



2003-2004

香港特別行政區政府

差餉物業估價署年報
Rating and Valuation
Department
Annual Summary

The Government of the
Hong Kong Special
Administrative Region





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署长序言

Commissioner's Overview



差餉物業估價署署长彭赞荣

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Commissioner of Rating and Valuation





- 挑战与成绩
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- Challenges and Achievements
- Opportunities and Prospects





2003年初「非典型肺炎」肆虐香港，对经济民生造成前所未见的沉重打击。对香港社会来说，这是严峻并且充满挑战的一年。幸好我们在战胜疫症后，旋即展开连串振兴经济措施，当中包括《内地与香港关于建立更紧密经贸关系的安排》（即CEPA），令香港经济迅速反弹。2003年底各项经济数据向好，以及楼市交投再度活跃，在一片利好气氛下度过。

挑战与成绩

为协助市民渡过非典型肺炎造成的困境，政府于2003年4月宣布宽减差饷，作为舒缓经济困难措施之一。宽减差饷以一次过形式推行，宽免额相等于2003年7月至9月季度的应缴差饷。就住宅物业而言，宽免额以1 250元为上限，至于非住宅物业，上限则为5 000元。约有90%差饷缴纳人因而不用缴纳该季度的差饷。

2004 - 2005年度的全面重估差饷工作已于2004年3月，完成重新评估213万个物业的应课差饷租值。经重估后，应课差饷租值平均下调8%。同时，估价册和地租登记册首次以中、英文登载各项估价的物业地址。由2004年4月开始发出的征收差饷及地租通知书同样以中、英文显示物业地址。

本署的另一项新猷，是在2004年1月为拥有多项物业的缴纳人推出「综合发单及缴款服务」。该等缴纳人现可申请综合帐户，每个帐户将获发一张综合征收通知书，当中悉数列出缴纳人各项物业的应缴差饷及地租，缴款及收款因而更加快捷方便。新服务自推出以来，已有超过800个综合帐户的缴纳人因而受惠，涉及的估价物业约有77 000个。

涵盖本署职务的「综合电话查询中心计划」的最后阶段，已于2004年3月顺利完成。有关本署各项服务的公众电话查询，全日均有当值职员处理。这项由专人24小时接听查询的服务，较现有的自动电话资讯服务更胜一筹。

当局全面检讨《业主与租客(综合)条例》后，在2003年6月向立法会提交修订条例草案，目的是撤销该条例对住宅租赁租住保障的管制，以及取消非住宅租赁的终止租约最短通知期限的规定。在整个法例检讨及审议过程，本署一直全力向房屋及规划地政局提供协助。经过多番审慎研究后，条例草案终于获得通过，并于2004年7月9日正式生效。

机遇与展望

资讯科技在提供公共服务方面起著举足轻重的作用。本署深明顾客要求快捷及有效的服务，因此一直不断发展及应用资讯科技于重整工序、工作流程管理及公共服务电子化方面。至今，有多项电子政府服务措施已经落实，还有更多服务正陆续推出，其中包括：

- 在**2004年3月**已推出中、英文兼备的估价册及地租登记册；自**2004年4月**起，征收差饷及地租通知书均以中、英文登载物业地址及楼宇名称；到**2005年初**，缴纳人可选择英文或中文的缴款单。
- 为简化缴款和收款手续，本署为拥有多个物业的差饷／地租缴纳人提供的「综合发单及缴款服务」，已于**2004年1月**顺利推出；该项服务将会进一步扩展，精益求精。
- 本署有关电脑设施适当提升后，可于**2005年初**全面落实接受市民以电子方式递交法定表格和通知书。
- 本署自**2004年4月**起推行「工作流程管理系统」，藉这个电子资料管理系统，可计算工作时间、成本和衡量工作表现，并可监察工作进度。
- 设立一个完备的「综合物业资料库」，联系关于物业资讯的文字记录与图象资料。这个资料库有助简化估价程序，以及方便本署与其他政府部门之间交换数据。这个计划第一阶段已于**2004年初**推行。
- 设立「物业资讯通」。这是一项由多个政府部门合作的新猷，以「一站式」电子接达渠道，供市民检索各政府部门持有的物业资料。现正进行这个计划的可行性研究。

为达至政府缩减公务员队伍编制的目标，本署推出多项提高工作效率的措施，以及让更多不同职系的员工参加第二轮自愿退休计划。年内一些科别和管理阶层亦已实施架构改组。至于早前提出重组部门架构以自负盈亏营运基金运作的建议，经进一步研究财政可行性后，已有结论。在现时情况下，并无强大的商业基础支持该项架构改革建议。

虽然面对财政和资源紧绌，本署仍会继续致力透过重组架构、重整工序、将工作外判、以及实施自动化和政府服务电子化计划，为市民提供物有所值及以客为本的服务。

本人谨此向本署全体员工致谢，感谢他们在过去困难的一年，仍然克尽己任，取得卓越成绩；并感谢他们继续努力不懈，本署不屈不挠的精神，迎接持续的挑战和转变。

差饷物业估价署署长
彭赞荣太平绅士
2004年9月



2003 was a difficult and challenging year for Hong Kong due to the unprecedented adverse impact of SARS on the economy and people's livelihood. Nevertheless, soon after overcoming the epidemic, Hong Kong staged a rapid rebound with the launch of a series of economic revival measures including the Mainland/Hong Kong Closer Economic Partnership Arrangement (CEPA). The year ended with a positive sentiment as evidenced by improved economic indicators and renewed activities in the property market.

Challenges and Achievements

Rates concession was one of the economic relief measures announced by the Government in April 2003 to help the community tide over the difficulties following the outbreak of SARS. It was a one-off concession equivalent to the rates payable for the July to September 2003 quarter, subject to a maximum rebate of \$1 250 for domestic properties and \$5 000 for non-domestic properties. About 90% of the ratepayers paid no rates for the said quarter.

The annual revaluation for 2004-2005 covering 2.13 million assessments was completed in March 2004, with an average reduction of 8% in rateable values. For the first time, the Valuation List and Government Rent Roll are in bilingual format displaying both English and Chinese address descriptions. The bilingual property addresses are incorporated in the demand notes for rates and Government rent with effect from April 2004.

Another new initiative is the Consolidated Billing and Payment Service for multiple properties launched in January 2004. Payers holding many properties can now apply for a consolidated billing account which will list out the rates and Government rent payable for all their properties, and a single demand note for such account will be issued to facilitate payment and collection. Since its launch, this new service has benefited payers of over 800 consolidated accounts comprising some 77 000 assessments.

In March 2004, the final phase of the Integrated Call Centre (ICC) project for the Department was successfully completed. Public telephone enquiries on any aspect of the Department's services can now be handled by the ICC staff round-the-clock. This 24-hour personal answering service is a significant improvement over the existing Automated Telephone Enquiry Service.

Following a comprehensive review of the Landlord and Tenant (Consolidation) Ordinance, an Amendment Bill was submitted to the Legislative Council in June 2003 to remove the security of tenure restrictions for domestic tenancies and the minimum notice requirement for terminating non-domestic tenancies. The Department rendered full support to the Housing, Planning and Lands Bureau throughout the review and legislative scrutiny processes. After protracted deliberations, the Bill was duly enacted and came into force on 9 July 2004.



Opportunities and Prospects

Information technology (IT) plays an important role in the delivery of public service. Fully aware of customers' demand for speed and efficiency, the Department continues its effort to develop IT applications in process re-engineering, workflow management and electronic service delivery. A number of e-government initiatives have been implemented and more are underway.

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- Bilingual Valuation List and Government Rent Roll were introduced in March 2004; rates and Government rent demand notes with bilingual property addresses and building names have been implemented since April 2004; payers will be given a choice to receive either English or Chinese bills in early 2005.
 - Consolidated Billing and Payment Service for rates/Government rent payers of multiple properties to facilitate payment and collection was successfully launched in January 2004; it will be further expanded and enhanced.
 - Electronic submission of statutory forms and notices is scheduled for full implementation in early 2005 after the computer facilities have been duly enhanced.
 - "Workflow Management System", an electronic management information system to measure time, cost and performance as well as to monitor work progress, has been implemented since April 2004.
 - "Integrated Property Data Base" is a comprehensive textual and graphic repository of property information which will streamline the valuation process and facilitate data exchange with other Government departments; the first phase of this project was introduced in early 2004.
 - "Property Information Hub" is a joined-up government initiative to provide the public with a "one stop" electronic access to property information held by various Government bodies; its feasibility is being studied.
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To meet Government's objective of downsizing the civil service establishment, the Department implemented various efficiency improvement measures and released additional ranks of staff to join the Second Voluntary Retirement Scheme. Organisational change had also taken place at the divisional and senior management levels during the year. As regards the earlier proposal of re-structuring the Department to operate as a self-financing trading fund, further studies on its financial viability concluded that there was no strong business case to initiate such an institutional change under the present circumstances.

Notwithstanding budgetary constraints and shrinking resources, the Department remains committed to delivering value-for-money and customer-focused services through re-organisation, re-engineering, outsourcing, automation and e-government initiatives.

To all the staff of the Department, I would like to express my personal appreciation of their hard work and fine achievements, as well as their unfailing support and remarkable resilience in meeting the many challenges and changes over a very demanding year.

Kenneth T W Pang, JP
Commissioner of Rating and Valuation
September 2004

理想及使命



VISION and MISSION



理想

在物业估价和资讯服务的领域，成为全球同类专业公营机构的典范。

使命

提供公平合理的估价，迅速地征收差饷及地租。
提供优质的物业资讯和相关服务，配合社会的需要。
推广资讯和技术交流，提高物业市场透明度和效率。
扩展积极进取的部门文化和团队精神。

信念

称心服务：我们主动掌握顾客的需要，时刻提供称心满意的服务。
全力承担：我们就服务水平和表现，竭诚尽责。
专业精神：我们善用专业知识、技术和经验，并坚守至高的诚信。
创新求进：我们力求创新，积极进取，掌握机遇和勇于面对挑战。
以人为本：我们重视每一位同事、伙伴和顾客，以互重互信的精神，同心协力，开拓未来。
物有所值：我们善用资源，向顾客和伙伴提供最佳服务。

Vision

To be a world-wide model as a public agency in property valuation and information services.

Mission

To provide equitable valuations for the efficient and timely collection of rates and government rent.
To deliver quality property information and related services tailored to the needs of the community.
To contribute to a transparent and efficient property market through information and technology sharing.
To develop a dynamic corporate culture and workforce in partnership with staff.

Values

Customer satisfaction : We proactively identify customers' needs, and take every opportunity to enhance customer satisfaction.
Accountability : We accept our accountability to the Government and community for our service standards and performance.
Professionalism : We apply appropriate professional knowledge, skills and experience, and uphold the highest standard of integrity in our work.
Innovation : We anticipate new challenges and opportunities, and respond to these in a timely and creative way.
Respect : We value our colleagues, partners and customers, and look to work with them in a spirit of mutual respect and trust.
Value for Money : We strive to provide the best service to our customers and partners in the most cost-effective manner.



职能



Functions



- 评估差饷
- 评估地租
- 帐目及发单
- 物业估价服务
- 物业资讯服务
- 业主与租客户服务

- Rating
- Government Rent
- Accounting and Billing
- Property Valuation Services
- Property Information Services
- Landlord and Tenant Services





差饷物业估价署的主要职能计有：

- 评估差饷及地租；
- 差饷及地租的帐目与发单；
- 向政府决策局／部门提供物业估价服务；
- 向政府决策局／部门、公共机构与私营机构提供物业资讯服务；以及
- 执行《业主与租客（综合）条例》（第7章），包括就住宅租务向业主及租客提供谘询及调解服务。

The principal functions of the Rating and Valuation Department are:

- Assessment of properties to Rates and Government rent;
- Accounting and billing of Rates and Government rent;
- Provision of property valuation service to Government bureaux/departments;
- Provision of property information to Government bureaux/departments, public bodies and the private sector; and
- Administration of the Landlord and Tenant (Consolidation) Ordinance (Cap.7), including provision of advisory and mediatory services to the public on landlord and tenant matters in respect of residential properties.

评估差饷 Rating

「差饷」是对房地产征收的税项，并根据应课差饷租值乘以一个指定百分率征收。

物业的「应课差饷租值」是根据物业在指定日期于公开市场所取得的全年租金估值。

根据《差饷条例》（第116章），差饷物业估价署署长负责编制估价册，载列全港已评估差饷的物业资料。

Rates are a tax on landed properties and are levied at a specified percentage of their rateable values.

The rateable value of a property is an estimate of its annual market rental value as at a designated date.

The Commissioner of Rating and Valuation is responsible for compiling the Valuation List of landed properties throughout the territory under the Rating Ordinance (Cap. 116).

估价册 The Valuation List

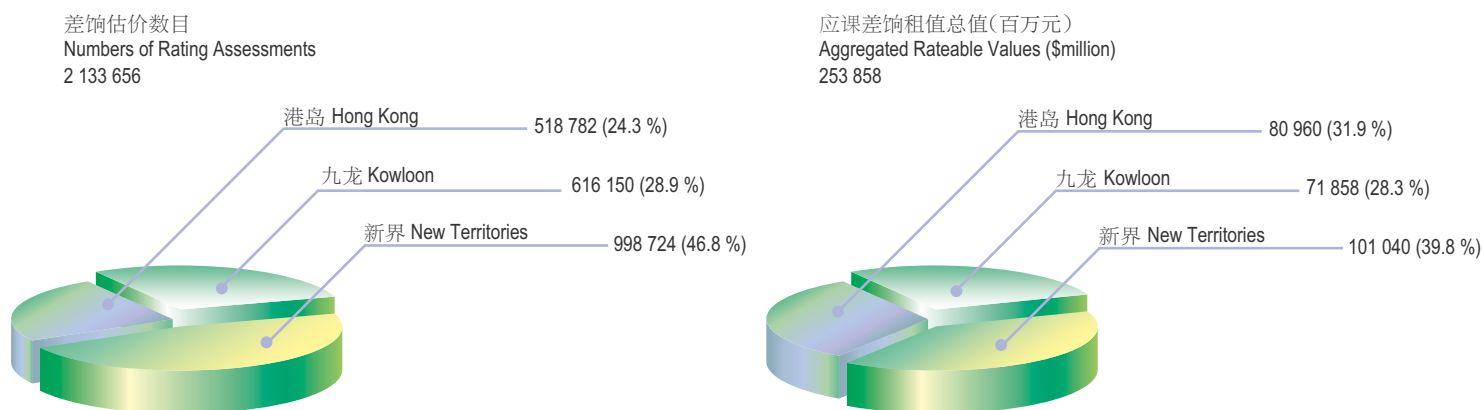
估价册载录所有已评估差饷的物业及其应课差饷租值。

截至2004年4月1日，估价册共载有2 133 656个差饷估价项目，应课差饷租值总值达2 539亿元。有关详情请参阅表1至表8。

The Valuation List is a record of all properties assessed to rates with their corresponding rateable values.

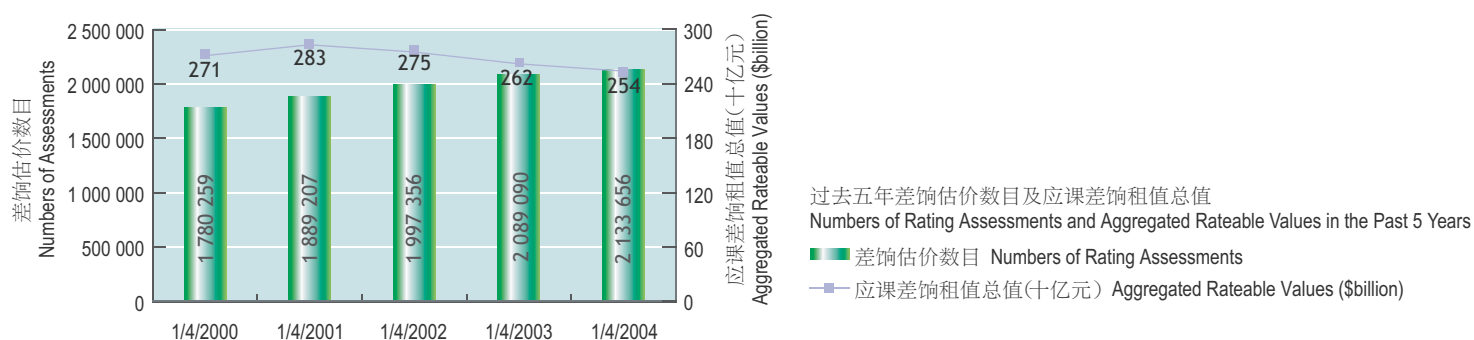
The Valuation List as at 1 April 2004 contained 2 133 656 rating assessments with total rateable values of \$253.9 billion. Further details are shown in Tables 1 - 8.

截至2004年4月1日的差饷估价数目及应课差饷租值总值
Numbers of Rating Assessments and Aggregated Rateable Values as at 1 April 2004



下图显示过去五年差饷估价数目及其应课差饷租值总值：

The following graph shows the numbers of rating assessments and the aggregated rateable values in the past 5 years:



评估地租 Government Rent

香港的土地一般由政府以批地形式，即以政府租契租出。承租人须为此缴纳「地租」。

本署负责评定两类由物业的应课差饷租值决定应缴额的地租。该两类地租分别根据下列条例缴纳：

- (a) 《地租（评估及征收）条例》（第 515 章）；及
- (b) 《政府租契条例》（第 40 章）。

Land in Hong Kong is normally held from the Government by way of a land grant known as Government lease under which Government rent is payable.

The Department is responsible for the assessment of two types of Government rent which are determined by reference to the rateable value of the property concerned under the following ordinances:

- (a) the Government Rent (Assessment and Collection) Ordinance (Cap. 515); and
- (b) the Government Leases Ordinance (Cap. 40).



根据《地租(评估及征收)条例》(第515章)而评估的地租
Government Rent Assessed under Government Rent (Assessment and Collection) Ordinance
(Cap. 515)

差饷物业估价署署长负责评估和征收第515章所涵盖的地租，并编制地租登记册，该册载列所有根据此条例评估地租的物业的应课差饷租值。截至2004年4月1日，地租登记册载有1 580 345个估价项目，应课差饷租值总值约为1 317亿元。有关详情请参阅表9。

第515章所指的地租的数额，为物业应课差饷租值的3%，并会跟随应课差饷租值的改变而调整。依据第515章须缴纳地租的物业，包括根据下列适用租契持有的物业：

- (a) 原没有续期权利，但自《中英联合声明》在1985年5月27日生效后获得延期或续期的契约；以及
- (b) 自1985年5月27日起新批出的契约，包括交回与重批的租契。

唯一获豁免的物业是由乡郊原居村民（或其父系合法继承人）或祖／堂自1984年6月30日以来便一直持有的旧批约地段、乡村地段、小型屋宇或相若的乡郊土地。持有此类乡郊土地的原居村民或祖／堂，只须继续缴纳先前须缴的象征式租金。

对于大部分须缴纳第515章所指地租的物业而言，用作计算地租的应课差饷租值与用作计算差饷的应课差饷租值并无分别。如物业获豁免评估差饷，或物业只有部分须缴纳地租（例如：物业所处土地一部分是根据适用租契而持有，另一部分则根据其他类别的租契而持有），本署会分别厘定两项应课差饷租值。

The Commissioner is responsible for assessing and collecting Cap. 515 Government rent and for the compilation of the Government Rent Roll containing the rateable values of all properties liable for assessment under this Ordinance. The Government Rent Roll contained 1 580 345 assessments as at 1 April 2004 with an aggregated rateable value of \$131.7 billion. Further details are shown in Table 9.

Cap. 515 Government rent is determined at 3% of the rateable value of a property and is adjusted in step with changes in the rateable value. Properties liable to Cap. 515 Government rent are those held under applicable leases which include:

- (a) leases where the original leases contained no right of renewal and which have been extended or renewed since the coming into force of the Sino-British Joint Declaration on 27 May 1985; and
- (b) new leases granted, including those surrendered and regranted, since 27 May 1985.

The only exemption is in respect of certain old schedule lots, village lots, small houses and similar rural holdings which have been since 30 June 1984 continuously held by an indigenous villager (or his lawful successor through the male line) or a tso/tong. Whilst the indigenous villager or tso/tong holds such rural holdings, only the nominal rent which was payable formerly will continue to be payable.

For the majority of properties liable to Cap. 515 Government rent, the rateable value on which this rent is charged will be the same as that applicable to rates. A separate rateable value will be determined where a property is exempt from assessment to rates or where it is only partially liable to this rent, e.g. being situated on land partly held under an applicable lease and partly under other type(s) of lease.

根据《政府租契条例》(第40章)而评估的地租

Government Rent Assessed under Government Leases Ordinance (Cap. 40)

可续期租契于续期后的地租评估和征收，受到《政府租契条例》(第40章)所规管。根据该条例的规定，有关地租为物业在租契续期日应课差饷租值的3%。这类地租有别于第515章所指的地租，其数额在续期后会维持不变，除非该幅已批租的土地已作重新发展。当重建完成后，地租便会修订为新建筑物应课差饷租值的3%。

本署须就第40章的规定，为续期及重新发展的个案，向地政总署提供新地租额，以及答覆市民有关的查询。

The assessment and collection of Government rent chargeable during the renewed term of a renewable lease are regulated by the Government Leases Ordinance (Cap. 40) which provides, among other things, that such rent shall be assessed at 3% of the rateable value as at the date of renewal of the lease concerned. Unlike Cap. 515 Government rent, this rent will remain fixed throughout the renewed term unless and until redevelopment of the land leased has taken place and completed, whereupon the rent will be revised to 3% of the rateable value of the new building.

The Department's involvement under Cap. 40 includes initiating renewal action, providing the Lands Department with assessments of new rents where a renewal or redevelopment has taken place and responding to enquiries from the general public.

帐目及发单

Accounting and Billing

由1995年7月1日起，差饷物业估价署署长接管差饷的发单及修订帐目职务，包括追讨差饷欠款。

由1997年6月28日起，本署根据《地租(评估及征收)条例》负责发单征收地租。

差饷及地租均须每季预缴。倘若物业须同时缴纳差饷及地租，差饷缴纳人便会收到合并征收通知书。

The Commissioner took over the functions of rates billing and maintenance of rates accounts on 1 July 1995, including recovery actions on arrears cases.

Effective 28 June 1997, the Department assumed responsibility for the charging of Government rent under the Government Rent (Assessment and Collection) Ordinance.

Rates and Government rent are payable quarterly in advance. Where a property is liable to both rates and Government rent, a combined demand is issued.



物业估价服务 Property Valuation Services

印花税 Stamp Duty

本署审查物业的转让，向印花税署署长（由税务局局长兼任）提供估值方面的意见，目的是保障政府在印花税方面的收入。若认为所申报的转让价值不可接受，本署便会就物业的估价提供意见。

本署亦会为没有订明价值的转让物业提供估值。

The Department provides valuation advice to the Collector of Stamp Revenue (who is also the Commissioner of Inland Revenue) by examining transactions involving the transfer of property. The aim is to safeguard revenue from this source. Where the stated consideration is considered unacceptable, the Department will provide a valuation advice.

Valuations are also provided in cases where property is transferred with no consideration paid.



遗产税 Estate Duty

本署向遗产税署署长（同样由税务局局长兼任）建议恰当的物业价值，以厘定遗产税。

The Department also advises the Estate Duty Commissioner (again the Commissioner of Inland Revenue) on the appropriate value of property for Estate Duty purposes.

为其他政府部门提供估价服务 Valuations for Other Government Departments

本署亦经常为政府其他部门及半政府机构提供估价服务。

The Department provides regular valuation services to other Government departments and quasi-government bodies.

物业资讯服务 Property Information Services

物业市场资料 Property Market Information

在评估差饷及物业价值的过程中，本署会收集到大量的物业资料，从而能为政府在物业市场方面提供重要意见。本署定期修订多项统计数据，并分发给决策局及其他政府部门。

此外，本署亦会应各局及部门的要求，进行专题研究和分析。

本署每年出版的《香港物业报告》，回顾过往一年物业市场的情况，并预测未来两年的楼宇落成量。报告内亦载有住宅及非住宅物业的总存量及空置量。

另外，本署印制的《香港物业报告-每月补编》定期更新物业售价、租金统计、市场回报率、落成量和买卖宗数／总值的资料。

为配合《地产代理条例》的实施，本署设有资讯热线，市民可以透过此项收费服务，利用图文传真机索取住宅物业楼龄、实用面积和物业许可用途的资料。



The Department is Government's principal adviser on the property market, by virtue of the extensive property data held as a by-product of the rating and valuation functions. Various statistics are maintained and disseminated to policy bureaux and other Government departments.

The Department also undertakes specific research and analysis for bureaux and departments on request.

The "Hong Kong Property Review", an annual publication of the Department, reviews the property market over the preceding year and provides forecasts of completions for the following 2 years. This Review also gives an account of the stock and vacancy of domestic and non-domestic properties.

In addition, price and rental statistics, property market yields, building completions and numbers/considerations of sales transactions are regularly updated and published in the "Hong Kong Property Review - Monthly Supplement".

To facilitate implementation of the Estate Agents Ordinance, members of the public can obtain by facsimile, at a fee, information on the age, saleable area and permitted use of a residential property through the Department's Info-Hotline service.

编配门牌号数 Building Numbering

根据《建筑物条例》（第123章），差饷物业估价署署长主管全港楼宇门牌号数编配事宜。本署会在进行日常的差饷估价工作时，同时执行这项工作，为新建楼宇在落成前编配门牌号数。

本署会透过举办大规模的宣传运动，向市民宣扬在楼宇和店铺入口处标示正确门牌号数。

Under the Buildings Ordinance (Cap.123), the Commissioner of Rating and Valuation is the authority for building numbering in the territory. This work is undertaken in the course of normal rating work, with numbers allocated in advance of the completion of new buildings.



The Department promotes the correct display of building numbers at entrances to shops and buildings by means of publicity campaigns.



楼宇名称

Names of Buildings

本署编制及修订《楼宇名称》一书，详列全港楼宇的中英文名称、地址及落成年份。

该书有助市民、紧急服务人员、邮政局及其他政府部门找出楼宇的地址。

The Department publishes and maintains a "Names of Buildings" book which contains a comprehensive list of names of buildings in the territory, their addresses in both Chinese and English, and the year of completion.

This book assists the public, the emergency services, the post office and other departments to identify addresses of particular buildings.



业主与租客服务

Landlord and Tenant Services

本署负责执行《业主与租客(综合)条例》(第7章)。该条例对租住权保障，以及业主与租客双方的权利与义务均有所规定。本署亦会因应住宅物业市场的变化，定期覆检条例。

The Department administers the Landlord and Tenant (Consolidation) Ordinance (Cap. 7) which deals with security of tenure as well as matters relating to the rights and obligations of landlords and tenants. It also regularly reviews the Ordinance to take into account the changing circumstances of the residential market.



谘询及调解服务

Advisory and Mediatory Services

本署人员免费为市民提供全面的住宅租务谘询服务，包括定期前往多个民政事务处，以及每天到土地审裁处当值，提供服务。

市民亦可透过本署24小时自动电话资讯服务，或从本署网址取得有关租务的一般资讯。

Comprehensive and free advisory services are available to the public on landlord and tenant matters in respect of residential properties. Similar services are also provided by officers of the Department who pay regular visits to various District Offices and by those who are posted at the Lands Tribunal daily.

General information on landlord and tenant matters can be obtained through the Department's 24-hour automated telephone enquiry service or accessed from our website.

提供租金资料 Supply of Rental Information

本署收到以指定表格递交的申请后，会对已根据该条例第IV部分向土地审裁处申请授予新租赁的业主／租客或其专业顾问，提供相关的租金资料，而这是一项收费服务。

Upon receipt of applications on specified form, the Department will supply relevant rental information at a fee to parties or their professional advisers who have made applications to the Lands Tribunal for the grant of new tenancies under Part IV of the Ordinance.



监察收楼令 Monitoring of Possession Orders

如业主以自住或重建理由获土地审裁处颁发收回处所管有令（收楼令），本署会定期监察有关物业，以执行该条例及收楼令的规定。

The Department regularly monitors premises where landlords are granted orders for possession by the Lands Tribunal on self-occupation or redevelopment grounds. The objective is to enforce the requirements of the orders as well as the Ordinance.

服务表现及成绩



Performance and Achievements



- 评估差饷及地租
- 帐目及发单
- 估价及物业资讯服务
- 业主与租客服务
- 服务表现及目标

- Rating and Government rent
- Accounting and Billing
- Valuation and Property Information Services
- Landlord and Tenant Services
- Performance and Service Targets





评估差饷及地租 Rating and Government Rent

保存及更新估价册及地租登记册 Maintenance of the Valuation List and Government Rent Roll

本署不时更新和修订估价册及地租登记册内的资料，有关工作包括加入新建楼宇及须缴纳差饷及／或地租的物业、删除已拆卸楼宇及无须继续评估差饷及／或地租的物业，以及将曾更改结构的物业的原有估价删除，然后加入重新评定的估价。「临时估价」及「删除估价」是修订估价册及地租登记册的常用方法。

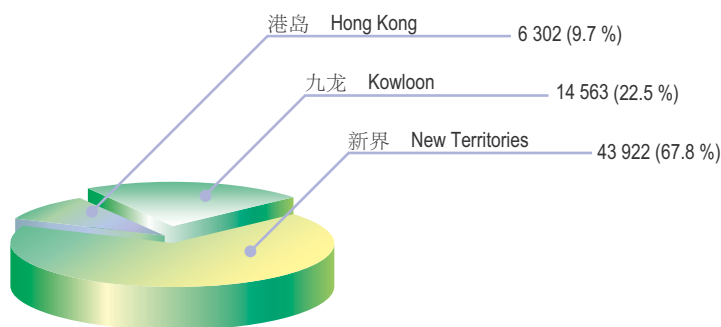
表 10 显示 2003-2004 年度临时估价及删除估价的数目。下列图表显示按区域划分估价册及地租登记册内临时估价和删除估价的数目，以及相对的应课差饷租值：

The Department maintains the Valuation List and Government Rent Roll by including new buildings or premises which have become liable for rates and/or rent, deleting buildings demolished or premises which have ceased to be liable to assessment for rates and/or rent, and deleting and reinstating premises where structural alterations have taken place. The process of maintaining the List and Rent Roll is effected by "interim valuations" and "deletions".

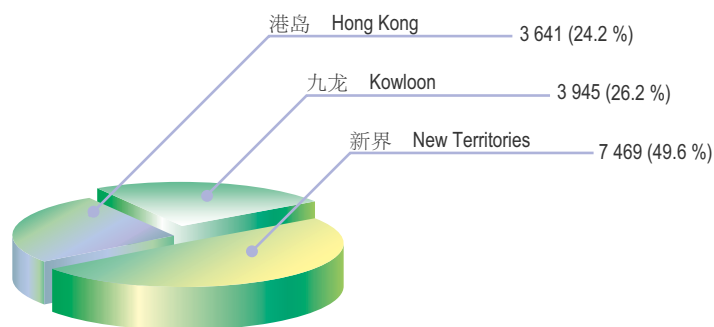
The numbers of interim valuations and deletions carried out in 2003-2004 are shown in Table 10. The following charts show the distribution by region of the total numbers and rateable values of interim valuations and deletions in the Valuation List and Government Rent Roll:

2003-2004年度的临时估价及删除估价
Interim Valuations and Deletions in 2003-2004

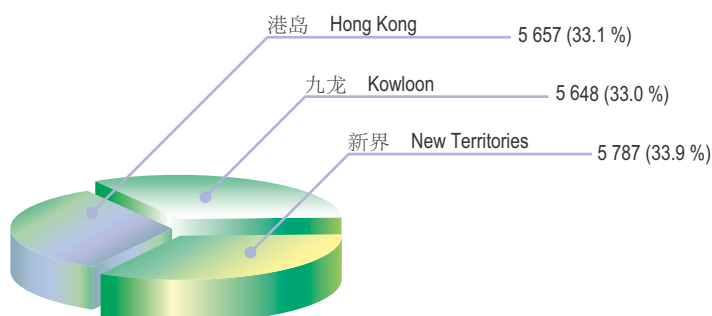
临时估价数目
Numbers of Interim Valuations
64 787



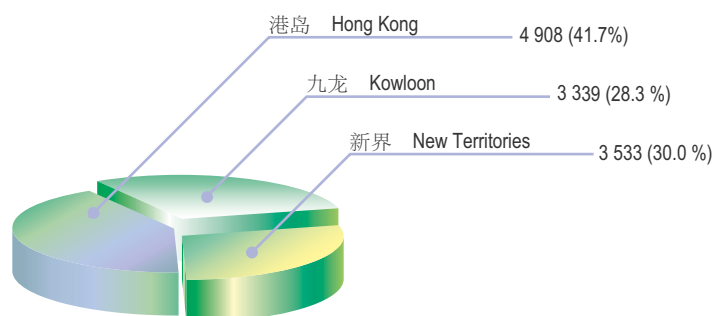
删除估价数目
Numbers of Deletions
15 055



临时估价的应课差饷租值(百万元)
Rateable Value (\$ million) of Interim Valuations
17 092



删除估价的应课差饷租值(百万元)
Rateable Value (\$ million) of Deletions
11 780



每年重估应课差饷租值 Annual General Revaluations

不同类别及在不同地区的物业，其租金水平会随著时间转变而有不同幅度的变动。自1999年开始，本署每年进行全面重估应课差饷租值，以便根据物业的公开市值租金评定物业的最新租值，用以按比例公平地重新分配缴纳差饷和地租的整体负担。

在全面重估2004-2005年度的应课差饷租值的过程中，本署重新评估载于估价册内约213万个物业的应课差饷租值，以及载于地租登记册内158万个物业的应课差饷租值。

新应课差饷租值的生效日期是2004年4月1日，估价依据日期为2003年10月1日。

重估完成后，估价册所载物业的应课差饷租值平均下调8%。约92%物业的应课差饷租值平均下调了11%，约有7%物业的应课差饷租值维持不变。馀下1%物业的应课差饷租值则有平均约12%的升幅，主要是商铺及商业楼宇。

表11详列全面重估应课差饷租值后，主要类别物业的差饷及地租的变动。

Rental levels change over time by varying amounts for different categories of premises and in different locations. Since 1999, revaluations are conducted annually to bring rateable values up to date and to redistribute the overall rates and Government rent liability fairly in proportion to the open market rental value of properties.

Approximately 2.13 million assessments in the Valuation List and 1.58 million assessments in the Government Rent Roll were reviewed in the revaluation for 2004-2005.

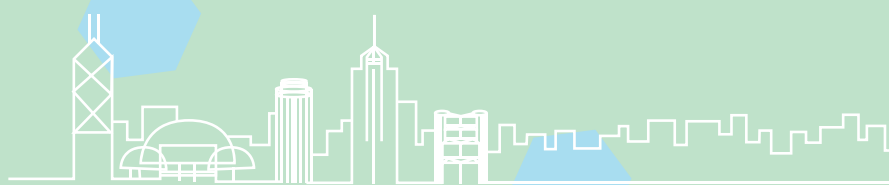
The new rateable values which took effect on 1 April 2004 were based on market rents as at the valuation reference date of 1 October 2003.

The exercise had resulted in an average reduction of 8% in rateable values in the Valuation List. For about 92% of properties, the rateable values were reduced by 11% on average. About 7% had no change in rateable values. The remaining 1% of properties, mainly shops and commercial premises, had their rateable values increased by about 12% on average.

Table 11 shows the effect on rates and Government rent for the main property types following the revaluation.



2004-2005年度差饷估价册及地租登记册签署仪式
2004-2005 Valuation List and Government Rent Roll Declaration Ceremony



建议、反对及上诉 Proposals, Objections and Appeals

市民如对估价册或地租登记册内资料有意见，可于每年4月和5月向本署署长提交建议书，要求修改有关的资料。

然而，如果地租登记册内的物业与估价册的相同，则只须就估价册的记项提交反对建议书。估价册如因建议书而有任何修改，地租登记册亦会相应修改。

缴纳人如欲就临时估价、删除估价或更正估价册及地租登记册内的资料提出反对，可于有关通知书的发出日期起计28日内，向本署署长提交反对书。

在上述情况下，本署的专业人员均会详细考虑所有建议书和反对书。如果没有收到撤销通知书或不曾达成修改协议，署长便会发出「决定通知书」。

缴纳人在接获「决定通知书」后，如仍不满署长的决定，可在「决定通知书」发出日期起计28日内向土地审裁处提出上诉。

在此情况下，本署的专业人员会就估价册及地租登记册内所载的应课差饷租值提出支持的陈词和论证，并会以差饷物业估价署专家证人的身分出席土地审裁处的聆讯。

表12详列过去两年所处理过的建议书、反对书及上诉个案数目。

Anyone who wishes to object to any aspect of an entry in the Valuation List or Government Rent Roll (GRR) can, in the months of April and May each year, serve on the Commissioner a proposal to alter the entry.

However, if the property included in the GRR is identical to that in the Valuation List, the proposal can only be made against the entry in the Valuation List. Any alteration to the Valuation List resulting from the proposal will also be made to the GRR.

In the case of an interim valuation, deletion or correction to the Valuation List and GRR, a payer can lodge an objection with the Commissioner within 28 days of the issue to the payer of the appropriate notice.

In both circumstances, the proposals and objections are carefully considered by professional staff of the Department, and in the absence of either withdrawal or agreement, Notices of Decision are issued.

On receipt of such Notices of Decision, the recipients who are not satisfied with the decisions may lodge an appeal with the Lands Tribunal within 28 days of the issue of the respective notices.

In such circumstances, professional officers of the Department prepare cases in support of the Valuation List and GRR entries, and appear before the Lands Tribunal as the Commissioner's expert witnesses.

Details of proposals, objections and appeals dealt with in the past 2 years are shown in Table 12.

差饷征收率 Rates Charges

差饷是根据应课差饷租值乘以一个百分率而征收的。在2004-2005财政年度，差饷征收率为5%。这5%的差饷征收率自1999-2000年度起便一直维持不变。

现时所有差饷收入都拨入政府一般收入帐目。

Rates are payable at a percentage of rateable value. For the financial year 2004-2005, this percentage was 5%. The rates percentage charge has remained unchanged at 5% since 1999-2000.

All rates revenue is now included in the Government General Revenue Account.

按供水情况扣减差饷 Water Concessions

任何物业如只获政府输水管供应未经过滤的淡水，每年缴纳的差饷额可获扣减7.5%。

如没有淡水供应，则每年缴纳的差饷额可获扣减15%。

下表概括列出截至2004年4月1日，这些按供水情况获扣减差饷的物业数目及应课差饷租值总数：

Where the supply of fresh water from a Government water main is unfiltered, the annual rates payable are reduced by 7.5%.

Where no fresh water supply is available, the annual rates payable are reduced by 15%.

The numbers and aggregated rateable values of assessments with water concessions as at 1 April 2004 are summarised in the table below :

		按供水情况扣减差饷的物业 Properties with Water Concessions			
		应课差饷获扣减7.5% Rates payable reduced by 7.5%		应课差饷获扣减15% Rates payable reduced by 15%	
		数目 No.	应课差饷租值(千元) Rateable Value (\$'000)	数目 No.	应课差饷租值(千元) Rateable Value (\$'000)
港岛	Hong Knog	1	31	31	46 319
九龙	Kowloon	-	-	-	-
新界	New Territories	98	1 517	1 122	186 086
总数	Overall	99	1 548	1 153	232 405

根据《地租(评估及征收)条例》(第515章)征收地租

Government Rent under the Government Rent (Assessment and Collection) Ordinance (Cap. 515)

截至2004年4月1日，地租登记册载有1 580 345个估价。

在2003-2004年度，本署为征收地租而进行的临时估价有55 202个，被删除的估价则有9 702个。详情见表10。

发展用地、重新发展用地及农地应否评估地租一事，曾争议多年。这宗上诉案已经审结，终审法院于2001年3月作出裁决，确认本署的观点，认为根据地租条例／规例的规定，发展中或重新发展中的用地及农地均须缴纳地租。

尽管此事的法律争议已经解决，但发展用地的估价事宜仍有争论，有待土地审裁处审理。

The number of assessments in the Government Rent Roll on 1 April 2004 was 1 580 345.

The numbers of interim valuations and deletions carried out in 2003-2004 for Government rent purposes were 55 202 and 9 702 respectively. See details in Table 10.

The assessability of development sites, redevelopment sites and agricultural lots had been disputed for several years. The matter was finally resolved with the Court of Final Appeal judgement delivered in March 2001, which confirmed the Department's view that sites undergoing development or redevelopment and agricultural lots are assessable to Government rent under the provisions of the Government Rent Ordinance/Regulation.

Although the legal issues have been settled, valuations of development sites are still in dispute, which will be argued before the Lands Tribunal.



根据《政府租契条例》(第40章)为可续期土地契约征收地租

Government Rent for Renewable Land Leases under the Government Leases Ordinance (Cap. 40)

下表显示过去五年本署处理的个案数目和评估的应课差饷租值总数。

截至2004年3月31日，约有177 000个物业须根据《政府租契条例》(第40章)缴纳地租。由于这类租契不断续期，而且越来越多这类土地重新发展，因此，将有更多物业须要缴纳此类地租。

The numbers of cases handled by the Department and the total rateable values assessed over the past 5 years are detailed in the table below.

There were approximately 177 000 properties paying rent assessed under this Ordinance as at 31 March 2004. As more renewable leases are renewed and more land held under renewed renewable leases is redeveloped, more properties will become liable to this rent.

过去五年处理的地租(第40章)个案
Government Rent (Cap.40) Cases Handled in the Past 5 Years

年度 Year	续期 Renewal		重新发展 Redevelopment	
	已估价物业数目 No. of Assessments	应课差饷租值总值(百万元) Total Rateable Value (\$million)	已估价物业数目 No. of Assessments	应课差饷租值总值(百万元) Total Rateable Value (\$million)
1999-2000	9 798	2 154	927	263
2000-2001	2 809	591	781	98
2001-2002	2 645	257	1 252	268
2002-2003	744	79	946	191
2003-2004	4 933	644	1 441	348

帐目及发单 Accounting and Billing

差饷收入 Revenue from Rates

经扣除差饷退款及宽减差饷额后，预计2003-2004年度的差饷收入为111.31亿元。

下图显示过去五年的差饷收入：

The provisional revenue from rates in 2003-2004, after adjusting for refund and concession, was \$11 131 million.

The following chart shows the total revenue from rates in the past 5 years.



差饷退款 Refund of Rates

只有空置土地及因政府取得法院颁令而空置的物业，才可获退还差饷。2003-2004年度退还的款额微不足道。

Only vacant open land and vacancies resulting from Court Orders obtained by the Government are eligible for refunds. The amount of refund was negligible in 2003-2004.

差饷宽减 Rates Concession

政府在年内给予所有差饷缴纳人一次过宽减差饷，相等于2003年7月至9月季度应缴的差饷，每个住宅物业的宽减金额上限为1 250元，而每个非住宅物业的宽减金额上限则为5 000元。至于在2003年4月至6月的季度，逾期缴交差饷而须缴付的5%附加费，亦获3个月的豁免期。这些宽减乃政府纾解民困的措施之一，旨在协助市民渡过「沙士」疫症所造成的困境。

2003-2004财政年度的差饷宽减金额为19.86亿元。

A one-off concession was granted to all ratepayers during the year, equivalent to the rates payable for the July to September 2003 quarter, subject to a cap of \$1 250 for each domestic property and \$5 000 for each non-domestic property. The 5% surcharge on overdue payments for the April to June 2003 quarter would also be waived for 3 months. These measures were part of a relief package from the Government to help the community tide over the difficulties due to the outbreak of the Severe Acute Respiratory Syndrome (SARS) epidemic.

The amount of rates concession for the financial year 2003-2004 was \$1 986 million.

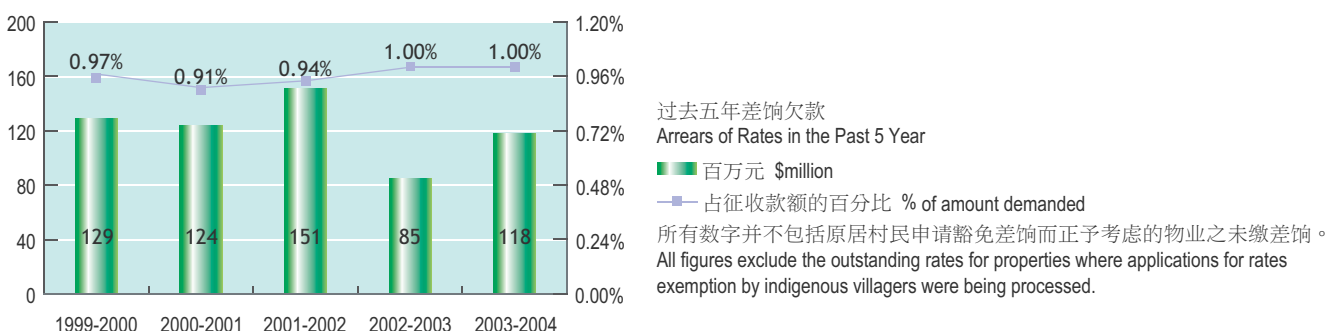
差饷欠款 Arrears of Rates

2003-2004年度内，本署向欠交差饷的业主追讨欠款，涉及的物业数目为73 239个。

在该财政年度终结时，共有63 277个物业尚未清缴欠款。此数目并不包括现正办理由原居村民提交的豁免差饷申请。截至2004年3月31日，拖欠的差饷为1.18亿元。下图显示过去5年的差饷欠款情况。

In 2003-2004, the Department took recovery action in respect of arrears outstanding for 73 239 properties.

63 277 properties had outstanding rates at the end of the financial year. The number of properties with outstanding rates excluded the properties for which applications for rates exemption by indigenous villagers were being processed. By 31 March 2004, \$118 million rates were in arrears. The chart below shows arrears of rates in the past 5 years.





地租收入及欠款

Revenue from Government Rents and Arrears

2003-2004 年度的预算地租收入为 40.55 亿元。

截至 2004 年 3 月 31 日，拖欠地租的物业约有 40 497 个，未收的款项约为 7 300 万元，占应收地租额 1.3%。至于原居村民因申请租金优惠而暂缓缴纳的地租，以及正向土地审裁处提出上诉，而土地审裁处已颁发暂缓缴纳令的物业所欠缴款项均未有包括在内。

The provisional revenue from Government rents in 2003-2004 was \$4 055 million.

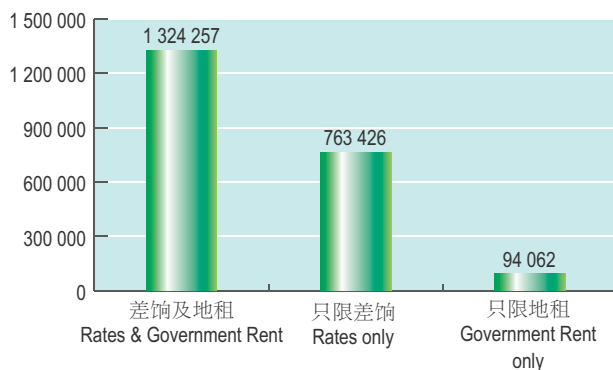
Some 40 497 properties had rent arrears as at 31 March 2004, comprising about \$73 million or 1.3% of Government rent demanded. This amount excluded the outstanding Government rent for properties owned by indigenous villagers where applications for rent concession were being processed. Also excluded were the outstanding arrears of properties under appeal to the Lands Tribunal where holding-over orders have been granted.

差饷及地租帐目

Rates and Government Rent Accounts

截至 2004 年 4 月 1 日，差饷及地租帐目逾 200 万个。下图显示各种不同类别帐目的数量。

Over 2 million rates and Government rent accounts were maintained by the Department as at 1 April 2004. The numbers of different types of accounts are set out in the chart below.



差饷及地租帐目
Numbers of Rates and Government Rent Accounts

不超逾「最低应课差饷租值3000元」的物业并不包括在内。
Excluding properties with rateable value not exceeding the "Minimum Rateable Value of \$3 000".

宣传准时缴款

Announcement on Prompt Payment

为提醒缴纳人准时缴纳差饷及地租，本署在每季到期缴纳差饷及地租的月份，均在电视播出宣传短片并在电台作出广播。

To remind payers to pay their rates and Government rent on time, announcements are made on television and radio during the due month in each quarter.

估价及物业资讯服务 Valuation and Property Information Services

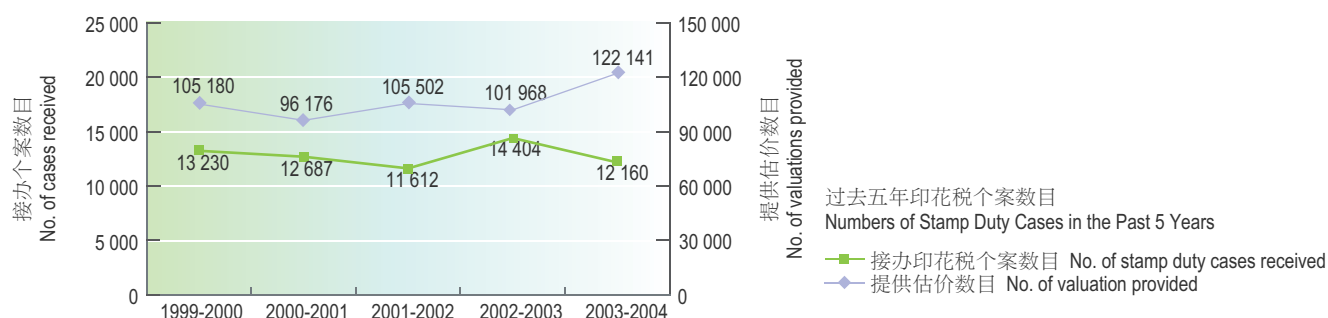
印花税 Stamp Duty

在 2003-2004 年度内，共有 122 141 宗个案须审查及估价。本署共提供了 12 160 项估价，涉及的物业主要是申报价值偏低或是未有在契约上注明转让价值。

下图显示过去五年这方面的工作量。

In 2003-2004, the number of cases received for examination and valuation was 122 141. The Department provided 12 160 valuations where the stated consideration was considered inadequate and for properties transferred without stated consideration.

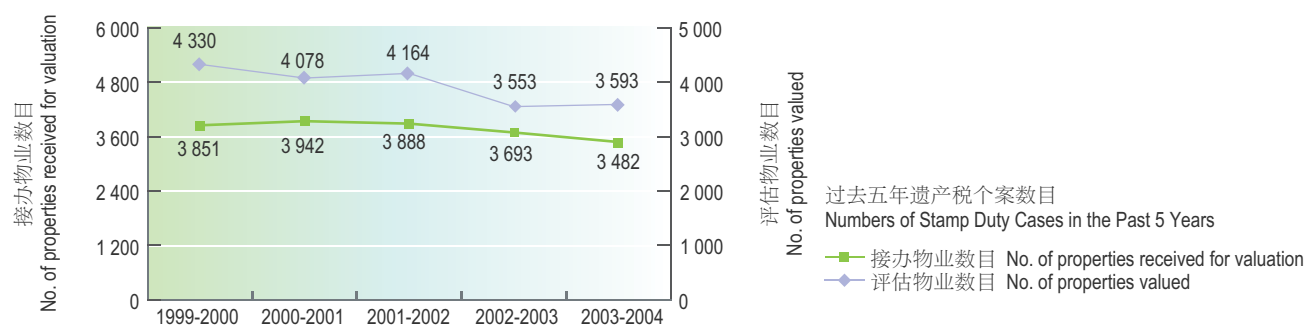
The graph below shows the volume of this type of work in the past 5 years.



遗产税 Estate Duty

年内，共有 967 宗个案交由本署评定物业价值，涉及的物业达 3 482 个。下图显示过去五年的遗产税工作量。

During the year, 967 cases involving 3 482 properties were forwarded to the Department for valuation. The graph below shows the volume of Estate Duty work in the past 5 years.



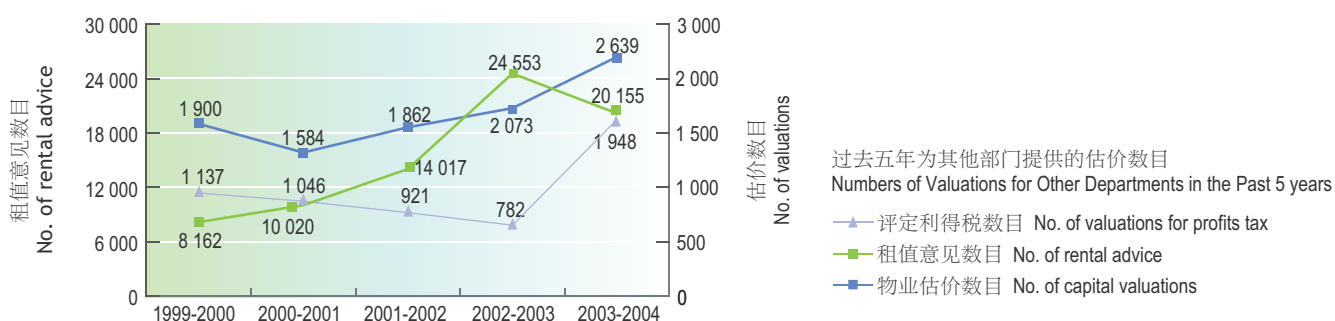


为其他政府部门和半政府机构提供估价服务

Valuations for Other Government Departments and Quasi-government Bodies

过去一年间，本署为其他政府部门及半政府机构提供估价服务，包括为 20 155 宗个案提供租值意见、评估 2 639 项物业售价及 1 948 宗利得税个案。下图显示本署过去五年所提供的这类估价服务。

Other valuations, including 20 155 rental advice, 2 639 capital valuations and 1 948 profits tax cases were provided to other Government departments and quasi-government bodies in the past year. These valuation services given in the past 5 years are summarised in the graph below.



提供物业资讯服务

Property Information Services

本署为协助政府制定政策而负责的物业研究及市场监察工作，在过去数年间明显增多。

除不时回应公众人士、政府决策局、部门及机构查询资料的要求外，本署也悉力向房屋及规划地政局提供物业市场的资料。这些资料包括房屋产量及物业市况，以便当局能准确掌握全港的房屋发展方向及市场动态。

《香港物业报告》2004年版主要是回顾2003年物业市场的情况，并预测2004至2005年的楼宇落成量。该份报告印文本已公开发售，市民也可到本署网页免费浏览。

至于该刊物的每月补充资料《香港物业报告-每月补编》，市民同样可到本署网页免费浏览或下载有关物业租金、售价及落成量的最新统计资料。市民亦可使用本署的24小时自动电话资讯服务（电话：2152 2152），经图文传真机索取这些资料。

The Department's work in relation to property research and market monitoring for Government policy purposes has increased significantly in recent years.

Requests for information from the public, Government bureaux, departments and organisations are received continuously. The Department is also heavily involved in providing property information to the Housing, Planning and Lands Bureau on housing production and the property market to facilitate gauging of territory-wide housing development and market activities.

The 2004 edition of the "Hong Kong Property Review" gives a review of the property market in 2003 and provides forecasts of completions in 2004 to 2005. While printed copies of this publication are on sale to the public, the internet version is available for free public viewing from the Department's homepage.

Its monthly update, "Hong Kong Property Review - Monthly Supplement" can also be accessed from the Department's homepage. Statistics on rents, prices and completions can be downloaded free of charge from our website or obtained by fax transmission through the 24-hour automated telephone enquiry service at 2152 2152.

编配门牌号数 Building Numbering

在 2003-2004 年度内获编配门牌号数的楼宇，在港岛和九龙共有 92 幢，而在新界有 7 023 幢（包括先前获编配门牌号数的确认个案）。

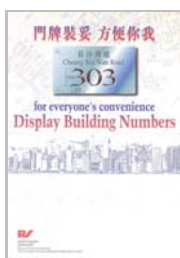
除定期在已有门牌编配系统的地区为新建楼宇编配门牌号数外，本署还为以往没有正式门牌号数的新界乡郊地区，编配有系统的门牌号数。

为向市民提倡正确地标示门牌号数，本署定期举办宣传活动，以唤起市民的注意，最近一次的宣传活动已在 2003 年底举行。

During 2003-2004, building numbers were allocated to 92 buildings in Hong Kong and Kowloon and 7 023 buildings (including confirmation cases for previously allotted building numbers) in the New Territories.

In addition to routinely assigning building numbers to new buildings within areas with established numbering systems, the Department is systematically establishing official numbering systems in rural areas in the New Territories where previously there were none.

To promote correct display of building numbers, publicity campaigns were regularly conducted with the latest one held at the end of 2003.



《楼宇名称》 “Names of Buildings” Book

2003 年版的《楼宇名称》于 2003 年 10 月出版，印文本已公开发售。市民也可在本署网页免费浏览书内的资料，而网上版的资料每 6 个月更新一次。

The 2003 edition of the “Names of Buildings” Book was published in October 2003. Printed copies are available for sale. Entries in the book can be viewed free of charge at the Department’s homepage. This internet version is updated by the Department every 6 months.





业主与租客服务 Landlord and Tenant Services

《业主与租客(综合)条例》 Landlord and Tenant (Consolidation) Ordinance

自从该条例的第I及II部分于1998年12月31日届满后，大部分住宅租客，只要缴纳市值租金，其租住权便会受该条例第IV部保障。

在2003-2004年度内，本署共处理了28 603份根据第IV部提交的新租出或重订协议通知书。

该条例经详细全面检讨后，有关修订条例草案于2003年6月提交立法会审议。草案的主要目的，是撤销该条例第IV部分所载的住宅租赁的租住权保障，以及该条例第V部分所载的终止非住宅租赁的最短通知期规定。该条例草案经草案委员会详细审议后获正式通过，并于2004年7月9日生效。

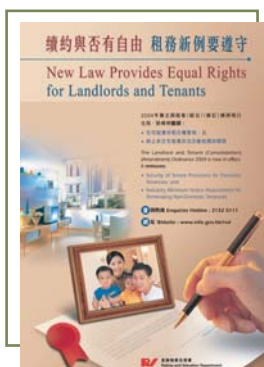
为了让业主与租客充分适应法例上的转变，修订条例亦有一个过渡性的安排，于2004年7月9日前已存在的所有住宅租赁，如业主拟终止租约，须在租约届满时给予租客不少于12个月的通知，而租客则须在租约届满时给予业主不少于1个月的通知，始可终止租约。

Following the expiry of Parts I and II of the Ordinance on 31 December 1998, most domestic tenants were given security of tenure under Part IV of the Ordinance subject to payment of prevailing market rents.

A total of 28 603 Notices of New Lettings/Renewal Agreements under Part IV were processed in 2003-2004.

Following a detailed and comprehensive review of the Ordinance, an Amendment Bill, purporting to remove the security of tenure restrictions for domestic tenancies under Part IV and the minimum notice requirement for terminating non-domestic tenancies under Part V of the Ordinance, was submitted to the Legislative Council in June 2003. After thorough examinations by the Bills Committee, the Bill was duly enacted and came into force on 9 July 2004.

To help landlords and tenants adapt to the legislative changes, all domestic tenancies in existence before 9 July 2004 may only be terminated by a transitional termination notice served either by the landlord on the tenant not less than 12 months, or by a tenant on the landlord not less than one month, before the intended termination date. Such notice must be served on or after the expiry date of the existing tenancy.



谘询及调解服务 Advisory and Mediatory Services

在2003-2004年度内，本署处理约148 000宗查询，其中51 500宗经由本署每天派往土地审裁处当值的人员处理，另有10 000宗经由每星期指定时间派往民政事务处当值的人员处理。

In 2003-2004, some 148 000 enquiries were handled, with 51 500 and 10 000 of these being dealt with by officers during their daily and weekly visits to the Lands Tribunal and District Offices respectively.

提供租金资料 Supply of Rental Information

为协助向土地审裁处申请聆讯的诉讼双方，本署在2003-2004年度提供租金资料给约100个申请人。

To assist parties involved in Lands Tribunal hearings, rental data were provided to about 100 applicants during 2003-2004.

服务表现及目标 Performance and Service Targets

服务承诺 Performance Pledge

2003-2004年度服务承诺所载列的11项工作，其中9项已达到或超越所定的服务水平及目标。剩馀两项工作的表现则较预期逊色，差距约为4%至5%。除因该两项工作的服务需求骤增外，亦因本署须临时重新调配人手，以处理其他紧急的特别任务。

2004-2005年度的服务承诺单张，载录了新定的服务范畴及目标。

Of the 11 work items listed in the 2003-2004 Performance Pledge, the set service levels for 9 items were either exceeded or achieved. The performance of the 2 remaining items was about 4% to 5% below expectations due to an unexpected upsurge in demand for the service and the temporary reallocation of staff resources to handle other urgent ad hoc tasks.

The new service levels and targets are published in the 2004-2005 Performance Pledge pamphlet.

24小时自动电话资讯服务 24-hour Automated Telephone Enquiry Service

本署的24小时自动电话资讯服务，可让市民透过预录声带，查询有关差饷、地租及租务事宜，以及差饷／地租发单和征收的最新资料。

使用这项服务的人士亦可选择以图文传真机，索取如物业市场统计数字等资料。

对市民有影响的政策和程序如有任何修改，本署也会藉此项服务让市民得知。市民只须致电2152 2152便可使用这项服务。

Our 24-hour automated telephone enquiry service provides recorded information on rating, Government rent and landlord and tenant matters plus updated information on rates/Government rent billing and collection matters.

It also provides callers with an option to obtain certain information such as property market statistics by fax transmission.

The system is also used to inform the public of any changes in policy and procedures affecting them. The public may access this service through telephone by dialling 2152 2152.

综合电话查询中心 Integrated Call Centre

除了上述的24小时自动电话资讯服务之外，市民也可选择使用24小时由接线生接听的综合电话查询中心服务。此服务涵盖本署所处理的一切事宜，惟有关建议和投诉的事宜则仍由本署的顾客服务主任处理。

In addition to the automated telephone enquiry service, a 24-hour operator service is also available through the Integrated Call Centre, covering all matters handled by the Department, with the exception that suggestions and complaints continue to be handled by the Customer Services Officer.



新增及更佳服务



New and Improved Services



- 综合发单及缴款服务
 - 综合电话查询中心
 - 中、英文物业地址及楼宇名称
 - 电子方式递交表格及通知书
 - 物业资讯通
-
- Consolidated Billing and Payment Service
 - Integrated Call Centre
 - Bilingual Property Addresses and Building Names
 - Electronic Submission of Forms and Notices
 - Property Information Hub





综合发单及缴款服务 **Consolidated Billing and Payment Service**

崭新的「综合发单及缴款服务」已于2004年1月推出，使差饷与地租的发单、缴款及征收更方便快捷。拥有多个物业的差饷及地租缴纳人现可向本署申请综合通知书，当中会一并载列他们所有物业的应缴差饷及地租，日后便无须分别处理个别物业的通知书。

透过这项新服务，每季通知书的处理、帐目审计及缴款程序得以简化，因而自推出以来，广受欢迎。现时，超过800个综合帐户的缴纳人因而受惠，涉及的估价物业达77 000个。本署会继续扩展此项服务，精益求精，以满足所有拥有多项物业的缴纳人的需求。

Launched in January 2004, this new initiative facilitates billing, payment and collection of rates and Government rent. Payers with many properties may now apply to the Department for a consolidated bill listing out the rates and Government rent payable for all their properties, instead of having to handle separate demands for individual properties.

This new service which simplifies the processing, accounting and payment of quarterly demand notes has been well received since its launch, benefiting payers of over 800 consolidated accounts comprising some 77 000 assessments. It will continue to be expanded and enhanced to meet the needs of all payers with multiple properties.

综合电话查询中心 **Integrated Call Centre**

由效率促进组管理的「综合电话查询中心」在2002年3月启用，旨在为公众提供全日一站式的电话查询服务。该中心就本署职务提供的查询服务，在过去两年多以来不断扩展，涵盖帐目及发单资讯的最后阶段，已于2004年3月完成。现时市民如对本署的服务有任何查询，除了可致电「综合电话查询中心」24小时由接线生操作的热线(2152 0111)，亦可致电本署的自动电话资讯服务(2152 2152)。

To provide the public with access to round-the-clock "one-stop" enquiry services, the Integrated Call Centre (ICC) managed by Government's Efficiency Unit was first launched in March 2002. The scope of its enquiry service related to the Department has been expanded over the years and the final phase covering accounting and billing information was completed in March 2004. Telephone enquiries on any aspect of the Department's services can now be made through the 24-hour operator service of the Integrated Call Centre at 2152 0111, in addition to the Department's Automated Telephone Enquiry Service at 2152 2152.

中、英文物业地址及楼宇名称 **Bilingual Property Addresses and Building Names**

2004年3月公布的估价册及地租登记册，首次以中、英文登载所有物业的地址。如物业有楼宇名称，亦会加入物业地址内。

由2004年4月开始，每季差饷及地租通知书亦同时以中、英文显示评估物业的地址。由2004年10月开始，本署会分阶段邀请缴纳人，选择以中文或英文显示物业地址、缴纳人姓名及通讯地址。

The Valuation List and Government Rent Roll declared in March 2004 displayed for the first time all property address in both English and Chinese. Building names, if available, have also been incorporated thereto.

As from April 2004, quarterly demand notes for rates and Government rent provide bilingual descriptions of the properties assessed. From October 2004, payers will be invited by phases to indicate their choice of language to be used in the demands which will show property addresses, payers' names and correspondence addresses in either English or Chinese.

电子方式递交表格及通知书 Electronic Submission of Forms and Notices

随著《2004年电子交易(修订)条例》于2004年6月生效,《差饷条例》、《地租(评估及征收)条例》及《业主与租客(综合)条例》现时规定须亲身递交或以邮寄方式送达的法定表格和通知书,将可以通过电子方式向本署递交。这项崭新服务将会分阶段推出,让市民可循此途径递交各种文件。本署现正就推出新服务进行安排和系统提升,可望于2005年初全面落实。

Following the coming into operation in June 2004 of the Electronic Transactions (Amendment) Ordinance 2004, the Department will be able to accept electronic submissions of statutory forms and notices currently required to be served by personal service or by post under the Rating Ordinance, Government Rent (Assessment and Collection) Ordinance and the Landlord and Tenant (Consolidation) Ordinance. Implementation arrangements and system enhancement are under way to allow for electronic submissions of various types of documents in phases, with the final phase scheduled for early 2005.



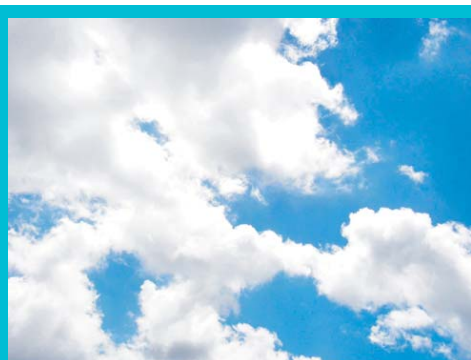
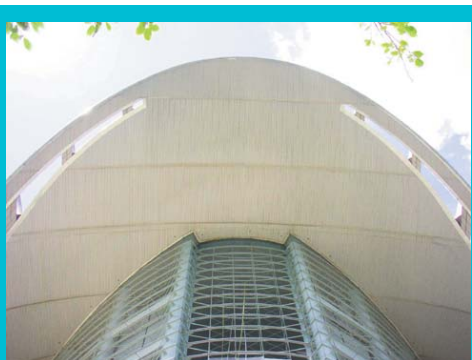
物业资讯通 Property Information Hub

政府正构思发展一项「物业资讯通」计划,以期提供中央一站式的物业资讯服务,方便市民以电子方式查阅各个政府机构储存的物业资料。本署持有各类物业资料,现正与有关的政府决策局和部门,协力研究成立此物业资讯通。该计划的主要目的是为公众,尤其是业界从业员和商界,提供更便捷取得物业资讯的途径,从而促进物业成交。本署仍在研究该计划的可行性。

Aiming at providing centralised "one-stop" electronic access to property information held by various Government bodies, the concept of a Property Information Hub is being developed by Government. The Department which maintains a variety of property data is collaborating with the relevant Government bureaux and departments on the possible establishment of this Property Information Hub. The primary objective is to facilitate property transactions by making property information more accessible to the public, especially property-related practitioners and the business community. The feasibility of this project is being studied.



迎接挑战



Challenges Ahead



- 每年全面重估应课差饷租值
- 评估地租
- 外判工作
- 政府服务电子化策略
- 综合物业资料库

- Annual General Revaluations
- Government Rent Assessment
- Outsourcing Opportunities
- E-Government Strategy
- Integrated Property Data Base





每年全面重估应课差饷租值 Annual General Revaluations

本署每年须修订更新 213 万个差饷估价和 158 万个地租估价，因时间紧迫，这是一项极富挑战性的工作。要这项艰巨任务得以顺利完成，有赖精心策划整个工作程序。由于资源有限，要处理繁多的工作，经常要重订先后次序及研究如何进一步提高效率。每年全面重估应课差饷租值后，随之而来的是大量的反对建议书，这些个案都要一一详加覆核，对本署而言，亦是另一项挑战。虽然电脑科技日新月异，在估价层面可尽量使用电脑集成估价，但本署亦要为人员提供足够培训，才可互相配合，相得益彰。

The annual updates of 2.13 million rating assessments and 1.58 million Government rent assessments, within a very tight timeframe, continue to present challenges to the Department. Meticulous planning of the entire process is vital to the successful completion of this enormous task. With other functions competing for resources, priorities often have to be re-set, and more efficiency measures introduced. An additional challenge is the large number of objections received after the annual revaluation, requiring detailed review of each case. Although the sophistication of computer technologies can bring about further advancement in the application of computer-aided mass appraisal to our valuation work, this has to go hand in hand with adequate staff training and development.



评估地租 Government Rent Assessment

发展用地、重建用地与农地虽然无须缴纳差饷，但本署有权评估及征收该等用地的地租。终审法院的裁决，已经确立了法理依据。不过，有关发展用地租值的评估方法及其他相关事宜仍有争议，并会交土地审裁处审理。

The legal basis for assessment of Government rent in respect of development, redevelopment and agricultural lots, which are not liable for rates, has been upheld by the Court of Final Appeal. However, the method of valuation to be used in assessing development sites and other related issues are under dispute and will be argued before the Lands Tribunal.

外判工作 Outsourcing Opportunities

为了加快新界乡郊物业估价工作，本署将有关工作外判。自2002年底至今已批出六份合约，处理这类估价工作，成效理想。由于工作量不断增加及资源紧绌，本署会研究尽量利用私营机构的资源来提供服务及清理积压的工作。

To speed up the assessment of rural properties in the New Territories, a total of six contracts had been awarded since the end of 2002 with satisfactory outcome. In view of the increasing workload and limited resources, further outsourcing opportunities will be explored to make use of the market in service delivery and in clearing backlog of work.



政府服务电子化策略 E-Government Strategy

本署十分注重不断提升资讯科技系统的功能，以应付日后的服务需求。另外，本署将于未来五年推行多项计划，进一步提高效率、成本效益及客户服务质素。现正进行的其中一项计划，是设立一个有数码地图功能的全港性物业地址及资料库，以及整体基础设施的支援，以便更有效地实施政府服务电子化的各项措施。

Strong emphasis is placed on the continuing development of information technology capabilities to meet future service demands. Various projects will be implemented over the next 5 years with a view to further enhancing efficiency, cost-effectiveness and quality of service to customers. One of the current projects is the setting up of a territory-wide address and property database linked to digital maps and overall infrastructure support to facilitate the implementation of various e-government initiatives.

综合物业资料库 Integrated Property Data Base

本署设有一个完备的全港物业资料库，供评定差饷和进行估价之用。除协助执行本署各种职能外，资料库亦与多个政府部门和外间机构交换资料。

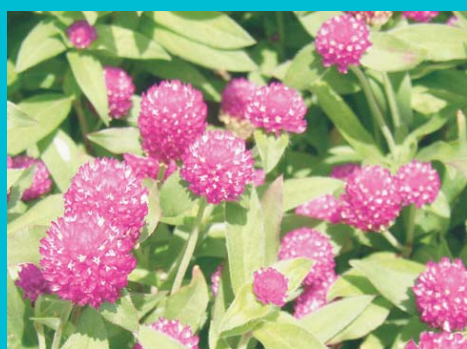
为使到现时以文本为主的物业资料档案有更广泛用途，本署自2004年初开始推行综合物业资料库的第一阶段。该资料库全面发展后，会网罗物业资讯的综合文字记录与图象资料，将有助简化估价程序，以及让本署快捷地执行评定差饷和估价工作。该资料库亦能迅速地以符合成本效益的原则，处理部门内外的物业资料传送、交换和分享。

The Department maintains a comprehensive, territory-wide, property database for rating and valuation purposes. In carrying out various departmental functions, it also exchanges data with a number of Government departments and external organisations.

To add value to the current text-based property data files, the Department has implemented the first phase of an Integrated Property Data Base (IPDB) since early 2004 to establish a consolidated textual and graphic repository of property information. When fully developed, the IPDB will streamline the valuation process and enhance the efficiency of rating and valuation work. It will also help facilitate the transfer, exchange and sharing of property data within and outside of the Department in a timely and cost-effective manner.



环保报告



Environmental Report



- 环保内务管理方法
- 节省能源
- 善用纸张和信封
- 废物管理
- 环保采购
- 前瞻

- Green Housekeeping Measures
- Energy Conservation
- Economy in the Use of Paper and Envelopes
- Management of Wastes
- Green Procurement
- Way Forward





虽然本署工作不会对环境造成重大影响，但仍须制定适用于办公室环境的环保政策，并订下宗旨和目标，详情如下：

政策：差饷物业估价署遵循「减用、再用和再造」三大原则使用资源。
宗旨：节约资源和减少废物。
目标：达到政府为各部门所订下的目标，把影印纸使用量减少2.5%，并与长沙湾政府合署其他用户合作，减少耗电量1.5%。

While the departmental operations do not have significant impacts on the environment, the Department has formulated its environmental policy, objective and target for an office environment as follows:-

Policy：The Rating and Valuation Department will exercise the principles of Reduce, Reuse and Recycle in the consumption of resources.
Objective: Resources saving and wastes reduction.
Target：To meet the service-wide objective of reducing photocopying paper use by 2.5% and electricity consumption by 1.5% in conjunction with other users in Cheung Sha Wan Government Offices.



环保内务管理方法 Green Housekeeping Measures

在日常运作上推行各项环保措施，一向是本署的要务。为此，本署委任了内务秘书为「环保经理」，负责监察及定期检讨部门环保措施的施行。为了提高员工的环保意识，以及争取他们的支持，本署已：

- 定期通过内联网发布环保内务管理的多项措施和最新的环保计划，以及
- 藉着康乐社筹办的活动，将环保观念从办公室推展至日常生活中。当中的一些活动包括：南丫岛植树、参与环境保护运动委员会主办的「齐踏步环保路，共创健康香港」，以及在本署的电子布告板设立「交换角」，让员工刊登电子广告等。

The Department has always accorded high priority in implementing various green housekeeping measures in its daily operations. In this regard, the Departmental Secretary was appointed as "Green Manager" to oversee and to keep under review the Department's green measures. To promote environmental awareness on green issues and to sustain staff support, the Department has

- circulated regularly through the intranet system various departmental green housekeeping measures and up-to-date green initiatives; and
- extended the green concepts from office to daily life through activities organised by the Recreation Club, e.g. tree-planting at Lamma Island, participating in "Walking for a Green and Healthy Hong Kong" organised by the Environmental Campaign Committee, exchange of goods among colleagues by posting e-advertisements on "Exchange Corner" in the Department's electronic bulletin board.

节省能源 Energy Conservation

为了节省能源，本署继续鼓励员工在日常工作中遵行节省能源的措施，包括：

- 当阳光直射室内时，将百叶窗帘放下；
- 通往升降机大堂和接连没有空调房间的大门经常保持关闭；
- 在没有人使用办公室时，将所有供电系统关掉；以及
- 鼓励共用部门车队以减少汽油消耗。

此外，就大厦管理委员会参加由机电工程署主办的「香港能源效益及节能奖(政府机构)」一事，本署表示全力支持。为此，本署更推出多项新措施，以进一步减少耗电量：

- 使用一套简单的省电程式，当任何内联网电脑处于闲置状态15分钟以上，便会由中央控制关掉；
- 响应政府产业署节省能源措施，把室内温度保持在摄氏24度；
- 支持政府产业署的呼吁，在工作日的中央冷气供应时间缩减1小时；
- 检讨部门运作需要，并将每个工作天的照明时间减少一小时；以及
- 检讨及修订照明范围的划分，以配合运作需要提供照明，以尽量减少浪费电力。

透过长沙湾政府合署各用户的通力合作，我们成功地达到目标，将用电量减少1.98%(由2002-2003年度的16 685 201千瓦特小时减至2003-2004年度的16 354 936千瓦特小时)。



To conserve energy, the Department continues to encourage staff to adopt daily energy saving measures, including

- lowering venetian blinds when direct sunlight is penetrating a window;
- keeping closed the entrance doors to lift lobbies and non air-conditioned rooms;
- switching off electricity supplies when offices are left vacant; and
- encouraging sharing of pool cars to reduce fuel consumption.

Besides, the Department has demonstrated full support to the Building Management Committee in joining the competition of the "Hong Kong Awards for Energy Efficiency and Conservation in Government" organised by the Electrical and Mechanical Services Department. In this regard, a number of new initiatives have been introduced in the office to further cut down energy consumption:

- log out all networked computers centrally when they have been idling for more than 15 minutes by using a simple energy-saving programme;
- maintain the indoor office temperature at 24°C, giving full support to the energy saving measure issued by the Government Property Agency;
- shorten the provision of central air-conditioning by an hour on each working day in support of the Government Property Agency's appeal;
- reduce the lighting supply by an hour on each working day after reviewing office operation requirements; and
- review and revise the lighting zones to align with operational needs to minimise wastage.

With the concerted efforts of all users in Cheung Sha Wan Government Offices, we have successfully achieved our reduction in energy consumption target by 1.98% (reduced from 16 685 201 kWh in 2002-2003 to 16 354 936 kWh in 2003-2004).



善用纸张和信封 Economy in the Use of Paper and Envelopes

本署亦提醒员工采取一些简单措施，善用纸张和信封，例如：

- 充分利用每张纸的正反两面，并尽量把多页资料印在同一张纸上；
- 利用不再使用的表格的空白一面作草稿纸；
- 尽量使用可供重复使用的钉孔信封来传递不属机密类别的文件；
- 尽量缩短文件的分发名单；
- 减少指引和守则印文本的数目，并广泛使用内联网及分区资料库；以及
- 利用本署的电子布告板及网页上载部门刊物，供公众阅览。

在本署员工通力合作下，2003-2004年度A3及A4纸的消耗量为11 377令，较2002-2003年度的12 070令减少5.7%。此减幅较划一节省目标2.5%更为理想，成绩令人鼓舞。

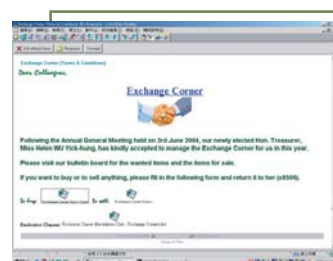
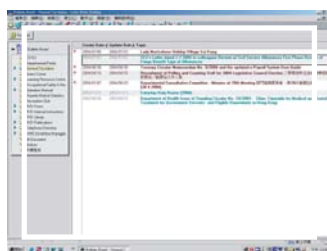
本署亦于2004年1月推出综合发单及缴款服务，使拥有多项物业的缴纳人可选择收取一张综合征收通知书，从而进一步减少纸张及信封的消耗。另一方面，《2004年电子交易（修订）条例》已获通过，本署会于2005年初提升电脑系统后接受市民以电子形式递交法定表格。

The Department has also reminded staff to adopt the following measures to economise the use of paper and envelopes:

- using both sides of the paper and printing multiple pages on one sheet;
- using obsolete forms with one clean side as drafting paper;
- using transit envelopes for unclassified documents;
- keeping documents distribution list to minimal level;
- reducing the number of hardcopy manuals and regulations, and widening the use of intranet and Divisional Information Centre; and
- releasing Department's paper publications by uploading the soft copy on the Department's electronic bulletin board and homepage.

With concerted staff efforts, the consumption of A3 and A4 paper in 2003-2004 was 11 377 reams, indicating a decrease of 5.7% against 12 070 reams in 2002-2003. The reduction rate, which exceeded the service-wide green target of 2.5%, was very encouraging.

Our consumption of paper and envelopes could be reduced further through the launching in January 2004 of the new Consolidated Billing and Payment Service which allows payers with multiple properties the option of receiving a consolidated demand. Moreover, following the enactment of the Electronic Transactions (Amendment) Ordinance 2004, the Department will be able to accept statutory forms submitted electronically in early 2005 upon completion of system enhancement.



废物管理 Management of Wastes

本署亦继续积极减少并回收废物。在2003-2004年度，本署共回收废纸37 044公斤，较2002-2003年度的54 111公斤减少31.5%。这反映本署减少并限制用纸方面取得成果。本署亦与激光打印机墨盒供应商达成协议，回收已使用的打印机墨盒。

The Department has continued its efforts to reduce and recycle wastes. In 2003-2004, 37 044 kilograms of waste paper were collected, representing a drop of 31.5% when compared with 54 111 kilograms collected in 2002-2003. This reflected that the Department was successful in reducing waste and limiting paper consumption. Arrangements have also been made with the suppliers to collect used laser printer cartridges.

环保采购 Green Procurement

本署于2003-2004年度以数码相机取代14部不再使用的传统相机。此举有助减少菲林及底片造成的废物，亦将冲晒相片的数量减至最低。在2003-2004年度，本署合共购买1 145卷24装菲林及1 437卷36装菲林，较2002-2003年度的使用量分别减少35.5%及37.2%。同年，冲晒相片数量为72 023张，较2002-2003年度的95 817张减少24.8%。

The Department replaced a total of 14 obsolete manual cameras with digital ones in 2003-2004. This helped save the waste induced by films and negatives and minimise the number of photo prints. In 2003-2004, we purchased a total of 1 145 and 1 437 rolls of 24-films and 36-films respectively, representing a decrease of 35.5% and 37.2% when compared with the consumption in 2002-2003. Moreover, a total of 72 023 photos were printed, which indicated a reduction of 24.8% from 95 817 pictures in 2002-2003.

前瞻 Way Forward

为了进一步提倡无纸办公室的观念，本署将会安排连串的电子学习课程。同时，第II期综合发单及缴款服务将惠及更多缴纳人，从而进一步减少印制征收通知书的数量。

为配合政府节省能源和用纸的目标，本署会力求在2004-2005财政年度节省5%用纸量和3%能源消耗量。本署订立这个目标时，已参考了2002-2003财政年度的纸张和能源消耗水平。各科别员工都要仔细检讨和密切留意本身的用纸和用电模式，务求令办公室的运作更具环保效益。

To further promote the concept of paperless office, the Department will arrange a series of e-Learning programme. Moreover, Phase II of the Consolidated Billing and Payment Service will be extended to cover more payers, hence further reducing the issuance of paper demands.

To comply with the Government's drive to economise on the use of energy and paper, and having regard to the consumption levels achieved in financial year 2002-2003, the Department will strike for a further 5% and 3% reduction in paper and energy consumption respectively in the financial year 2004-2005. All divisions will be required to critically review and closely monitor their paper and energy consumption patterns with a view to achieving a greener office.

人力资源



Human Resources

差饷物业估价署署长
彭赞荣先生
Commissioner of Rating
and Valuation,
Mr Kenneth T W PANG

副署长
黄振韶先生
Deputy Commissioner of
Rating and Valuation
Mr WONG Chun-shiu

差饷估值顾问
萧权生先生
Rating Adviser
Mr SIU Kuen-sang

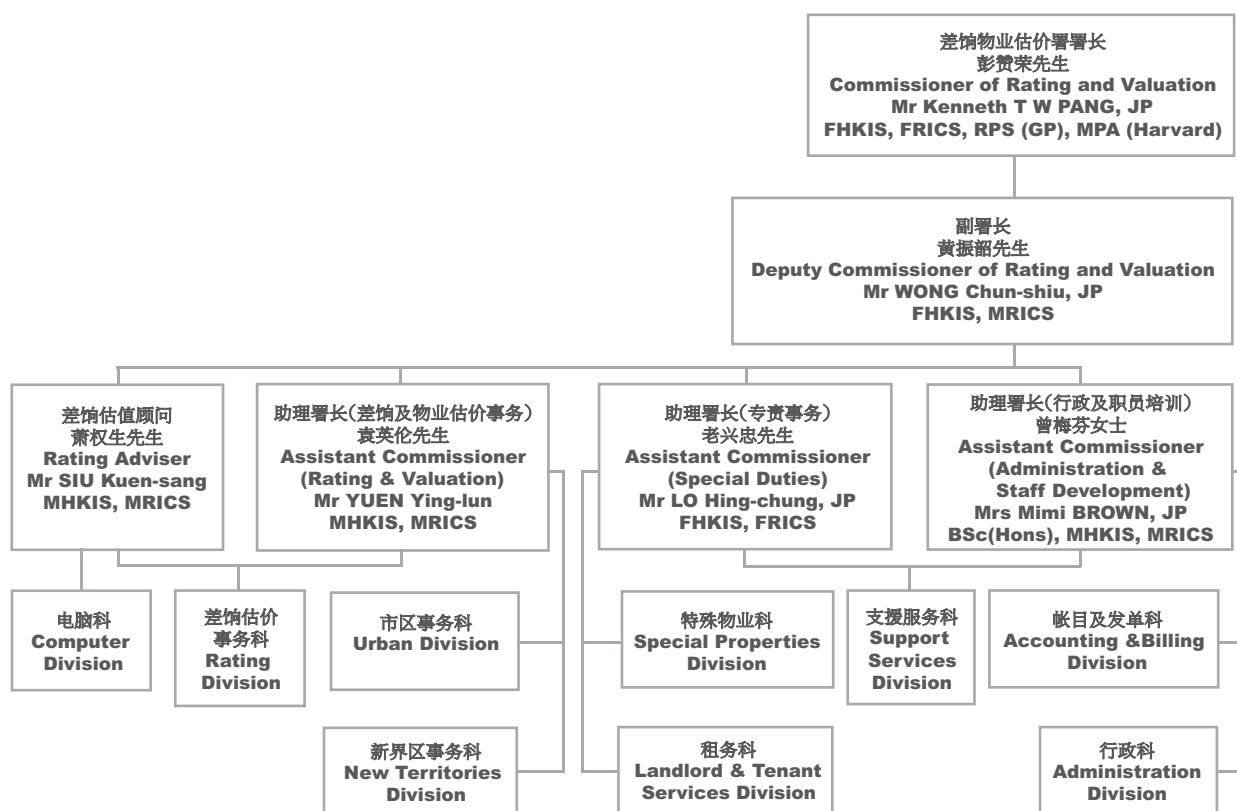
助理署长(专责事务)
老兴忠先生
Assistant Commissioner
(Special Duties)
Mr LO Hing-chung

助理署长
(差饷及物业估价事务)
袁英伦先生
Assistant Commissioner
(Rating & Valuation)
Mr YUEN Ying-lun

助理署长
(行政及职员培训)
曾梅芬女士
Assistant Commissioner
(Administration &
Staff Development)
Mrs Mimi BROWN

内务秘书
黄张坤仪女士
Departmental Secretary
Mrs Alice WONG

部门架构 (2004年4月1日)
Organisation Structure (1 April 2004)



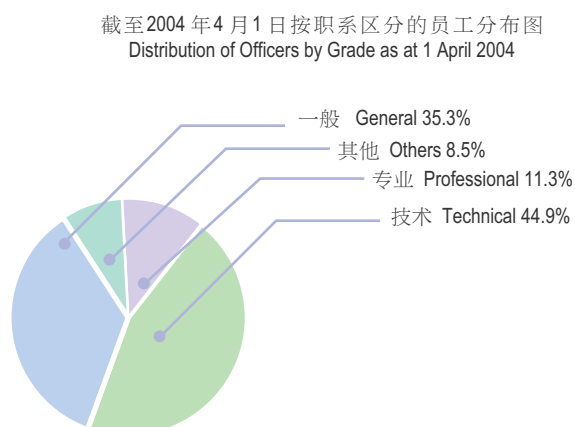
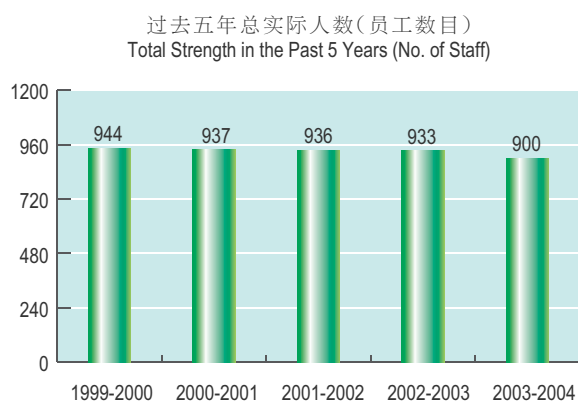
人手编制 Staffing

截至 2004 年 4 月 1 日，本署实际总人数为 900 人，其中专业职系人员占 102 名、技术职系人员占 404 名、一般职系人员占 318 名、其他职系人员占 76 名。

以下图表显示过去 5 年的实际总人数，以及截至 2004 年 4 月 1 日按职系区分的员工比例：

As at 1 April 2004, the Department had a total strength of 900 officers including 102 professional officers, 404 technical officers, 318 general grade officers and 76 officers of other grades.

The following figures show the total strength of staff in the past 5 years and the distribution of officers by grade as at 1 April 2004:



附件 A 列出本署在 2003 年 4 月 1 日及 2004 年 4 月 1 日的编制及实际人数比较。本署高级首长级人员亦在若干跨部门或外间委员会担任成员，该等委员会名称载于附件 B。

本署于 2003-2004 年度的个人薪酬(不计长俸、旅费、宿舍等开支)及部门开支达 3.978 亿元，上一年度则为 4.069 亿元。

Annex A sets out a comparison of the establishment and strength as at 1 April 2003 and 1 April 2004. Senior directorate staff also serve on inter-departmental and external committees, and a list of the committees is at Annex B.

Expenditure on personal emoluments (other than pensions, passages, quarters, etc.), and charges for departmental expenses amounted to \$397.8 million in 2003-2004, compared with \$406.9 million in the preceding year.

培训与发展计划 Training and Development Plan

本署 2003-2004 年度培训与发展计划已顺利推行。年内，每名员工的平均受训日数为 2.7 天。环境转变，与日俱增的工作量，愈趋复杂的工作，以及市民日益严格的要求，均使我们的工作更富挑战性。管方深明培训的重要性，因此为员工安排多方面的训练课程，内容既针对服务和运作需求，也照顾员工的事业发展和个人抱负。

The Departmental Training and Development Plan for 2003-2004 was implemented satisfactorily. Staff has attended training courses for 2.7 days on average over the year. The Department is fully aware of challenges to staff arising from the changing environment, increasing workload, complexity of issues, and higher public expectations. Apart from addressing the service demands and operational requirements, the various training and development programmes are also designed to fulfil the career development needs and personal aspirations of staff.

专业人员训练 Professional Staff Training

为配合专业人员的职业前途发展，本署于 2003 年 4 月安排一名高级物业估价测量师，前赴英国估价部门进行为期六个月的实习。

在管理技巧方面，本署有一名高级物业估价测量师参加了公务员培训处举办的公共行政领袖实践课程。

另有一名高级物业估价测量师则到内地考察。

本署亦委托私人承办商，为 25 名专业职系人员安排了一项特别内部课程，该项课程旨在让学员了解如何透过创新意念及创造力提升表现。

在持续专业发展方面，本署为专业人员及见习人员，举办了四个与专业范畴有关的内部研讨会。

另外，八名专业人员参加了一个由专家学院举办为期两天的专家证人培训课程。

For career development, 1 Senior Valuation Surveyor was attached to the Valuation Office Agency of the United Kingdom for 6 months from April 2003.

On the management front, 1 Senior Valuation Surveyor attended the Leadership in Action Programme organised by the Civil Service Training and Development Institute.

1 Senior Valuation Surveyor paid a familiarisation visit to mainland China.

An in-house customised course on "Enhancing Performance through Innovation and Creativity" run by private contractor was arranged for 25 professional staff.

For continuing professional development, 4 in-house seminars were held for professional officers and trainees on topics related to our professional work.

In addition, 8 professional officers attended a 2-day expert witness course run by the Academy of Experts.



专业资格 Professional Membership

年内，有六名人员通过了香港测量师学会主办的专业能力最终评审，并申请成为香港测量师学会专业会员。

6 officers passed the Final Assessment of Professional Competence (APC) conducted by the Hong Kong Institute of Surveyors (HKIS) and applied for election to professional membership.

内部训练课程 In-house Training Courses

年内，本署职员培训组为334名员工举办了九个内部训练课程及经验分享会，各有不同主题，内容涵盖多个范畴，包括部门电脑系统运作、地租事宜、估价实务及工作程序。

为了提高员工在集成估价方面的技巧，职员培训组亦就「回归分析训练」和「电脑集成估价技巧」安排两个内部训练课程，共有77名专业及技术职系人员参加。

职员培训组还举办了十场「工作流程管理系统」研讨会，使950多名人员对部门这个新系统及概念有更全面的了解。

此外，培训组还为68名新入职人员安排五个入职讲座。

The Department's Staff Development Section organised a great variety of in-house training courses and experience sharing sessions on different subjects, including computer systems in the Department, Government rent issues, valuation practices and work procedures. A total of 9 seminars / courses were held for 334 trainees during the year to cover the above subjects.

To sharpen our skills in mass appraisal, 2 in-house courses on "Regression Training" and "Computer Assisted Mass Appraisal Techniques" were organised for 77 professional and technical officers.

10 briefings and discussion forums on "Workflow Management System" were held for more than 950 staff which enabled staff to acquire a better understanding of the Department's new initiatives in this area.

In addition, 5 induction seminars were held for 68 new-comers to the Department.



其他训练课程 Other Training Courses

年内，本署安排了多个电脑及资讯科技应用课程，员工反应非常踊跃。共有20名专业及技术职系人员参加私人承办商就SAS程式举办的多个课程。此外，政府大型承办商亦提供不同种类的电脑课程，参加者多达435人次。

此外，本署职员共有725人次参加公务员培训处举办的各项课程。

The response of staff on computer training and IT applications was encouraging. 20 professional and technical officers attended various training courses on SAS Programmes run by private contractors. In addition, a total of 435 attendances were recorded for a variety of computer courses run by the Government bulk contractors.

A total of 725 attendances were also recorded for a wide range of courses organised by the Civil Service Training and Development Institute.

内地机关到访本署 Visits from Mainland Authorities

同年，有两批内地机关的官员曾到访本署，在学术和专业范畴，以及工作相关的事宜上大大促进了双方的交流。

During the year, there were 2 visits to the Department from officials of the mainland authorities. These visits fostered exchange of views at an academic and professional level as well as on work related issues.





职员关系和参与 Staff Relations and Participation

本署一向致力确保员工能自由发表对署内事务的意见，以促进良好的员工关系。

由职方、管方及公务员事务局代表所组成的部门协商委员会，提供一个有效的沟通渠道。委员会每三个月开会一次，商讨员工福利事宜，并就所提出的事宜迅速采取跟进行动。

一般职系协商委员会的主要职能是藉著定期举行会议，加强管方与一般职系员工的沟通和合作。

部门公务员建议书审核委员会专责评审员工就促进效率或节省开支措施提交的建议。年内，该委员会收到多项建议，并对部分同事给予奖励，以嘉许其创意及进取精神。

本署署长每月均透过内联网向全体员工发送一份名为《电子快讯》部门通讯，简报本署当前事务及即将面临的挑战。为进一步改善部门的内部沟通，署方亦定期举办工余茶聚，让管职双方在轻松的气氛下聚首一堂。

本署亦每年两度编印一份专供署内员工阅读，名为《估艺集》的杂志，其内容多姿多采，包括署内花絮和不同主题的文章等，全部文稿均由本署员工提供。

The Department makes every effort to ensure that individual members of staff can freely air their views and concerns to foster good staff relations.

The Departmental Consultative Committee, comprising representatives of the staff side, management side and Civil Service Bureau, provides an effective means of communication. Meetings are held quarterly to discuss matters affecting the well-being of staff, and prompt follow-up action is taken on matters raised.

The General Grades Consultative Committee aims at strengthening communication and cooperation between management and General Grades staff through regular discussions.

The Departmental Staff Suggestion Committee considers proposals submitted by staff on efficiency-enhancement or expenditure-cutting measures. A number of suggestions were received during the year and some colleagues were awarded for their good efforts and initiative.

The Commissioner issues a monthly newsletter, entitled "E-Update", to all staff via the intranet, keeping them informed of current issues and upcoming challenges. To further improve communication, informal get-togethers are also held regularly bringing staff and management together in a relaxed atmosphere.

A lively in-house magazine "ASSESSMENT" is published twice a year. It contains news roundups and articles, on a variety of issues, contributed by staff.



社交及康乐 Social and Recreation

康乐社 Recreation Club

年内，本署的康乐社筹办了多个不同类型的社交及康乐活动，包括体育比赛、插花班、太极班、跳舞班、歌唱比赛、远足及胜景一日游。

本署的义工队一向热心公益，年内参与的义务工作计有南丫岛植树活动、「乐韵展关怀音乐会－公务员义工为社署署长监护儿童筹款」、多个慈善机构的卖旗日、义工训练营及保良局步行筹款。

康乐社的经费来源包括员工福利基金、会员的入会费，以及各项活动的参加费用。

The Department's Recreation Club organised a number of sports competitions and recreational activities during the year, including flower arrangement, Tai Chi and dancing classes, singing contest, walks, visits and day trips to scenic places.

The RVD Social Working Group participated in a wide variety of volunteer works, such as tree planting at Lamma Island, Charity Concert for Department of Social Welfare Wards, Flag Days for various charitable organisations, Volunteer Service Training Camp and Po Leung Kuk Charity Walk.

Sources of funds for the Club include the Staff Welfare Fund, subscriptions from members and participation fees for various activities.

慈善活动 Charity

本署参与公益金及其他慈善机构举办的多项慈善活动，筹得的善款超过 23 000 元。

The Department raised a total of over \$23 000 for various charity events organised by the Community Chest and other charitable organisations.





附表

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表一
Table 1

估价册 - 截至 2004 年 4 月 1 日各地区的已估价物业
VALUATION LIST - ASSESSMENTS BY DISTRICT AS AT 1 APRIL 2004

地区 District	数量 Number	应课差饷租值 Rateable Value (千元\$'000)
中西区 Central and Western	147 622	30 989 573
湾仔 Wan Chai	98 020	18 320 129
东区 Eastern	201 012	20 434 619
南区 Southern	72 128	11 215 422
港岛 Hong Kong	518 782	80 959 742
油尖旺 Yau Tsim Mong	161 812	24 714 131
深水埗 Sham Shui Po	103 497	11 125 365
九龙城 Kowloon City	130 449	13 475 719
黄大仙 Wong Tai Sin	84 430	8 100 621
观塘 Kwun Tong	135 962	14 441 698
九龙 Kowloon	616 150	71 857 534
葵青 Kwai Tsing	102 265	22 165 860
荃湾 Tsuen Wan	102 628	10 440 015
屯门 Tuen Mun	150 746	11 147 303
元朗 Yuen Long	122 040	8 261 580
北区 North	85 042	4 836 386
大埔 Tai Po	90 703	6 302 085
沙田 Sha Tin	195 724	15 466 440
西贡 Sai Kung	105 833	8 807 450
离岛 Islands	43 743	13 613 147
新界 New Territories	998 724	101 040 267
总数 Overall	2 133 656	253 857 543

表二
Table 2

估价册 - 截至 2004 年 4 月 1 日各地区的已估价私人住宅物业
VALUATION LIST - PRIVATE DOMESTIC ASSESSMENTS BY DISTRICT AS AT 1 APRIL 2004

地区 District	A 及 B 类 CLASSES A & B		C 类 CLASS C		D 及 E 类 CLASSES D & E		杂类物业 MISCELLANEOUS		总数 TOTAL	
	数量 Number	应课差饷租值 Rateable Value (千元\$'000)	数量 Number	应课差饷租值 Rateable Value (千元\$'000)	数量 Number	应课差饷租值 Rateable Value (千元\$'000)	数量 Number	应课差饷租值 Rateable Value (千元\$'000)	数量 Number	应课差饷租值 Rateable Value (千元\$'000)
中西区 Central and Western	68 825	4 153 603	9 116	1 570 856	13 279	5 593 886	248	44 760	91 468	11 363 105
湾仔 Wan Chai	43 496	2 987 198	7 139	1 103 504	10 799	3 886 131	213	25 133	61 647	8 001 965
东区 Eastern	135 205	8 559 869	17 479	2 494 716	5 564	1 247 847	174	36 276	158 422	12 338 708
南区 Southern	37 639	2 288 921	3 498	526 795	8 565	4 784 638	57	73 303	49 759	7 673 657
港岛 Hong Kong	285 165	17 989 591	37 232	5 695 870	38 207	15 512 502	692	179 471	361 296	39 377 434
油尖旺 Yau Tsim Mong	88 486	4 814 486	10 496	1 265 682	2 591	634 708	481	27 335	102 054	6 742 211
深水埗 Sham Shui Po	60 799	3 021 909	6 596	653 002	2 646	575 728	455	30 936	70 496	4 281 574
九龙城 Kowloon City	70 746	3 832 186	17 284	2 076 113	9 264	2 207 991	246	61 509	97 540	8 177 799
黄大仙 Wong Tai Sin	62 656	3 300 304	272	27 308	65	9 510	151	7 413	63 144	3 344 535
观塘 Kwun Tong	86 354	4 426 310	659	51 757	121	10 980	198	29 358	87 332	4 518 405
九龙 Kowloon	369 041	19 395 195	35 307	4 073 862	14 687	3 438 917	1 531	156 551	420 566	27 064 524
葵青 Kwai Tsing	59 722	2 745 762	3 071	320 482	603	95 169	348	25 873	63 744	3 187 285
荃湾 Tsuen Wan	61 559	3 101 761	4 011	317 248	870	118 375	435	30 847	66 875	3 568 230
屯门 Tuen Mun	102 204	3 343 893	3 746	233 980	2 248	287 622	212	28 900	108 410	3 894 395
元朗 Yuen Long	84 930	2 703 701	9 545	629 161	4 136	393 894	727	17 362	99 338	3 744 119
北区 North	61 274	2 155 253	2 827	149 171	1 960	142 771	801	17 433	66 862	2 464 629
大埔 Tai Po	60 628	2 488 031	4 646	358 126	5 570	1 031 353	225	18 803	71 069	3 896 313
沙田 Sha Tin	124 488	5 918 417	10 940	1 141 975	4 278	795 885	171	44 159	139 877	7 900 436
西贡 Sai Kung	84 852	4 519 995	2 242	203 987	3 828	1 116 701	98	28 091	91 020	5 868 775
离岛 Islands	29 763	1 090 803	6 029	480 950	2 806	576 247	158	4 524	38 756	2 152 523
新界 New Territories	669 420	28 067 615	47 057	3 835 080	26 299	4 558 017	3 175	215 991	745 951	36 676 704
总数 Overall	1 323 626	65 452 401	119 596	13 604 812	79 193	23 509 436	5 398	552 014	1 527 813	103 118 662

上述数字包括在租者置其屋计划下已售出的租住单位，但不包括另行评估的停车位。
The above figures include those former public rental housing units sold under the Tenants Purchase Scheme, but exclude parking spaces which are separately assessed.

表三
Table 3

估价册 - 截至 2004 年 4 月 1 日各地区的已估价公屋住宅物业
VALUATION LIST - PUBLIC DOMESTIC ASSESSMENTS BY DISTRICT AS AT 1 APRIL 2004

地区 District	房屋委员会 HOUSING AUTHORITY						房屋协会及香港平民屋宇有限公司 HOUSING SOCIETY & HONG KONG SETTLERS HOUSING CORPORATION LIMITED	
	租者置其屋计划下 已售出的前租住公屋单位 Former Rental Housing Units sold under TPS*		租住公屋 Rental Housing 租者置其屋计划下 仍未售出的单位 Units unsold under TPS*		非租者置其屋计划 Non TPS*		租住公屋 Rental Housing	
	数量 Number	应课差饷租值 Rateable Value (千元\$'000)	数量 Number	应课差饷租值 Rateable Value (千元\$'000)	数量 Number	应课差饷租值 Rateable Value (千元\$'000)	数量 Number	应课差饷租值 Rateable Value (千元\$'000)
中西区 Central and Western	-	-	-	-	5	18 643	6	35 016
湾仔 Wan Chai	-	-	-	-	-	-	-	-
东区 Eastern	2 487	98 170	1 137	36 108	66	1 186 217	452	229 151
南区 Southern	2 448	96 091	811	26 712	51	873 218	5	24 585
港岛 Hong Kong	4 935	194 262	1 948	62 820	122	2 078 078	463	288 752
油尖旺 Yau Tsim Mong	-	-	-	-	3	90 045	668	29 453
深水埗 Sham Shui Po	3 192	119 691	1 632	46 571	121	1 383 953	8	43 453
九龙城 Kowloon City	-	-	-	-	29	524 795	18	191 761
黄大仙 Wong Tai Sin	15 308	660 300	8 098	275 667	127	2 396 700	-	-
观塘 Kwun Tong	9 296	348 361	6 745	186 753	156	2 888 932	9	157 860
九龙 Kowloon	27 796	1 128 352	16 475	508 990	436	7 284 425	703	422 527
葵青 Kwai Tsing	9 064	275 801	3 010	72 785	139	2 296 377	482	92 097
荃湾 Tsuen Wan	-	-	-	-	34	415 104	175	53 823
屯门 Tuen Mun	7 314	174 068	5 374	102 300	68	920 148	-	-
元朗 Yuen Long	-	-	-	-	108	1 151 509	-	-
北区 North	8 380	206 682	4 079	90 021	25	323 373	18	15 894
大埔 Tai Po	10 048	326 197	5 244	130 826	21	403 913	-	-
沙田 Sha Tin	19 773	593 834	6 726	170 165	69	1 148 420	16	104 562
西贡 Sai Kung	3 349	109 832	1 914	42 882	38	839 395	6	38 231
离岛 Islands	-	-	-	-	51	270 177	-	-
新界 New Territories	57 928	1 686 414	26 347	608 979	553	7 768 415	697	304 607
总数 Overall	90 659	3 009 028	44 770	1 180 789	1 111	17 130 918	1 863	1 015 886

另行评估的停车位并不包括在上述数字内。

上述数字所表示的估价物业通常以大厦为单位；只有经租者置其屋计划已售出或仍未售出的单位才普遍会以个别单位数目显示。

The above figures exclude parking spaces which are separately assessed.

* TPS: Tenants Purchase Scheme

Number denotes units of assessments which are normally on a building basis, except for those units sold and unsold under TPS which will generally indicate number of individual flats.

表四
Table 4

估价册 - 截至 2004 年 4 月 1 日各地区的已估价铺位及其他商业楼宇
VALUATION LIST - SHOP AND OTHER COMMERCIAL ASSESSMENTS BY DISTRICT AS AT 1 APRIL 2004

地区 District	铺位 Shop		其他商业楼宇 Other Commercial	
	数量 Number	应课差饷租值 Rateable Value (千元\$'000)	数量 Number	应课差饷租值 Rateable Value (千元\$'000)
中西区 Central and Western	9 496	3 154 391	2 601	1 642 502
湾仔 Wan Chai	7 205	3 447 996	1 913	1 298 746
东区 Eastern	8 724	1 941 929	1 077	454 146
南区 Southern	2 113	527 915	272	107 016
港岛 Hong Kong	27 538	9 072 231	5 863	3 502 410
油尖旺 Yau Tsim Mong	19 510	7 412 500	3 531	2 297 976
深水埗 Sham Shui Po	8 743	2 270 653	1 377	322 791
九龙城 Kowloon City	7 874	1 456 879	895	329 259
黄大仙 Wong Tai Sin	2 941	679 031	151	100 996
观塘 Kwun Tong	5 164	1 508 820	296	248 947
九龙 Kowloon	44 232	13 327 883	6 250	3 299 969
葵青 Kwai Tsing	3 418	964 051	171	114 126
荃湾 Tsuen Wan	4 354	1 280 549	213	214 070
屯门 Tuen Mun	4 933	1 124 440	153	174 876
元朗 Yuen Long	6 138	1 219 566	380	173 226
北区 North	2 785	728 549	56	35 162
大埔 Tai Po	2 548	636 187	142	101 991
沙田 Sha Tin	4 245	1 853 560	70	169 435
西贡 Sai Kung	2 432	668 771	23	52 763
离岛 Islands	2 184	516 154	60	25 777
新界 New Territories	33 037	8 991 827	1 268	1 061 426
总数 Overall	104 807	31 391 942	13 381	7 863 804

表五
Table 5

估价册 - 截至 2004 年 4 月 1 日各地区的已估价写字楼及工贸大厦
VALUATION LIST - OFFICE AND INDUSTRIAL/OFFICE ASSESSMENTS BY DISTRICT AS AT 1 APRIL 2004

地区 District	写字楼 Office		工贸大厦 Industrial/Office	
	数量 Number	应课差饷租值 Rateable Value (千元\$'000)	数量 Number	应课差饷租值 Rateable Value (千元\$'000)
中西区 Central and Western	24 529	6 510 580	-	-
湾仔 Wan Chai	13 129	3 157 377	-	-
东区 Eastern	4 853	1 343 353	178	57 268
南区 Southern	1 165	111 656	24	4 233
港岛 Hong Kong	43 676	11 122 966	202	61 501
油尖旺 Yau Tsim Mong	22 993	3 613 120	79	9 365
深水埗 Sham Shui Po	1 428	254 901	999	191 337
九龙城 Kowloon City	1 304	231 048	18	3 434
黄大仙 Wong Tai Sin	74	24 948	351	32 134
观塘 Kwun Tong	1 362	488 164	1 248	246 451
九龙 Kowloon	27 161	4 612 181	2 695	482 720
葵青 Kwai Tsing	629	145 175	294	105 623
荃湾 Tsuen Wan	1 408	111 031	466	17 391
屯门 Tuen Mun	592	29 569	-	-
元朗 Yuen Long	559	35 074	-	-
北区 North	237	33 255	61	3 274
大埔 Tai Po	60	8 240	-	-
沙田 Sha Tin	499	165 342	201	35 558
西贡 Sai Kung	5	8 040	-	-
离岛 Islands	288	360 787	-	-
新界 New Territories	4 277	896 514	1 022	161 846
总数 Overall	75 114	16 631 662	3 919	706 067

表六
Table 6

估价册 - 截至 2004 年 4 月 1 日各地区的已估价工厂大厦及货仓
VALUATION LIST - FACTORY AND STORAGE ASSESSMENTS BY DISTRICT AS AT 1 APRIL 2004

地区 District	工厂大厦 Factory		货仓 Storage	
	数量 Number	应课差饷租值 Rateable Value (千元\$'000)	数量 Number	应课差饷租值 Rateable Value (千元\$'000)
中西区 Central and Western	513	49 086	3	3 510
湾仔 Wan Chai	-	-	-	-
东区 Eastern	6 265	950 882	24	53 411
南区 Southern	4 477	428 895	11	14 940
港岛 Hong Kong	11 255	1 428 862	38	71 861
油尖旺 Yau Tsim Mong	2 043	187 055	2	167
深水埗 Sham Shui Po	5 533	793 341	56	75 056
九龙城 Kowloon City	2 986	511 140	117	68 324
黄大仙 Wong Tai Sin	3 317	359 627	-	-
观塘 Kwun Tong	19 683	1 984 439	152	114 122
九龙 Kowloon	33 562	3 835 601	327	257 668
葵青 Kwai Tsing	16 758	1 350 932	718	950 741
荃湾 Tsuen Wan	10 835	991 807	461	219 513
屯门 Tuen Mun	6 850	415 509	271	43 000
元朗 Yuen Long	1 190	328 577	101	38 159
北区 North	2 265	180 120	40	43 112
大埔 Tai Po	342	338 230	-	-
沙田 Sha Tin	10 403	784 950	286	277 489
西贡 Sai Kung	35	159 365	5	3 318
离岛 Islands	25	53 569	111	121 476
新界 New Territories	48 703	4 603 059	1 993	1 696 807
总数 Overall	93 520	9 867 523	2 358	2 026 336

表七
Table 7



估价册 - 截至 2004 年 4 月 1 日各类物业的估价及应课差饷租值
VALUATION LIST - DISTRIBUTION OF ASSESSMENTS AND RATEABLE VALUES BY CATEGORY AS AT 1 APRIL 2004

类别 Category	数量 Number	%	应课差饷租值 Rateable Value (千元\$'000)	%
住宅 Domestic Premises	1 575 557	73.8	122 446 255	48.2
铺位及其他商业楼宇 Shops and Other Commercial Premises	118 188	5.5	39 255 746	15.5
写字楼 Offices	75 114	3.5	16 631 662	6.6
工贸大厦 Industrial/Office Premises	3 919	0.2	706 067	0.3
工厂大厦 Factories	93 520	4.4	9 867 523	3.9
货仓 Storage Premises	2 358	0.1	2 026 336	0.8
停车位* Parking Spaces*	220 723	10.3	7 328 656	2.9
其他物业 Others	44 277	2.1	55 595 297	21.9
总数 Overall	2 133 656	100.0	253 857 543	100.0

* 包括住宅及非住宅停车位。

* Include both domestic and non-domestic parking spaces.

表八
Table 8

估价册 - 截至 2004 年 4 月 1 日按应课差饷租值划分的已估价物业
VALUATION LIST - ANALYSIS OF ASSESSMENTS BY RATEABLE VALUE RANGE AS AT 1 APRIL 2004

应课差饷租值 (元) Rateable Value Range (\$)			港岛 Hong Kong	九龙 Kowloon	新界 New Territories	总数 Total	%	累积 % [^] Cumulative % [^]
3 001	-	9 999	2 363	7 853	33 017	43 233	2.0	2.0
10 000	-	19 999	27 922	30 649	110 991	169 562	7.9	10.0
20 000	-	29 999	35 245	48 423	154 885	238 553	11.2	21.2
30 000	-	39 999	48 818	103 936	237 342	390 096	18.3	39.4
40 000	-	49 999	72 023	121 781	166 664	360 468	16.9	56.3
50 000	-	59 999	66 469	73 924	96 866	237 259	11.1	67.5
60 000	-	69 999	49 023	52 222	57 755	159 000	7.5	74.9
70 000	-	79 999	37 467	32 623	34 857	104 947	4.9	79.8
80 000	-	89 999	25 260	23 099	20 650	69 009	3.2	83.1
90 000	-	99 999	18 368	15 785	15 421	49 574	2.3	85.4
100 000	-	119 999	22 955	23 265	16 807	63 027	3.0	88.3
120 000	-	139 999	16 754	14 863	10 034	41 651	2.0	90.3
140 000	-	159 999	14 118	12 646	7 000	33 764	1.6	91.9
160 000	-	179 999	8 231	9 181	4 036	21 448	1.0	92.9
180 000	-	199 999	8 617	6 704	3 544	18 865	0.9	93.8
200 000	-	249 999	17 280	11 089	6 645	35 014	1.6	95.4
250 000	-	299 999	9 527	5 800	3 883	19 210	0.9	96.3
300 000	-	349 999	6 518	3 515	2 991	13 024	0.6	96.9
350 000	-	399 999	5 399	2 644	2 050	10 093	0.5	97.4
400 000	-	449 999	3 307	2 108	1 821	7 236	0.3	97.7
450 000	-	499 999	3 250	1 654	1 394	6 298	0.3	98.0
500 000	-	599 999	4 557	2 187	1 801	8 545	0.4	98.4
600 000	-	749 999	4 120	2 024	1 740	7 884	0.4	98.8
750 000	-	999 999	3 817	2 050	1 577	7 444	0.3	99.1
1 000 000	-	1 499 999	2 955	2 268	1 495	6 718	0.3	99.5
1 500 000	-	1 999 999	1 401	1 154	718	3 273	0.2	99.6
2 000 000	-	2 999 999	1 311	989	886	3 186	0.1	99.8
3 000 000	-	9 999 999	1 401	1 194	1 268	3 863	0.2	99.9
10 000 000	-	99 999 999	296	516	564	1 376	0.1	100.0
100 000 000	-	999 999 999	8	4	15	27	*	100.0
1 000 000 000	-	99 999 999 999	2	-	7	9	*	100.0
总数	Overall		518 782	616 150	998 724	2 133 656	100	-

* 低于 0.05%。

[^] 在“%”及“累积 %”二栏内之数字是独立计算得来，
由于以四舍五入关系，最后一栏的数字，表面上看来可能出现误差。

* Percentage below 0.05%.

[^] Figures in the '%' and 'Cumulative %' columns are computed separately,
and there may be apparent errors for some figures in the last column due to rounding.

表九
Table 9

地租登记册 – 截至 2004 年 4 月 1 日各地区的已估价物业
GOVERNMENT RENT ROLL - ASSESSMENTS BY DISTRICT AS AT 1 APRIL 2004

不超逾最低应课差饷租值* Not Exceeding Minimum Rateable Value*		超逾最低应课差饷租值 Above Minimum Rateable Value	
地区 District	数量 Number	数量 Number	应课差饷租值 Rateable Value (千元\$'000)
中西区 Central and Western	25	12 011	6 108 446
	1	8 016	2 284 274
	84	42 895	3 748 981
	11	27 900	2 993 050
港岛 Hong Kong	121	90 822	15 134 750
油尖旺 Yau Tsim Mong	32	29 598	6 291 472
	285	100 958	9 713 765
	31	37 253	5 289 019
	9	82 240	5 396 619
	30	133 965	10 986 563
九龙 Kowloon	387	384 014	37 677 438
葵青 Kwai Tsing	346	100 008	17 120 971
	2 491	103 111	8 408 601
	4 586	147 245	6 847 655
	29 490	121 780	6 334 522
	32 845	77 962	4 002 662
	30 600	85 980	5 496 080
	4 820	190 058	13 289 993
	13 807	100 760	7 779 982
	18 474	40 638	9 585 823
新界 New Territories	137 459	967 542	78 866 228
总数 Overall	137 967	1 442 378	131 678 417

* 凡物业的应课差饷租值不超逾最低应课差饷租值 3 000 元，用以计算地租的应课差饷租值在法律上当作为 1 元，而应缴地租为每年 0.03 元。实际上，本署不会向这类物业发出征收地租通知书。

* Where the rateable value of a property does not exceed the Minimum Rateable Value of \$3 000, the rateable value for Government rent purposes is deemed by law to be \$1 and the Government rent payable if demanded would be 3 cents per annum. In practice, no rent demands are issued for such cases.

* 凡物业的应课差饷租值不超逾最低应课差饷租值 3 000 元，用以计算地租的应课差饷租值在法律上当作为 1 元，而应缴地租为每年 0.03 元。实际上，本署不会向这类物业发出征收地租通知书。

* Where the rateable value of a property does not exceed the Minimum Rateable Value of \$3 000, the rateable value for Government rent purposes is deemed by law to be \$1 and the Government rent payable if demanded would be 3 cents per annum. In practice, no rent demands are issued for such cases.

表十
Table 10

2003-2004 年度临时估价及删除估价*
INTERIM VALUATIONS AND DELETIONS IN 2003-2004*

区域 Area	差饷及地租 Rates and Government Rent				只计差饷 Rates Only				只计地租 Government Rent Only			
	临时估价 Interim Valuations		删除估价 Deletions		临时估价 Interim Valuations		删除估价 Deletions		临时估价 Interim Valuations		删除估价 Deletions	
	数量 Number	应课差饷租值 Rateable Value (千元\$'000)	数量 Number	应课差饷租值 Rateable Value (千元\$'000)	数量 Number	应课差饷租值 Rateable Value (千元\$'000)	数量 Number	应课差饷租值 Rateable Value (千元\$'000)	数量 Number	应课差饷租值 Rateable Value (千元\$'000)	数量 Number	应课差饷租值 Rateable Value (千元\$'000)
港島 Hong Kong	2 545	975 796	939	461 572	3 713	3 405 845	2 681	3 211 051	44	1 275 503	21	1 235 015
九龍 Kowloon	11 201	1 779 486	1 716	584 776	2 827	1 668 603	2 154	1 037 009	535	2 199 825	75	1 716 887
新界 New Territories	31 820	4 155 216	2 276	1 957 653	3 045	731 396	518	390 552	9 057	900 099	4 675	1 185 097
总数 Overall	45 566	6 910 498	4 931	3 004 001	9 585	5 805 843	5 353	4 638 613	9 636	4 375 427	4 771	4 136 999

* 不包括在估价册 / 地租登记册直接载入和删除的估价。

* Exclude assessments directly inserted into and excluded from the Valuation List / Government Rent Roll.

表十一
Table 11

2004-2005 年度重估应课差饷租值 - 对主要类别物业的影响⁽¹⁾
2004-2005 GENERAL REVALUATION - EFFECT ON MAIN PROPERTY TYPES⁽¹⁾

物业类别 Property Type	差饷 Rates			地租 Government Rent		
	应课差饷租值 平均增减 Average Change in Rateable Value %	平均每月 差饷(元) Average Rates Payment \$p.m.	平均每月 差饷增减(元) Average Change in Rates \$p.m.	应课差饷租值 平均增减 Average Change in Rateable Value %	平均每月 地租(元) Average Govt. Rent Payment \$p.m.	平均每月 地租增减(元) Average Change in Govt. Rent \$p.m.
小型私人住宅物业 ⁽²⁾ Private Small Domestic Premises ⁽²⁾	-11	206	-26	-11	117	-14
中型私人住宅物业 ⁽²⁾ Private Medium Domestic Premises ⁽²⁾	-13	475	-70	-12	261	-35
大型私人住宅物业 ⁽²⁾ Private Large Domestic Premises ⁽²⁾	-11	1 230	-156	-10	567	-65
私人住宅物业 Private Domestic Premises	-11	281	-36	-11	143	-17
公屋住宅物业 ⁽³⁾ Public Domestic Premises ⁽³⁾	-11	117	-15	-11	70	-8
所有住宅物业 ⁽⁴⁾ All Domestic Premises ⁽⁴⁾	-11	220	-27	-11	127	-15
铺位及其他商业楼宇 Shops and Other Commercial Premises	-2	1 357	-32	-2	767	-16
写字楼 Offices	-13	927	-139	-13	914	-141
工业楼宇 ⁽⁵⁾ Industrial Premises ⁽⁵⁾	-10	503	-53	-9	310	-32
所有非住宅物业 ⁽⁶⁾ All Non-domestic Premises ⁽⁶⁾	-3	1 302	-47	-3	725	-22
所有类别物业 All Types of Properties	-8	369	-30	-7	206	-16

- 注： (1) 住宅物业的计算主要是反映物业数目，而非住宅物业则反映估价数目。
(2) 所有住宅物业均按实用面积分类：
小型住宅 -- 不超过 69.9 平方米
中型住宅 -- 70 至 99.9 平方米
大型住宅 -- 100 平方米或以上
(3) 指由房屋委员会、房屋协会及香港平民屋宇有限公司提供的租住单位。
(4) 包括停车位。
(5) 包括工厂、货仓及工贸大厦。
(6) 包括其他形式物业如酒店、戏院、油站、学校及停车位。

- Notes: (1) The calculations mainly reflect the numbers of units for Domestic Premises, and the numbers of assessments for Non-domestic premises.
(2) Domestic units are classified by relation to saleable areas as below:
Small domestic -- up to 69.9 m²
Medium domestic -- 70 m² to 99.9 m²
Large domestic -- 100 m² or over
(3) Refers to Housing Authority, Housing Society and Hong Kong Settlers Housing Corporation Limited rental units.
(4) Includes car parking spaces.
(5) Includes factories, storage and industrial/office premises.
(6) Includes miscellaneous premises such as hotels, cinemas, petrol filling stations, schools and car parking spaces.

表十二
Table 12

2002-2003 及 2003-2004 年度的估价建议书、反对书及上诉个案
PROPOSALS, OBJECTIONS AND APPEALS IN THE YEARS OF 2002-2003 AND 2003-2004

	差饷 Rating		地租 Government Rent	
	2002-2003	2003-2004 ⁽¹⁾	2002-2003	2003-2004 ⁽¹⁾
建议书 Proposals				
接办及完成个案 Cases received and completed	38 641	76 596	489	468
覆核结果 Status on review :				
- 估价作实 assessment confirmed	30 956	63 588	431	409
- 削减应课差饷租值 rateable value reduced	6 313	10 500	50	37
- 其他 miscellaneous ⁽²⁾	1 372	2 508	8	22
反对书 Objections				
年初所餘 Outstanding at beginning of year	2 575	3 038	27	94
接办个案 Cases received	14 529	19 998	965	403
完成个案 Cases completed	14 066	18 342	898	419
覆核结果 Status on review :				
- 建议临时估价、删除或更正估价作实 proposed interim valuation, deletion or correction confirmed	11 530	15 021	725	313
- 削减应课差饷租值 rateable value reduced	1 451	2 199	31	25
- 其他 miscellaneous ⁽²⁾	1 085	1 122	142	81
上诉 Appeals				
年初所餘 Outstanding at beginning of year	776	695	499	1 157
接办个案 Cases received	534	904	681	493
完成个案 Cases completed	615	189	23	146
个案完成结果 Status of completed cases :				
- 估价作实 assessment confirmed	-	-	-	-
- 削减应课差饷租值(全面聆讯) rateable value reduced (full hearing)	3	2	-	-
- 同意令 consent orders	236	126	14	5
- 撤销 / 驳回 / 失效 withdrawn/dismissed/lapsed	376	61	9	141

注： (1) 重估应课差饷租值于 2003 年 4 月 1 日生效。
(2) 此栏包括无效、反对人自行撤销反对或修改不关应课差饷租值的个案，例如：修改物业名称及删除估价。

Notes: (1) Revaluation took effect on 1 April 2003.
(2) These include invalid cases, cases subsequently withdrawn by objectors and cases where the alterations made were not related to the rateable value, e.g. amendment to the tenement's description and deletion of the assessment.



附录 **ANNEXURES**



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附录
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本署的编制及实际人数

A

Establishment and Strength of the Department

在外间委员会担任成员
的高级首长级人员

B

Senior Directorate Staff Serving on Inter-departmental
and External Committees

技术附注

C

Technical Notes

刊物

D

Publications

各区域及地区

E

Areas and Districts

地图

F

Plans

附录 A Annex A

本署的编制及实际人数
Establishment and Strength of the Department

*EST.= Establishment

SG.= Strength

	1.4.2003		1.4.2004		增加/减少 Increase/Decrease	
	编制 EST.*	实际人数 SG.*	编制 EST.*	实际人数 SG.*	编制 EST.*	实际人数 SG.*
署长 Commissioner	1	1	1	1	-	-
副署长 Deputy Commissioner	1	1	1	1	-	-
助理署长 Assistant Commissioner	3	2	3	2	-	-
差饷估值顾问 Rating Adviser	1	1	1	1	-	-
首席物业估价测量师 Principal Valuation Surveyor	9	7	8	6	-1	-1
高级物业估价测量师 Senior Valuation Surveyor	27	27	27	27	-	-
物业估价测量师 Valuation Surveyor	64	60	59	58	-5	-2
助理物业估价测量师 Assistant Valuation Surveyor	5	6	5	6	-	-
首席物业估价主任 Principal Valuation Officer	16	16	16	16	-	-
高级物业估价主任 Senior Valuation Officer	82	82	81	81	-1	-1
物业估价主任 / 见习物业估价主任 Valuation Officer/ Valuation Officer Trainee	277	276	271	271	-6	-5
一级 / 二级物业估价助理 Valuation Assistant I/II	6	6	6	6	-	-
高级租务主任 Senior Rent Officer	4	4	4	4	-	-
一级租务主任 Rent Officer I	13	13	13	13	-	-
二级租务主任 Rent Officer II	7	7	7	7	-	-
物业调查员 Valuation Referencer	7	7	6	6	-1	-1
高级统计主任 Senior Statistical Officer	2	2	2	2	-	-
一级统计主任 Statistical Officer I	3	3	3	3	-	-
二级统计主任 Statistical Officer II	2	2	3	3	1	1

本署的编制及实际人数
Establishment and Strength of the Department

*EST.= Establishment

SG.= Strength

	1.4.2003		1.4.2004		增加/减少 Increase/Decrease	
	编制 EST.*	实际人数 SG.*	编制 EST.*	实际人数 SG.*	编制 EST.*	实际人数 SG.*
高级技术主任 Senior Technical Officer	2	2	2	2	-	-
技术主任 / 见习技术主任 Technical Officer/ Technical Officer Trainee	6	6	7	7	1	1
描摹员 Tracer	2	2	-	-	-2	-2
总行政主任 Chief Executive Officer	1	1	1	1	-	-
高级行政主任 Senior Executive Officer	1	1	1	1	-	-
一级行政主任 Executive Officer I	3	3	3	3	-	-
一级法定语文主任 Official Language Officer I	1	1	1	1	-	-
二级法定语文主任 Official Language Officer II	2	2	2	2	-	-
缮校员 Calligraphist	1	1	1	1	-	-
高级私人秘书 Senior Personal Secretary	1	-	1	-	-	-
一级私人秘书 Personal Secretary I	5	6	5	6	-	-
二级私人秘书 Personal Secretary II	10	10	8	8	-2	-2
机密档案室助理 Confidential Assistant	1	1	1	1	-	-
高级文书主任 Senior Clerical Officer	18	18	17	17	-1	-1
文书主任 Clerical Officer	44	38	40	35	-4	-3
助理文书主任 Assistant Clerical Officer	127	126	123	121	-4	-5
文书助理 Clerical Assistant	106	109	103	106	-3	-3

附录 A(续) Annex A (cont'd)

本署的编制及实际人数
Establishment and Strength of the Department

*EST.= Establishment

SG.= Strength

	1.4.2003		1.4.2004		增加/减少 Increase/Decrease	
	编制 EST.*	实际人数 SG.*	编制 EST.*	实际人数 SG.*	编制 EST.*	实际人数 SG.*
一级物料供应员 Supplies Supervisor I	1	1	1	1	-	-
二级物料供应员 Supplies Supervisor II	1	1	1	1	-	-
助理物料供应员 Supplies Assistant	1	1	-	-	-1	-1
物料供应服务员 Supplies Attendant	1	1	1	1	-	-
高级库务会计师 Senior Treasury Accountant	1	1	1	1	-	-
高级会计主任 Senior Accounting Officer	1	1	1	1	-	-
一级会计主任 Accounting Officer I	2	2	3	3	1	1
二级会计主任 Accounting Officer II	2	2	1	1	-1	-1
执达主任助理 Bailiff's Assistant	3	3	3	2	-	-1
电话接线生 Telephone Operator	1	1	1	1	-	-
司机 Motor Driver	10	10	10	10	-	-
办公室助理 Office Assistant	19	18	18	17	-1	-1
二级工人 Workman II	9	9	9	9	-	-
高级电脑操作员 Senior Computer Operator	2	2	1	1	-1	-1
一级电脑操作员 Computer Operator I	5	5	5	5	-	-
二级电脑操作员 / 见习电脑操作员 Computer Operator I/Student Computer Operator	8	8	8	8	-	-
高级系统经理 Senior Systems Manager	1	-	1	-	-	-
系统经理 Systems Manager	2	3	2	3	-	-
一级系统分析 / 程序编制主任 Analyst/Programmer I	5	4	5	5	-	1
二级系统分析 / 程序编制主任 Analyst/Programmer II	3	4	3	3	-	-1
小计 Sub-total	939	927	908	899	-31	-28

本署的编制及实际人数
Establishment and Strength of the Department

*EST.= Establishment

SG.= Strength

	1.4.2003		1.4.2004		增加/减少 Increase/Decrease	
	编制 EST.*	实际人数 SG.*	编制 EST.*	实际人数 SG.*	编制 EST.*	实际人数 SG.*
额外人员 Supernumerary Staff						
高级物业估价测量师 Senior Valuation Surveyor	1	1	-	-	-1	-1
物业估价测量师 Valuation Surveyor	-	-	2	-	2	-
高级打字员 Senior Typist	1	1	-	-	-1	-1
助理文书主任 Assistant Clerical Officer	1	1	-	-	-1	-1
文书助理 Clerical Assistant	-	-	1	1	1	1
高级库务会计师 Senior Treasury Accountant	1	1	-	-	-1	-1
二级会计主任 Accounting Officer II	1	1	-	-	-1	-1
二级统计主任 Statistical Officer II	1	1	-	-	-1	-1
小计 Sub-total	6	6	3	1	-3	-5
总数 Total	945	933	911	900	-34	-33



在外间委员会担任成员的高级首长级人员
Senior Directorate Staff Serving on Inter-departmental and External Committees

职位 Title	委员会名称 Committee	身分 Capacity
署长 Commissioner	经济发展工作小组 Working Group on Developments in the Economy	委员 Member
	监察物业市场工作小组 Working Group to Monitor the Property Market	委员 Member
	测量师注册管理局 Surveyors Registration Board	成员 Member
	香港理工大学 建筑及房地产学系顾问委员会 Hong Kong Polytechnic University Advisory Committee on Building and Real Estate	主席 Chairman
副署长 Deputy Commissioner	香港房屋协会 - 监事会 (至2003年9月25日) Hong Kong Housing Society - Supervisory Board (Up to 25/9/2003)	委员 Member
差饷估值顾问 Rating Adviser	资讯科技用户经理小组 Information Technology User-Managers Group	委员 Member
助理署长 (专责事务) Assistant Commissioner (Special Duties)	检讨驻海外人员租金津贴小组 Panel on Review of Rent Allowances for Officers Posted Outside Hong Kong	委员 Member
助理署长 (差饷及物业估价事务) Assistant Commissioner (Rating and Valuation)	房屋需求研究工作小组 Working Group on Housing Demand	委员 Member

技术附注
Technical Notes

见于本年报内的下述用语，除另有注明外，其意思如下：

(1) 楼面面积

面积以平方米计算。住宅单位的楼面面积即该单位的「实用面积」。「实用面积」是指单位独占的楼面面积，这包括露台及长廊，但不包括楼梯、升降机槽、渠管、大堂及公用厕所等公用地方。量度「实用面积」时，是从围绕该单位的外墙向外的一面或该单位与毗连单位的共用墙的中间点起计。窗台、天井、花园、庭院、平台、车位等地方则不包括在内。

非住宅楼宇的楼面面积是指其「内部楼面面积」，量度范围是有关单位墙壁（或与毗连单位的共用墙）向内的一面所围绕的全部面积。

Where referred to in this publication the terms shown below, unless otherwise indicated, have the following general meanings:

(1) Floor Areas

Areas are expressed in square metres. The floor area of a domestic unit is its "saleable area". "Saleable area" is defined as the floor area exclusively allocated to the unit, including balconies and verandahs but excluding common areas such as stairs, lift shafts, pipe ducts, lobbies and communal toilets. It is measured from the outside of the exterior enclosing walls of the unit and the middle of the party walls between two units. Bay windows, yards, gardens, terraces, flat roofs, carports and the like are excluded from the area.

The floor area for non-domestic accommodation is its "internal floor area". "Internal floor area" is defined as the area of all enclosed space of the unit measured to the internal face of enclosing external and/or party walls.

(2) 物业类别

住宅：

(a) 私人住宅单位 - 各自设有专用的煮食设施和浴室（及/或厕所）的独立居住单位。居者有其屋计划、私人机构参建居屋计划、市区改善计划、住宅发售计划和夹心阶层住屋计划的住宅单位，均属这一类别。租者置其屋计划下售出的单位亦属这类别。

住宅单位可按楼面面积再分类如下：

A类 - 实用面积少于40平方米
B类 - 实用面积为40至69.9平方米
C类 - 实用面积为70至99.9平方米
D类 - 实用面积为100至159.9平方米
E类 - 实用面积为160平方米或以上

(b) 公屋住宅单位 - 由香港房屋委员会、香港房屋协会和香港平民屋宇公司兴建的租住单位。

(c) 杂类住宅单位 - 包括用作住宅的阁仔、天台建筑物等。

(2) Property Types

Domestic：

(a) Private domestic - Independent dwellings with separate cooking facilities and bathroom (and/or lavatory). Domestic units built under the Home Ownership Scheme, Private Sector Participation Scheme, Urban Improvement Scheme, Flat-for-Sale Scheme and Sandwich Class Housing Scheme are included. Domestic units sold under the Tenants Purchase Scheme are also included.

Domestic units are sub-divided by reference to floor area as follows:

Class A - Saleable area less than 40 m²
Class B - Saleable area of 40 m² to 69.9 m²
Class C - Saleable area of 70 m² to 99.9 m²
Class D - Saleable area of 100 m² to 159.9 m²
Class E - Saleable area of 160 m² or above

(b) Public domestic - Units built for rental by the Hong Kong Housing Authority, Hong Kong Housing Society and Hong Kong Settlers Housing Corporation Limited.

(c) Miscellaneous domestic units - Include cocklofts, roof top structures etc. used for domestic purposes.



非住宅：

(a) 铺位 - 设计或改建作零售业用途，并实际作这用途的物业。

(b) 商业楼宇 - 设计及改建作商业用途的楼宇，例如百货公司等，但不包括铺位或写字楼。

(c) 写字楼 - 商用楼宇内的物业，但不包括综合用途楼宇内的非住宅用途单位。

(d) 工贸大厦 - 设计或获证明作工贸用途的楼面面积。

(e) 工厂 - 为制造业工序及有关用途而建设的物业。

(f) 货仓 - 设计或改建作仓库或冷藏库的楼宇。

(g) 停车位 - 位于主要作住宅或非住宅用途楼宇内的停车位。

(h) 杂类物业 - 不属于上述任何类别的物业，例如酒店，戏院及剧场、学校、康乐会及会所、社区及福利用途楼宇、油站等物业。

Non-Domestic:

(a) Shops - Premises designed or adapted for retail trade and used as such.

(b) Commercial premises - Premises designed and adapted for commercial use, but not falling within the definitions of shops or offices, e.g. department stores etc.

(c) Offices - Premises situated in buildings designed for commercial/business purposes excluding non-domestic floors in composite buildings

(d) Industrial/office premises - Premises comprising floor space designed or certified for industrial/office use.

(e) Factories - Premises designed for manufacturing processes and uses directly related to such processes.

(f) Storage premises - Premises designed or adapted for use as godowns or cold stores.

(g) Parking spaces - Parking spaces either in a predominantly domestic or non-domestic building.

(h) Other premises - Premises not included in any of the above types such as hotels, cinemas and theatres, schools, recreation club and association premises, community and welfare premises, petrol filling stations etc.

(3) 租金

本书所载租金全部以港元计算，通常不包括差饷、管理费及其他费用在内。

(4) 汇率

除另有说明外，本年报所用的「元」均指港元。自1983年10月17日起，政府透过一项有关发行纸币的措施，将港元与美元联系，以7.8港元兑1美元为固定汇率。

(5) 四舍五入

由于数字四舍五入，所以个别项目的总和与各表所示的总数可能有些微差别。

(3) Rent

All rents quoted are in Hong Kong dollars and are normally exclusive of rates, management and other charges.

(4) Exchange Rate

Where dollars are quoted in this report, they are, unless otherwise stated, Hong Kong dollars. Since 17 October 1983, the Hong Kong dollar has been linked to the US dollar, through an arrangement in the note-issue mechanism, at a fixed rate of HK\$7.8= US\$1.

(5) Rounding of Figures

Due to rounding, there may be a slight discrepancy between the sum of individual items and the total shown in the Tables.

刊物
Publications

公开发售
On Sale to the Public

香港物业报告
Hong Kong Property Review

楼宇名称
Names of Buildings

其他供公众阅览的刊物
Other Unrestricted Publications

年报
Annual Summary

差饷及地租简介
Your Rates and Government Rent

差饷物业估价署服务承诺
Performance Pledge for the Rating and Valuation Department

差饷物业估价署历年发展(英文版)
Rating and Valuation Department – A Chronology

香港差饷的历史(英文版)
The History of Rates in Hong Kong

香港物业报告 - 每月补编
Hong Kong Property Review - Monthly Supplement

《业主与租客(综合)条例》指引概要
A Summary Guide on the Landlord and Tenant (Consolidation) Ordinance

《2004年业主与租客(综合)(修订)条例》说明单张 - 续约与否有自由，租务新例要遵守
Explanatory Leaflet on the Landlord and Tenant (Consolidation) (Amendment) Ordinance 2004
- New Law Provides Equal Rights for Landlords and Tenants

物业资讯服务
Property Info-Hotline Service

各区域及地区 Areas and Districts

区域：港岛
Area : Hong Kong

地区 District	地区内的分区名称 Names of Sub-districts within District Boundaries	规划统计小区 Tertiary Planning Units
中西区 Central and Western	坚尼地城、石塘咀、西营盘、上环、中环、金钟、半山区、山顶	Kennedy Town, Shek Tong Tsui, Sai Ying Pun, Sheung Wan, Central, Admiralty, Mid-levels, Peak
湾仔 Wan Chai	湾仔、铜锣湾、跑马地、大坑、扫杆埔、渣甸山	Wan Chai, Causeway Bay, Happy Valley, Tai Hang, So Kon Po, Jardine's Lookout
东区 Eastern	天后、宝马山、北角、鲗鱼涌、西湾河、筲箕湾、柴湾、小西湾	Tin Hau, Braemar Hill, North Point, Quarry Bay, Sai Wan Ho, Shau Kei Wan, Chai Wan, Siu Sai Wan
南区 Southern	薄扶林、香港仔、鸭脷洲、黄竹坑、寿臣山、浅水湾、春磡角、赤柱、大潭、石澳	Pok Fu Lam, Aberdeen, Ap Lei Chau, Wong Chuk Hang, Shouson Hill, Repulse Bay, Chung Hom Kok, Stanley, Tai Tam, Shek O
(p) = part 部份		
区域：九龙 Area : Kowloon		
地区 District	地区内的分区名称 Names of Sub-districts within District Boundaries	规划统计小区 Tertiary Planning Units
油尖旺 Yau Tsim Mong	尖沙咀、油麻地、西九龙填海区、京士柏、旺角、大角咀	Tsim Sha Tsui, Yau Ma Tei, West Kowloon Reclamation, King's Park, Mong Kok, Tai Kok Tsui
深水埗 Sham Shui Po	美孚、荔枝角、长沙湾、深水埗、石硤尾、又一村、大窝坪、昂船洲	Mei Foo, Lai Chi Kok, Cheung Sha Wan, Sham Shui Po, Shek Kip Mei, Yau Yat Tsuen, Tai Wo Ping, Stonecutters Island
九龙城 Kowloon City	红磡、土瓜湾、马头角、马头围、启德、九龙城、何文田、九龙塘、笔架山	Hung Hom, To Kwa Wan, Ma Tau Kok, Ma Tau Wai, Kai Tak, Kowloon City, Ho Man Tin, Kowloon Tong, Beacon Hill
黄大仙 Wong Tai Sin	新蒲岗、黄大仙、东头、横头磡、乐富、钻石山、慈云山、牛池湾	San Po Kong, Wong Tai Sin, Tung Tau, Wang Tau Hom, Lok Fu, Diamond Hill, Tsz Wan Shan, Ngau Chi Wan
观塘 Kwun Tong	坪石、九龙湾、牛头角、佐敦谷、观塘、秀茂坪、蓝田、油塘、鲤鱼门	Ping Shek, Kowloon Bay, Ngau Tau Kok, Jordan Valley, Kwun Tong, Sau Mau Ping, Lam Tin, Yau Tong, Lei Yue Mun
(p) = part 部份		

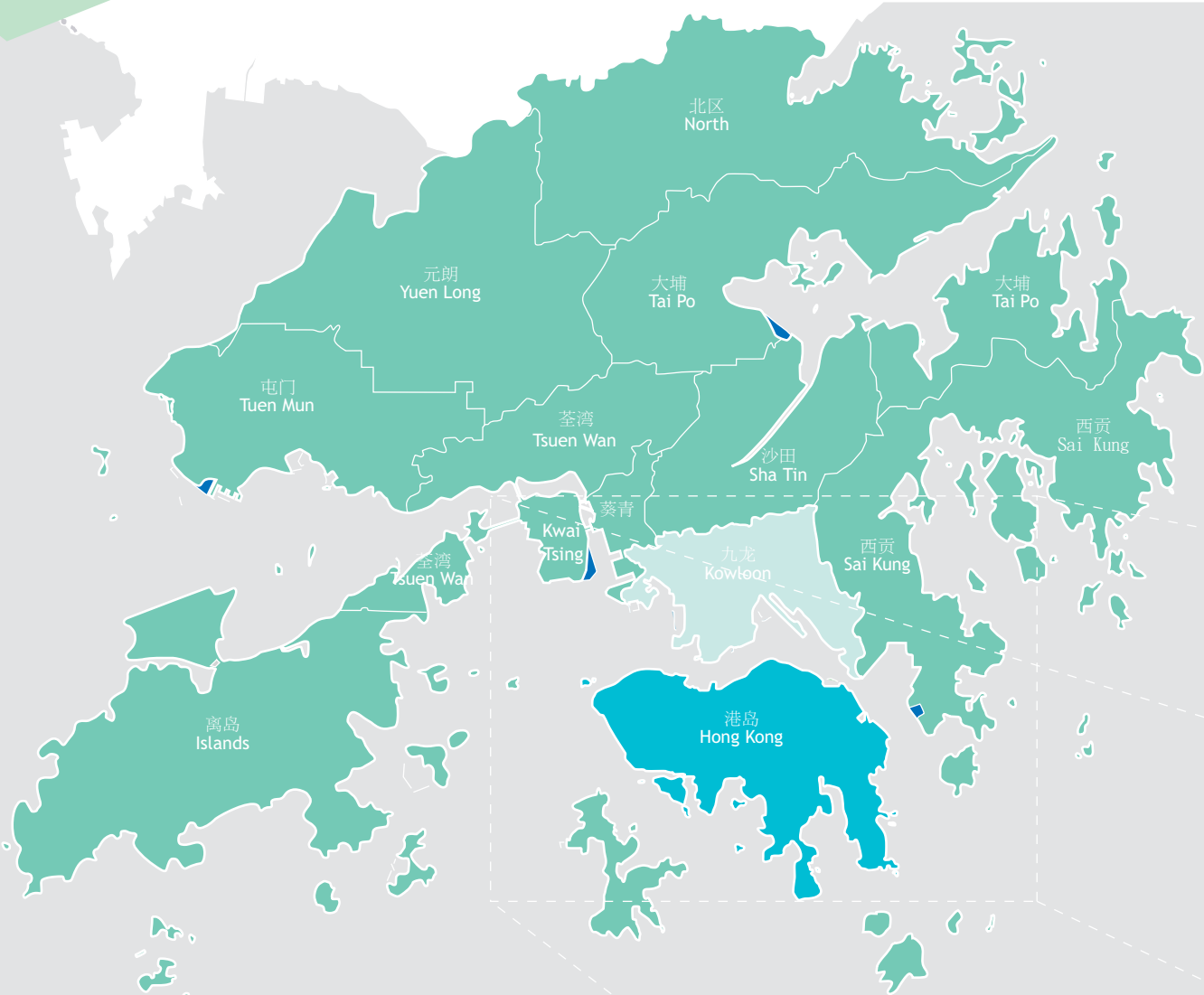
各区域及地区 Areas and Districts

区域：新界
Area : New Territories

地区 District	地区内的分区名称 Names of Sub-districts within District Boundaries		规划统计小区 Tertiary Planning Units
葵青 Kwai Tsing	葵涌、青衣	Kwai Chung, Tsing Yi	269(p), 310(p), 320(p), 321(p), 326, 327(p), 328, 329, 350, 351
荃湾 Tsuen Wan	荃湾、梨木树、汀九、深井、青龙头、马湾、阴澳	Tsuen Wan, Lei Muk Shue, Ting Kau, Sham Tseng, Tsing Lung Tau, Ma Wan, Yam O	310(p), 321(p), 322, 323, 324, 325, 331, 332, 333(p), 334, 335, 336, 340(p), 413(p), 531(p), 533(p), 731, 732(p), 961(p), 971(p), 972(p), 973(p), 974, 975
屯门 Tuen Mun	大榄涌、扫管笏、屯门、蓝地	Tai Lam Chung, So Kwun Wat, Tuen Mun, Lam Tei	340(p), 411, 412(p), 413(p), 414, 415, 416(p), 421, 422, 423, 424, 425, 426, 427, 428, 431(p), 432, 433(p), 434, 441, 442, 513(p), 531(p), 951(p)
元朗 Yuen Long	洪水桥、厦村、流浮山、天水围、元朗、新田、落马州、锦田、石岗、八乡	Hung Shui Kiu, Ha Tsuen, Lau Fau Shan, Tin Shui Wai, Yuen Long, San Tin, Lok Ma Chau, Kam Tin, Shek Kong, Pat Heung	333(p), 412(p), 413(p), 416(p), 431(p), 433(p), 510, 511, 512, 513(p), 514, 515, 516, 517, 518, 519, 521, 522, 523, 524, 525, 526, 527, 528, 529, 531(p), 532, 533(p), 541, 542(p), 543(p), 544(p), 545(p), 546(p), 610(p), 632(p)
北区 North	粉岭、联和墟、上水、石湖墟、沙头角、鹿颈、乌蛟腾	Fanling, Luen Wo Hui, Sheung Shui, Shek Wu Hui, Sha Tau Kok, Luk Keng, Wu Kau Tang	542(p), 543(p), 544(p), 545(p), 546(p), 610(p), 621, 622, 623, 624, 625, 626, 627, 628, 629, 631(p), 632(p), 633(p), 634(p), 641, 642, 651, 652(p), 653, 711(p), 712(p)
大埔 Tai Po	大埔墟、大埔、大埔滘、大尾笃、船湾、樟木头、企岭下	Tai Po Market, Tai Po, Tai Po Kau, Tai Mei Tuk, Shuen Wan, Cheung Muk Tau, Kei Ling Ha	310(p), 533(p), 631(p), 632(p), 633(p), 634(p), 652(p), 711(p), 712(p), 720, 721, 722, 723, 724, 725, 726, 727, 728, 729(p), 732(p), 741, 742(p), 743, 744(p), 751, 753(p), 757(p), 762(p), 811(p), 812(p), 815(p), 822(p), 824(p)
沙田 Sha Tin	大围、沙田、火炭、马料水、乌溪沙、马鞍山	Tai Wai, Sha Tin, Fo Tan, Ma Liu Shui, Wu Kai Sha, Ma On Shan	327(p), 729(p), 732(p), 733, 744(p), 753(p), 754, 755, 756, 757(p), 758, 759, 761(p), 762(p), 824(p)
西贡 Sai Kung	清水湾、西贡、大网仔、将军澳、坑口、调景岭、马游塘	Clear Water Bay, Sai Kung, Tai Mong Tsai, Tseung Kwan O, Hang Hau, Tiu Keng Leng, Ma Yau Tong	296, 298(p), 742(p), 761(p), 762(p), 811(p), 812(p), 813, 814, 815(p), 820, 821, 822(p), 823, 824(p), 825, 826, 827, 828, 829, 831, 832, 833, 834, 835, 836, 837, 838, 839
离岛 Islands	长洲、坪洲、大屿山（包括东涌）、南丫岛	Cheung Chau, Peng Chau, Lantau Island (including Tung Chung), Lamma Island	911, 912, 913, 920, 931, 932, 933, 934, 941, 942, 943, 944, 950, 951(p), 961(p), 962, 963, 971(p), 972(p), 973(p), 976

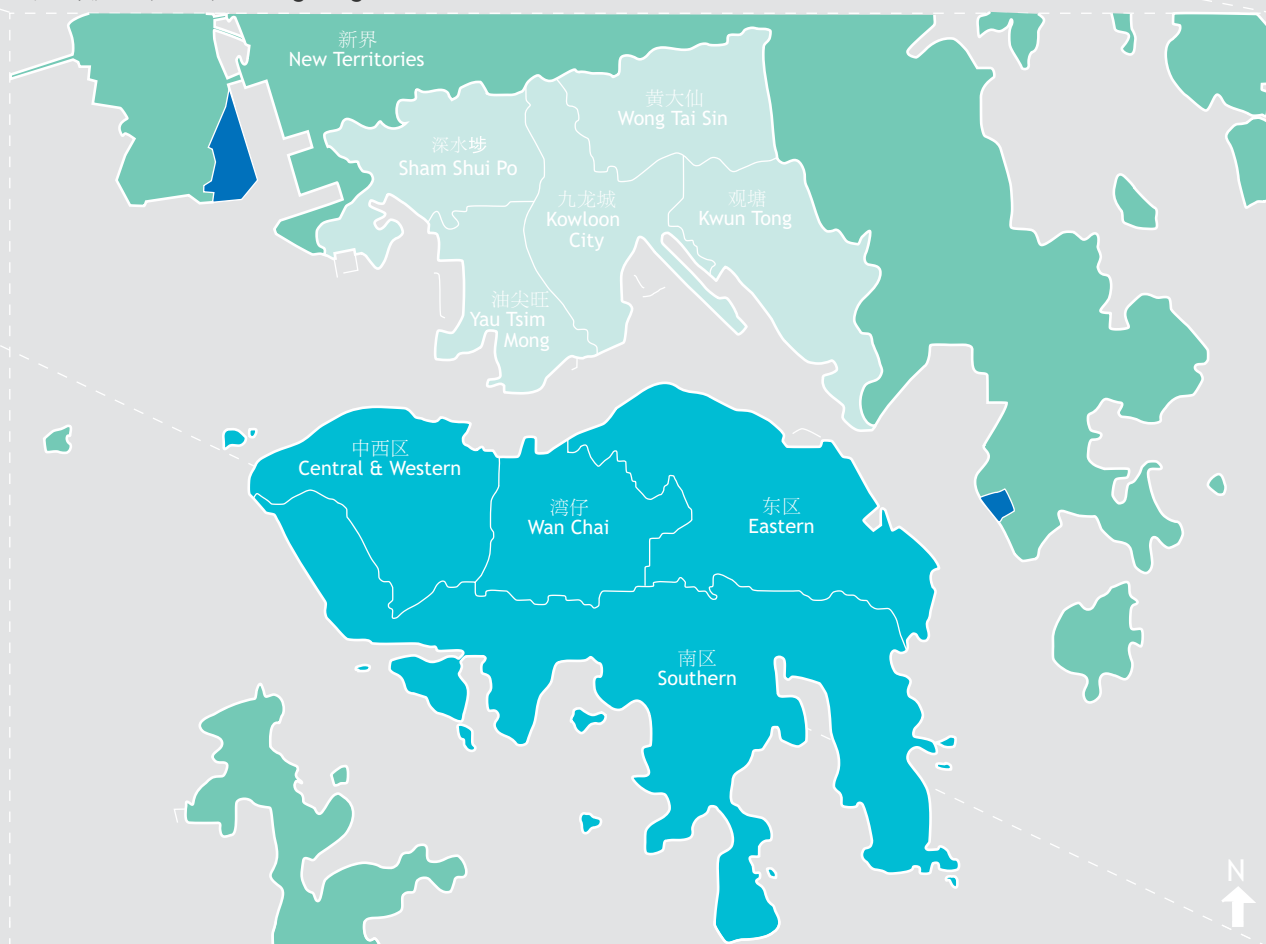
(p) = part 部份

新界地区 New Territories Districts



填海工程进行中
Reclamation in progress

港岛及九龙地区 Hong Kong and Kowloon Districts



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