注册是一辈子都学不完 的领域。我们要与时俱进，学习 新事物。各同事之间需要互相无 私合作交流，以获取更多与注册 有关的资讯，从而建立一个共同 学习的环境，促进彼此的成长和 增进团队的凝聚力。

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.

”





温锡麟先生 — 副土地注册处经理(注册服务部)
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."

部门以往的契约注册工作主要在纸本的土地登记册进行，这不仅占用了大量的储存空间，市民查册也十分耗时。为了提高服务效率和资料的准确性，部门于1984年开展了市区电脑化计划，将145万份的市区土地登记册电子化。

温锡麟于1988年加入部门的电脑组工作后，便要参与这个庞大的项目。「这个项目需要我们将大量的纸本登记册转换为电脑登记册。同事会先影印要转换的登记册，详细审阅登记册影印本的资料，并凭借专业知识，将需要转换的注册资料转化为清晰易明的资料及涂上不同的颜色，然后把登记册影印本交给外判服务商把资料输入电脑系统。」

部门在1991年完成市区电脑化计划后，接着于1994年展开新界电脑化计划。当时这项计划遇到不少困难，例如新界的纸本登记册是以人手填写为主，字体有机会潦草不清，同事要仔细核对由外判服务商输入电脑的资料是否正确，确保电脑登记册上的资料准确无误。

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.



资料处理中心于1994年运作。
Data conversion centre in operation in 1994.



「这个市区和新界电脑化计划历时13年，实施过程充满了挑战。部分同事对转用电脑执行工作比较抗拒，对于学习新技能及科技都感到困难和不安，担心自己无法适应变化。为此，电脑组的管理层花了很多时间和同事们进行沟通。」

“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.”

「我们向员工解说这个计划如何令部门及市民得益，并为他们编排更表和公平调配员工轮流操作电脑，确保每个同事都有足够的时间和机会适应新系统和工作模式。同时，我们为员提供充足的支援和培训，务求令他们能够尽快适应新系统的运作。」

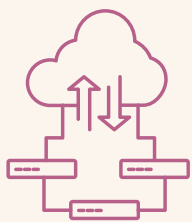
“We explained to the staff how the department and the public could be benefited from the projects. We also worked out a duty roster and fairly deployed our staff to take turns to operate the computer, ensuring that every colleague was given sufficient time and opportunities to adapt to the new system 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.”



部门全面实施电脑化计划后的工作情况。
Our work environment after the department fully implemented the computerisation projects.

温锡麟寄语同事，应变管理在推行新计划中极为重要。要让同事理解和接受转变是需要时间和耐心。电脑化计划成功推行，不但提升了当下的工作绩效，也为部门未来实施的转变奠定了稳固基础。管理层需要透过充分沟通、分阶段推进、建立相互支持的机构文化等方式，有效管理转变以降低阻力，确保计划顺利实施。

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.



黄徐秀梅女士 — 一级土地注册主任(注册服务部)
MRS YVONNE WONG,
Land Registration Officer I (Registration Services Division)

黄徐秀梅于1990年加入部门，曾参与筹备大型的文件影像处理计划。「当时这项计划面对两大挑战：一是要设计一个流程顺畅和便利操作的全电脑化文件影像处理系统；二是把当时新界数以百万计的文件影像化及数据化。」

为确保部门和承办商顺利交收文件，黄徐秀梅与新界各区注册处同事商讨如何把新界文件的独有特征，例如有些文件涉及不同区域的物业、有些文件因为残缺不全等情况纳入盘点表格中。

为使各区同事清楚项目的要求，他们召开专责会议的密度也相应增加。同事们在了解项目的要求后，于短时间内便把文件的资料全部准确地记录下来交给承办商，让承办商按照部门的要求进行影像处理。当时新界的文件除了纸张质素参差外，亦没有合适位置贴上任何条码贴纸，加上纸张大小不一，在筹划阶段已预计到影像处理过程会有阻滞。

「为了解决这个难题，我们花了很多时间与承办商沟通，提前要求他们提升影像处理流程管控能力，并拟订优化电脑程式设计等措施，尽早预备好解决方案。」在各方的紧密合作下，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，黄徐秀梅(后排左一)与新界大埔区同事的合照。

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





部门管理层与黄徐秀梅(左三)出席「文件影像处理系统开幕仪式」。

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

理三亿页土地文件的「文件影像处理系统」于1996年6月推出，完全取代了部门以人手储存和存取纸本文件的运作模式。

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.

黄徐秀梅在今年5月1日退休之前，凭借其管理多个部门主要项目的经验，寄语年轻一辈的同事：

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:

土地注册处经理彭嘉辉(右三)与注册组同事，共同祝贺黄徐秀梅(右四)荣休。
Registry Manager, K. F. PANG (third right) and the registration team congratulated Yvonne WONG (fourth right) on her retirement.



我深深理解整个团队的通力合作是成功完成项目的关键。在参与文件影像处理计划时，我鼓励团队成员积极交流想法，共同探讨问题的最佳解决方案。大家互相尊重，坦诚沟通，充分发挥各自的专长和创造力。在会议上，我鼓励每个人提出自己的建议和改进措施，不同观点的碰撞往往能激发出新的点子。通过大家的共同努力，我们顺利完成了项目，得到了部门和客户的高度赞赏。我深信，只有充分发挥团队的力量，项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.

具历史价值的旧土地纪录

位于沙田政府合署的土地注册处档案室于2010年3月成立，收藏超过60,000份批地文件正本，包括政府租契(前称「官契」、集体政府租契(前称「集体官契」、批地条件及新批地条件。这些纪录部分可追溯至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.

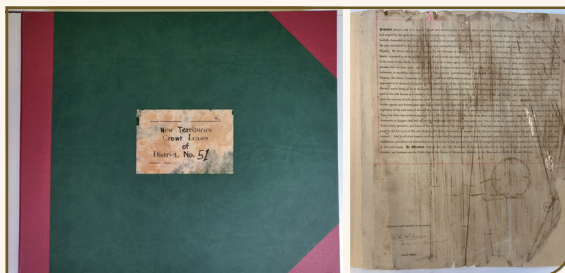


土地注册处一直将保护和保存这些旧土地纪录列为首要工作，并采取了各种预防措施保存这些旧纸本纪录。作为一个试点项目，我们于2021年委聘了顾问为两份集体政府租契提供修复和保护处理。现在被细致保存的集体政府租契更能经得起时间的考验。

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.



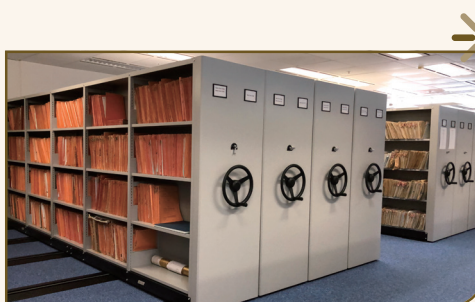
修复前的集体政府租契 Before restoration of BGL



修复后的集体政府租契 After restoration of BGL

作为我们历史珍藏的一部分，现时所有的批地文件存放在24小时的空调环境中，而那些状况较为脆弱的集体政府租契则妥善存放在特别设计的档案盒内。

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：摄影庆祝活动

在过去三十年，土地注册处一直站在香港发展的前端，见证着这个城市的重大变迁。

为庆祝土地注册处营运基金成立三十周年，我们为员工举办了以「见证香港发展，共建美好未来」为主题的摄影比赛，旨在透过参赛者的镜头展示香港的重大发展，并借此增强员工的社区意识和团结精神。

是次比赛设有四个题材组别，分别是「新城旧市」、「香港楼影」、「人文风貌」及「和谐绿色」。我们仔细评审了约240份参赛作品，选出各组的冠、亚、季军共12张得奖相片，并特别于本年报内展现。

这些优秀的得奖作品不但展示了香港城市面貌的变迁，也捕捉了都市人的生活点滴，以及体现我们对香港未来的坚定承诺。

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「旧」市 Blending Tradition and Modernity



1

渔港隐城中 FISHING PORT HIDDEN IN THE CITY

钟美仪 (注册服务部)
CHUNG Mei-yee (Registration Services Division)

📍 马湾涌村 Ma Wan Chung Village

在新城飞跃成长下，旧市隐匿其中。
The old city is immersing within the rapidly growing urban area.



2

鲗鱼涌地标「章记楼宇」 “CHEONG K BUILDING”, A LANDMARK IN QUARRY BAY

古颖仪 (管理及客户服务部)
KU Wing-yee (Management and
Customer Services Division)

📍 鲗鱼涌滨海街 Pan Hoi Street, Quarry Bay

1950至1960年代著名的「章记楼宇」已
计划重建。
The famous “Cheong K Building”
in 1950s and 1960s is set for
redevelopment.



3

旧墙新貌 REVITALISING THE OLD BUILDING

区今梨 (注册服务部)
AU Kam-li (Registration Services Division)

📍 太子 Prince Edward

旧建筑物的外墙重新漆画，变成市民
打卡的新地标。
The exterior wall of an old
building is transformed into a
new photo spot after re-painting.

香港「楼」影 Capturing Cityscapes



1

城市梦幻之心 DREAMY HEART OF THE CITY

欧婉怡 (法律事务部)
AU Yuen-yee (Legal Services Division)

📍 中环皇后像广场花园 Statue Square Gardens, Central

Chubby Hearts Hong Kong 是2024年的盛事
之一，为香港城市增添趣味和创意。
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

周伊韞 (注册服务部)
CHAU Yi-wan (Registration Services Division)

📍 屯门河 Tuen Mun River

楼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

五颜六色的变形金刚 COLOURFUL TRANSFORMERS

林洁明 (财务部)
LAM Kit-ming (Financial Services Division)

📍 鲗鱼涌 Quarry Bay

鲗鱼涌五颜六色的「怪兽大厦」犹如积木方块，
是电影「变形金刚」的拍摄场地。
Colorful “Monster Building” resemble
building blocks in Quarry Bay was a filming
spot for the movies “Transformers”.

人文风貌

Unveiling Cultural Mosaic



1

七彩闹市 VIBRANT AND BUSTLING CITY

甄家翘 (业权注册执行部)
YAN Ka-kiu (Title Registration Operation Division)

旺角 Mong Kok

旺角花园街两旁竖立的旧式楼宇与排档构成一幅七彩闹市的景象。
Old buildings together with the stalls on both sides of Fa Yuen Street in Mong Kok picture a vibrant and bustling city scene.



2

青蛙嘉年华 FROG CARNIVAL

许霆钧 (资讯科技管理部)
HUI Ting-kwan (Information Technology Management Division)

南丰纱厂 The Mills

活化后的南丰纱厂文化艺术中心标志1960至1970年代香港制造业的辉煌时期。
The revitalised cultural and arts centre of Mills represents the golden age of Hong Kong's manufacturing industry in the 1960s and 1970s.



3

人蝶结缘 CONNECTION BETWEEN PEOPLE AND BUTTERFLIES

樊逸楠 (注册服务部)
FAN Yat-nam (Registration Services Division)

湾仔利东街 Lee Tung Avenue, Wan Chai

走过蝴蝶的剪影，交织香港人的生活节奏，齐齐翩翩起舞。
Walking through the silhouettes of butterflies is part of the daily rhythm of Hong Kong people.



和谐绿色

Embracing Nature in the City



1

大树好遮阴 THE COMFORT OF TREE SHADE

樊逸楠 (注册服务部)
FAN Yat-nam (Registration Services Division)

赤柱新街 Stanley New Street

大树为劳工们带来清新的气息。
The big tree brings a refreshing breath to workers.



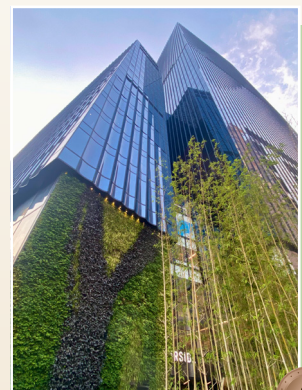
2

繁忙里的宁静 FINDING TRANQUILITY AMIDST THE HUSTLE

林洁明 (财务部)
LAM Kit-ming (Financial Services Division)

金鐘 Admiralty

「香港公园」作为闹市中的绿洲，为忙碌的城市人带来宁静和放松。
Hong Kong Park, an oasis in the bustling city, brings tranquility and chill to busy city people.



3

石矢下的绿意 EMBRACING GREENNESS OF THE CONCRETE BUILDING

黄庭芝 (管理及客户服务部)
WONG Ting-chi (Management and Customer Services Division)

启德AIRSIDE AIRSIDE, Kai Tak

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

迈向业权注册

Moving Towards Title Registration



水中倒影

REFLECTION IN THE WATER

📍 屯门河 Tuen Mun River

楼宇倒影形成海天一色的美景。

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

香港现行的土地注册制度是按照《土地注册条例》(第128章)实施的契约注册制度。此制度可规管土地登记册内已注册文书的优先次序，但不提供土地业权的保证。

《土地业权条例》(第585章)(《业权条例》)于2004年制定后，涵盖主要持份者代表的《业权条例》督导委员会(督导委员会)及《业权条例》检讨委员会(检讨委员会)相继成立，负责督导和推展《业权条例》在实施前的检讨工作，以确保其顺利实施。督导委员会和检讨委员会的成员名单分别载于附件II (d)及(e)。

虽然主要持份者尚未就把现有土地转换为业权注册制度下注册土地的机制达成共识，但我们正积极推进已获得主要持份者支持在新批出土地先行实施业权注册的方案(即「新土地先行」方案)。该方案亦获得立法会发展事务委员会的普遍支持。一般而言，「新土地先行」方案涵盖政府在《业权条例》实施日期或之后批出的土地。

此方案的实施有助政府和主要持份者累积从运作新制度取得的实际经验，以便于稍后阶段进一步商讨现有土地的转换机制并达成共识。

除了拟备《业权条例》的修订草案(《修订草案》)及与主要持份者制定实施细节外，我们亦正进行其他筹备工作，包括草拟附属法例和研发新电脑系统，目标是在2025年第一季向立法会提交《修订草案》。

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.



督导委员会会议于2024年2月举行，向主要持份者阐述「新土地先行」方案的最新发展情况及实施计划。
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.



环境、社会及管治报告

Environmental, Social And Governance Reporting



大树好遮阴
THE COMFORT OF TREE
SHADE

📍 赤柱新街 Stanley New Street

大树为劳工们带来清新的气息。
The big tree brings a refreshing breath to workers.

企业社会责任

土地注册处非常重视并努力维护社会责任。我们的承诺可见于以下五个主要范畴：

支持慈善及义工活动

我们的员工积极参与慈善及义工活动，致力建立关爱共融的社区。

员工除了参加由香港公益金举办的各项慈善活动，包括「绿色低碳日」、「公益金便服日」、「公益爱牙日」及公益行善「折」食日外，土地注册处义工队自2022年7月成立以来亦积极投入各种义工活动，为不同地区有需要的家庭及人士提供协助。

有关活动包括为需要食物援助的人士制作膳食餐盒，以及清洁、修复和整理二手玩具，以便转赠给低收入家庭的小朋友。义工队亦参加了2024年「书出爱心 十元义卖」活动，协助分类和检查市民捐赠的二手书籍状况。此外，员工参与了由健康快车香港基金举办的慈善跑步行，为「健康快车」眼科火车医院及在内地的治盲工作筹募经费。

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动。
Food rescue activity with Food Angel in June 2023.



2023年10月的香港基督教青年会「再生玩具工程师」活动。
“Toy Reborn Engineer” programme by YMCA of Hong Kong in October 2023.



2023年11月的健康快车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「书出爱心 十元义卖」活动。
Charity sale of second hand books at the “Books for Love @\$10” in March 2024.

土地注册处义工队亦探访长者家庭及派发免费饭盒。在不同的喜庆节日，义工队参与了连串活动，包括探访长者和低收入家庭，赠送福袋及协助他们进行家居清洁；为劏房住户写挥春贺新岁；在元宵佳节探访独居长者，为他们送上福袋。

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月参与「青青连心乐融融计划」，探访在葵涌区居住的长者。
Elderly home visit in the Kwai Chung district under the "Generations Connect" Project in January 2024.



2024年2月的代间发展基金会「齐写挥春贺新岁」活动。
"Fai Chun" writing activity with Intergeneration Foundation Limited in February 2024.

为宣传区议会选举及鼓励市民在投票日投票，土地注册处处长及土地注册处经理分别于2023年11月26日及30日率领部门义工队到九龙湾及观塘区派发选举单张。

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.

我们会继续努力参与建立关爱共融的社区。

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





促进平等机会及无障碍环境

我们秉持强烈的社会责任感，致力消除基于性别、残疾、家庭岗位及种族的就业歧视，并促进所有员工的平等机会。

在2023/24年度，我们共有24名残疾员工，占本处员工总人数的5%。我们会为有需要的残疾员工提供辅助器材，以助他们履行职务。

我们也致力为市民提供无障碍设施，并委任无障碍主任和助理无障碍主任为有需要的人士提供协助。我们为无障碍主任、助理无障碍主任和驻场地的员工提供相关讲座和所需培训，并会定期作出检讨，以确保无障碍设施畅通易达。

为表扬我们的持续努力，香港社会服务联会已将我们位于金钟道政府合署19楼的客户服务中心列入「无障碍友善企业／机构名单」。这个认可突显了我们致力为员工和市民创造一个包容和友好的环境。

在2023年，我们继续参与公务员事务局的「残疾学生实习计划」，为有需要人士提供培训实习的机会。我们共安排三位实习生在查册及部门服务部和常务部工作，为部门提供一般的行政及文书支援，并为实习生安排资深导师以提供适时的工作协助和指导。

我们积极邀请社会企业参与竞投本处办公室的清洁服务合约，为弱势社群提供更多就业机会。

关注雇员的职业健康

我们十分重视雇员的职业安全与健康。我们成立部门安全管理委员会，负责为部门制定及推行职业安全与健康的政策。我们已颁布周全的职业安全指引和程序，并为员工提供符合人体工程学的办公室家具和设施，以促进员工的职业健康。此外，我们定期进行巡查，以确保工作间的安全。

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.

在2023/24年度，我们为员工举办35个讲座／工作坊，相关课题包括急救训练、预防上下肢劳损、预防滑倒、绊倒和跌倒的意外、工作压力，以及压力管理等。我们亦透过外界的专业人士为员工提供辅导服务，协助他们处理与工作相关或其个人的问题，展示我们对员工整体福祉的承诺。

为提高员工对工作安全与身心健康的认知，我们定期透过电子《员工通讯》提供实用的资讯和贴士。员工康乐会除了资助同事参与各类体育活动，例如由建造业议会举办的「建造业开心跑2024」及「2024年渣打香港马拉松」，以推广身心健康外，亦为员工及其家属安排兴趣班及户外活动。

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.



我们致力为员工提供舒适及安全的工作环境。在2023/24年度，我们继续努力透过增加绿化元素和进行必要的装修工作，营造一个愉快舒适的工作环境。

此外，我们自2003年起参与由环境保护署举办的「室内空气质素检定计划」。在2023年，我们位于九龙湾「一号九龙」的办事处获得「卓越级」证书，而其他所有办事处亦获得「良好级」证书。为营造方便喂哺母乳的环境，我们提供哺乳设施，供产假后返回工作岗位并希望继续授乳的女性员工使用。

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.



凝聚团队力量

员工资源是我们的宝贵资产。为促进管理层与员工之间的有效沟通及合作，「部门协商委员会」约每季度举行会议，作为公开讨论各种影响员工福祉事宜的平台。此外，「土地注册处员工建议书审核委员会」为全体员工提供有效的途径，以提出精简部门运作及改善工作效率的建议。团队的共同努力有助于提高生产力。

另外，土地注册处设有一个全面且易于使用的「知识管理系统」，供我们的员工在日常运作中使用，从而提升他们的工作效率，及促进部门有系统地管理和分享知识。

我们的「工作表现奖励计划」促进和培育员工的客户服务文化，并提高他们的生产力。本处也设立「最佳前线员工奖励计划」，以表扬前线员工的优秀表现。

持守环保意识

为持续推动环保管理并确保部门各项业务和日常运作符合环保原则，我们已采取以下措施：

- * 制定清晰的环保政策，订明须采取行动的主要范畴；
- * 公布环保管理指引；
- * 定期到各个办公室进行环保审核和突击巡查；
- * 继续实行「减少使用」、「废物利用」、「循环再造」及「替代使用」的环保政策，并有效使用能源和资源；
- * 使用环保采购，以及要求负责办公室清洁的营办商采取环保做法；
- * 透过定期的内部通讯，向员工推广环保意识；
- * 在切实可行范围内减少用纸及重用纸张；
- * 于办公室安装自动感应照明设备；
- * 把绿化概念融入办公室的设计；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

- * 筹备推行政府的电子档案保管系统，引入以电子档案取代纸本档案的存档方式。

涵盖本处详尽环保表现的《2023年管制人员环保报告》可在[土地注册处的网站](#)浏览。

企业管治

管治架构

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

问责

本处须分别向发展局和财经事务及库务局负责及汇报部门的业绩和财务表现。我们每年会向两个决策局呈交中期企业计划暨年度业务计划，以供批核。企业计划订定本处未来五年的发展纲领，而业务计划则作为评核本处每年业绩的基准。

诚信

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

透明度

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

服务承诺

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

- * 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](#).

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，我们超越了在服务承诺中订下的所有指标，特别是提升了「办理土地文件注册」的服务标准(由15个工作日缩短至14个工作日)，以及「为再交付注册的中止注册文书办理注册」的服务标准(由16个工作日缩短至15个工作日)。附件I (a)列出本处于年内的服务承诺和实际表现。

本处将于来年提升「办理业主立案法团注册」的服务标准和服务指标。2024/25年度新的服务承诺载于附件I (b)。

客户沟通

高效的客户支援服务

我们致力提供卓越和专业的客户服务。为促进以客为本的服务文化，我们透过不同渠道提供互动的客户支援服务，例如与效率促进办公室辖下的1823电话中心合作，以提供24小时的客户服务热线，并于金钟道政府合署的客户服务中心和位于大埔、元朗和荃湾的新界查册中心特设一站式的客户服务柜位。

特设的客户联络平台

我们亦会透过特设的客户联络平台与业务伙伴(包括香港律师会及其他私营和公营机构客户)保持紧密联系，以收集他们对本处服务的意见。

土地注册处联合常务委员会成立已久，成员包括土地注册处处长、其下的高级管理团队及香港律师会的代表。委员会定期举行会议，就土地注册事宜及本处向法律界人士所提供的服务进行商讨和交流意见。

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.



土地注册处联合常务委员会
LR Joint Standing Committee

本处也透过设立两个客户联络小组(私营机构和公营机构),让客户了解本处的最新计划、服务和工作程序,在业务运作和服务提供事宜上促进意见交流,以及就客户的意见作出回应。私营机构客户联络小组的成员来自法律界、专业机构及工商团体;公营机构客户联络小组的成员则来自政府部门及公营机构。

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.



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



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

土地注册处联合常务委员会和客户联络小组的成员名单分别见附件II (a)、(b)及(c)。

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

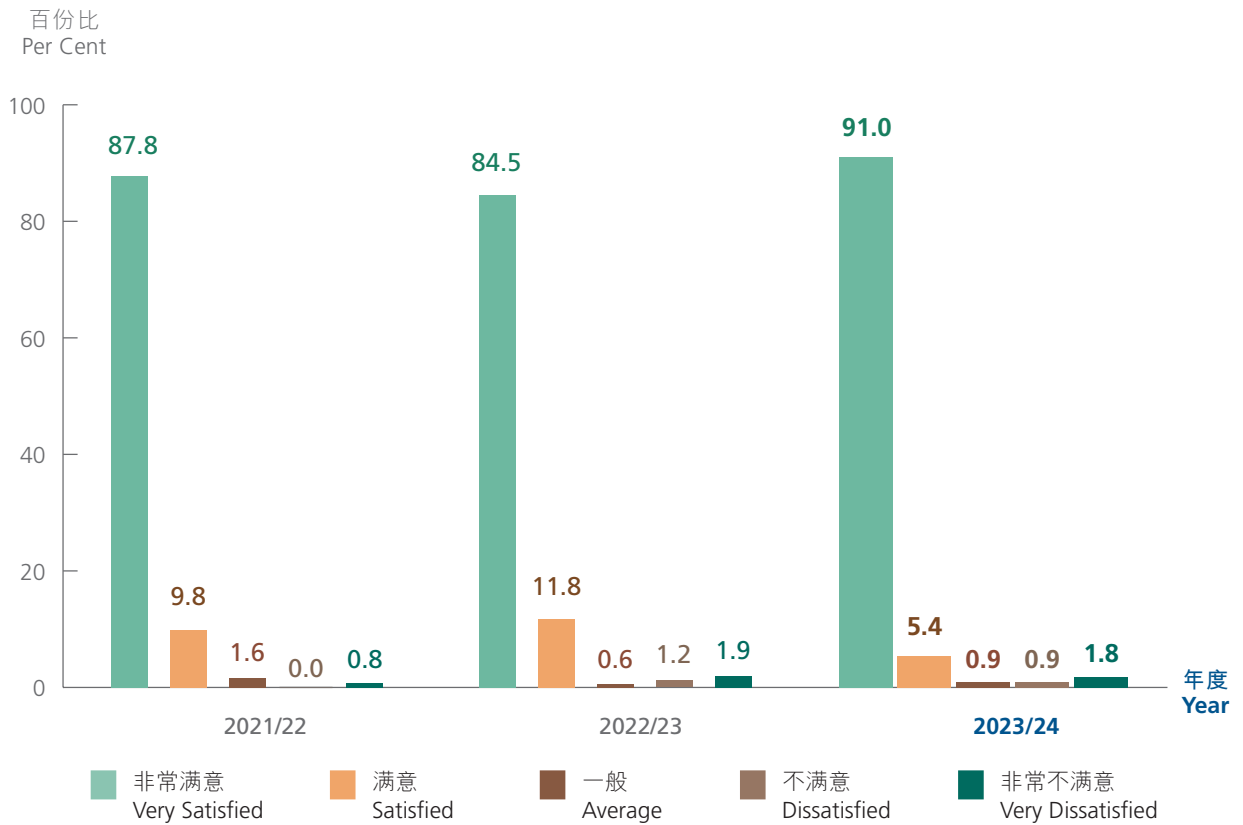
迅速回应客户的意见

我们重视客户回馈，并透过各种渠道积极与客户互动，以不断改进服务。在2023/24年度，我们从意见卡收到客户对本处服务的满意度维持高水平（「非常满意」和「满意」程度达96.4%），并透过客户服务热线、部门网站、意见卡、来信和电邮渠道接获70个客户表扬（较去年增加75%），反映我们提供高质素的服务。

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.

客户满意程度 CUSTOMER SATISFACTION RATE



注：由于「四舍五入」关系，个别项目的百分率数字总和可能不等于100%。
Note: Figures in percentage for individual items may not add up to 100% due to rounding.

以客为本的投诉管理制度

本处拥有完善的投诉管理制度以供公众监督和处理投诉。由本处接获或是经由其他政府部门转介的投诉共有17项，所有个案均已获迅速回应及圆满处理。

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.

业务回顾

Business Review



繁忙里的宁静
FINDING TRANQUILITY
AMIDST THE HUSTLE

📍 金钟 Admiralty

「香港公园」作为闹市中的绿洲，为忙碌的城市人带来宁静和放松。
Hong Kong Park, an oasis in the bustling city, brings tranquility and chill to busy city people.

办理土地文件注册

影响土地的文件均送交本处位于金钟道政府合署的客户服务中心办理注册。

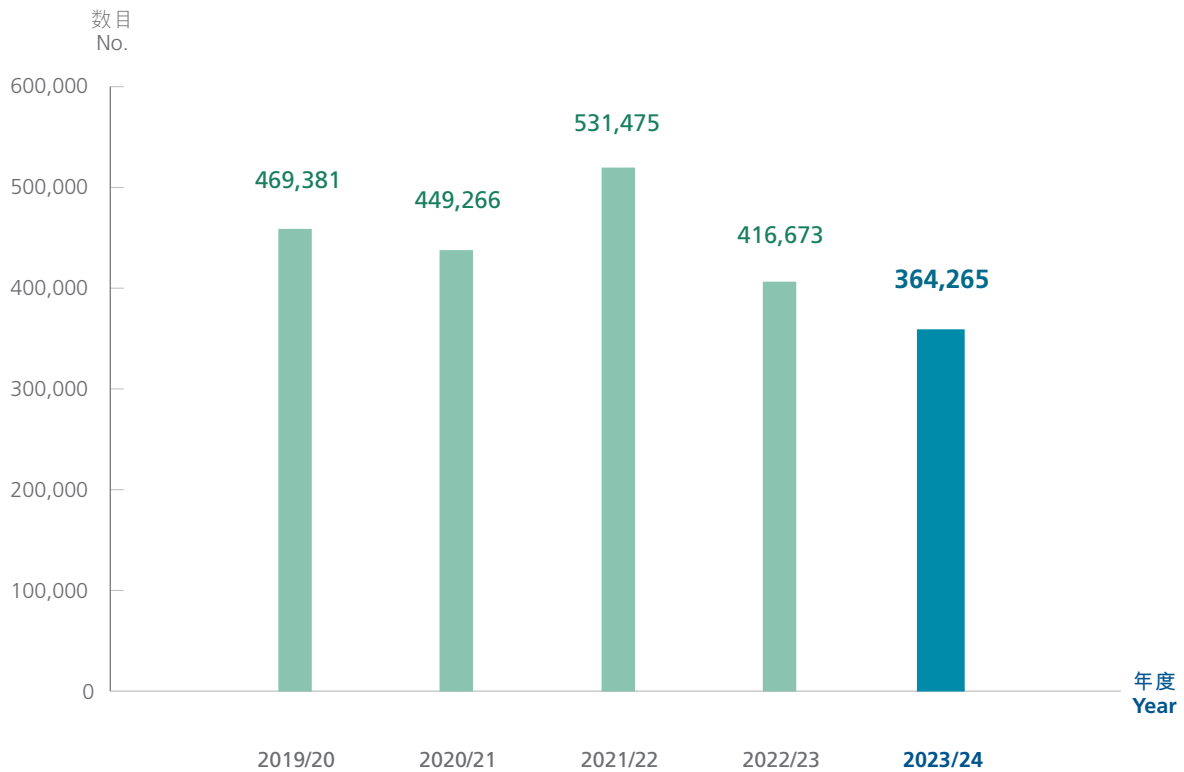
在2023/24年度，送交注册的土地文件共364,265份，较2022/23年度减少12.6%。

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.

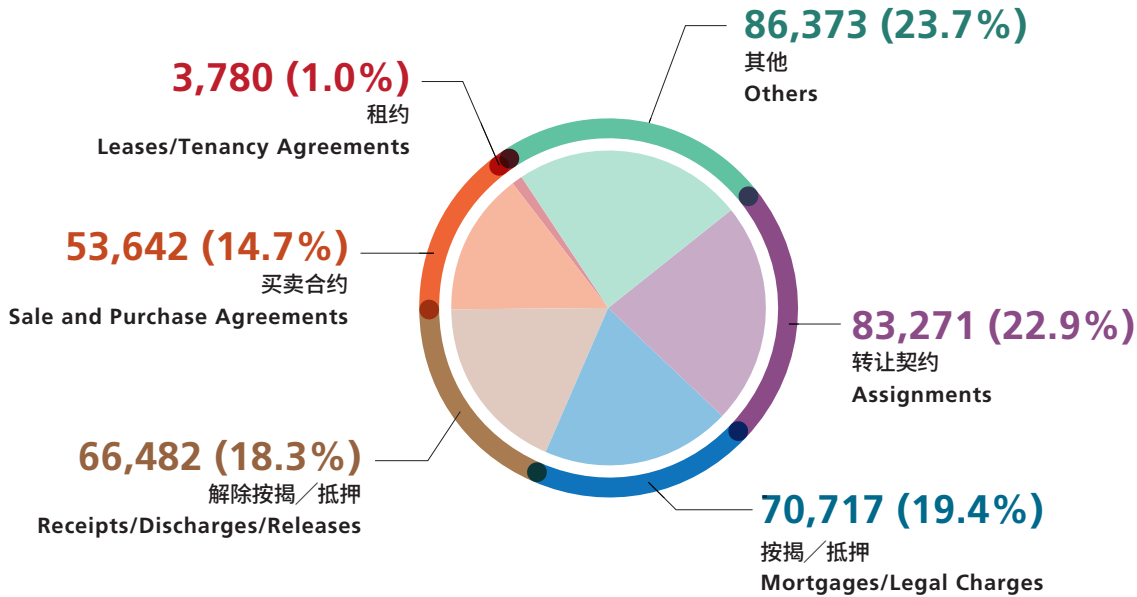
送交注册的土地文件数目
NO. OF LAND DOCUMENTS DELIVERED FOR REGISTRATION



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

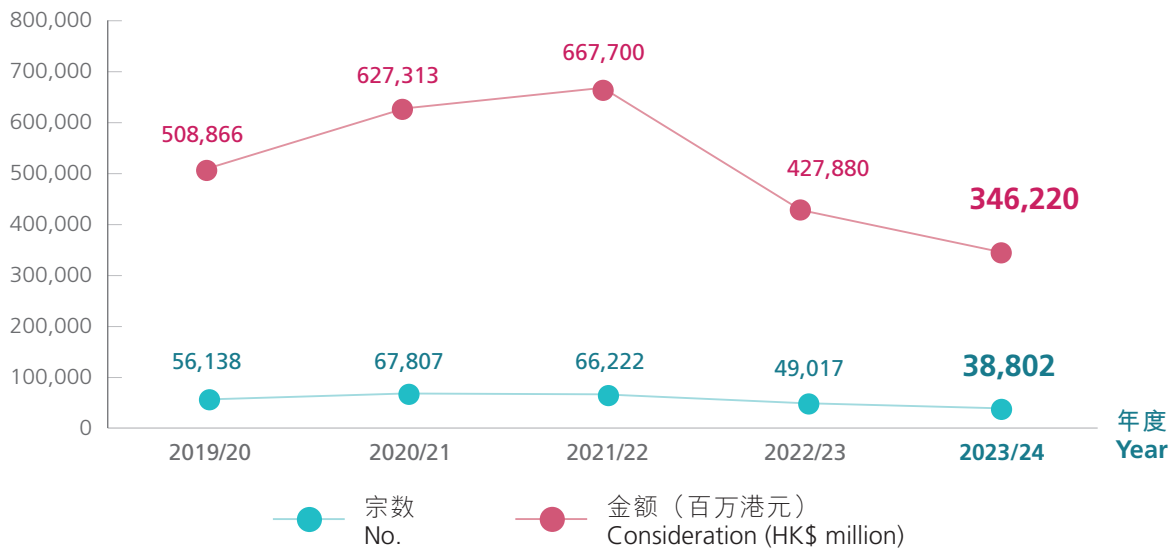
2023/24 年度送交注册的土地文件类别 DISTRIBUTION OF LAND DOCUMENTS LODGED FOR REGISTRATION IN 2023/24



在2023/24年度送交注册的所有楼宇买卖合同中，住宅楼宇买卖合同的宗数和总值分别是38,802份(较去年减少20.8%)及3,462.2亿元(较去年减少19.1%)。一般而言，这类合约的数量是反映物业市场交投情况的重要指标。

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

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



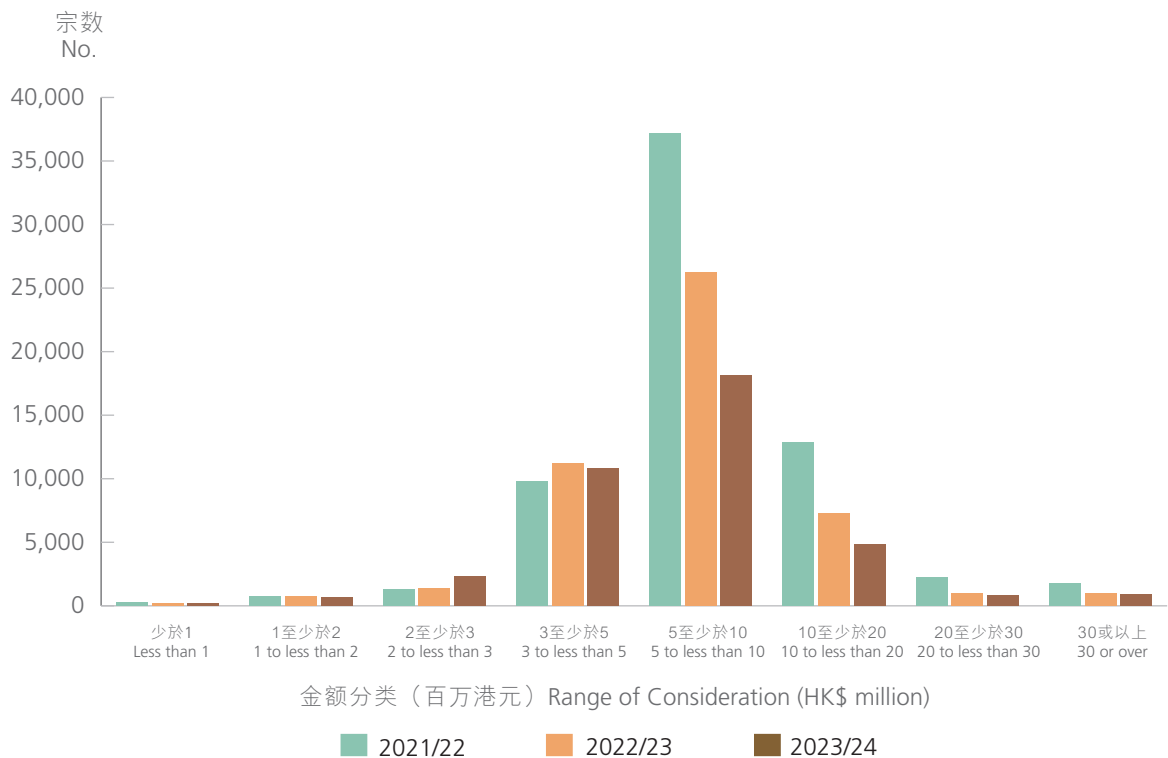
注：上述统计数字并不包括居有其屋、私人机构参建居屋及租者置其屋等计划下的住宅买卖，除非有关单位转售限制期届满并已补偿差价。

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

在2023/24年度，大多数住宅楼宇的交易金额是介乎500万至1,000万港元之间。年内交易金额超过500万港元的住宅楼宇交易显著减少。

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.

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



金额分类 Range of Consideration (百万港元) (HK\$ million)		2021/22		2022/23		2023/24	
		宗数No.	%	宗数No.	%	宗数No.	%
少于1	Less than 1	241	0.4	221	0.5	201	0.5
1至少于2	1 to less than 2	770	1.2	786	1.6	699	1.8
2至少于3	2 to less than 3	1,318	2.0	1,395	2.8	2,343	6.1
3至少于5	3 to less than 5	9,824	14.8	11,185	22.8	10,835	27.9
5至少于10	5 to less than 10	37,147	56.1	26,254	53.6	18,122	46.7
10至少于20	10 to less than 20	12,841	19.4	7,261	14.8	4,856	12.5
20至少于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
总数	Total	66,222	100.0	49,017	100.0	38,802	100.0

注：由于「四舍五入」关系，个别项目的百分率数字总和可能不等于100%。

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

查阅土地纪录服务

土地注册处备存土地纪录，目的是防止秘密及有欺诈成分的物业转易，以及提供容易追溯和确定土地财产及不动产业权的方法。

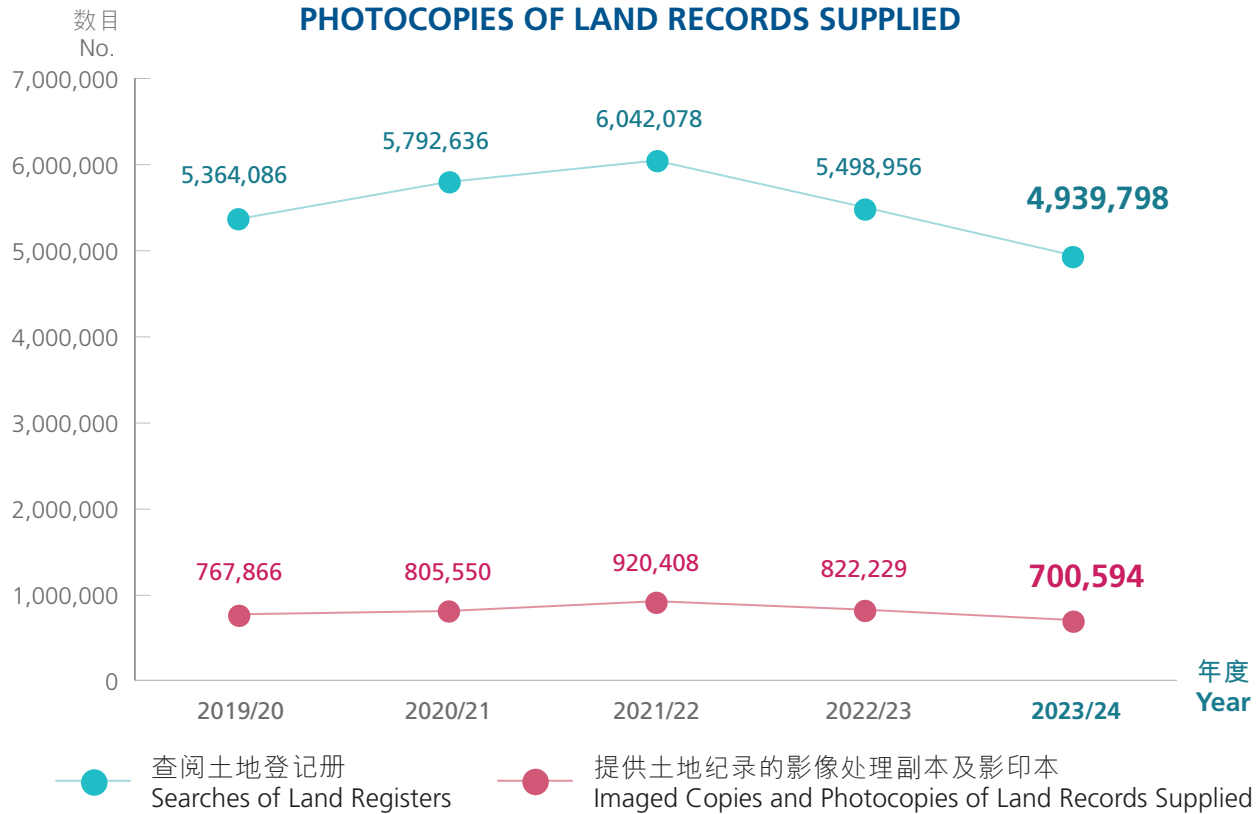
在2023/24年度，查阅土地登记册的宗数，以及提供土地纪录的影像处理副本和影印本的总数分别为4,939,798宗(较去年减少10.2%)及700,594份(较去年减少14.8%)。

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.

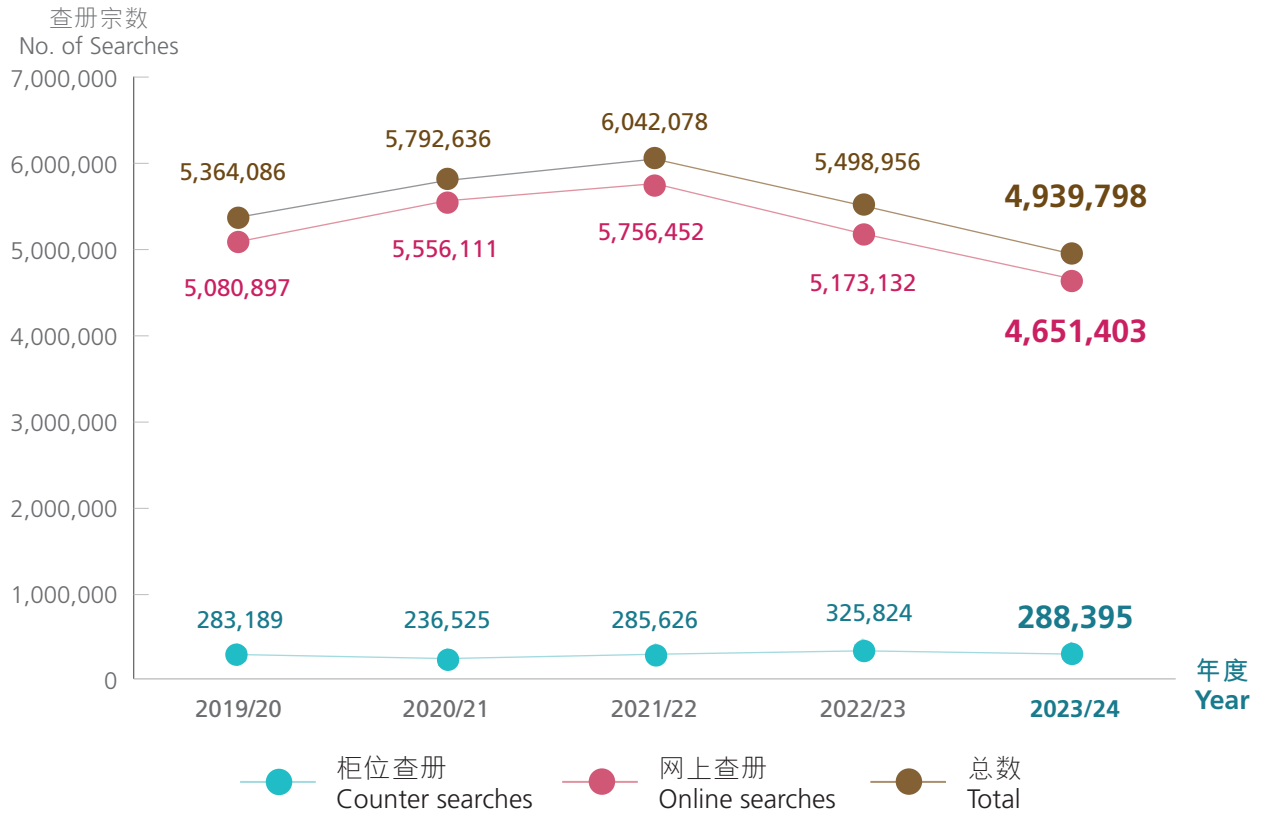
查阅土地登记册宗数和提供土地纪录的影像处理副本及影印本份数
NO. OF SEARCHES OF LAND REGISTERS AND IMAGED COPIES AND PHOTOCOPIES OF LAND RECORDS SUPPLIED



本处透过「综合注册资讯系统」网上服务(www.iris.gov.hk)的简便平台，提供查阅土地纪录的服务。年内，94%的查阅土地登记册是透过网上提供。公众人士可以非经常用户或登记用户身分进行查册。在2023/24年度，登记用户的数目共有1,537个。本处位于金钟道政府合署的客户服务中心，以及位于大埔、元朗和荃湾的新界查册中心亦设有柜位查册服务。

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.

查阅土地登记册宗数 NO. OF SEARCHES OF LAND REGISTERS



本处每年均会推出《街道索引》及《新界地段／地址对照表》(《对照表》)，方便公众人士查阅土地纪录。公众可在[本网站](#)或透过「综合注册资讯系统」网上服务网站的超连结，免费浏览《街道索引》及《对照表》的网页版。截至2024年3月31日，在2023年4月28日推出的《街道索引》及《对照表》网页版录得超过22,000浏览人次。

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.

业主立案法团服务

政府的一贯政策是鼓励业主根据《建筑物管理条例》(第344章)成立业主立案法团，以便他们更有效地管理大厦。根据该条例，土地注册处负责办理业主立案法团的注册事宜，并就业主立案法团的纪录提供存案和查阅服务。在2023/24年度，新注册的业主立案法团共有129个，全港的业主立案法团总数增至11,454个。年内，业主立案法团的文件存案和查阅总数分别为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.

物业把关易

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

自2023年1月1日下调一次过订购「物业把关易」的费用，使物业提示服务的生效期持续至物业转手为止，以及加强推行连串宣传活动后，服务订单总数大幅增加。在2023/24年度，超过93%的订单皆选用一次过的订购期。

为保持宣传的势头，我们会继续透过各种渠道推广该服务，包括社交媒体平台，以吸引社区关注，提升公众对「物业把关易」的认识。

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.



「物业把关易」服务透过主流社交媒体平台(包括 Google Display Network、Facebook 和 YouTube) 进行宣传。
Service promoted through popular social media platforms including Google Display Network, Facebook and YouTube.

为简化申请的处理程序，土地注册处将于2024/25年度以电子方式处理透过「智方便」认证身份的网上申请。

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

为认可机构提供电子提示服务

E-ALERT SERVICE FOR AUTHORIZED INSTITUTIONS

本处在2017年2月推出供《银行业条例》(第155章)下的认可机构(即持牌银行、有限制牌照银行及接受存款公司)订购的电子提示服务，以助他们更有效管理按揭贷款的信贷风险。认可机构在业主的同意下订购这项服务后，每当已承按的物业有再按押记/按揭文件交付本处办理注册时，便会收到本处发出的电子提示讯息。此项服务深受认可机构欢迎。

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.

随着电子渠道于2021年2月全面推行后，认可机构可更安全和方便地在网上全面提交服务申请。作为持续提升服务的一部分，我们计划除了透过电子邮件外，还会额外为认可机构提供透过应用程序介面接收电子提示通知的方式。

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.

崭新电子政府倡议

NEW E-GOVERNMENT INITIATIVES

土地注册处全力支持拓展新科技及开发新一代的电子政府服务。

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



「综合注册资讯系统」

Integrated Registration Information System

「综合注册资讯系统」网上服务是提供查阅土地纪录的一站式电子服务平台。

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

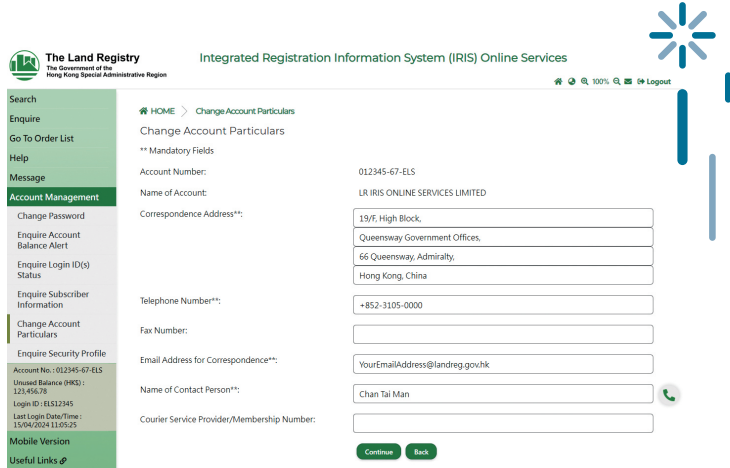
业务回顾 Business Review

本处在2023/24年度为「综合注册资讯系统」网上服务作出下列多项重要提升：

* 为登记用户新增「更改登记用户资料」功能，方便他们实时更新其用户资料；

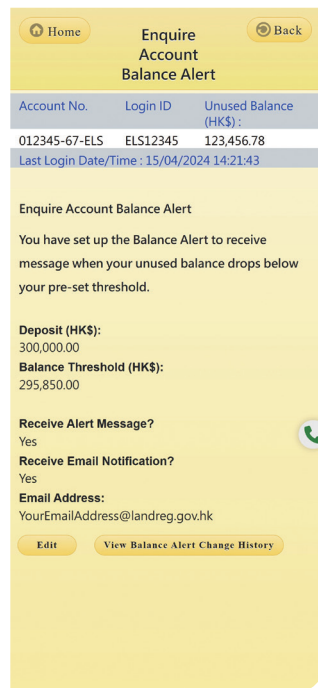
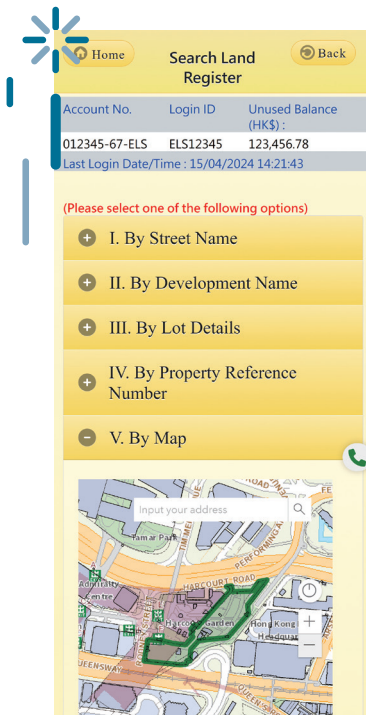
The LR implemented the following major enhancements to the IRIS Online Services in 2023/24:

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



* 优化流动版本，使其提供与桌面版本类似的功能，例如按地图查册及设定帐户结余提示功能；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



* 登记用户可透过流动版本使用帐户管理功能。

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

推动数码化

2023年，由政府资讯科技总监办公室（现名为数字政策办公室〔数字办〕）主导的电子政府审计为土地注册处的服务和资讯科技系统进行了审查，并提出利用创新科技提升运营效率的资讯科技方案。

最迫切推行的项目是「为『综合注册资讯系统』网上服务设立聊天机器人」，该项目已被列为《行政长官2022年施政报告》宣布应推行的100个新的数码政府潜在项目之一，并计划于2025年中旬推行。在「综合注册资讯系统」网上服务引入的聊天机器人是互动和方便易用的助手，协助客户找到正确的答案和网页。

另一个重要并快将推行的项目是「透过应用程序介面实现土地注册处服务的数据互通」，此项目旨在透过数字办的「授权数据交换闸」和香港金融管理局的「商业数据通」为政府决策局和部门及金融机构提供服务。

透过应用程序介面提供的土地查册及电子提示服务预计于2025年第二季完成。

年度整合开放数据计划

土地注册处的年度开放数据计划列出透过「开放数据平台」发放与注册和查册服务统计资料相关的数据集，以供公众人士免费使用。年度空间数据计划以开放及机读格式提供已加入地理标记的数据集，并附有元数据文档和数据规格。该等数据集可为科研及创新提供有用的材料。

2024至2026年度的开放数据计划及空间数据计划已合并为年度整合开放数据计划，涵盖未来三年将发放的开放数据及空间数据，公众人士可于[本处网站](#)查阅该计划。

电子支付服务渠道

「综合注册资讯系统」网上服务和网上表格让客户能够透过广泛认可的电子支付渠道支付查册服务费用，确保随时随地轻松付款。

为进一步提升网上支付的便利性和效率，我们自2024年6月起的网上服务已引入快速支付系统「转数快」支付选项。

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.

财政管理

Financial Management



人蝶结缘

CONNECTION BETWEEN PEOPLE AND BUTTERFLIES

📍 湾仔利东街 Lee Tung Avenue, Wan Chai

走过蝴蝶的剪影，交织香港人的生活节奏，齐齐翩翩起舞。
Walking through the silhouettes of butterflies is part of the daily rhythm of Hong Kong people.

财政目标

土地注册处营运基金根据《营运基金条例》(第430章)的条文，奉行下列明确的财政目标：

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

FINANCIAL OBJECTIVES

In accordance with the 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.

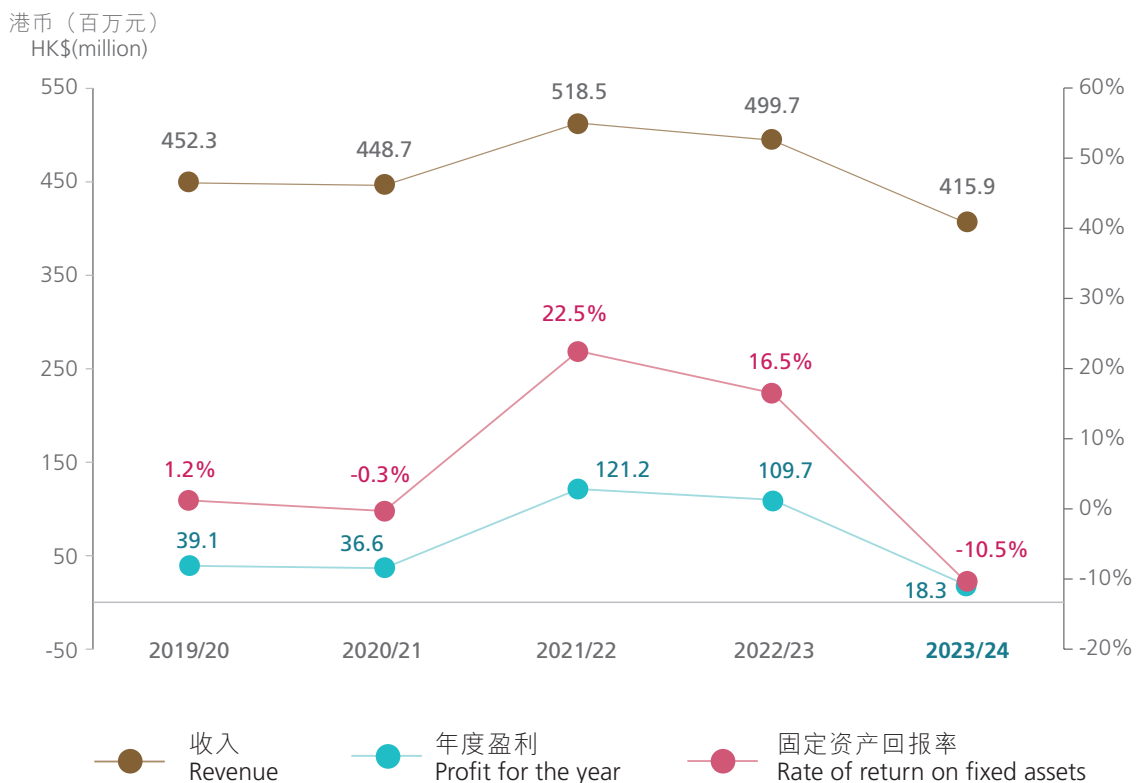
实际表现

与2022/23年度比较，最新年度的收入减少8,380万元(下跌16.8%)至4.159亿元，主要原因是办理文件注册、查册、提供副本、业权报告和电子提示服务的业务有所减少。运作成本增加810万元(上升1.8%)至4.52亿元，主要原因是电脑服务开支有所增加。

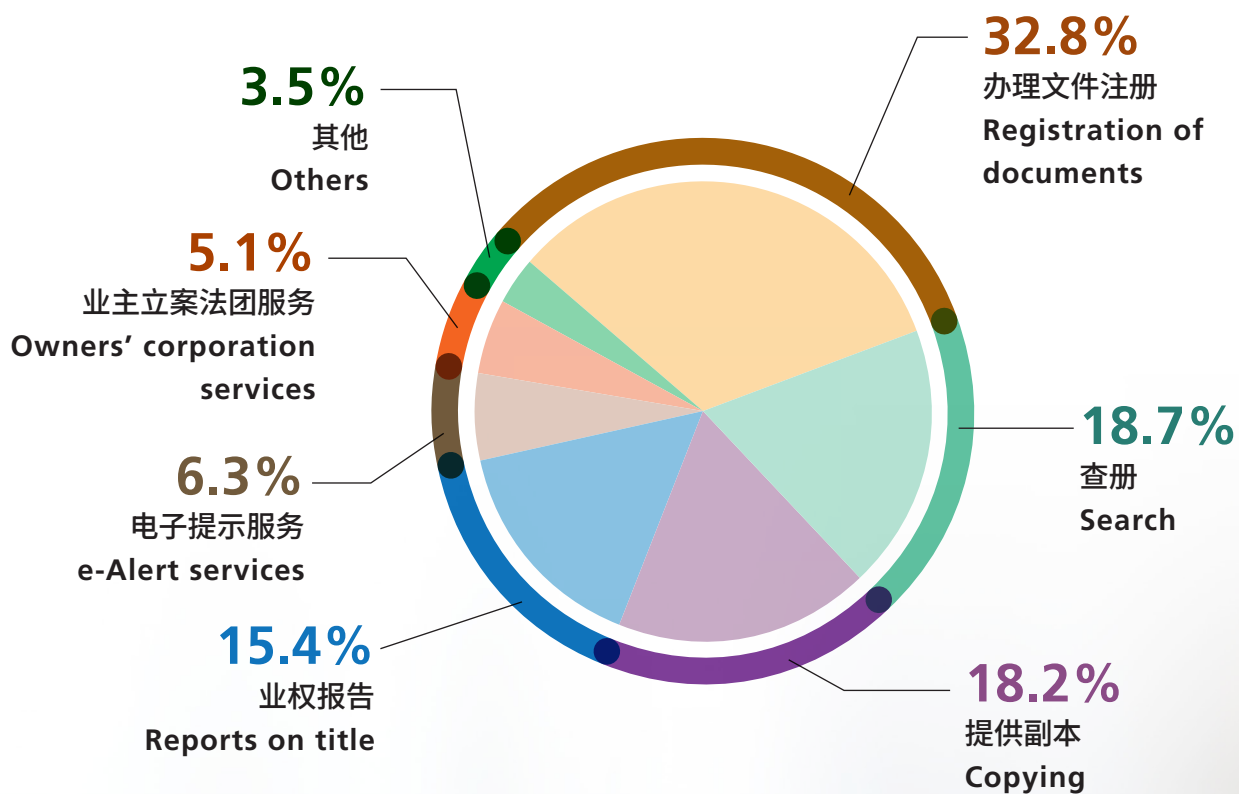
ACTUAL PERFORMANCE

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.

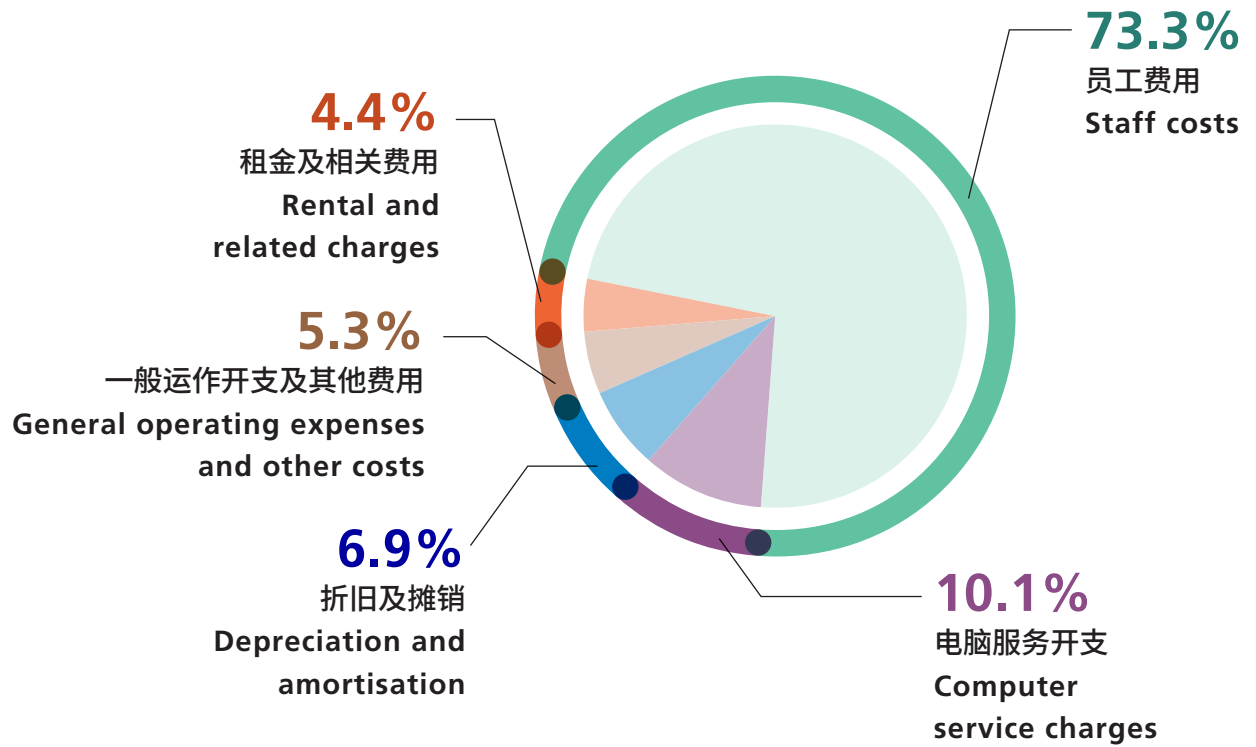
财政表现 FINANCIAL PERFORMANCE



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



2023/24年度运作成本分析 ANALYSIS OF OPERATING COSTS 2023/24



展望

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

FORECAST

The 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

独立审计师报告

致立法会

意见

兹证明我已审核及审计列载于第67至95页土地注册处营运基金的财务报表，该等财务报表包括于2024年3月31日的财务状况表与截至该日止年度的全面收益表、权益变动表和现金流量表，以及财务报表的附注，包括重大会计政策资料。

我认为，该等财务报表已按照香港会计师公会颁布的《香港财务报告准则》真实而中肯地反映土地注册处营运基金于2024年3月31日的状况及截至该日止年度的运作成果及现金流量，并已按照《营运基金条例》（第430章）第7(4)条所规定的方式妥为拟备。

意见的基础

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

其他资料

土地注册处营运基金总经理须对其他资料负责。其他资料包括土地注册处营运基金2023-24年年报内的所有资料，但不包括财务报表及我的审计师报告。

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

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.

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

土地注册处营运基金总经理就财务报表而须承担的责任

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

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

审计师就财务报表审计而须承担的责任

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

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.

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

- 识别和评估因欺诈或错误而导致财务报表存有重大错误陈述的风险；设计及执行审计程序以应对这些风险；以及取得充足和适当的审计凭证，作为我意见的基础。由于欺诈可能涉及串谋、伪造、蓄意遗漏、虚假陈述，或凌驾内部控制的情况，因此未能发现因欺诈而导致重大错误陈述的风险，较未能发现因错误而导致者为高；
- 了解与审计相关的内部控制，以设计适当的审计程序。然而，此举并非旨在对土地注册处营运基金内部控制的有效性发表意见；
- 评价土地注册处营运基金总经理所采用的会计政策是否恰当，以及其作出的会计估计和相关资料披露是否合理；
- 判定土地注册处营运基金总经理以持续经营作为会计基础的做法是否恰当，并根据所得的审计凭证，判定是否存在与事件或情况有关，而且可能对土地注册处营运基金持续经营的能力构成重大疑虑的重大不确定性。如果我认为存在重大不确定性，则有必要在审计师报告中请使用者留意财务报表中的相关资料披露。假若所披露的相关资料不足，我便须发出非无保留意见的审计师报告。我的结论是基于截至审计师报告日止所取得的审计凭证。然而，未来事件或情况可能导致土地注册处营运基金不能继续持续经营；及
- 评价财务报表的整体列报方式、结构和内容，包括披露资料，以及财务报表是否中肯反映交易和事项。

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.



我与土地注册处营运基金总经理沟通计划的审计范围和时间以及重大审计发现等事项，包括我在审计期间识别出内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.

审计署署长

(审计署助理署长莫泽文代行)

Terry Mok

Assistant Director of Audit
for Director of Audit

审计署
香港
金钟道66号
金钟道政府合署高座6楼
2024年9月27日

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

财务报表

Certified Financial Statements



石矢下的绿意
**EMBRACING GREENNESS OF
THE CONCRETE BUILDING**

📍 启德 AIRSIDE AIRSIDE, Kai Tak

冰冷的混凝土下是一片绿意盎然。
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
(以港币千元位列示)

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

		附注 Note	2024	2023
来自客户合约之收入	Revenue from contracts with customers	4	415,929	499,702
运作成本	Operating costs	5	(452,023)	(443,939)
运作(亏损)/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		–	–
年度总全面收益	Total comprehensive income for the year		18,304	109,680
固定资产回报率	Rate of return on fixed assets	7	-10.5%	16.5%

第73至95页的附注为本财务报表的一部分。

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

财务状况表

STATEMENT OF FINANCIAL POSITION

于二零二四年三月三十一日
(以港币千元位列示)

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

		附注 Note	2024	2023
非流动资产	Non-current assets			
物业、设备及器材	Property, plant and equipment	8	274,800	275,748
使用权资产	Right-of-use assets	9(a)	11,511	15,038
无形资产	Intangible assets	10	77,393	62,641
外汇基金存款	Placement with the Exchange Fund	11	1,074,889	908,456
			1,438,593	1,261,883
流动资产	Current assets			
应收帐款及其他应收款项	Trade and other receivables	12, 13(a)	30,615	32,287
应收关连人士帐款	Amounts due from related parties	13(a)	9,756	13,601
银行存款	Bank deposits		266,000	456,000
现金及银行结余	Cash and bank balances		13,179	8,907
			319,550	510,795
流动负债	Current liabilities			
递延收入	Deferred revenue	13(b)	8,571	10,981
客户按金	Customers' deposits	14	53,750	54,422
应付帐款及其他应付款项	Trade and other payables		14,482	12,132
应付关连人士帐款	Amounts due to related parties		4,546	4,617
租赁负债	Lease liabilities	9(b)	3,359	3,302
雇员福利拨备	Provision for employee benefits	15	16,131	14,767
			100,839	100,221
流动资产净额	Net current assets		218,711	410,574
总资产减去流动负债	Total assets less current liabilities		1,657,304	1,672,457

第73至95页的附注为本财务报表的一部分。

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

财务状况表 (续) Statement of Financial Position (continued)

		附注 Note	2024	2023
非流动负债	Non-current liabilities			
递延收入	Deferred revenue	13(b)	12,459	11,827
租赁负债	Lease liabilities	9(b)	8,544	12,223
雇员福利拨备	Provision for employee benefits	15	51,620	61,779
			72,623	85,829
资产净额	NET ASSETS		1,584,681	1,586,628
资本及储备	CAPITAL AND RESERVES			
营运基金资本	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

谭惠仪女士，JP
土地注册处营运基金总经理
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页的附注为本财务报表的一部分。
The notes on pages 73 to 95 form part of these financial statements.

权益变动表

STATEMENT OF CHANGES IN EQUITY

截至二零二四年三月三十一日止年度
(以港币千元位列示)

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

		附注 Note	2024	2023
在年初的结余	Balance at beginning of year		1,586,628	1,497,268
年度总全面收益	Total comprehensive income for the year		18,304	109,680
政府法定回报	Statutory return to the Government	17	(20,251)	(20,320)
在年终的结余	Balance at end of year		1,584,681	1,586,628

第73至95页的附注为本财务报表的一部分。

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

现金流量表

STATEMENT OF CASH FLOWS

截至二零二四年三月三十一日止年度
(以港币千元位列示)

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

		2024	2023
营运活动的现金流量	Cash flows from operating activities		
运作(亏损)/盈利	(Loss)/Profit from operations	(36,094)	55,763
调整：	Adjustments for:		
折旧及摊销	Depreciation and amortisation	31,009	33,512
租赁负债的利息支出	Interest expense on lease liabilities	218	275
处置物业、设备及器材盈利	Gain on disposals of property, plant and equipment	(5)	(2)
应收款项及应收关连人士帐款的减少/(增加)	Decrease/(Increase) in receivables and amounts due from related parties	6,125	(6,510)
递延收入的减少	Decrease in deferred revenue	(1,778)	(16,282)
客户按金的(减少)/增加	(Decrease)/Increase in customers' deposits	(672)	1,453
应付款项及应付关连人士帐款的增加/(减少)	Increase/(Decrease) in payables and amounts due to related parties	3,140	(4,258)
雇员福利拨备的减少	Decrease in provision for employee benefits	(8,795)	(6,651)
(用于)/来自营运活动的现金净额	Net cash (used in)/from operating activities	(6,852)	57,300

第73至95页的附注为本财务报表的一部分。

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

现金流量表 (续) Statement of Cash Flows (continued)

		附注 Note	2024	2023
投资活动的现金流量	Cash flows from investing activities			
原有期限为3个月以上的银行存款的减少	Decrease in bank deposits with original maturities over three months		156,000	29,000
购买物业、设备及器材和无形资产	Purchase of property, plant and equipment, and intangible assets		(42,147)	(31,823)
出售物业、设备及器材所得	Proceeds from disposals of property, plant and equipment		5	9
外汇基金存款的增加	Increase in placement with the Exchange Fund		(166,433)	(48,175)
已收利息	Interest received		53,790	51,034
来自投资活动的现金净额	Net cash from investing activities		1,215	45
融资活动的现金流量	Cash flows from financing activities			
已付政府法定回报	Statutory return paid to the Government		(20,251)	(20,320)
支付租赁负债	Payments of lease liabilities	9(b)	(3,840)	(3,840)
用于融资活动的现金净额	Net cash used in financing activities		(24,091)	(24,160)
现金及等同现金的(减少)/增加净额	Net (decrease)/increase in cash and cash equivalents		(29,728)	33,185
在年初的现金及等同现金	Cash and cash equivalents at beginning of year		42,907	9,722
在年终的现金及等同现金	Cash and cash equivalents at end of year	18	13,179	42,907

第73至95页的附注为本财务报表的一部分。

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

(除另有注明外，所有金额均以港币千元位列示)

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

1. 总论

GENERAL

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

The Land Registry Trading Fund ("the Fund") was established on 1 August 1993 under the Legislative Council Resolution passed on 30 June 1993 pursuant to sections 3, 4 and 6 of the Trading Funds Ordinance (Cap. 430). The Land Registry administers a land registration system by maintaining an up-to-date Land Register and provides its customers with services and facilities for searches of the Land Register and related land records. The Land Registry also processes applications for the incorporation of owners and provides related services under the Building Management Ordinance (Cap. 344).

2. 重大会计政策

MATERIAL ACCOUNTING POLICIES

2.1 符合准则声明

Statement of compliance

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

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.

香港会计师公会颁布了若干新增或经修订的香港财务报告准则并于基金的本会计期首次生效或可供提前采纳。基金因首度采纳其中适用的准则而引致本会计期及前会计期的会计政策改变(如有)已反映在本财务报表，有关资料载于附注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. 重大会计政策 (续)

MATERIAL ACCOUNTING POLICIES (continued)

2.2 编制财务报表的基准

Basis of preparation of the financial statements

本财务报表的编制基准均以原值成本法计量。

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

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

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

该等估计及其所依据的假设会作持续检讨。如修订会计估计只影响修订期，有关修订会在该修订期内确认；如修订影响本会计期及未来的会计期，则会在修订期及未来的会计期内确认。

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

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

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

2. 重大会计政策(续)

MATERIAL ACCOUNTING POLICIES (continued)

2.3 金融资产及金融负债

Financial assets and financial liabilities

(a) 初始确认及计量

Initial recognition and measurement

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

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

基金的金融负债包括客户按金、应付帐款及其他应付款项、应付关连人士帐款，以及租赁负债。

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

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

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

(b) 分类及其后计量

Classification and subsequent measurement

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

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

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

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

2. 重大会计政策 (续)

MATERIAL ACCOUNTING POLICIES (continued)

2.3 金融资产及金融负债 (续)

Financial assets and financial liabilities (continued)

(b) 分类及其后计量 (续)

Classification and subsequent measurement (continued)

基金将其所有金融负债分类为其后以实际利率法按摊销成本值计量，惟租赁负债按附注2.5所述计量。

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.

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

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

(c) 注销确认

Derecognition

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

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

当合约指明的债务被解除或取消，或到期时，该金融负债会被注销确认。

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

(d) 金融资产减值

Impairment of financial assets

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

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

第1阶段：12个月预期信用亏损

Stage 1: 12-month expected credit losses

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

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

2. 重大会计政策(续)

MATERIAL ACCOUNTING POLICIES (continued)

2.3 金融资产及金融负债 (续)

Financial assets and financial liabilities (continued)

(d) 金融资产减值(续)

Impairment of financial assets (continued)

第2阶段：全期预期信用亏损 – 非信用减值

Stage 2: Lifetime expected credit losses – not credit impaired

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

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

第3阶段：全期预期信用亏损 – 信用减值

Stage 3: Lifetime expected credit losses – credit impaired

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

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

应收帐款的亏损准备一直按相等于全期预期信用亏损的金额计量。

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

如何厘定信用风险 大幅增加

Determining significant increases in credit risk

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

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

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

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

2. 重大会计政策 (续)

MATERIAL ACCOUNTING POLICIES (continued)

2.3 金融资产及金融负债 (续)

Financial assets and financial liabilities (continued)

(d) 金融资产减值(续)

Impairment of financial assets (continued)

如何厘定信用风险
大幅增加(续)

*Determining significant increases in credit risk
(continued)*

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

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

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

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

计量预期信用亏损

Measurement of expected credit losses

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

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

2. 重大会计政策(续)

MATERIAL ACCOUNTING POLICIES (continued)

2.4 物业、设备及器材

Property, plant and equipment

于一九九三年八月一日拨归基金的物业、设备及器材，最初的成本值是按立法会所通过设立基金的决议案中所列的估值入账。自一九九三年八月一日起购置的物业、设备及器材均按实际成本入账。

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.

以下物业、设备及器材以成本值扣除累计折旧及任何减值亏损列帐(附注2.7)：

- 于一九九三年八月一日拨归基金自用的建筑物；以及
- 设备及器材，包括电脑器材、汽车、家具及装置，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.

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

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

Depreciation is calculated to write off the cost of 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

于一九九三年八月一日拨归基金的建筑物所在的土地视为非折旧资产。

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

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

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

2. 重大会计政策 (续)

MATERIAL ACCOUNTING POLICIES (continued)

2.5 租赁

Leases

租赁会于其生效日在财务状况表内确认为使用权资产及相应的租赁负债，惟涉及租赁期为12个月或以下的短期租赁及低价值资产租赁的相关款项会在租赁期内以直线法计入全面收益表。

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.

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

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

租赁负债按在租赁期应支付的租赁款项的现值计量，并以租赁隐含利率折现，或如该利率未能确定，则以基金的递增借款利率折现。租赁负债其后按租赁负债计提的利息与所支付的租赁款项，及任何源于租赁负债重估或租赁修改的重新计量作调整。

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

2.6 无形资产

Intangible assets

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

Intangible assets include acquired computer software licences and capitalised development costs of computer software programmes. Expenditure on development of computer software programmes is capitalised if the programmes are technically feasible and the Fund has sufficient resources and the intention to complete development. The expenditure capitalised includes direct labour and cost of materials. Intangible assets are stated at cost less accumulated amortisation and any impairment losses (note 2.7).

无形资产的摊销按估计可使用年期(5至10年)以直线法列入全面收益表。

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

2. 重大会计政策(续)

MATERIAL ACCOUNTING POLICIES (continued)

2.7 非金融资产的减值

Impairment of non-financial assets

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

The carrying amounts of non-financial assets, including property, plant and equipment, right-of-use assets and intangible assets, are reviewed at each reporting date to identify any indication of impairment. If there is an indication of impairment, an impairment loss is recognised in the statement of comprehensive income whenever the carrying amount of an asset exceeds its recoverable amount. The recoverable amount of an asset is the higher of its fair value less costs of disposal and value in use.

2.8 等同现金

Cash equivalents

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

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

2.9 递延收入

Deferred revenue

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

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

2.10 雇员福利

Employee benefits

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

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

2. 重大会计政策 (续)

MATERIAL ACCOUNTING POLICIES (continued)

2.10 雇员福利 (续)

Employee benefits (continued)

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

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

2.11 收入的确认

Revenue recognition

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

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

利息收入按实际利率法以应计方式确认。

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

2.12 外币换算

Foreign currency translation

本年度的外币交易按交易日的现货汇率换算为港元。以非港元为单位的货币资产及负债按报告日的收市汇率换算为港元。外币换算产生的汇兑收益及亏损会在全面收益表中确认。

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

2.13 关连人士

Related parties

基金是根据《营运基金条例》设立，并属政府辖下的一个独立会计单位。年内，基金在日常业务中曾与各关连人士进行交易。这些关连人士包括政府各决策局及部门、其他营运基金，以及受政府所管制或政府对其有重大影响力的财政自主机构。

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

3. 会计政策改变

CHANGES IN ACCOUNTING POLICIES

香港会计师公会颁布了若干新增或经修订的香港财务报告准则并于基金的本会计期首次生效。适用于本财务报表所呈报年度的会计政策，并未因这些发展而有任何改变。

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.

基金并没有采纳在本会计期尚未生效的任何新准则或诠释(附注22)。

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

4. 来自客户合约之收入

REVENUE FROM CONTRACTS WITH CUSTOMERS

		2024	2023
办理文件注册	Registration of documents	136,538	171,103
查册	Search	77,834	88,260
提供副本	Copying	75,557	88,099
业权报告	Reports on title	64,210	81,108
电子提示服务	e-Alert services	25,952	38,193
业主立案法团服务	Owners' corporation services	21,099	19,424
其他	Others	14,739	13,515
总额	Total	415,929	499,702

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

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

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

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

5. 运作成本

OPERATING COSTS

		2024	2023
员工费用	Staff costs	331,160	332,221
一般运作开支	General operating expenses	19,078	19,855
电脑服务开支	Computer service charges	45,835	35,182
租金及相关费用	Rental and related charges	20,121	19,303
中央行政费用	Central administrative overheads	4,171	3,072
折旧及摊销	Depreciation and amortisation	31,009	33,512
审计费用	Audit fees	649	794
总额	Total	452,023	443,939

6. 其他收入

OTHER INCOME

		2024	2023
利息：	Interest from:		
– 银行存款	– bank deposits	16,365	9,332
– 外汇基金存款	– placement with the Exchange Fund	38,033	44,585
总额	Total	54,398	53,917

7. 固定资产回报率

RATE OF RETURN ON FIXED ASSETS

固定资产回报率是以总全面收益(不包括利息收入)除以固定资产平均净值计算，并以百分比的方式表达。固定资产只包括物业、设备及器材和无形资产。预期基金可以达到由财政司司长根据《营运基金条例》厘定的每年固定资产目标回报率为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. 物业、设备及器材

PROPERTY, PLANT AND EQUIPMENT

		土地及 建筑物	电脑器材	器材、家具 及装置	汽车	总额
		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/注销	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/注销	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
累计折旧	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
年内费用	Charge for the year	3,851	9,471	3,447	47	16,816
出售/注销回拨	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
年内费用	Charge for the year	2,451	9,855	3,153	47	15,506
出售/注销回拨	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
帐面净值	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. 租赁

LEASES

(a) 使用权资产

Right-of-use assets

		建筑物 Buildings	
		2024	2023
成本	Cost		
在年初	At beginning of year	30,314	30,314
添置	Additions	–	–
在年终	At end of year	30,314	30,314
累计折旧	Accumulated depreciation		
在年初	At beginning of year	15,276	11,749
年内费用	Charge for the year	3,527	3,527
在年终	At end of year	18,803	15,276
帐面净值	Net book value		
在年终	At end of year	11,511	15,038

(b) 租赁负债

Lease liabilities

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

下表显示租赁负债的变动，包括现金和非现金变动。

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

		2024	2023
在年初	At beginning of year	15,525	19,090
来自融资现金流量的变动：	Changes from financing cash flows:		
支付租赁负债	Payments of lease liabilities	(3,840)	(3,840)
非现金变动：	Non-cash changes:		
租赁负债的利息支出	Interest expense on lease liabilities	218	275
在年终	At end of year	11,903	15,525

9. 租赁(续)
LEASES (continued)
(b) 租赁负债(续)
Lease liabilities (continued)

租赁负债的剩余合约期限列载如下，有关资料是根据合约未贴现的现金流量列出：

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

		2024	2023
一年内	Within one year	3,520	3,520
一年后至两年内	After one year but within two years	3,840	3,840
两年后至五年内	After two years but within five years	4,852	8,692
总额	Total	12,212	16,052

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

		2024	2023
租赁负债的利息支出	Interest expense on lease liabilities	218	275

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

		2024	2023
租赁负债	Lease liabilities	3,840	3,840

10. 无形资产
INTANGIBLE ASSETS

		电脑软件牌照及系统开发成本 Computer software licences and system development costs	
		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/注销	Disposals	(678)	–
在年终	At end of year	289,456	263,406
累计摊销	Accumulated amortisation		
在年初	At beginning of year	200,765	187,596
年内费用	Charge for the year	11,976	13,169
出售/注销回拨	Written back on disposals	(678)	–
在年终	At end of year	212,063	200,765
帐面净值	Net book value		
在年终	At end of year	77,393	62,641

11. 外汇基金存款

PLACEMENT WITH THE EXCHANGE FUND

外汇基金存款结余为10.749亿港元(二零二三年: 9.085亿港元), 其中7.9亿港元(二零二三年: 6.6亿港元)为本金及2.849亿港元(二零二三年: 2.485亿港元)为报告日已入账但尚未提取的利息。存款期为六年(由存款日起计), 期内不能提取本金。

The balance of the placement with the Exchange Fund amounted to HK\$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.

外汇基金存款利息按每年1月厘定的固定息率计算。该息率是外汇基金投资组合过去6年的平均年度投资回报, 或3年期政府债券在上一个年度的平均年度收益率, 以0%为下限, 两者取其较高者。二零二四历年及二零二三历年的固定息率均为每年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. 应收帐款及其他应收款项 TRADE AND OTHER RECEIVABLES

		2024	2023
应收帐款	Trade receivables	8,326	11,997
应计利息:	Accrued interest from:		
- 银行存款	- bank deposits	6,691	7,683
- 外汇基金存款	- placement with the Exchange Fund	9,888	8,288
预付款项	Prepayments	5,710	4,319
总额	Total	30,615	32,287

13. 与客户的合约结余

CONTRACT BALANCES WITH CUSTOMERS

(a) 应收款项和合约资产 Receivables and contract assets

就每月收费而向客户提供的服务而言, 在报告日的应收款项结余即载于附注12的应收帐款。至于提供予关连人士的服务, 于二零二四年三月三十一日的应收款项结余为976万港元(二零二三年: 1,360万港元), 该结余已包括于财务状况表中的应收关连人士帐款。而基金并没有任何源于这两类服务的合约资产。至于其他服务, 由于客户会预缴服务费用, 因此基金并没有任何应收款项或合约资产。

For services provided to customers with service fees charged monthly, the balance of receivables at the reporting date is presented as trade receivables in note 12. For services provided to related parties, the balance of receivables 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. 与客户的合约结余 (续) **CONTRACT BALANCES WITH CUSTOMERS (continued)**

(b) 合约负债 **Contract liabilities**

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

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

递延收入	Deferred revenue	2024	2023
注册服务费	Registration fees	6,138	8,135
电子提示服务费	e-Alert service fees	13,373	12,949
其他服务费	Other service fees	1,519	1,724
总额	Total	21,030	22,808
代表：	Representing:		
流动负债	Current liabilities	8,571	10,981
非流动负债	Non-current liabilities	12,459	11,827
总额	Total	21,030	22,808

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

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

年内递延收入结余的重大变动开列如下：

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

		2024	2023
因年初递延收入结余中的款项于年内获确认为收入而减少	Decrease due to recognition as revenue during the year that was included in the balances of deferred revenue at beginning of year	(8,165)	(26,050)
因年内收取预缴费用而增加	Increase due to advance payments received during the year	6,387	9,768

14. 客户按金

CUSTOMERS' DEPOSITS

指向客户提供服务前收取的按金。

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

15. 雇员福利拨备

PROVISION FOR EMPLOYEE BENEFITS

此为在计至报告日就所提供的服务给予雇员年假及合约雇员约满酬金的估计负债(见附注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. 营运基金资本

TRADING FUND CAPITAL

此为政府对基金的投资。

This represents the Government's investment in the Fund.

17. 保留盈利

RETAINED EARNINGS

		2024	2023
在年初的结余	Balance at beginning of year	1,468,328	1,378,968
年度总全面收益	Total comprehensive income for the year	18,304	109,680
政府法定回报	Statutory return to the Government	(20,251)	(20,320)
在年终的结余	Balance at end of year	1,466,381	1,468,328

年内，政府根据《营运基金条例》指示将截至二零二三年三月三十一日止年度的目标回报(见附注7)转拨至政府一般收入，而该转拨于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标回报的转拨于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. 现金及等同现金

CASH AND CASH EQUIVALENTS

		2024	2023
现金及银行结余	Cash and bank balances	13,179	8,907
银行存款	Bank deposits	266,000	456,000
小计	Subtotal	279,179	464,907
减：原有期限为3个月 以上的银行存款	Less: Bank deposits with original maturities over three months	(266,000)	(422,000)
现金及等同现金	Cash and cash equivalents	13,179	42,907

19. 关连人士的交易

RELATED PARTY TRANSACTIONS

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

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

- (a) 基金向关连人士提供的服务包括土地文件注册、查阅土地登记册及土地纪录、提供土地纪录副本和业权报告，以及业主立案法团服务。这些服务为基金带来的总收入为1.329亿港元(二零二三年：1.516亿港元)。这金额已计算在附注4的来自客户合约之收入项下：

services provided to related parties included registration of land documents, search of land registers and records, supply of copies of land records and reports on title, and owners' corporation services. The total revenue derived from these services amounted to HK\$132.9 million (2023: HK\$151.6 million). This amount is included in revenue from contracts with customers under note 4;

- (b) 关连人士向基金提供的服务包括有关电脑、办公地方、中央行政，以及审计的服务。基金在这些服务方面的总开支为3,460万港元(二零二三年：2,840万港元)。这金额已计算在附注5的运作成本项下；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) 向关连人士购入的物业、设备及器材包括装置工程。这些资产的总成本为2万2千港元(二零二三年：60万港元)。

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

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

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

20. 金融风险管理

FINANCIAL RISK MANAGEMENT

(a) 投资政策

Investment policy

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

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

(b) 信用风险

Credit risk

信用风险指金融工具的一方将不能履行责任而且会引致另一方蒙受财务损失的风险。

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

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

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

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

To minimise credit risks, all fixed deposits are placed with licensed banks in Hong Kong. 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.

银行存款及银行结余的信用质素，以穆迪或其等同指定的评级，分析如下：

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

		2024	2023
信用评级：	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
总额	Total	278,323	464,167

20. 金融风险管理 (续)

FINANCIAL RISK MANAGEMENT (continued)

(b) 信用风险 (续)

Credit risk (continued)

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

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

在报告日基金的金融资产所须承担的最高信用风险数额相当于其帐面值。

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

(c) 流动资金风险

Liquidity risk

流动资金风险指某一实体将难以履行与金融负债相关的责任的风险。

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

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

Under the Trading Funds Ordinance, the Fund is responsible for its own cash management, including short-term and long-term investment of cash surpluses, subject to approval by the Financial Secretary. The Fund's policy is to regularly monitor current and expected liquidity requirements to ensure that it maintains sufficient reserves of cash to meet its liquidity requirements in the short and longer term. As the Fund has a strong liquidity position, it has a very low level of liquidity risk.

(d) 利率风险

Interest rate risk

利率风险指金融工具的公平值或未来现金流量会因市场利率变动而波动的风险。利率风险可进一步分为公平值利率风险及现金流量利率风险。

Interest rate risk 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.

公平值利率风险指金融工具的公平值会因市场利率变动而波动的风险。由于基金的银行存款按固定利率计息，当市场利率上升，这些存款的公平值便会下跌。然而，由于这些存款均按摊销成本值列帐，市场利率的变动不会影响其帐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. 金融风险管理(续)

FINANCIAL RISK MANAGEMENT (continued)

(d) 利率风险(续)

Interest rate risk (continued)

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

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

(e) 货币风险

Currency risk

货币风险指金融工具的公平值或未来现金流量会因汇率变动而波动的风险。

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

基金的一般业务交易是以港元为单位，因而不会引致货币风险。

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

至于以美元为单位的投资，基于港元与美元挂钩，基金的货币风险甚低。

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

于二零二四年三月三十一日，以美元为本位的金融资产总计有5千港元(二零二三年：5千港元)。剩余的金融资产及所有金融负债均以港元为本位。

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) 其他金融风险

Other financial risk

基金因于每年一月厘定的外汇基金存款息率(附注11)的变动而须面对金融风险。于二零二四年三月三十一日，假设息率增加/减少50个基点而其他因素不变，估计年度盈利将增加/减少540万港元(二零二三年：450万港元)。

The Fund is exposed to financial risk arising from changes in the interest rate on the placement with the Exchange Fund which is determined every January (note 11). 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

所有金融工具均以与其公平值相等或相差不大的金额在财务状况表内列帐。

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

21. 资本承担

CAPITAL COMMITMENTS

于二零二四年三月三十一日，基金尚未在财务报表内拨备的资本承担如下：

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

		2024	2023
已批准及签约	Authorised and contracted for	14,488	14,262
已批准惟未签约	Authorised but not yet contracted for	195,252	199,828
总额	Total	209,740	214,090

22. 已颁布但于截至二零二四年三月三十一日止年度尚未生效的修订、新准则及诠释的可能影响

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

直至本财务报表发出之日，香港会计师公会已颁布多项修订、新准则及诠释。该等修订、新准则及诠释在截至二零二四年三月三十一日止年度尚未生效，亦没有在本财务报表中提前采纳。其中包括以下可能与基金有关。

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.

在以下日期或之后
开始的会计期生效
**Effective for
accounting periods
beginning on or after**

香港财务报告准则第18号「财务报表列报和披露」

二零二七年一月一日

HKFRS 18 “Presentation and Disclosure in Financial Statements”

1 January 2027

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

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

附件 I

Annex I

(a) 2023/24年度服务承诺 PERFORMANCE PLEDGES 2023/24

服务类别 Service Type	服务标准 Service Standard		服务指标 (达到服务标准的百分比) Performance Target (% meeting service standard)	实际表现 (达到服务标准的百分比) Actual Performance (% meeting service standard)
	工作天 Working Day(s)	分钟 Minutes		
1. 办理土地文件注册 Registration of land documents	14 (a+b)		90	100
(a) 由收到文书至根据已注册的文书更新土地登记册 ^(注1) ；以及 From receipt of an instrument to updating the land register with the registered instrument ^(See Note 1) ; and	(a) 11			
(b) 完成影像处理程序并把已注册的文书送回交契人士 ^(注1) Completion of imaging and return of the registered instrument to the lodging party ^(See Note 1)	(b) 3			
2. 在柜位查阅土地登记册 Counter search of land registers		15	97	100
3. 提供土地纪录影像处理副本 Supply of imaged copies of land records				
(a) 在柜位索取 Over the counter				
(i) 不连过大图则 Without oversized plans		15	97	99.8
(ii) 附连过大图则 With oversized plans	5		97	100
(b) 透过网上服务订购 Order via online services				
(i) 亲身领取 Collection in person				
• 不连颜色图则 Without coloured plans	1		97	100
• 附连颜色图则 With coloured plans	3		97	100
• 附连过大图则 With oversized plans	5		97	100
(ii) 邮寄或由传递公司送递 Delivery by post or courier				
• 不连颜色图则 Without coloured plans				
– 下午6时前订购 Orders placed before 6 pm	1		97	100
– 下午6时后或在星期六、星期日及公众假期订购 Orders placed after 6 pm or on Saturdays, Sundays & public holidays	2		97	100
• 附连颜色图则 With coloured plans	3		97	100
• 附连过大图则 With oversized plans	5		97	100

服务类别 Service Type	服务标准 Service Standard		服务指标 (达到服务标准的 百分比) Performance Target	实际表现 (达到服务标准的 百分比) Actual Performance
	工作天 Working Day(s)	分钟 Minutes	(% meeting service standard)	(% meeting service standard)
4. 提供土地纪录认证本 Supply of certified copies of land records				
(a) 在柜位办理 Over the counter				
(i) 土地登记册 Land registers		35	97	100
(ii) 不连过大图则的影像处理副本 Imaged copies without oversized plans		35	97	100
(iii) 附连过大图则的影像处理副本 Imaged copies with oversized plans	5		97	100
(b) 透过网上服务订购 Order via online services				
(i) 亲身领取 Collection in person				
• 土地登记册 Land registers	1		97	99.7
• 影像处理副本 Imaged copies				
– 不连过大图则 Without oversized plans	3		97	100
– 附连过大图则 With oversized plans	5		97	99.7
(ii) 邮寄或由传递公司送递 Delivery by post or courier				
• 土地登记册 Land registers				
– 下午6时前订购 Orders placed before 6 pm	1		97	100
– 下午6时后或在星期六、 星期日及公众假期订购 Orders placed after 6 pm or on Saturdays, Sundays & public holidays	2		97	100
• 不连过大图则的影像处理副本 Imaged copies without oversized plans	3		97	100
• 附连过大图则的影像处理副本 Imaged copies with oversized plans	5		97	100
5. 销售注册摘要日志 Sale of Memorial Day Book (MDB)				
(a) 批阅注册摘要日志的申请 Approval of MDB applications	2		98	100
(b) 送递注册摘要日志资料档案 Delivery of MDB data files	1		98	100

服务类别 Service Type	服务标准 Service Standard		服务指标 (达到服务标准的 百分比) Performance Target (% meeting service standard)	实际表现 (达到服务标准的 百分比) Actual Performance (% meeting service standard)
	工作天 Working Day(s)	分钟 Minutes		
6. 销售按揭注册摘要月志 Sale of Monthly Memorial Information on Mortgage Transactions (MMIM)				
(a) 批阅按揭注册摘要月志的申请 Approval of MMIM applications	2		98	100
(b) 送递按揭注册摘要月志资料档案 Delivery of MMIM data files	4		98	100
7. 电话查询服务 Telephone enquiry services				
(a) 办公时间收到留言 Voice mail left during office hours		收到留言后40分钟 内回复 Return calls within 40 minutes after receiving the voice mail	94	99.3
(b) 非办公时间收到留言 Voice mail left after office hours		下一个工作天早上 10时前回复 Return calls before 10 am on the next working day	94	100
8. 修订土地登记册资料 Amendment of registered data				
(a) 一般个案(即根据注册摘要资料更正土地 登记册) Simple cases (i.e. Rectification of land registers based on Memorial information)	3		94	100
(b) 复杂个案 Complicated cases	10		93	99.5
9. 为再交付注册的中止注册文书办理注册 Registration of withheld instruments redelivered for registration				
(a) 由收到再交付注册的中止注册文书至根 据已注册的文书更新相关土地登记册; 以及 From receipt of a withheld instrument redelivered for registration to updating the land register with the registered instrument; and	(a) 12			
(b) 完成影像处理程序并把已注册的文书送 回交契人士 Completion of imaging and return of the registered instrument to the lodging party	(b) 3		90	99.8

服务类别 Service Type	服务标准 Service Standard		服务指标 (达到服务标准的 百分比) Performance Target (% meeting service standard)	实际表现 (达到服务标准的 百分比) Actual Performance (% meeting service standard)
	工作天 Working Day(s)	分钟 Minutes		
10. 业主立案法团服务 Owners' corporation (OC) services				
(a) 办理业主立案法团注册 ^(注2) Registration of OCs ^(See Note 2)	30		90	100
(b) 提供业主立案法团纪录副本 Supply of copies of OC records		30	90	99.8
11. 处理建议／投诉 Handling of suggestions/complaints				
	本处会在收到建议或投诉后的十天内答复。如果不可能在这限期内详尽作复，也会给予初步回复。			
	Replies to suggestions or complaints will be sent within 10 calendar days of their receipt. If this is not possible, an interim reply will be sent within this period.		—	—

注1： 不包括复杂个案及被中止注册的文书
Note 1: Excluding complicated cases and instruments withheld from registration

注2： 不包括复杂个案或需要提供附加证明文件的申请
Note 2: Excluding complicated cases and applications that require further supporting documents for processing

(b) 2024/25年度服务承诺(生效日期为2024年4月1日起)
PERFORMANCE PLEDGES 2024/25 (WITH EFFECT FROM 1 APRIL 2024)

服务类别 Service Type	服务标准 Service Standard		服务指标 (达到服务标准的百分比) Performance Target (% meeting service standard)
	工作天 Working Day(s)	分钟 Minutes	
1. 办理土地文件注册 Registration of land documents	14 (a+b)		90
(a) 由收到文书至根据已注册的文书更新土地登记册 ^(注1) ; 以及 From receipt of an instrument to updating the land register with the registered instrument ^(See Note 1) ; and	(a) 11		
(b) 完成影像处理程序并把已注册的文书送回交契人士 ^(注1) Completion of imaging and return of the registered instrument to the lodging party ^(See Note 1)	(b) 3		
2. 在柜位查阅土地登记册 Counter search of land registers		15	97
3. 提供土地纪录影像处理副本 Supply of imaged copies of land records			
(a) 在柜位索取 Over the counter			
(i) 不连过大图则 Without oversized plans		15	97
(ii) 附连过大图则 With oversized plans	5		97
(b) 透过网上服务订购 Order via online services			
(i) 亲身领取 Collection in person			
• 不连颜色图则 Without coloured plans	1		97
• 附连颜色图则 With coloured plans	3		97
• 附连过大图则 With oversized plans	5		97
(ii) 邮寄或由传递公司递送 Delivery by post or courier			
• 不连颜色图则 Without coloured plans			
– 下午6时前订购 Orders placed before 6 pm	1		97
– 下午6时后或在星期六、星期日及公众假期订购 Orders placed after 6 pm or on Saturdays, Sundays & public holidays	2		97
• 附连颜色图则 With coloured plans	3		97
• 附连过大图则 With oversized plans	5		97

服务类别 Service Type	服务标准 Service Standard		服务指标 (达到服务标准的 百分比) Performance Target (% meeting service standard)
	工作天 Working Day(s)	分钟 Minutes	
4. 提供土地纪录认证本 Supply of certified copies of land records			
(a) 在柜位办理 Over the counter			
(i) 土地登记册 Land registers		35	97
(ii) 不连过大图则的影像处理副本 Imaged copies without oversized plans		35	97
(iii) 附连过大图则的影像处理副本 Imaged copies with oversized plans	5		97
(b) 透过网上服务订购 Order via online services			
(i) 亲身领取 Collection in person			
• 土地登记册 Land registers	1		97
• 影像处理副本 Imaged copies			
– 不连过大图则 Without oversized plans	3		97
– 附连过大图则 With oversized plans	5		97
(ii) 邮寄或由传递公司送递 Delivery by post or courier			
• 土地登记册 Land registers			
– 下午6时前订购 Orders placed before 6 pm	1		97
– 下午6时后或在星期六、星期日及 公众假期订购 Orders placed after 6 pm or on Saturdays, Sundays & public holidays	2		97
• 不连过大图则的影像处理副本 Imaged copies without oversized plans	3		97
• 附连过大图则的影像处理副本 Imaged copies with oversized plans	5		97
5. 销售注册摘要日志 Sale of Memorial Day Book (MDB)			
(a) 批阅注册摘要日志的申请 Approval of MDB applications	2		98
(b) 送递注册摘要日志资料档案 Delivery of MDB data files	1		98
6. 销售按揭注册摘要月志 Sale of Monthly Memorial Information on Mortgage Transactions (MMIM)			
(a) 批阅按揭注册摘要月志的申请 Approval of MMIM applications	2		98
(b) 送递按揭注册摘要月志资料档案 Delivery of MMIM data files	4		98

服务类别 Service Type	服务标准 Service Standard		服务指标 (达到服务标准的 百分比) Performance Target (% meeting service standard)
	工作天 Working Day(s)	分钟 Minutes	
7. 电话查询服务 Telephone enquiry services			
(a) 办公时间收到留言 Voice mail left during office hours		收到留言后40分钟内回复 Return calls within 40 minutes after receiving the voice mail	94
(b) 非办公时间收到留言 Voice mail left after office hours		下一个工作天早上10时前回复 Return calls before 10 am on the next working day	94
8. 修订土地登记册资料 Amendment of registered data			
(a) 一般个案(即根据注册摘要资料更正土地登记册) Simple Cases (i.e. Rectification of land registers based on Memorial information)	3		94
(b) 复杂个案 Complicated Cases	10		93
9. 为再交付注册的中止注册文书办理注册 Registration of withheld instruments redelivered for registration			
(a) 由收到再交付注册的中止注册文书至根据已注册 的文书更新相关土地登记册；以及 From receipt of a withheld instrument redelivered for registration to updating the land register with the registered instrument; and		(a) 12	90
(b) 完成影像处理程序并把已注册的文书送回交契 人士 Completion of imaging and return of the registered instrument to the lodging party		(b) 3	
10. 业主立案法团服务 Owners' corporation (OC) services			
(a) 办理业主立案法团注册 ^(注2) Registration of OCs ^(See Note 2)	25 ^(注3) (See Note 3)		95 ^(注4) (See Note 4)
(b) 提供业主立案法团纪录副本 Supply of copies of OC records		30	90
11. 处理建议/投诉 Handling of suggestions/complaints			
		本处会在收到建议或投诉后的 十天内答复。如果不可能 在这限期内详尽作复，也会 给予初步回复。 Replies to suggestions or complaints will be sent within 10 calendar days of their receipt. If this is not possible, an interim reply will be sent within this period.	-

注1： 不包括复杂个案及被中止注册的文书

Note 1: Excluding complicated cases and instruments withheld from registration

注2： 不包括复杂个案或需要提供附加证明文件的申请

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

注3： 经提升的服务标准

Note 3: Enhanced service standard

注4： 经提升的服务指标

Note 4: Enhanced performance target

附件 II Annex II

(a) 2023/24年度土地注册处联合常务委员会委员 MEMBERSHIP OF THE LAND REGISTRY JOINT STANDING COMMITTEE 2023/24

主席 Chairperson

土地注册处
The Land Registry

谭惠仪女士

Ms Joyce TAM Wai-yee

委员 Members

土地注册处
The Land Registry

彭嘉辉先生
蔡恒璇女士
潘雪聪女士
(截至2024年1月)
陈肖玲女士
(生效日期为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)

香港律师会
The Law Society of Hong Kong

张纺女士
林月明女士
萧咏仪女士
杨宝林先生

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

秘书 Secretary

土地注册处
The Land Registry

梁慧娴女士

Ms Alice LEUNG Wai-han

(b) 2023/24年度土地注册处客户联络小组(私营机构)委员 MEMBERSHIP OF THE LAND REGISTRY CUSTOMER LIAISON GROUP (PRIVATE SECTOR) 2023/24

主席 Chairperson

土地注册处
The Land Registry

彭嘉辉先生

Mr PANG Ka-fai

委员 Members

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

陈维汉先生
刘可杰先生
黄俊硕先生
余俊彦先生

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

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

施明如女士

Ms SZE Ming-yu

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

郭昶先生

Mr Anthony KWOK Chong

附件 II Annex II

香港银行公会 The Hong Kong Association of Banks	陈颂贤女士 钟奥华先生	Ms Alieza CHAN Mr Eric CHUNG Ou-wa
香港测量师学会 The Hong Kong Institute of Surveyors	侯咏璇女士 李民康先生 邓康伟博士	Ms HAU Wing-shuen Mr Paul LI Man-hong Dr Conrad TANG Hong-wai
土地注册处 The Land Registry	霍伟勤女士 林谢淑仪女士 刘少雯女士 刘润霞女士 (截至2023年7月) 蔡绣文女士 (生效日期为2023年7月) 梁慧娴女士 马秀文女士 麦振威先生 潘辉耀先生 潘雪聪女士 (截至2024年1月) 陈肖玲女士 (生效日期为2024年1月) 温锡麟先生 原伟铨先生	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
香港律师会 The Law Society of Hong Kong	区健雯女士 齐雅安先生 钟国强先生 梁智维先生 梁志贤先生 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
秘书 Secretary 土地注册处 The Land Registry	蔡绣文女士 (截至2023年7月) 周婉珊女士 (生效日期为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年度土地注册处客户联络小组(公营机构)委员
MEMBERSHIP OF THE LAND REGISTRY CUSTOMER LIAISON
GROUP (PUBLIC SECTOR) 2023/24

主席 Chairperson

土地注册处 The Land Registry	彭嘉辉先生	Mr PANG Ka-fai
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委员 Members

渔农自然护理署 Agriculture, Fisheries and Conservation Department	邝剑雄博士	Dr Ric KWONG Kim-hung
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屋宇署 Buildings Department	蔡立成先生 李嘉铭先生	Mr Eddie CHOY Lap-shing Mr Ray LI Ka-ming
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香港海关 Customs and Excise Department	张大安先生	Mr CHEUNG Tai-on
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律政司 Department of Justice	钟伟麟先生 郭英华先生	Mr Johnny CHUNG Mr KWOK Ying-wa
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环境保护署 Environmental Protection Department	陈大辉先生	Mr CHAN Tai-fai
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消防处 Fire Services Department	吴少强先生	Mr NG Siu-keung
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食物环境卫生署 Food and Environmental Hygiene Department	余蔚蓝女士	Ms YU Wai-lam
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政府产业署 Government Property Agency	陈梓彦先生	Mr King CHAN Tsz-yin
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民政事务总署 Home Affairs Department	李清女士	Ms Jessica LEE Ching
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香港房屋协会 Hong Kong Housing Society	陈丽娟女士	Ms Fanny CHAN Lai-kuen
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香港警务处 Hong Kong Police Force	何月萍女士 卢洁莹女士	Ms Jolie HO Ms Clarice LO Kit-ying
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房屋署 Housing Department	李百滔先生 李晓恩女士	Mr LEE Pak-to Ms Delphine LI
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附件 II Annex II

廉政公署 Independent Commission Against Corruption	林倩儿女士 马凤兰女士	Ms June LAM Sin-yee Ms Anita MA Fung-lan
税务局 Inland Revenue Department	张玉珊女士 黄炳文先生	Ms CHEUNG Yuk-shan Mr WONG Ping-man
地政总署 Lands Department	张美祜女士	Miss Lana CHANG
法律援助署 Legal Aid Department	赵崇恩先生 曾凯玲女士	Mr Felix CHIU Miss Anna TSANG
破产管理署 Official Receiver's Office	陈伟彤先生 麦美兰女士	Mr Patrick CHAN Miss Nancy MAK
规划署 Planning Department	廖家传先生	Mr Harris LIU Ka-chuen
差饷物业估价署 Rating and Valuation Department	陈立贤先生	Mr Joe CHAN Lap-yin
社会福利署 Social Welfare Department	林婉妮女士 林嫦好女士	Ms Angel LAM Ms Ada LIM Sheung-ho
土地注册处 The Land Registry	霍伟勤女士 林谢淑仪女士 刘少雯女士 刘润霞女士 (截至2023年7月) 蔡绣文女士 (生效日期为2023年7月) 梁慧娴女士 马秀文女士 麦振威先生 潘辉耀先生 潘雪聪女士 (截至2024年1月) 陈肖玲女士 (生效日期为2024年1月) 温锡麟先生 原伟铨先生	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
秘书 Secretary 土地注册处 The Land Registry	蔡绣文女士 (截至2023年7月) 周婉珊女士 (生效日期为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《土地业权条例》督导委员会委员 MEMBERSHIP OF THE LAND TITLES ORDINANCE STEERING COMMITTEE 2023/24

主席 Chairperson

土地注册处 The Land Registry	谭惠仪女士	Ms Joyce TAM Wai-ye
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委员 Members

消费者委员会 Consumer Council	简健恒先生	Mr Michael KAN Kin-hang
律政司 Department of Justice	李照庭先生	Mr Samuel LEE Chiu-ting
发展局 Development Bureau	蔡梅芬女士	Ms Jenny CHOI Mui-fun
地产代理监管局 Estate Agents Authority	梁德丽女士	Ms Juliet LEUNG Tak-lai
新界乡议局 Heung Yee Kuk New Territories	林国昌先生	Mr Alfred LAM Kwok-cheong
香港按揭证券有限公司 Hong Kong Mortgage Corporation Limited	张少慧女士 (截至2023年8月) 黄敏诗女士 (生效日期为2023年8月)	Ms Feliciana CHEUNG Siu-wai (Until August 2023) Ms Joanna WONG Man-sze (With effect from August 2023)
地政总署 Lands Department	唐咏思女士	Miss Anita TONG Wing-sze
香港银行公会 The Hong Kong Association of Banks	冯瑞萍女士 (截至2023年12月) 黄咏珩女士 (生效日期为2024年1月)	Ms Giano FUNG Shui-ping (Until December 2023) Ms Vivian WONG Wing-hang (With effect from January 2024)
土地注册处 The Land Registry	彭嘉辉先生 蔡恒璇女士	Mr PANG Ka-fai Ms Christina CHOI Hang-suen
香港律师会 The Law Society of Hong Kong	蒋瑞福女士	Ms Lilian CHIANG Sui-fook
香港地产建设商会 The Real Estate Developers Association of Hong Kong	龙汉标先生	Mr Louis LOONG Hon-biu
秘书 Secretary 土地注册处 The Land Registry	黄柏森先生	Mr Patrick WONG Pak-sum

(e) 2023/24年度《土地业权条例》检讨委员会委员
MEMBERSHIP OF THE LAND TITLES ORDINANCE REVIEW
COMMITTEE 2023/24

主席 Chairperson

土地注册处
The Land Registry

蔡恒璇女士

Ms Christina CHOI Hang-suen

委员 Members

律政司
Department of Justice

许行嘉女士
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

发展局
Development Bureau

陈慧迪女士
罗嘉颖女士
(截至2023年4月)
张凯珊女士
(生效日期为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)

香港大律师公会
Hong Kong Bar Association

麦业成先生
唐思佩女士

Mr Andrew MAK
Ms Sara TONG

地政总署
(法律咨询及田土转易处)
Lands Department
(Legal Advisory and
Conveyancing Office)

刘岑岑女士
唐咏思女士

Miss Freda LAU Kam-kam
Miss Anita TONG Wing-sze

土地注册处
The Land Registry

彭嘉辉先生
黄颂诗女士

Mr PANG Ka-fai
Ms WONG Chung-sei

香港律师会
The Law Society of Hong Kong

夏向能先生
张纺女士
林月明女士
(生效日期为2023年4月)
黄文华先生

Mr Peter AHERNE
Ms Debbie CHEUNG Fong
Ms Emily LAM Yuet-ming
(With effect from April 2023)
Mr Raymond WONG Man-wa

秘书 Secretary

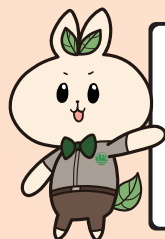
土地注册处
The Land Registry

李宝君女士

Ms Shirley LEE Po-kwan

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

香港金钟道六十六号金钟道政府合署二十八楼
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网址 Website