



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





## C O N T E N T S

### 目錄

3. 署長序言	Commissioner's Overview
8. 理想及使命	Vision and Mission
11. 職能	Functions
21. 服務表現及成績	Performance and Achievements
35. 新增及更佳服務	New and Improved Services
39. 迎接挑戰	Challenges Ahead
43. 環保報告	Environmental Report
48. 人力資源	Human Resources
56. 附表	Tables
70. 附錄	Annexures



## 署長序言

## Commissioner's Overview



差餉物業估價署署長彭贊榮

Kenneth T.W. Pang, J.P.

F.H.K.I.S., F.R.I.C.S., R.P.S. (GP), M.P.A. (Harvard)

Commissioner of Rating and Valuation







- 挑戰與成績
- 機遇與展望

- Challenges and Achievements
- Opportunities and Prospects





2003年初「非典型肺炎」肆虐香港，對經濟民生造成前所未見的沉重打擊。對香港社會來說，這是嚴峻並且充滿挑戰的一年。幸好我們在戰勝疫症後，旋即展開連串振興經濟措施，當中包括《內地與香港關於建立更緊密經貿關係的安排》（即CEPA），令香港經濟迅速反彈。2003年底各項經濟數據向好，以及樓市交投再度活躍，在一片利好氣氛下度過。

## 挑戰與成績

為協助市民渡過非典型肺炎造成的困境，政府於2003年4月宣布寬減差餉，作為舒緩經濟困難措施之一。寬減差餉以一次過形式推行，寬免額相等於2003年7月至9月季度的應繳差餉。就住宅物業而言，寬免額以1 250元為上限，至於非住宅物業，上限則為5 000元。約有90%差餉繳納人因而不用繳納該季度的差餉。

2004 - 2005年度的全面重估差餉工作已於2004年3月，完成重新評估213萬個物業的應課差餉租值。經重估後，應課差餉租值平均下調8%。同時，估價冊和地租登記冊首次以中、英文登載各項估價的物業地址。由2004年4月開始發出的徵收差餉及地租通知書同樣以中、英文顯示物業地址。

本署的另一項新猷，是在2004年1月為擁有多項物業的繳納人推出「綜合發單及繳款服務」。該等繳納人現可申請綜合帳戶，每個帳戶將獲發一張綜合徵收通知書，當中悉數列出繳納人各項物業的應繳差餉及地租，繳款及收款因而更加快捷方便。新服務自推出以來，已有超過800個綜合帳戶的繳納人因而受惠，涉及的估價物業約有77 000個。

涵蓋本署職務的「綜合電話查詢中心計劃」的最後階段，已於2004年3月順利完成。有關本署各項服務的公眾電話查詢，全日均有當值職員處理。這項由專人24小時接聽查詢的服務，較現有的自動電話資訊服務更勝一籌。

當局全面檢討《業主與租客（綜合）條例》後，在2003年6月向立法會提交修訂條例草案，目的是撤銷該條例對住宅租賃租住保障的管制，以及取消非住宅租賃的終止租約最短通知期限的規定。在整個法例檢討及審議過程，本署一直全力向房屋及規劃地政局提供協助。經過多番審慎研究後，條例草案終於獲得通過，並於2004年7月9日正式生效。

## 機遇與展望

資訊科技在提供公共服務方面起著舉足輕重的作用。本署深明顧客要求快捷及有效的服務，因此一直不斷發展及應用資訊科技於重整工序、工作流程管理及公共服務電子化方面。至今，有多項電子政府服務措施已經落實，還有更多服務正陸續推出，其中包括：

- 在**2004年3月**已推出中、英文兼備的估價冊及地租登記冊；自**2004年4月**起，徵收差餉及地租通知書均以中、英文登載物業地址及樓宇名稱；到**2005年初**，繳納人可選擇英文或中文的繳款單。
- 為簡化繳款和收款手續，本署為擁有多個物業的差餉／地租繳納人提供的「綜合發單及繳款服務」，已於**2004年1月**順利推出；該項服務將會進一步擴展，精益求精。
- 本署有關電腦設施適當提升後，可於**2005年初**全面落實接受市民以電子方式遞交法定表格和通知書。
- 本署自**2004年4月**起推行「工作流程管理系統」，藉這個電子資料管理系統，可計算工作時間、成本和衡量工作表現，並可監察工作進度。
- 設立一個完備的「綜合物業資料庫」，聯繫關於物業資訊的文字記錄與圖像資料。這個資料庫有助簡化估價程序，以及方便本署與其他政府部門之間交換數據。這個計劃第一階段已於**2004年初**推行。
- 設立「物業資訊通」。這是一項由多個政府部門合作的新猷，以「一站式」電子接達渠道，供市民檢索各政府部門持有的物業資料。現正進行這個計劃的可行性研究。

為達至政府縮減公務員隊伍編制的目標，本署推出多項提高工作效率的措施，以及讓更多不同職系的員工參加第二輪自願退休計劃。年內一些科別和管理階層亦已實施架構改組。至於早前提出重組部門架構以自負盈虧營運基金運作的建議，經進一步研究財政可行性後，已有結論。在現時情況下，並無強大的商業基礎支持該項架構改革建議。

雖然面對財政和資源緊絀，本署仍會繼續致力透過重組架構、重整工序、將工作外判、以及實施自動化和政府服務電子化計劃，為市民提供物有所值及以客為本的服務。

本人謹此向本署全體員工致謝，感謝他們在過去困難的一年，仍然克盡己任，取得卓越成績；並感謝他們繼續努力不懈，本署不屈不撓的精神，迎接持續的挑戰和轉變。

差餉物業估價署署長  
彭贊榮太平紳士  
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.

- 
- 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.
- 

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

在物業估價和資訊服務的領域，成為全球同類專業公營機構的典範。

## 使命

提供公平合理的估價，迅速地徵收差餉及地租。

提供優質的物業資訊和相關服務，配合社會的需要。

推廣資訊和技術交流，提高物業市場透明度和效率。

擴展積極進取的部門文化和團隊精神。

## 信念

稱心服務：我們主動掌握顧客的需要，時刻提供稱心滿意的服務。

全力承擔：我們就服務水平和表現，竭誠盡責。

專業精神：我們善用專業知識、技術和經驗，並堅守至高的誠信。

創新求進：我們力求創新，積極進取，掌握機遇和勇於面對挑戰。

以人為本：我們重視每一位同事、伙伴和顧客，以互重互信的精神，同心協力，開拓未來。

物有所值：我們善用資源，向顧客和伙伴提供最佳服務。

## 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.



職能



Functions



- 評估差餉
- 評估地租
- 帳目及發單
- 物業估價服務
- 物業資訊服務
- 業主與租客服務

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





差餉物業估價署的主要職能計有：

- 評估差餉及地租；
- 差餉及地租的帳目與發單；
- 向政府決策局／部門提供物業估價服務；
- 向政府決策局／部門、公共機構與私營機構提供物業資訊服務；以及
- 執行《業主與租客（綜合）條例》（第7章），包括就住宅租務向業主及租客提供諮詢及調解服務。

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.

## 評估差餉 Rating

「差餉」是對房地產徵收的稅項，並根據應課差餉租值乘以一個指定百分率徵收。

物業的「應課差餉租值」是根據物業在指定日期於公開市場所取得的全年租金估值。

根據《差餉條例》（第116章），差餉物業估價署署長負責編製估價冊，載列全港已評估差餉的物業資料。

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).

## 估價冊 The Valuation List

估價冊載錄所有已評估差餉的物業及其應課差餉租值。

截至2004年4月1日，估價冊共載有2 133 656個差餉估價項目，應課差餉租值總值達2 539億元。有關詳情請參閱表1至表8。

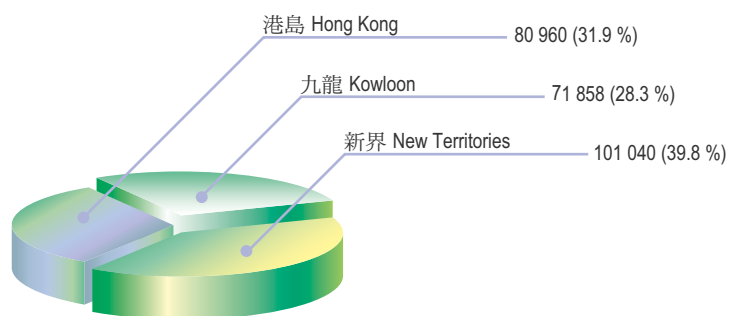
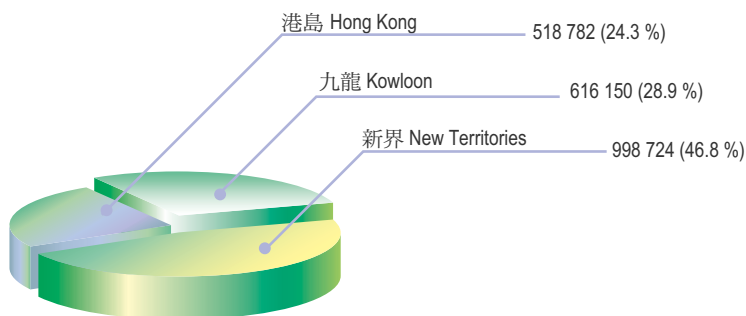
The Valuation List is a record of all properties assessed to rates with their corresponding rateable values.

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日的差餉估價數目及應課差餉租值總值  
Numbers of Rating Assessments and Aggregated Rateable Values as at 1 April 2004

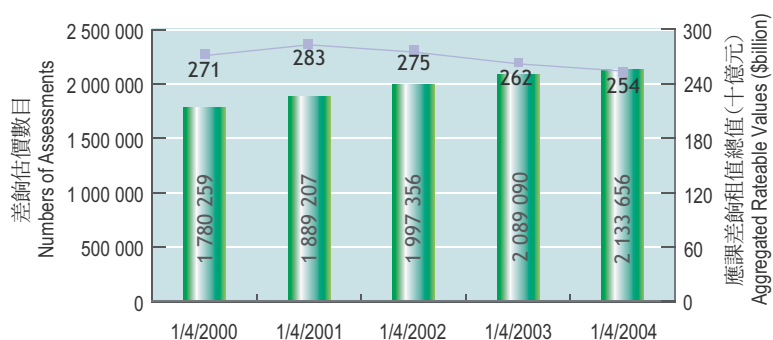
差餉估價數目  
Numbers of Rating Assessments  
2 133 656

應課差餉租值總值(百萬元)  
Aggregated Rateable Values (\$million)  
253 858



下圖顯示過去五年差餉估價數目及其應課差餉租值總值：

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



過去五年差餉估價數目及應課差餉租值總值  
Numbers of Rating Assessments and Aggregated Rateable Values in the Past 5 Years  
■ 差餉估價數目 Numbers of Rating Assessments  
— 應課差餉租值總值(十億元) Aggregated Rateable Values (\$billion)

## 評估地租 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。承租人須為此繳納「地租」。

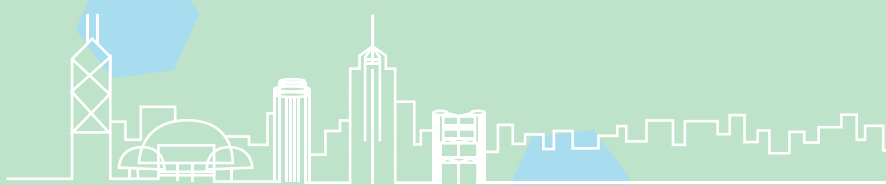
本署負責評定兩類由物業的應課差餉租值決定應繳額的地租。該兩類地租分別根據下列條例繳納：

- (a) 《地租（評估及徵收）條例》（第515章）；及
- (b) 《政府租契條例》（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).



根據《地租(評估及徵收)條例》(第515章)而評估的地租

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

差餉物業估價署署長負責評估和徵收第515章所涵蓋的地租，並編製地租登記冊，該冊載列所有根據此條例評估地租的物業的應課差餉租值。截至2004年4月1日，地租登記冊載有1 580 345個估價項目，應課差餉租值總值約為1 317億元。有關詳情請參閱表9。

第515章所指的地租的數額，為物業應課差餉租值的3%，並會跟隨應課差餉租值的改變而調整。依據第515章須繳納地租的物業，包括根據下列適用租契持有的物業：

- (a) 原沒有續期權利，但自《中英聯合聲明》在1985年5月27日生效後獲得延期或續期的契約；以及
- (b) 自1985年5月27日起新批出的契約，包括交回與重批的租契。

唯一獲豁免的物業是由鄉郊原居村民（或其父系合法繼承人）或祖／堂自1984年6月30日以來便一直持有的舊批約地段、鄉村地段、小型屋宇或相若的鄉郊土地。持有此類鄉郊土地的原居村民或祖／堂，只須繼續繳納先前須繳的象徵式租金。

對於大部分須繳納第515章所指地租的物業而言，用作計算地租的應課差餉租值與用作計算差餉的應課差餉租值並無分別。如物業獲豁免評估差餉，或物業只有部分須繳納地租（例如：物業所處土地一部分是根據適用租契而持有，另一部分則根據其他類別的租契而持有），本署會分別釐定兩項應課差餉租值。

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.



根據《政府租契條例》(第40章)而評估的地租

本署須就第40章的規定，為續期及重新發展的個案，向地政總署提供新地租額，以及答覆市民有關的查詢。

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.

## 帳目及發單

差餉及地租均須每季預繳。倘若物業須同時繳納差餉及地租，差餉繳納人便會收到合併徵收通知書。

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

[illegible]



## **物業估價服務** **Property Valuation Services**

### **印花稅** **Stamp Duty**

本署審查物業的轉讓，向印花稅署署長（由稅務局局長兼任）提供估值方面的意見，目的是保障政府在印花稅方面的收入。若認為所申報的轉讓價值不可接受，本署便會就物業的估價提供意見。

本署亦會為沒有訂明價值的轉讓物業提供估值。

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.



### **遺產稅** **Estate Duty**

本署向遺產稅署署長（同樣由稅務局局長兼任）建議恰當的物業價值，以釐定遺產稅。

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

### **為其他政府部門提供估價服務** **Valuations for Other Government Departments**

本署亦經常為政府其他部門及半政府機構提供估價服務。

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

## 物業資訊服務 Property Information Services

### 物業市場資料 Property Market Information

在評估差餉及物業價值的過程中，本署會收集到大量的物業資料，從而能為政府在物業市場方面提供重要意見。本署定期修訂多項統計數據，並分發給決策局及其他政府部門。

此外，本署亦會應各局及部門的要求，進行專題研究和分析。

本署每年出版的《香港物業報告》，回顧過往一年物業市場的情況，並預測未來兩年的樓宇落成量。報告內亦載有住宅及非住宅物業的總存量及空置量。

另外，本署印製的《香港物業報告-每月補編》定期更新物業售價、租金統計、市場回報率、落成量和買賣宗數／總值的資料。

為配合《地產代理條例》的實施，本署設有資訊熱線，市民可以透過此項收費服務，利用圖文傳真機索取住宅物業樓齡、實用面積和物業許可用途的資料。



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.

### 編配門牌號數 Building Numbering

根據《建築物條例》（第123章），差餉物業估價署署長主管全港樓宇門牌號數編配事宜。本署會在進行日常的差餉估價工作時，同時執行這項工作，為新建樓宇在落成前編配門牌號數。

本署會透過舉辦大規模的宣傳運動，向市民宣揚在樓宇和店舖入口處標示正確門牌號數。

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.





### 樓宇名稱 Names of Buildings

本署編製及修訂《樓宇名稱》一書，詳列全港樓宇的中英文名稱、地址及落成年份。

該書有助市民、緊急服務人員、郵政局及其他政府部門找出樓宇的地址。

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.



### 業主與租客服務 Landlord and Tenant Services

本署負責執行《業主與租客（綜合）條例》（第7章）。該條例對租住權保障，以及業主與租客雙方的權利與義務均有所規定。本署亦會因應住宅物業市場的變化，定期覆檢條例。

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.

### 諮詢及調解服務 Advisory and Mediatory Services

本署人員免費為市民提供全面的住宅租務諮詢服務，包括定期前往多個民政事務處，以及每天到土地審裁處當值，提供服務。

市民亦可透過本署24小時自動電話資訊服務，或從本署網址取得有關租務的一般資訊。

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.





### 提供租金資料

#### Supply of Rental Information

本署收到以指定表格遞交的申請後，會對已根據該條例第IV部分向土地審裁處申請授予新租賃的業主／租客或其專業顧問，提供相關的租金資料，而這是一項收費服務。

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.



### 監察收樓令

#### Monitoring of Possession Orders

如業主以自住或重建理由獲土地審裁處頒發收回處所管有令（收樓令），本署會定期監察有關物業，以執行該條例及收樓令的規定。

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.

服務表現及成績



Performance and Achievements





- 評估差餉及地租
- 帳目及發單
- 估價及物業資訊服務
- 業主與租客服務
- 服務表現及目標

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





## 評估差餉及地租 Rating and Government Rent

### 保存及更新估價冊及地租登記冊 Maintenance of the Valuation List and Government Rent Roll

本署不時更新和修訂估價冊及地租登記冊內的資料，有關工作包括加入新建樓宇及須繳納差餉及／或地租的物業、刪除已拆卸樓宇及無須繼續評估差餉及／或地租的物業，以及將曾更改結構的物業的原有估價刪除，然後加入重新評定的估價。「臨時估價」及「刪除估價」是修訂估價冊及地租登記冊的常用方法。

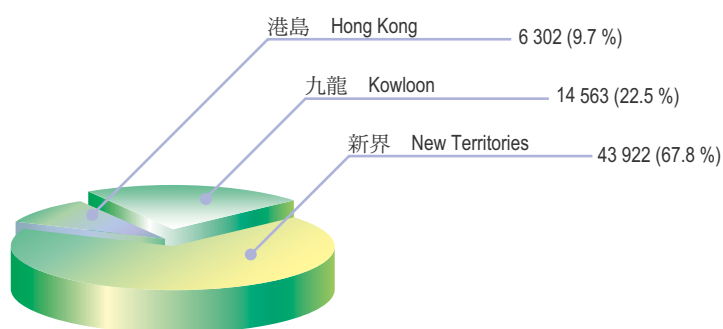
表 10 顯示 2003-2004 年度臨時估價及刪除估價的數目。下列圖表顯示按區域劃分估價冊及地租登記冊內臨時估價和刪除估價的數目，以及相對的應課差餉租值：

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".

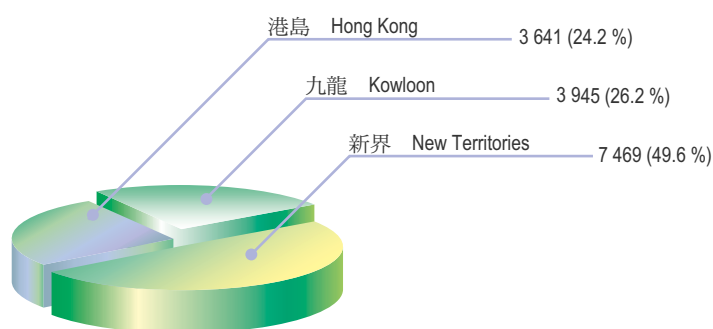
The numbers of interim valuations and deletions carried out in 2003-2004 are shown in Table 10. The following charts show the distribution by region of the total numbers and rateable values of interim valuations and deletions in the Valuation List and Government Rent Roll:

2003-2004 年度的臨時估價及刪除估價  
Interim Valuations and Deletions in 2003-2004

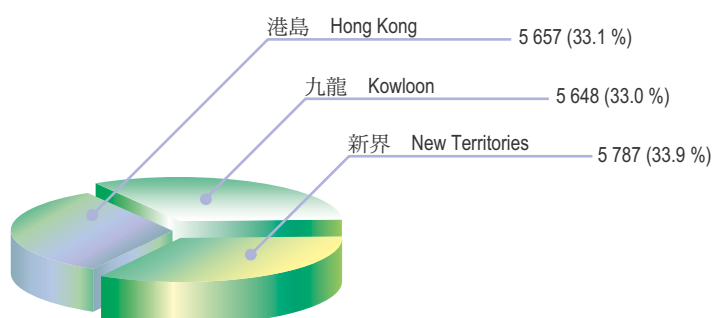
臨時估價數目  
Numbers of Interim Valuations  
64 787



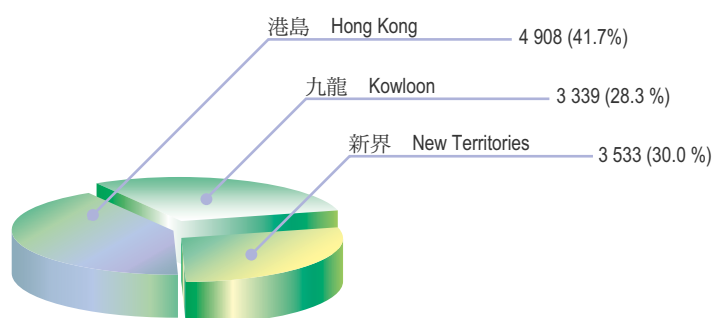
刪除估價數目  
Numbers of Deletions  
15 055



臨時估價的應課差餉租值(百萬元)  
Rateable Value (\$ million) of Interim Valuations  
17 092



刪除估價的應課差餉租值(百萬元)  
Rateable Value (\$ million) of Deletions  
11 780



## 每年重估應課差餉租值 Annual General Revaluations

不同類別及在不同地區的物業，其租金水平會隨著時間轉變而有不同幅度的變動。自1999年開始，本署每年進行全面重估應課差餉租值，以便根據物業的公開市值租金評定物業的最新租值，用以按比例公平地重新分配繳納差餉和地租的整體負擔。

在全面重估2004-2005年度的應課差餉租值的過程中，本署重新評估載於估價冊內約213萬個物業的應課差餉租值，以及載於地租登記冊內158萬個物業的應課差餉租值。

新應課差餉租值的生效日期是2004年4月1日，估價依據日期為2003年10月1日。

重估完成後，估價冊所載物業的應課差餉租值平均下調8%。約92%物業的應課差餉租值平均下調了11%，約有7%物業的應課差餉租值維持不變。餘下1%物業的應課差餉租值則有平均約12%的升幅，主要是商舖及商業樓宇。

表11詳列全面重估應課差餉租值後，主要類別物業的差餉及地租的變動。

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年度差餉估價冊及地租登記冊簽署儀式  
2004-2005 Valuation List and Government Rent Roll Declaration Ceremony



### 建議、反對及上訴 Proposals, Objections and Appeals

市民如對估價冊或地租登記冊內資料有意見，可於每年4月和5月向本署署長提交建議書，要求修改有關的資料。

然而，如果地租登記冊內的物業與估價冊的相同，則只須就估價冊的記項提交反對建議書。估價冊如因建議書而有任何修改，地租登記冊亦會相應修改。

繳納人如欲就臨時估價、刪除估價或更正估價冊及地租登記冊內的資料提出反對，可於有關通知書的發出日期起計28日內，向本署署長提交反對書。

在上述情況下，本署的專業人員均會詳細考慮所有建議書和反對書。如果沒有收到撤銷通知書或不曾達成修改協議，署長便會發出「決定通知書」。

繳納人在接獲「決定通知書」後，如仍不滿署長的決定，可在「決定通知書」發出日期起計28日內向土地審裁處提出上訴。

在此情況下，本署的專業人員會就估價冊及地租登記冊內所載的應課差餉租值提出支持的陳詞和論證，並會以差餉物業估價署專家證人的身分出席土地審裁處的聆訊。

表12詳列過去兩年所處理過的建議書、反對書及上訴個案數目。

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.

### 差餉徵收率 Rates Charges

差餉是根據應課差餉租值乘以一個百分率而徵收的。在2004-2005財政年度，差餉徵收率為5%。這5%的差餉徵收率自1999-2000年度起便一直維持不變。

現時所有差餉收入都撥入政府一般收入帳目。

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.

## 按供水情況扣減差餉 Water Concessions

任何物業如只獲政府輸水管供應未經過濾的淡水，每年繳納的差餉額可獲扣減 7.5%。

如沒有淡水供應，則每年繳納的差餉額可獲扣減 15%。

下表概括列出截至 2004 年 4 月 1 日，這些按供水情況獲扣減差餉的物業數目及應課差餉租值總數：

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 :

		按供水情況扣減差餉的物業 Properties with Water Concessions			
		應課差餉獲扣減 7.5% Rates payable reduced by 7.5%		應課差餉獲扣減 15% Rates payable reduced by 15%	
		數目 No.	應課差餉租值(千元) Rateable Value (\$'000)	數目 No.	應課差餉租值(千元) Rateable Value (\$'000)
港島	Hong Kong	1	31	31	46 319
九龍	Kowloon	-	-	-	-
新界	New Territories	98	1 517	1 122	186 086
總數	Overall	99	1 548	1 153	232 405

## 根據《地租(評估及徵收)條例》(第515章)徵收地租

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

截至 2004 年 4 月 1 日，地租登記冊載有 1 580 345 個估價。

在 2003-2004 年度，本署為徵收地租而進行的臨時估價有 55 202 個，被刪除的估價則有 9 702 個。詳情見表 10。

發展用地、重新發展用地及農地應否評估地租一事，曾爭議多年。這宗上訴案已經審結，終審法院於 2001 年 3 月作出裁決，確認本署的觀點，認為根據地租條例／規例的規定，發展中或重新發展中的用地及農地均須繳納地租。

儘管此事的法律爭議已經解決，但發展用地的估價事宜仍有爭論，有待土地審裁處審理。

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.



### 根據《政府租契條例》(第40章)為可續期土地契約徵收地租

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

下表顯示過去五年本署處理的個案數目和評估的應課差餉租值總數。

截至2004年3月31日，約有177 000個物業須根據《政府租契條例》(第40章)繳納地租。由於這類租契不斷續期，而且越來越多這類土地重新發展，因此，將有更多物業須要繳納此類地租。

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.

過去五年處理的地租(第40章)個案  
Government Rent (Cap.40) Cases Handled in the Past 5 Years

年度 Year	續期 Renewal		重新發展 Redevelopment	
	已估價物業數目 No. of Assessments	應課差餉租值總值(百萬元) Total Rateable Value (\$million)	已估價物業數目 No. of Assessments	應課差餉租值總值(百萬元) 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

## 帳目及發單 Accounting and Billing

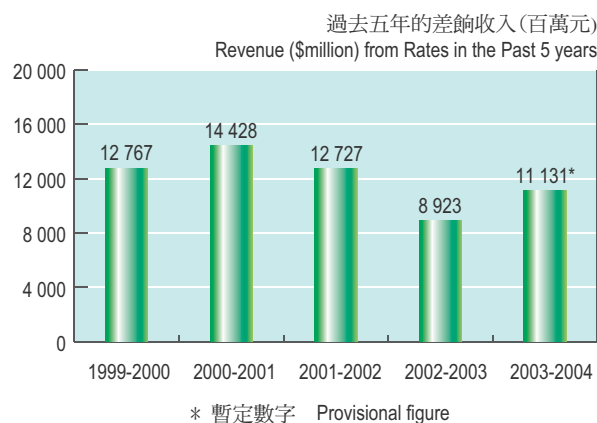
### 差餉收入 Revenue from Rates

經扣除差餉退款及寬減差餉額後，預計2003-2004年度的差餉收入為111.31億元。

下圖顯示過去五年的差餉收入：

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.





### 差餉退款 Refund of Rates

只有空置土地及因政府取得法院頒令而空置的物業，才可獲退還差餉。2003-2004年度退還的款額微不足道。

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.

### 差餉寬減 Rates Concession

政府在年內給予所有差餉繳納人一次過寬減差餉，相等於2003年7月至9月季度應繳的差餉，每個住宅物業的寬減金額上限為1 250元，而每個非住宅物業的寬減金額上限則為5 000元。至於在2003年4月至6月的季度，逾期繳交差餉而須繳付的5%附加費，亦獲3個月的豁免期。這些寬減乃政府紓解民困的措施之一，旨在協助市民渡過「沙士」疫症所造成的困境。

2003-2004財政年度的差餉寬減金額為19.86億元。

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.

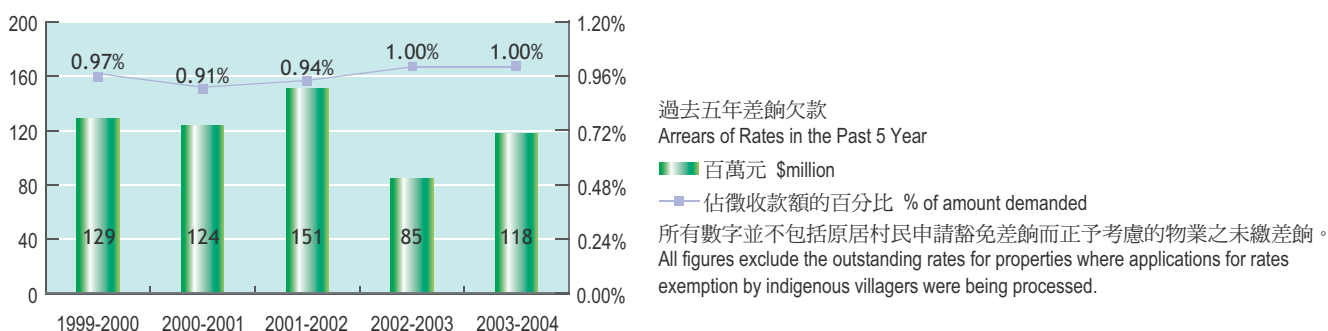
### 差餉欠款 Arrears of Rates

2003-2004年度內，本署向欠交差餉的業主追討欠款，涉及的物業數目為73 239個。

在該財政年度終結時，共有63 277個物業尚未清繳欠款。此數目並不包括現正辦理由原居村民提交的豁免差餉申請。截至2004年3月31日，拖欠的差餉為1.18億元。下圖顯示過去5年的差餉欠款情況。

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 年度的預算地租收入為 40.55 億元。

截至 2004 年 3 月 31 日，拖欠地租的物業約有 40 497 個，未收的款項約為 7 300 萬元，佔應收地租額 1.3%。至於原居村民因申請租金優惠而暫緩繳納的地租，以及正向土地審裁處提出上訴，而土地審裁處已頒發暫緩繳納令的物業所欠繳款項均未有包括在內。

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

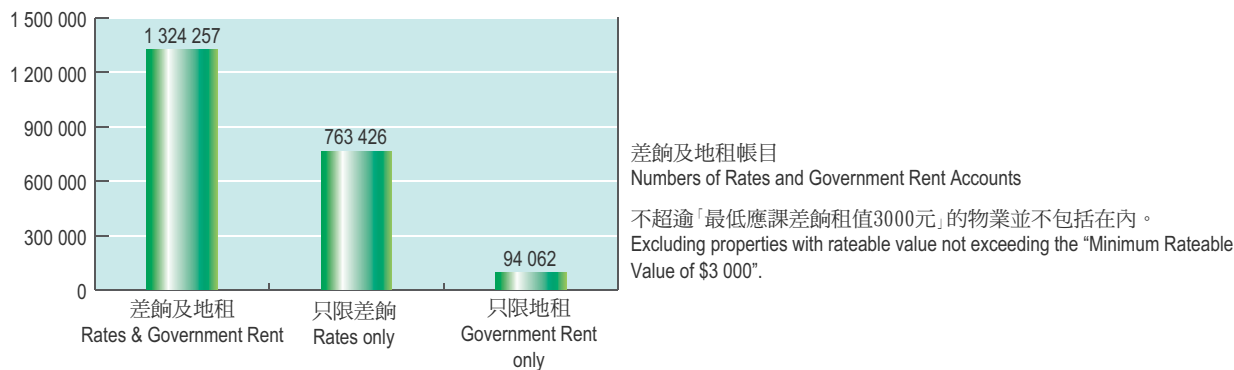
Some 40 497 properties had rent arrears as at 31 March 2004, comprising about \$73 million or 1.3% of Government rent demanded. This amount excluded the outstanding Government rent for properties owned by indigenous villagers where applications for rent concession were being processed. Also excluded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

### 差餉及地租帳目

#### Rates and Government Rent Accounts

截至 2004 年 4 月 1 日，差餉及地租帳目逾 200 萬個。下圖顯示各種不同類別帳目的數量。

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.



### 宣傳準時繳款

#### Announcement on Prompt Payment

為提醒繳納人準時繳納差餉及地租，本署在每季到期繳納差餉及地租的月份，均在電視播出宣傳短片並在電台作出廣播。

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.

## 估價及物業資訊服務 Valuation and Property Information Services

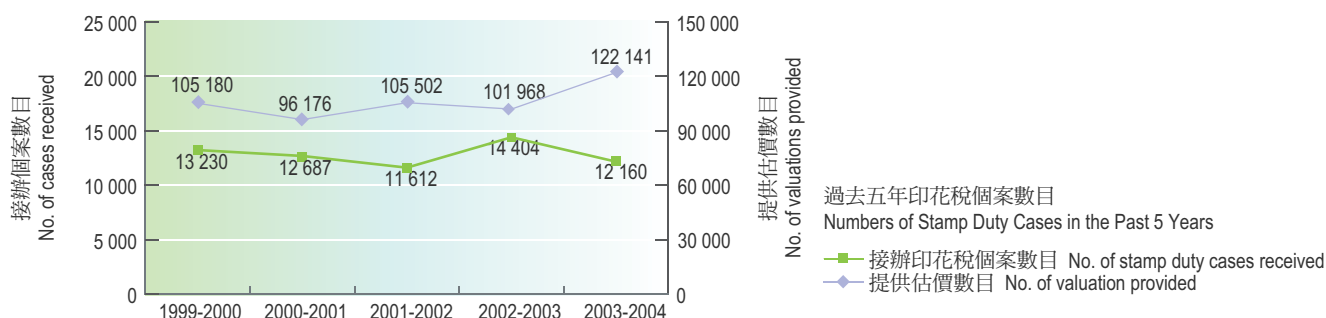
### 印花稅 Stamp Duty

在 2003-2004 年度內，共有 122 141 宗個案須審查及估價。本署共提供了 12 160 項估價，涉及的物業主要是申報價值偏低或是未有在契約上註明轉讓價值。

下圖顯示過去五年這方面的工作量。

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.

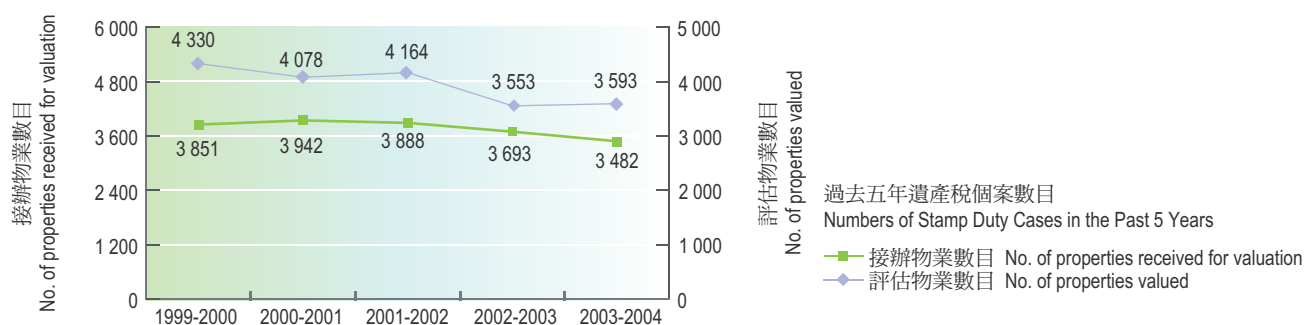
The graph below shows the volume of this type of work in the past 5 years.



### 遺產稅 Estate Duty

年內，共有 967 宗個案交由本署評定物業價值，涉及的物業達 3 482 個。下圖顯示過去五年的遺產稅工作量。

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.

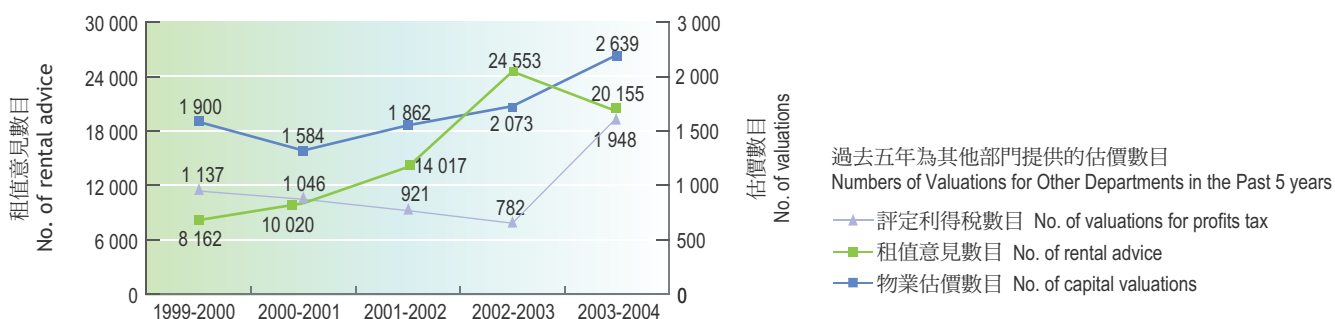


### 為其他政府部門和半政府機構提供估價服務

#### Valuations for Other Government Departments and Quasi-government Bodies

過去一年間，本署為其他政府部門及半政府機構提供估價服務，包括為 20 155 宗個案提供租值意見、評估 2 639 項物業售價及 1 948 宗利得稅個案。下圖顯示本署過去五年所提供的這類估價服務。

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.



### 提供物業資訊服務

#### Property Information Services

本署為協助政府制定政策而負責的物業研究及市場監察工作，在過去數年間明顯增多。

除不時回應公眾人士、政府決策局、部門及機構查詢資料的要求外，本署也悉力向房屋及規劃地政局提供物業市場的資料。這些資料包括房屋產量及物業市況，以便當局能準確掌握全港的房屋發展方向及市場動態。

《香港物業報告》2004年版主要是回顧2003年物業市場的情況，並預測2004至2005年的樓宇落成量。該份報告印文本已公開發售，市民也可到本署網頁免費瀏覽。

至於該刊物的每月補充資料《香港物業報告-每月補編》，市民同樣可到本署網頁免費瀏覽或下載有關物業租金、售價及落成量的最新統計資料。市民亦可使用本署的24小時自動電話資訊服務（電話：2152 2152），經圖文傳真機索取這些資料。

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.

### 編配門牌號數 Building Numbering

在2003-2004年度內獲編配門牌號數的樓宇，在港島和九龍共有92幢，而在新界有7 023幢（包括先前獲編配門牌號數的確認個案）。

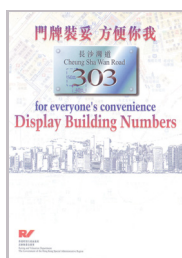
除定期在已有門牌編配系統的地區為新建樓宇編配門牌號數外，本署還為以往沒有正式門牌號數的新界鄉郊地區，編配有系統的門牌號數。

為向市民提倡正確地標示門牌號數，本署定期舉辦宣傳活動，以喚起市民的注意，最近一次的宣傳活動已在2003年底舉行。

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.



### 《樓宇名稱》 “Names of Buildings” Book

2003年版的《樓宇名稱》於2003年10月出版，印文本已公開發售。市民也可在本署網頁免費瀏覽書內的資料，而網上版的資料每6個月更新一次。

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.





### 業主與租客服務 Landlord and Tenant Services

#### 《業主與租客(綜合)條例》 Landlord and Tenant (Consolidation) Ordinance

自從該條例的第 I 及 II 部分於 1998 年 12 月 31 日屆滿後，大部分住宅租客，只要繳納市值租金，其租住權便會受該條例第 IV 部保障。

在 2003-2004 年度內，本署共處理了 28 603 份根據第 IV 部提交的新租出或重訂協議通知書。

該條例經詳細全面檢討後，有關修訂條例草案於 2003 年 6 月提交立法會審議。草案的主要目的，是撤銷該條例第 IV 部分所載的住宅租賃的租住權保障，以及該條例第 V 部分所載的終止非住宅租賃的最短通知期規定。該條例草案經草案委員會詳細審議後獲正式通過，並於 2004 年 7 月 9 日生效。

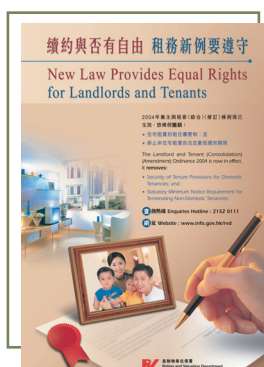
為了讓業主與租客充分適應法例上的轉變，修訂條例亦有一個過渡性的安排，於 2004 年 7 月 9 日前已存在的所有住宅租賃，如業主擬終止租約，須在租約屆滿時給予租客不少於 12 個月的通知，而租客則須在租約屆滿時給予業主不少於 1 個月的通知，始可終止租約。

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.



### 諮詢及調解服務 Advisory and Mediator Services

在 2003-2004 年度內，本署處理約 148 000 宗查詢，其中 51 500 宗經由本署每天派往土地審裁處當值的人員處理，另有 10 000 宗經由每星期指定時間派往民政事務處當值的人員處理。

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.



**提供租金資料**  
**Supply of Rental Information**

為協助向土地審裁處申請聆訊的訴訟雙方，本署在2003-2004年度提供租金資料給約100個申請人。

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

**服務表現及目標**  
**Performance and Service Targets**

**服務承諾**  
**Performance Pledge**

2003-2004年度服務承諾所載列的11項工作，其中9項已達到或超越所定的服務水平及目標。剩餘兩項工作的表現則較預期遜色，差距約為4%至5%。除因該兩項工作的服務需求驟增外，亦因本署須臨時重新調配人手，以處理其他緊急的特別任務。

2004-2005年度的服務承諾單張，載錄了新定的服務範疇及目標。

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小時自動電話資訊服務**  
**24-hour Automated Telephone Enquiry Service**

本署的24小時自動電話資訊服務，可讓市民透過預錄聲帶，查詢有關差餉、地租及租務事宜，以及差餉／地租發單和徵收的最新資料。

使用這項服務的人士亦可選擇以圖文傳真機，索取如物業市場統計數字等資料。

對市民有影響的政策和程序如有任何修改，本署也會藉此項服務讓市民得知。市民只須致電2152 2152便可使用這項服務。

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.

**綜合電話查詢中心**  
**Integrated Call Centre**

除了上述的24小時自動電話資訊服務之外，市民也可選擇使用24小時由接線生接聽的綜合電話查詢中心服務。此服務涵蓋本署所處理的一切事宜，惟有關建議和投訴的事宜則仍由本署的顧客服務主任處理。

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.



新增及更佳服務



New and Improved Services



- 綜合發單及繳款服務
  - 綜合電話查詢中心
  - 中、英文物業地址及樓宇名稱
  - 電子方式遞交表格及通知書
  - 物業資訊通
- 
- Consolidated Billing and Payment Service
  - Integrated Call Centre
  - Bilingual Property Addresses and Building Names
  - Electronic Submission of Forms and Notices
  - Property Information Hub





### **綜合發單及繳款服務** **Consolidated Billing and Payment Service**

嶄新的「綜合發單及繳款服務」已於2004年1月推出，使差餉與地租的發單、繳款及徵收更方便快捷。擁有多個物業的差餉及地租繳納人現可向本署申請綜合通知書，當中會一併載列他們所有物業的應繳差餉及地租，日後便無須分別處理個別物業的通知書。

透過這項新服務，每季通知書的處理、帳目審計及繳款程序得以簡化，因而自推出以來，廣受歡迎。現時，超過800個綜合帳戶的繳納人因而受惠，涉及的估價物業達77 000個。本署會繼續擴展此項服務，精益求精，以滿足所有擁有多項物業的繳納人的需求。

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.

### **綜合電話查詢中心** **Integrated Call Centre**

由效率促進組管理的「綜合電話查詢中心」在2002年3月啟用，旨在為公眾提供全日一站式的電話查詢服務。該中心就本署職務提供的查詢服務，在過去兩年多以來不斷擴展，涵蓋帳目及發單資訊的最後階段，已於2004年3月完成。現時市民如對本署的服務有任何查詢，除了可致電「綜合電話查詢中心」24小時由接線生操作的熱線(2152 0111)，亦可致電本署的自動電話資訊服務(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、英文物業地址及樓宇名稱** **Bilingual Property Addresses and Building Names**

2004年3月公布的估價冊及地租登記冊，首次以中、英文登載所有物業的地址。如物業有樓宇名稱，亦會加入物業地址內。

由2004年4月開始，每季差餉及地租通知書亦同時以中、英文顯示評估物業的地址。由2004年10月開始，本署會分階段邀請繳納人，選擇以中文或英文顯示物業地址、繳納人姓名及通訊地址。

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.

## 電子方式遞交表格及通知書 Electronic Submission of Forms and Notices

隨著《2004年電子交易（修訂）條例》於2004年6月生效，《差餉條例》、《地租（評估及徵收）條例》及《業主與租客（綜合）條例》現時規定須親身遞交或以郵寄方式送達的法定表格和通知書，將可以通過電子方式向本署遞交。這項嶄新服務將會分階段推出，讓市民可循此途徑遞交各種文件。本署現正就推出新服務進行安排和系統提升，可望於2005年初全面落實。

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.



## 物業資訊通 Property Information Hub

政府正構思發展一項「物業資訊通」計劃，以期提供中央一站式的物業資訊服務，方便市民以電子方式查閱各個政府機構儲存的物業資料。本署持有各類物業資料，現正與有關的政府決策局和部門，協力研究成立此物業資訊通。該計劃的主要目的是為公眾，尤其是業界從業員和商界，提供更便捷取得物業資訊的途徑，從而促進物業成交。本署仍在研究該計劃的可行性。

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.



迎接挑戰



Challenges Ahead





- 每年全面重估應課差餉租值
- 評估地租
- 外判工作
- 政府服務電子化策略
- 綜合物業資料庫

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





## **每年全面重估應課差餉租值** **Annual General Revaluations**

本署每年須修訂更新213萬個差餉估價和158萬個地租估價，因時間緊迫，這是一項極富挑戰性的工作。要這項艱巨任務得以順利完成，有賴精心策劃整個工作程序。由於資源有限，要處理繁多的工作，經常要重訂先後次序及研究如何進一步提高效率。每年全面重估應課差餉租值後，隨之而來的是大量的反對建議書，這些個案都要一一詳加覆核，對本署而言，亦是另一項挑戰。雖然電腦科技日新月異，在估價層面可盡量使用電腦集成估價，但本署亦要為人員提供足夠培訓，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.



## **評估地租** **Government Rent Assessment**

發展用地、重建用地與農地雖然無須繳納差餉，但本署有權評估及徵收該等用地的地租。終審法院的裁決，已經確立了法理依據。不過，有關發展用地租值的評估方法及其他相關事宜仍有爭議，並會交土地審裁處審理。

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

為了加快新界鄉郊物業估價工作，本署將有關工作外判。自2002年底至今已批出六份合約，處理這類估價工作，成效理想。由於工作量不斷增加及資源緊絀，本署會研究盡量利用私營機構的資源來提供服務及清理積壓的工作。

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.



## 政府服務電子化策略 E-Government Strategy

本署十分注重不斷提升資訊科技系統的功能，以應付日後的服務需求。另外，本署將於未來五年推行多項計劃，進一步提高效率、成本效益及客戶服務質素。現正進行的其中一項計劃，是設立一個有數碼地圖功能的全港性物業地址及資料庫，以及整體基礎設施的支援，以便更有效地實施政府服務電子化的各項措施。

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.

## 綜合物業資料庫 Integrated Property Data Base

本署設有一個完備的全港物業資料庫，供評定差餉和進行估價之用。除協助執行本署各種職能外，資料庫亦與多個政府部門和外間機構交換資料。

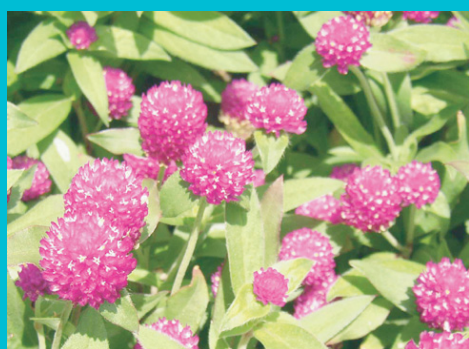
為使到現時以文本為主的物業資料檔案有更廣泛用途，本署自2004年初開始推行綜合物業資料庫的第一階段。該資料庫全面發展後，會網羅物業資訊的綜合文字記錄與圖像資料，將有助簡化估價程序，以及讓本署快捷地執行評定差餉和估價工作。該資料庫亦能迅速地以符合成本效益的原則，處理部門內外的物業資料傳送、交換和分享。

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.



## 環保報告



## Environmental Report



- 環保內務管理方法
- 節省能源
- 善用紙張和信封
- 廢物管理
- 環保採購
- 前瞻

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





雖然本署工作不會對環境造成重大影響，但仍須制定適用於辦公室環境的環保政策，並訂下宗旨和目標，詳情如下：

- 政策：差餉物業估價署遵循「減用、再用和再造」三大原則使用資源。  
宗旨：節約資源和減少廢物。  
目標：達到政府為各部門所訂下的目標，把影印紙使用量減少2.5%，並與長沙灣政府合署其他用戶合作，減少耗電量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.



## 環保內務管理方法 Green Housekeeping Measures

在日常運作上推行各項環保措施，一向是本署的要務。為此，本署委任了內務秘書為「環保經理」，負責監察及定期檢討部門環保措施的施行。為了提高員工的環保意識，以及爭取他們的支持，本署已：

- 定期通過內聯網發布環保內務管理的多項措施和最新的環保計劃，以及
- 藉着康樂社籌辦的活動，將環保觀念從辦公室推展至日常生活中。當中的一些活動包括：南丫島植樹、參與環境保護運動委員會主辦的「齊踏步環保路，共創健康香港」，以及在本署的電子布告板設立「交換角」，讓員工刊登電子廣告等。

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.



## 節省能源 Energy Conservation

為了節省能源，本署繼續鼓勵員工在日常工作中遵行節省能源的措施，包括：

- 當陽光直射室內時，將百葉窗簾放下；
- 通往升降機大堂和接連沒有空調房間的大門經常保持關閉；
- 在沒有人使用辦公室時，將所有供電系統關掉；以及
- 鼓勵共用部門車隊以減少汽油消耗。

此外，就大廈管理委員會參加由機電工程署主辦的「香港能源效益及節能獎(政府機構)」一事，本署表示全力支持。為此，本署更推出多項新措施，以進一步減少耗電量：

- 使用一套簡單的省電程式，當任何內聯網電腦處於閒置狀態15分鐘以上，便會由中央控制關掉；
- 響應政府產業署節省能源措施，把室內溫度保持在攝氏24度；
- 支持政府產業署的呼籲，在工作日的中央冷氣供應時間縮減1小時；
- 檢討部門運作需要，並將每個工作天的照明時間減少一小時；以及
- 檢討及修訂照明範圍的劃分，以配合運作需要提供照明，以盡量減少浪費電力。

透過長沙灣政府合署各用戶的通力合作，我們成功地達到目標，將用電量減少1.98%(由2002-2003年度的16 685 201千瓦特小時減至2003-2004年度的16 354 936千瓦特小時)。



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).



## 善用紙張和信封 Economy in the Use of Paper and Envelopes

本署亦提醒員工採取一些簡單措施，善用紙張和信封，例如：

- 充分利用每張紙的正反兩面，並盡量把多頁資料印在同一張紙上；
- 利用不再使用的表格的空白一面作草稿紙；
- 盡量使用可供重複使用的釘孔信封來傳遞不屬機密類別的文件；
- 盡量縮短文件的分發名單；
- 減少指引和守則印文本的數目，並廣泛使用內聯網及分區資料庫；以及
- 利用本署的電子布告板及網頁上載部門刊物，供公眾閱覽。

在本署員工通力合作下，2003-2004年度A3及A4紙的消耗量為11 377令，較2002-2003年度的12 070令減少5.7%。此減幅較劃一節省目標2.5%更為理想，成績令人鼓舞。

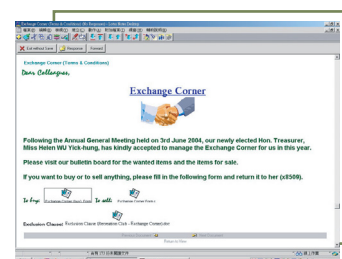
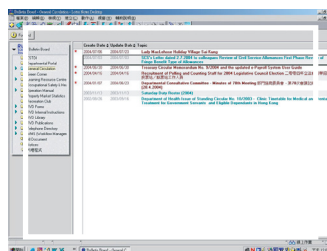
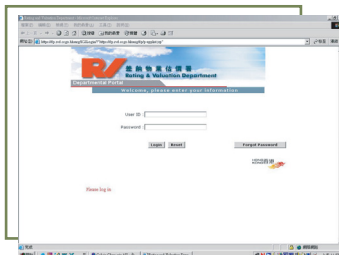
本署亦於2004年1月推出綜合發單及繳款服務，使擁有多項物業的繳納人可選擇收取一張綜合徵收通知書，從而進一步減少紙張及信封的消耗。另一方面，《2004年電子交易（修訂）條例》已獲通過，本署會於2005年初提升電腦系統後接受市民以電子形式遞交法定表格。

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.



## **廢物管理** **Management of Wastes**

本署亦繼續積極減少並回收廢物。在2003-2004年度，本署共回收廢紙37 044公斤，較2002-2003年度的54 111公斤減少31.5%。這反映本署減少並限制用紙方面取得成果。本署亦與激光打印機墨盒供應商達成協議，回收已使用的打印機墨盒。

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.

## **環保採購** **Green Procurement**

本署於2003-2004年度以數碼相機取代14部不再使用的傳統相機。此舉有助減少菲林及底片造成的廢物，亦將沖曬相片的數量減至最低。在2003-2004年度，本署合共購買1 145卷24裝菲林及1 437卷36裝菲林，較2002-2003年度的使用量分別減少35.5%及37.2%。同年，沖曬相片的數量為72 023張，較2002-2003年度的95 817張減少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**

為了進一步提倡無紙辦公室的觀念，本署將會安排連串的電子學習課程。同時，第II期綜合發單及繳款服務將惠及更多繳納人，從而進一步減少印製徵收通知書的數量。

為配合政府節省能源和用紙的目標，本署會力求在2004-2005財政年度節省5%用紙量和3%能源消耗量。本署定立這個目標時，已參考了2002-2003財政年度的紙張和能源消耗水平。各科別員工都要仔細檢討和密切留意本身的用紙和用電模式，務求令辦公室的運作更具環保效益。

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.

## 人力資源



## Human Resources

差餉物業估價署署長  
彭贊榮先生  
Commissioner of Rating  
and Valuation,  
Mr Kenneth T W PANG

副署長  
黃振韶先生  
Deputy Commissioner of  
Rating and Valuation  
Mr WONG Chun-shiu

差餉估值顧問  
蕭權生先生  
Rating Adviser  
Mr SIU Kuen-sang

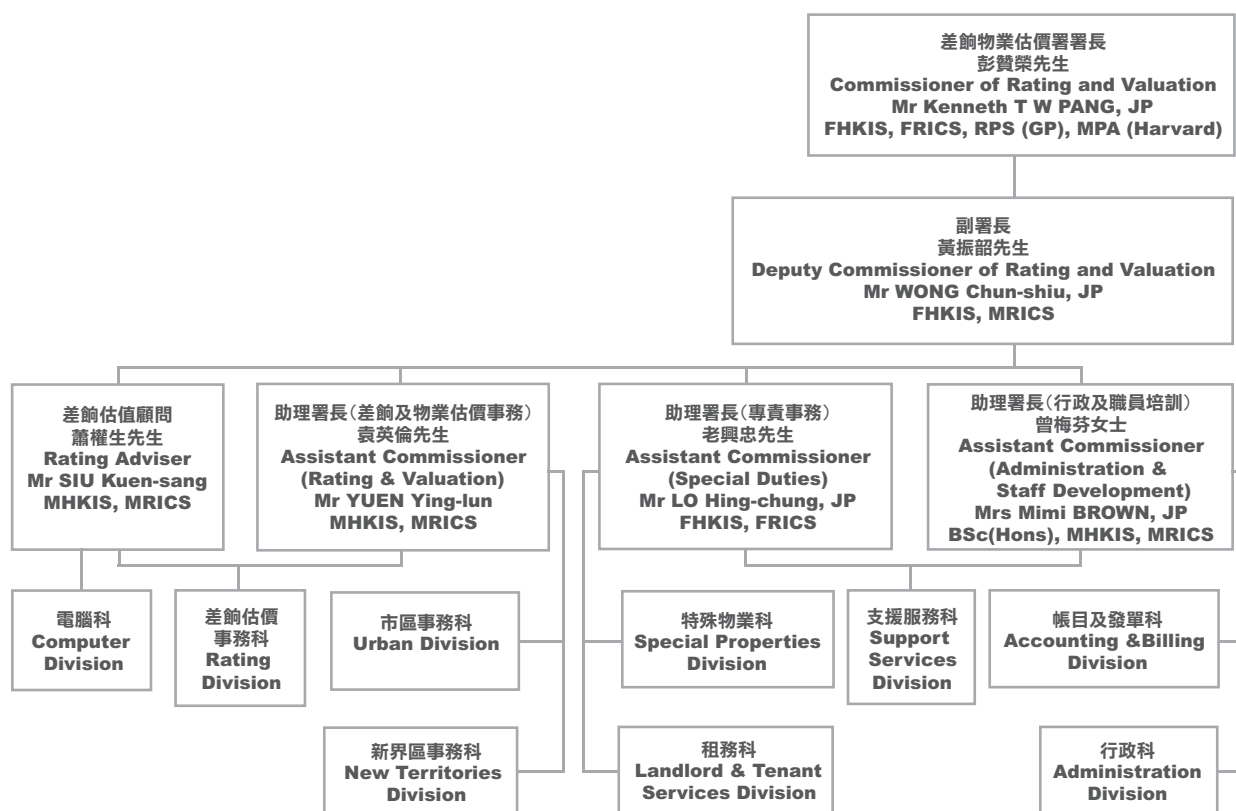
助理署長(專責事務)  
老興忠先生  
Assistant Commissioner  
(Special Duties)  
Mr LO Hing-chung

助理署長  
(差餉及物業估價事務)  
袁英倫先生  
Assistant Commissioner  
(Rating & Valuation)  
Mr YUEN Ying-lun

助理署長  
(行政及職員培訓)  
曾梅芬女士  
Assistant Commissioner  
(Administration &  
Staff Development)  
Mrs Mimi BROWN

內務秘書  
黃張坤儀女士  
Departmental Secretary  
Mrs Alice WONG

部門架構 (2004年4月1日)  
Organisation Structure (1 April 2004)





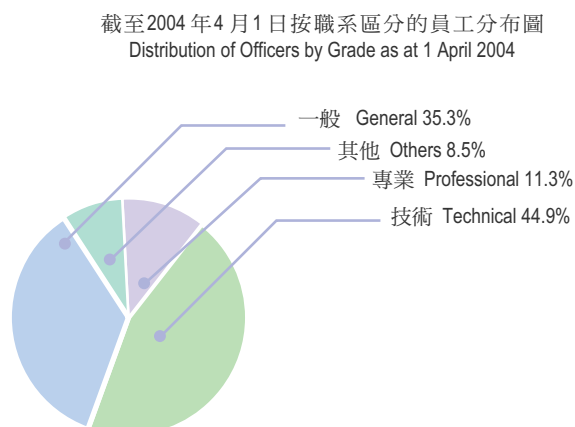
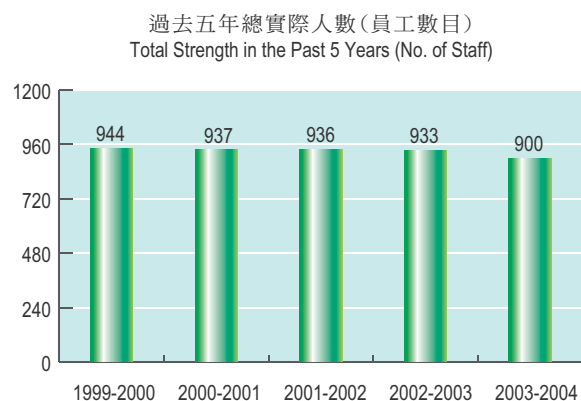
## 人手編制 Staffing

截至2004年4月1日，本署實際總人數為900人，其中專業職系人員佔102名、技術職系人員佔404名、一般職系人員佔318名、其他職系人員佔76名。

以下圖表顯示過去5年的實際總人數，以及截至2004年4月1日按職系區分的員工比例：

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日的編制及實際人數比較。本署高級首長級人員亦在若干跨部門或外間委員會擔任成員，該等委員會名稱載於附件B。

本署於2003-2004年度的個人薪酬(不計長俸、旅費、宿舍等開支)及部門開支達3.978億元，上一年度則為4.069億元。

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.



## 培訓與發展計劃 Training and Development Plan

本署 2003-2004 年度培訓與發展計劃已順利推行。年內，每名員工的平均受訓日數為 2.7 天。環境轉變，與日俱增的工作量，愈趨複雜的工作，以及市民日益嚴格的要求，均使我們的工作更富挑戰性。管方深明培訓的重要性，因此為員工安排多方面的訓練課程，內容既針對服務和運作需求，也照顧員工的事業發展和個人抱負。

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.

### 專業人員訓練 Professional Staff Training

為配合專業人員的職業前途發展，本署於 2003 年 4 月安排一名高級物業估價測量師，前赴英國估價部門進行為期六個月的實習。

在管理技巧方面，本署有一名高級物業估價測量師參加了公務員培訓處舉辦的公共行政領袖實踐課程。

另有一名高級物業估價測量師則到內地考察。

本署亦委託私人承辦商，為 25 名專業職系人員安排了一項特別內部課程，該項課程旨在讓學員了解如何透過創新意念及創造力提升表現。

在持續專業發展方面，本署為專業人員及見習人員，舉辦了四個與專業範疇有關的內部研討會。

另外，八名專業人員參加了一個由專家學院舉辦為期兩天的專家證人培訓課程。

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.

### 專業資格

#### Professional Membership

年內，有六名人員通過了香港測量師學會主辦的專業能力最終評審，並申請成為香港測量師學會專業會員。

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.

### 內部訓練課程

#### In-house Training Courses

年內，本署職員培訓組為334名員工舉辦了九個內部訓練課程及經驗分享會，各有不同主題，內容涵蓋多個範疇，包括部門電腦系統運作、地租事宜、估價實務及工作程序。

為了提高員工在集成估價方面的技巧，職員培訓組亦就「迴歸分析訓練」和「電腦集成估價技巧」安排兩個內部訓練課程，共有77名專業及技術職系人員參加。

職員培訓組還舉辦了十場「工作流程管理系統」研討會，使950多名人員對部門這個新系統及概念有更全面的了解。

此外，培訓組還為68名新入職人員安排五個入職講座。

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.



### 其他訓練課程 Other Training Courses

年內，本署安排了多個電腦及資訊科技應用課程，員工反應非常踴躍。共有20名專業及技術職系人員參加私人承辦商就SAS程式舉辦的多個課程。此外，政府大型承辦商亦提供不同種類的電腦課程，參加者多達435人次。

此外，本署職員共有725人次參加公務員培訓處舉辦的各項課程。

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.

### 內地機關到訪本署 Visits from Mainland Authorities

同年，有兩批內地機關的官員曾到訪本署，在學術和專業範疇，以及工作相關的事宜上大大促進了雙方的交流。

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.



## 職員關係和參與 Staff Relations and Participation

本署一向致力確保員工能自由發表對署內事務的意見，以促進良好的員工關係。

由職方、管方及公務員事務局代表所組成的部門協商委員會，提供一個有效的溝通渠道。委員會每三個月開會一次，商討員工福利事宜，並就所提出的事宜迅速採取跟進行動。

一般職系協商委員會的主要職能是藉著定期舉行會議，加強管方與一般職系員工的溝通和合作。

部門公務員建議書審核委員會專責評審員工就促進效率或節省開支措施提交的建議。年內，該委員會收到多項建議，並對部分同事給予獎勵，以嘉許其創意及進取精神。

本署署長每月均透過內聯網向全體員工發送一份名為《電子快訊》部門通訊，簡報本署當前事務及即將面對的挑戰。為進一步改善部門的內部溝通，署方亦定期舉辦工餘茶聚，讓管職雙方在輕鬆的氣氛下聚首一堂。

本署亦每年兩度編印一份專供署內員工閱讀，名為《估藝集》的雜誌，其內容多姿多采，包括署內花絮和不同主題的文章等，全部文稿均由本署員工提供。

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.





## 社交及康樂 Social and Recreation

### 康樂社 Recreation Club

年內，本署的康樂社籌辦了多個不同類型的社交及康樂活動，包括體育比賽、插花班、太極班、跳舞班、歌唱比賽、遠足及勝景一日遊。

本署的義工隊一向熱心公益，年內參與的義務工作計有南丫島植樹活動、「樂韻展關懷音樂會－公務員義工為社署署長監護兒童籌款」、多個慈善機構的賣旗日、義工訓練營及保良局步行籌款。

康樂社的經費來源包括員工福利基金、會員的入會費，以及各項活動的參加費用。

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.

### 慈善活動 Charity

本署參與公益金及其他慈善機構舉辦的多項慈善活動，籌得的善款超過 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 TABLES



●  
附表  
○

○  
T  
A  
B  
L  
E  
S  
●

估價冊- 各地區的已估價物業	<b>1</b>	Valuation List- Assessments by District
估價冊- 各地區的已估價 私人住宅物業	<b>2</b>	Valuation List- Private Domestic Assessments by District
估價冊- 各地區的已估價 公屋住宅物業	<b>3</b>	Valuation List- Public Domestic Assessments by District
估價冊- 各地區的已估價 舖位及其他商業樓宇	<b>4</b>	Valuation List- Shop and Other Commerical Assessments by District
估價冊- 各地區的已估價 寫字樓及工貿大廈	<b>5</b>	Valuation List- Office and Industrial /Office Assessments by District
估價冊- 各地區的已估價 工廠大廈及貨倉	<b>6</b>	Valuation List- Factory and Storage Assessments by District
估價冊- 各類物業的估價及 應課差餉租值	<b>7</b>	Valuation List- Distribution of Assessments and Rateable Values by Category
估價冊- 按應課差餉租值 劃分的已估價物業	<b>8</b>	Valuation List- Analysis of Assessments by Rateable Value Range
地租登記冊- 各地區的 已估價物業	<b>9</b>	Government Rent Roll- Assessments by District
臨時估價及刪除估價	<b>10</b>	Interim Valuations and Deletions
重估應課差餉租值- 對主要類別物業的影響	<b>11</b>	General Revaluation- Effect on Main Property Types
估價建議書、 反對書及上訴個案	<b>12</b>	Proposals, Objections and Appeals

表一  
Table 1

估價冊 - 截至 2004 年 4 月 1 日各地區的已估價物業  
VALUATION LIST - ASSESSMENTS BY DISTRICT AS AT 1 APRIL 2004

地區 District	數量 Number	應課差餉租值 Rateable Value (千元\$'000)
中西區 Central and Western	147 622	30 989 573
灣仔 Wan Chai	98 020	18 320 129
東區 Eastern	201 012	20 434 619
南區 Southern	72 128	11 215 422
港島 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
九龍城 Kowloon City	130 449	13 475 719
黃大仙 Wong Tai Sin	84 430	8 100 621
觀塘 Kwun Tong	135 962	14 441 698
九龍 Kowloon	616 150	71 857 534
葵青 Kwai Tsing	102 265	22 165 860
荃灣 Tsuen Wan	102 628	10 440 015
屯門 Tuen Mun	150 746	11 147 303
元朗 Yuen Long	122 040	8 261 580
北區 North	85 042	4 836 386
大埔 Tai Po	90 703	6 302 085
沙田 Sha Tin	195 724	15 466 440
西貢 Sai Kung	105 833	8 807 450
離島 Islands	43 743	13 613 147
新界 New Territories	998 724	101 040 267
總數 Overall	2 133 656	253 857 543

表二  
Table 2

估價冊 - 截至 2004 年 4 月 1 日各地區的已估價私人住宅物業  
VALUATION LIST - PRIVATE DOMESTIC ASSESSMENTS BY DISTRICT AS AT 1 APRIL 2004

地區 District	A 及 B 類 CLASSES A & B		C 類 CLASS C		D 及 E 類 CLASSES D & E		雜類物業 MISCELLANEOUS		總數 TOTAL	
	數量 Number	應課差餉租值 Rateable Value (千元\$'000)	數量 Number	應課差餉租值 Rateable Value (千元\$'000)	數量 Number	應課差餉租值 Rateable Value (千元\$'000)	數量 Number	應課差餉租值 Rateable Value (千元\$'000)	數量 Number	應課差餉租值 Rateable Value (千元\$'000)
中西區 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
灣仔 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
東區 Eastern	135 205	8 559 869	17 479	2 494 716	5 564	1 247 847	174	36 276	158 422	12 338 708
南區 Southern	37 639	2 288 921	3 498	526 795	8 565	4 784 638	57	73 303	49 759	7 673 657
港島 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
九龍城 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
黃大仙 Wong Tai Sin	62 656	3 300 304	272	27 308	65	9 510	151	7 413	63 144	3 344 535
觀塘 Kwun Tong	86 354	4 426 310	659	51 757	121	10 980	198	29 358	87 332	4 518 405
九龍 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
荃灣 Tsuen Wan	61 559	3 101 761	4 011	317 248	870	118 375	435	30 847	66 875	3 568 230
屯門 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
北區 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
西貢 Sai Kung	84 852	4 519 995	2 242	203 987	3 828	1 116 701	98	28 091	91 020	5 868 775
離島 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
總數 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

上述數字包括在租者置其屋計劃下已售出的租住單位，但不包括另行評估的停車位。  
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

估價冊 - 截至 2004 年 4 月 1 日各地區的已估價公屋住宅物業  
VALUATION LIST - PUBLIC DOMESTIC ASSESSMENTS BY DISTRICT AS AT 1 APRIL 2004

地區 District	房屋委員會 HOUSING AUTHORITY						房屋協會及香港平民屋宇有限公司 HOUSING SOCIETY & HONG KONG SETTLERS HOUSING CORPORATION LIMITED	
	租者置其屋計劃下 已售出的前租住公屋單位 Former Rental Housing Units sold under TPS*		租住公屋 Rental Housing		租者置其屋計劃下 仍未售出的單位 Units unsold under TPS*		租住公屋 Rental Housing	
					非租者置其屋計劃 Non TPS*			
	數量 Number	應課差餉租值 Rateable Value (千元\$'000)	數量 Number	應課差餉租值 Rateable Value (千元\$'000)	數量 Number	應課差餉租值 Rateable Value (千元\$'000)	數量 Number	應課差餉租值 Rateable Value (千元\$'000)
中西區 Central and Western	-	-	-	-	5	18 643	6	35 016
灣仔 Wan Chai	-	-	-	-	-	-	-	-
東區 Eastern	2 487	98 170	1 137	36 108	66	1 186 217	452	229 151
南區 Southern	2 448	96 091	811	26 712	51	873 218	5	24 585
港島 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
九龍城 Kowloon City	-	-	-	-	29	524 795	18	191 761
黃大仙 Wong Tai Sin	15 308	660 300	8 098	275 667	127	2 396 700	-	-
觀塘 Kwun Tong	9 296	348 361	6 745	186 753	156	2 888 932	9	157 860
九龍 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
荃灣 Tsuen Wan	-	-	-	-	34	415 104	175	53 823
屯門 Tuen Mun	7 314	174 068	5 374	102 300	68	920 148	-	-
元朗 Yuen Long	-	-	-	-	108	1 151 509	-	-
北區 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
西貢 Sai Kung	3 349	109 832	1 914	42 882	38	839 395	6	38 231
離島 Islands	-	-	-	-	51	270 177	-	-
新界 New Territories	57 928	1 686 414	26 347	608 979	553	7 768 415	697	304 607
總數 Overall	90 659	3 009 028	44 770	1 180 789	1 111	17 130 918	1 863	1 015 886

另行評估的停車位並不包括在上述數字內。

上述數字所表示的估價物業通常以大廈為單位；只有經租者置其屋計劃已售出或仍未售出的單位才普遍會以個別單位數目顯示。

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

估價冊 - 截至 2004 年 4 月 1 日各地區的已估價舖位及其他商業樓宇  
VALUATION LIST - SHOP AND OTHER COMMERCIAL ASSESSMENTS BY DISTRICT AS AT 1 APRIL 2004

地區 District	舖位 Shop		其他商業樓宇 Other Commercial	
	數量 Number	應課差餉租值 Rateable Value (千元\$'000)	數量 Number	應課差餉租值 Rateable Value (千元\$'000)
中西區 Central and Western	9 496	3 154 391	2 601	1 642 502
灣仔 Wan Chai	7 205	3 447 996	1 913	1 298 746
東區 Eastern	8 724	1 941 929	1 077	454 146
南區 Southern	2 113	527 915	272	107 016
港島 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
九龍城 Kowloon City	7 874	1 456 879	895	329 259
黃大仙 Wong Tai Sin	2 941	679 031	151	100 996
觀塘 Kwun Tong	5 164	1 508 820	296	248 947
九龍 Kowloon	44 232	13 327 883	6 250	3 299 969
葵青 Kwai Tsing	3 418	964 051	171	114 126
荃灣 Tsuen Wan	4 354	1 280 549	213	214 070
屯門 Tuen Mun	4 933	1 124 440	153	174 876
元朗 Yuen Long	6 138	1 219 566	380	173 226
北區 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
西貢 Sai Kung	2 432	668 771	23	52 763
離島 Islands	2 184	516 154	60	25 777
新界 New Territories	33 037	8 991 827	1 268	1 061 426
總數 Overall	104 807	31 391 942	13 381	7 863 804

**表五**  
**Table 5**

估價冊 - 截至 2004 年 4 月 1 日各地區的已估價寫字樓及工貿大廈  
VALUATION LIST - OFFICE AND INDUSTRIAL/OFFICE ASSESSMENTS BY DISTRICT AS AT 1 APRIL 2004

地區 District	寫字樓 Office		工貿大廈 Industrial/Office	
	數量 Number	應課差餉租值 Rateable Value (千元\$'000)	數量 Number	應課差餉租值 Rateable Value (千元\$'000)
中西區 Central and Western	24 529	6 510 580	-	-
灣仔 Wan Chai	13 129	3 157 377	-	-
東區 Eastern	4 853	1 343 353	178	57 268
南區 Southern	1 165	111 656	24	4 233
港島 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
九龍城 Kowloon City	1 304	231 048	18	3 434
黃大仙 Wong Tai Sin	74	24 948	351	32 134
觀塘 Kwun Tong	1 362	488 164	1 248	246 451
九龍 Kowloon	27 161	4 612 181	2 695	482 720
葵青 Kwai Tsing	629	145 175	294	105 623
荃灣 Tsuen Wan	1 408	111 031	466	17 391
屯門 Tuen Mun	592	29 569	-	-
元朗 Yuen Long	559	35 074	-	-
北區 North	237	33 255	61	3 274
大埔 Tai Po	60	8 240	-	-
沙田 Sha Tin	499	165 342	201	35 558
西貢 Sai Kung	5	8 040	-	-
離島 Islands	288	360 787	-	-
新界 New Territories	4 277	896 514	1 022	161 846
總數 Overall	75 114	16 631 662	3 919	706 067



表六  
Table 6

估價冊 - 截至 2004 年 4 月 1 日各地區的已估價工廠大廈及貨倉  
VALUATION LIST - FACTORY AND STORAGE ASSESSMENTS BY DISTRICT AS AT 1 APRIL 2004

地區 District	工廠大廈 Factory		貨倉 Storage	
	數量 Number	應課差餉租值 Rateable Value (千元\$'000)	數量 Number	應課差餉租值 Rateable Value (千元\$'000)
中西區 Central and Western	513	49 086	3	3 510
灣仔 Wan Chai	-	-	-	-
東區 Eastern	6 265	950 882	24	53 411
南區 Southern	4 477	428 895	11	14 940
港島 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
九龍城 Kowloon City	2 986	511 140	117	68 324
黃大仙 Wong Tai Sin	3 317	359 627	-	-
觀塘 Kwun Tong	19 683	1 984 439	152	114 122
九龍 Kowloon	33 562	3 835 601	327	257 668
葵青 Kwai Tsing	16 758	1 350 932	718	950 741
荃灣 Tsuen Wan	10 835	991 807	461	219 513
屯門 Tuen Mun	6 850	415 509	271	43 000
元朗 Yuen Long	1 190	328 577	101	38 159
北區 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
西貢 Sai Kung	35	159 365	5	3 318
離島 Islands	25	53 569	111	121 476
新界 New Territories	48 703	4 603 059	1 993	1 696 807
總數 Overall	93 520	9 867 523	2 358	2 026 336

**表七**  
**Table 7**



估價冊 - 截至 2004 年 4 月 1 日各類物業的估價及應課差餉租值  
VALUATION LIST - DISTRIBUTION OF ASSESSMENTS AND RATEABLE VALUES BY CATEGORY AS AT 1 APRIL 2004

類別 Category	數量 Number	%	應課差餉租值 Rateable Value (千元\$'000)	%
住宅 Domestic Premises	1 575 557	73.8	122 446 255	48.2
舖位及其他商業樓宇 Shops and Other Commercial Premises	118 188	5.5	39 255 746	15.5
寫字樓 Offices	75 114	3.5	16 631 162	6.6
工貿大廈 Industrial/Office Premises	3 919	0.2	706 067	0.3
工廠大廈 Factories	93 520	4.4	9 867 523	3.9
貨倉 Storage Premises	2 358	0.1	2 026 336	0.8
停車位* Parking Spaces*	220 723	10.3	7 328 656	2.9
其他物業 Others	44 277	2.1	55 595 297	21.9
總數 Overall	2 133 656	100.0	253 857 543	100.0

\* 包括住宅及非住宅停車位。

\* Include both domestic and non-domestic parking spaces.

表八  
Table 8

估價冊 - 截至 2004 年 4 月 1 日按應課差餉租值劃分的已估價物業  
VALUATION LIST - ANALYSIS OF ASSESSMENTS BY RATEABLE VALUE RANGE AS AT 1 APRIL 2004

應課差餉租值 (元) Rateable Value Range (\$)			港島 Hong Kong	九龍 Kowloon	新界 New Territories	總數 Total	%	累積 % <sup>^</sup> Cumulative % <sup>^</sup>
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
總數	Overall		518 782	616 150	998 724	2 133 656	100	-

\* 低於 0.05%。

<sup>^</sup> 在“%”及“累積 %”二欄內之數字是獨立計算得來，由於以四捨五入關係，最後一欄的數字，表面上看來可能出現誤差。

\* Percentage below 0.05%.

<sup>^</sup> 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**

地租登記冊 - 截至 2004 年 4 月 1 日各地區的已估價物業  
GOVERNMENT RENT ROLL - ASSESSMENTS BY DISTRICT AS AT 1 APRIL 2004

地區 District	不超過最低應課差餉租值* Not Exceeding Minimum Rateable Value*		超過最低應課差餉租值 Above Minimum Rateable Value	
	數量 Number		數量 Number	應課差餉租值 Rateable Value (千元\$'000)
中西區 Central and Western	25		12 011	6 108 446
灣仔 Wan Chai	1		8 016	2 284 274
東區 Eastern	84		42 895	3 748 981
南區 Southern	11		27 900	2 993 050
港島 Hong Kong	121		90 822	15 134 750
油尖旺 Yau Tsim Mong	32		29 598	6 291 472
深水埗 Sham Shui Po	285		100 958	9 713 765
九龍城 Kowloon City	31		37 253	5 289 019
黃大仙 Wong Tai Sin	9		82 240	5 396 619
觀塘 Kwun Tong	30		133 965	10 986 563
九龍 Kowloon	387		384 014	37 677 438
葵青 Kwai Tsing	346		100 008	17 120 971
荃灣 Tsuen Wan	2 491		103 111	8 408 601
屯門 Tuen Mun	4 586		147 245	6 847 655
元朗 Yuen Long	29 490		121 780	6 334 522
北區 North	32 845		77 962	4 002 662
大埔 Tai Po	30 600		85 980	5 496 080
沙田 Sha Tin	4 820		190 058	13 289 993
西貢 Sai Kung	13 807		100 760	7 779 982
離島 Islands	18 474		40 638	9 585 823
新界 New Territories	137 459		967 542	78 866 228
總數 Overall	137 967		1 442 378	131 678 417

\* 凡物業的應課差餉租值不超過最低應課差餉租值 3 000 元，用以計算地租的應課差餉租值在法律上當作為 1 元，而應繳地租為每年 0.03 元。實際上，本署不會向這類物業發出徵收地租通知書。

\* 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 年度臨時估價及刪除估價\*  
INTERIM VALUATIONS AND DELETIONS IN 2003-2004\*

區域 Area	差餉及地租 Rates and Government Rent				只計差餉 Rates Only				只計地租 Government Rent Only			
	臨時估價 Interim Valuations		刪除估價 Deletions		臨時估價 Interim Valuations		刪除估價 Deletions		臨時估價 Interim Valuations		刪除估價 Deletions	
	數量 Number	應課差餉租值 Rateable Value (千元\$'000)	數量 Number	應課差餉租值 Rateable Value (千元\$'000)	數量 Number	應課差餉租值 Rateable Value (千元\$'000)	數量 Number	應課差餉租值 Rateable Value (千元\$'000)	數量 Number	應課差餉租值 Rateable Value (千元\$'000)	數量 Number	應課差餉租值 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
總數 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

\* 不包括在估價冊 / 地租登記冊直接載入和刪除的估價。

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

表十一  
Table 11

2004-2005 年度重估應課差餉租值 - 對主要類別物業的影響<sup>(1)</sup>  
2004-2005 GENERAL REVALUATION - EFFECT ON MAIN PROPERTY TYPES<sup>(1)</sup>

物業類別 Property Type	差餉 Rates			地租 Government Rent		
	應課差餉租值 平均增減 Average Change in Rateable Value %	平均每月 差餉(元) Average Rates Payment \$p.m.	平均每月 差餉增減(元) Average Change in Rates \$p.m.	應課差餉租值 平均增減 Average Change in Rateable Value %	平均每月 地租(元) Average Govt. Rent Payment \$p.m.	平均每月 地租增減(元) Average Change in Govt. Rent \$p.m.
小型私人住宅物業 <sup>(2)</sup> Private Small Domestic Premises <sup>(2)</sup>	-11	206	-26	-11	117	-14
中型私人住宅物業 <sup>(2)</sup> Private Medium Domestic Premises <sup>(2)</sup>	-13	475	-70	-12	261	-35
大型私人住宅物業 <sup>(2)</sup> Private Large Domestic Premises <sup>(2)</sup>	-11	1 230	-156	-10	567	-65
私人住宅物業 Private Domestic Premises	-11	281	-36	-11	143	-17
公屋住宅物業 <sup>(3)</sup> Public Domestic Premises <sup>(3)</sup>	-11	117	-15	-11	70	-8
所有住宅物業 <sup>(4)</sup> All Domestic Premises <sup>(4)</sup>	-11	220	-27	-11	127	-15
舖位及其他商業樓宇 Shops and Other Commercial Premises	-2	1 357	-32	-2	767	-16
寫字樓 Offices	-13	927	-139	-13	914	-141
工業樓宇 <sup>(5)</sup> Industrial Premises <sup>(5)</sup>	-10	503	-53	-9	310	-32
所有非住宅物業 <sup>(6)</sup> All Non-domestic Premises <sup>(6)</sup>	-3	1 302	-47	-3	725	-22
所有類別物業 All Types of Properties	-8	369	-30	-7	206	-16

- 註： (1) 住宅物業的計算主要是反映物業數目，而非住宅物業則反映估價數目。  
(2) 所有住宅物業均按實用面積分類：  
小型住宅 -- 不超過 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) 指由房屋委員會、房屋協會及香港平民屋宇有限公司提供的租住單位。  
(4) 包括停車位。  
(5) 包括工廠、貨倉及工貿大廈。  
(6) 包括其他形式物業如酒店、戲院、油站、學校及停車位。

- 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 m<sup>2</sup>  
Medium domestic -- 70 m<sup>2</sup> to 99.9 m<sup>2</sup>  
Large domestic -- 100 m<sup>2</sup> 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 年度的估價建議書、反對書及上訴個案  
PROPOSALS, OBJECTIONS AND APPEALS IN THE YEARS OF 2002-2003 AND 2003-2004

	差餉 Rating		地租 Government Rent	
	2002-2003	2003-2004 <sup>(1)</sup>	2002-2003	2003-2004 <sup>(1)</sup>
<b>建議書 Proposals</b>				
接辦及完成個案 Cases received and completed	38 641	76 596	489	468
覆核結果 Status on review :				
- 估價作實 assessment confirmed	30 956	63 588	431	409
- 削減應課差餉租值 rateable value reduced	6 313	10 500	50	37
- 其他 miscellaneous <sup>(2)</sup>	1 372	2 508	8	22
<b>反對書 Objections</b>				
年初所餘 Outstanding at beginning of year	2 575	3 038	27	94
接辦個案 Cases received	14 529	19 998	965	403
完成個案 Cases completed	14 066	18 342	898	419
覆核結果 Status on review :				
- 建議臨時估價、刪除或更正估價作實 proposed interim valuation, deletion or correction confirmed	11 530	15 021	725	313
- 削減應課差餉租值 rateable value reduced	1 451	2 199	31	25
- 其他 miscellaneous <sup>(2)</sup>	1 085	1 122	142	81
<b>上訴 Appeals</b>				
年初所餘 Outstanding at beginning of year	776	695	499	1 157
接辦個案 Cases received	534	904	681	493
完成個案 Cases completed	615	189	23	146
個案完成結果 Status of completed cases :				
- 估價作實 assessment confirmed	-	-	-	-
- 削減應課差餉租值 (全面聆訊) rateable value reduced (full hearing)	3	2	-	-
- 同意令 consent orders	236	126	14	5
- 撤銷 / 駁回 / 失效 withdrawn/dismissed/lapsed	376	61	9	141

註： (1) 重估應課差餉租值於 2003 年 4 月 1 日生效。  
(2) 此欄包括無效、反對人自行撤銷反對或修改不關乎應課差餉租值的個案，例如：修改物業名稱及刪除估價。

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.



## 附錄 ANNEXURES



●  
**附錄**  
○

○  
**A  
N  
N  
E  
X  
U  
R  
E  
S**  
●

本署的編制及實際人數

**A**

Establishment and Strength of the Department

在外間委員會擔任成員  
的高級首長級人員

**B**

Senior Directorate Staff Serving on Inter-departmental  
and External Committees

技術附註

**C**

Technical Notes

刊物

**D**

Publications

各區域及地區

**E**

Areas and Districts

地圖

**F**

Plans

# 附錄 A Annex A

本署的編制及實際人數  
Establishment and Strength of the Department

\*EST.= Establishment

SG.= Strength

	1.4.2003		1.4.2004		增加/減少 Increase/Decrease	
	編制 EST.*	實際人數 SG.*	編制 EST.*	實際人數 SG.*	編制 EST.*	實際人數 SG.*
署長 Commissioner	1	1	1	1	-	-
副署長 Deputy Commissioner	1	1	1	1	-	-
助理署長 Assistant Commissioner	3	2	3	2	-	-
差餉估值顧問 Rating Adviser	1	1	1	1	-	-
首席物業估價測量師 Principal Valuation Surveyor	9	7	8	6	-1	-1
高級物業估價測量師 Senior Valuation Surveyor	27	27	27	27	-	-
物業估價測量師 Valuation Surveyor	64	60	59	58	-5	-2
助理物業估價測量師 Assistant Valuation Surveyor	5	6	5	6	-	-
首席物業估價主任 Principal Valuation Officer	16	16	16	16	-	-
高級物業估價主任 Senior Valuation Officer	82	82	81	81	-1	-1
物業估價主任 / 見習物業估價主任 Valuation Officer/ Valuation Officer Trainee	277	276	271	271	-6	-5
一級 / 二級物業估價助理 Valuation Assistant I/II	6	6	6	6	-	-
高級租務主任 Senior Rent Officer	4	4	4	4	-	-
一級租務主任 Rent Officer I	13	13	13	13	-	-
二級租務主任 Rent Officer II	7	7	7	7	-	-
物業調查員 Valuation Referencer	7	7	6	6	-1	-1
高級統計主任 Senior Statistical Officer	2	2	2	2	-	-
一級統計主任 Statistical Officer I	3	3	3	3	-	-
二級統計主任 Statistical Officer II	2	2	3	3	1	1

本署的編制及實際人數  
Establishment and Strength of the Department

\*EST.= Establishment

SG.= Strength

	1.4.2003		1.4.2004		增加/減少 Increase/Decrease	
	編制 EST.*	實際人數 SG.*	編制 EST.*	實際人數 SG.*	編制 EST.*	實際人數 SG.*
高級技術主任 Senior Technical Officer	2	2	2	2	-	-
技術主任 / 見習技術主任 Technical Officer/ Technical Officer Trainee	6	6	7	7	1	1
描摹員 Tracer	2	2	-	-	-2	-2
總行政主任 Chief Executive Officer	1	1	1	1	-	-
高級行政主任 Senior Executive Officer	1	1	1	1	-	-
一級行政主任 Executive Officer I	3	3	3	3	-	-
一級法定語文主任 Official Language Officer I	1	1	1	1	-	-
二級法定語文主任 Official Language Officer II	2	2	2	2	-	-
繕校員 Calligraphist	1	1	1	1	-	-
高級私人秘書 Senior Personal Secretary	1	-	1	-	-	-
一級私人秘書 Personal Secretary I	5	6	5	6	-	-
二級私人秘書 Personal Secretary II	10	10	8	8	-2	-2
機密檔案室助理 Confidential Assistant	1	1	1	1	-	-
高級文書主任 Senior Clerical Officer	18	18	17	17	-1	-1
文書主任 Clerical Officer	44	38	40	35	-4	-3
助理文書主任 Assistant Clerical Officer	127	126	123	121	-4	-5
文書助理 Clerical Assistant	106	109	103	106	-3	-3

# 附錄 A(續) Annex A (cont'd)

本署的編制及實際人數  
Establishment and Strength of the Department

\*EST.= Establishment

SG.= Strength

	1.4.2003		1.4.2004		增加/減少 Increase/Decrease	
	編制 EST.*	實際人數 SG.*	編制 EST.*	實際人數 SG.*	編制 EST.*	實際人數 SG.*
一級物料供應員 Supplies Supervisor I	1	1	1	1	-	-
二級物料供應員 Supplies Supervisor II	1	1	1	1	-	-
助理物料供應員 Supplies Assistant	1	1	-	-	-1	-1
物料供應服務員 Supplies Attendant	1	1	1	1	-	-
高級庫務會計師 Senior Treasury Accountant	1	1	1	1	-	-
高級會計主任 Senior Accounting Officer	1	1	1	1	-	-
一級會計主任 Accounting Officer I	2	2	3	3	1	1
二級會計主任 Accounting Officer II	2	2	1	1	-1	-1
執達主任助理 Bailiff's Assistant	3	3	3	2	-	-1
電話接線生 Telephone Operator	1	1	1	1	-	-
司機 Motor Driver	10	10	10	10	-	-
辦公室助理 Office Assistant	19	18	18	17	-1	-1
二級工人 Workman II	9	9	9	9	-	-
高級電腦操作員 Senior Computer Operator	2	2	1	1	-1	-1
一級電腦操作員 Computer Operator I	5	5	5	5	-	-
二級電腦操作員 / 見習電腦操作員 Computer Operator II/Student Computer Operator	8	8	8	8	-	-
高級系統經理 Senior Systems Manager	1	-	1	-	-	-
系統經理 Systems Manager	2	3	2	3	-	-
一級系統分析 / 程序編制主任 Analyst/Programmer I	5	4	5	5	-	1
二級系統分析 / 程序編制主任 Analyst/Programmer II	3	4	3	3	-	-1
小計 Sub-total	939	927	908	899	-31	-28



# 附錄 A(續) Annex A (cont'd)

本署的編制及實際人數  
Establishment and Strength of the Department

\*EST.= Establishment

SG.= Strength

	1.4.2003		1.4.2004		增加/減少 Increase/Decrease	
	編制 EST.*	實際人數 SG.*	編制 EST.*	實際人數 SG.*	編制 EST.*	實際人數 SG.*
額外人員 Supernumerary Staff						
高級物業估價測量師 Senior Valuation Surveyor	1	1	-	-	-1	-1
物業估價測量師 Valuation Surveyor	-	-	2	-	2	-
高級打字員 Senior Typist	1	1	-	-	-1	-1
助理文書主任 Assistant Clerical Officer	1	1	-	-	-1	-1
文書助理 Clerical Assistant	-	-	1	1	1	1
高級庫務會計師 Senior Treasury Accountant	1	1	-	-	-1	-1
二級會計主任 Accounting Officer II	1	1	-	-	-1	-1
二級統計主任 Statistical Officer II	1	1	-	-	-1	-1
小計 Sub-total	6	6	3	1	-3	-5
總數 Total	945	933	911	900	-34	-33



在外間委員會擔任成員的高級首長級人員  
Senior Directorate Staff Serving on Inter-departmental and External Committees

職位 Title	委員會名稱 Committee	身分 Capacity
署長 Commissioner	經濟發展工作小組 Working Group on Developments in the Economy	委員 Member
	監察物業市場工作小組 Working Group to Monitor the Property Market	委員 Member
	測量師註冊管理局 Surveyors Registration Board	成員 Member
	香港理工大學 建築及房地產學系顧問委員會 Hong Kong Polytechnic University Advisory Committee on Building and Real Estate	主席 Chairman
副署長 Deputy Commissioner	香港房屋協會 - 監事會 (至2003年9月25日) Hong Kong Housing Society - Supervisory Board (Up to 25/9/2003)	委員 Member
差餉估值顧問 Rating Adviser	資訊科技用戶經理小組 Information Technology User-Managers Group	委員 Member
助理署長 (專責事務) Assistant Commissioner (Special Duties)	檢討駐海外人員租金津貼小組 Panel on Review of Rent Allowances for Officers Posted Outside Hong Kong	委員 Member
助理署長 (差餉及物業估價事務) Assistant Commissioner (Rating and Valuation)	房屋需求研究工作小組 Working Group on Housing Demand	委員 Member

技術附註  
Technical Notes

見於本年報內的下述用語，除另有註明外，其意思如下：

(1) 樓面面積

面積以平方米計算。住宅單位的樓面面積即該單位的「實用面積」。「實用面積」是指單位獨佔的樓面面積，這包括露台及長廊，但不包括樓梯、升降機槽、渠管、大堂及公用廁所等公用地方。量度「實用面積」時，是從圍繞該單位的外牆向外的一面或該單位與毗連單位的共用牆的中間點起計。窗台、天井、花園、庭院、平台、車位等地方則不包括在內。

非住宅樓宇的樓面面積是指其「內部樓面面積」，量度範圍是有關單位牆壁（或與毗連單位的共用牆）向內的一面所圍繞的全部面積。

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) 物業類別

住宅：

(a) 私人住宅單位 - 各自設有專用的煮食設施和浴室（及/或廁所）的獨立居住單位。居者有其屋計劃、私人機構參建居屋計劃、市區改善計劃、住宅發售計劃和夾心階層住屋計劃的住宅單位，均屬這一類別。租者置其屋計劃下售出的單位亦屬這類別。

住宅單位可按樓面面積再分類如下：

A類 - 實用面積少於40平方米  
B類 - 實用面積為40至69.9平方米  
C類 - 實用面積為70至99.9平方米  
D類 - 實用面積為100至159.9平方米  
E類 - 實用面積為160平方米或以上

(b) 公屋住宅單位 - 由香港房屋委員會、香港房屋協會和香港平民屋宇公司興建的租住單位。

(c) 雜類住宅單位 - 包括用作住宅的閣仔、天台建築物等。

(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 m<sup>2</sup>  
Class B - Saleable area of 40 m<sup>2</sup> to 69.9 m<sup>2</sup>  
Class C - Saleable area of 70 m<sup>2</sup> to 99.9 m<sup>2</sup>  
Class D - Saleable area of 100 m<sup>2</sup> to 159.9 m<sup>2</sup>  
Class E - Saleable area of 160 m<sup>2</sup> 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) 舖位 - 設計或改建作零售業用途，並實際作這用途的物業。

(b) 商業樓宇 - 設計及改建作商業用途的樓宇，例如百貨公司等，但不包括舖位或寫字樓。

(c) 寫字樓 - 商用樓宇內的物業，但不包括綜合用途樓宇內的非住宅用途單位。

(d) 工貿大廈 - 設計或獲證明作工貿用途的樓面面積。

(e) 工廠 - 為製造業工序及有關用途而建設的物業。

(f) 貨倉 - 設計或改建作倉庫或冷藏庫的樓宇。

(g) 停車位 - 位於主要作住宅或非住宅用途樓宇內的停車位。

(h) 雜類物業 - 不屬於上述任何類別的物業，例如酒店、戲院及劇場、學校、康樂會及會所、社區及福利用途樓宇、油站等物業。

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

本書所載租金全部以港元計算，通常不包括差餉、管理費及其他費用在內。

(4) 匯率

除另有說明外，本年報所用的「元」均指港元。自1983年10月17日起，政府透過一項有關發行紙幣的措施，將港元與美元聯繫，以7.8港元兌1美元為固定匯率。

(5) 四捨五入

由於數字四捨五入，所以個別項目的總和與各表所示的總數可能有些微差別。

(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

公開發售  
On Sale to the Public

香港物業報告  
Hong Kong Property Review

樓宇名稱  
Names of Buildings

其他供公眾閱覽的刊物  
Other Unrestricted Publications

年報  
Annual Summary

差餉及地租簡介  
Your Rates and Government Rent

差餉物業估價署服務承諾  
Performance Pledge for the Rating and Valuation Department

差餉物業估價署歷年發展(英文版)  
Rating and Valuation Department – A Chronology

香港差餉的歷史(英文版)  
The History of Rates in Hong Kong

香港物業報告 - 每月補編  
Hong Kong Property Review - Monthly Supplement

《業主與租客(綜合)條例》指引|概要  
A Summary Guide on the Landlord and Tenant (Consolidation) Ordinance

《2004年業主與租客(綜合)(修訂)條例》說明單張 - 續約與否有自由，租務新例要遵守  
Explanatory Leaflet on the Landlord and Tenant (Consolidation) (Amendment) Ordinance 2004  
- New Law Provides Equal Rights for Landlords and Tenants

物業資訊服務  
Property Info-Hotline Service

各區域及地區 Areas and Districts

區域：港島  
Area : Hong Kong

地區 District	地區內的分區名稱 Names of Sub-districts within District Boundaries	規劃統計小區 Tertiary Planning Units
中西區 Central and Western	堅尼地城、石塘咀、 西營盤、上環、 中環、金鐘、 半山區、山頂	Kennedy Town, Shek Tong Tsui, Sai Ying Pun, Sheung Wan, Central, Admiralty, Mid-levels, Peak
灣仔 Wan Chai	灣仔、銅鑼灣、 跑馬地、大坑、 掃桿埔、渣甸山	Wan Chai, Causeway Bay, Happy Valley, Tai Hang, So Kon Po, Jardine's Lookout
東區 Eastern	天后、寶馬山、 北角、鯉魚涌、 西灣河、筲箕灣、 柴灣、小西灣	Tin Hau, Braemar Hill, North Point, Quarry Bay, Sai Wan Ho, Shau Kei Wan, Chai Wan, Siu Sai Wan
南區 Southern	薄扶林、香港仔、 鴨脷洲、黃竹坑、 壽臣山、淺水灣、 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		
區域：九龍 Area : Kowloon		
地區 District	地區內的分區名稱 Names of Sub-districts within District Boundaries	規劃統計小區 Tertiary Planning Units
油尖旺 Yau Tsim Mong	尖沙咀、油麻地、 西九龍填海區、 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、 長沙灣、深水埗、 石硤尾、又一村、 大窩坪、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
九龍城 Kowloon City	紅磡、土瓜灣、 馬頭角、馬頭圍、 啟德、九龍城、 何文田、九龍塘、 筆架山	Hung Hom, To Kwa Wan, Ma Tau Kok, Ma Tau Wai, Kai Tak, Kowloon City, Ho Man Tin, Kowloon Tong, Beacon Hill
黃大仙 Wong Tai Sin	新蒲崗、黃大仙、 東頭、橫頭磡、 樂富、鑽石山、 慈雲山、牛池灣	San Po Kong, Wong Tai Sin, Tung Tau, Wang Tau Hom, Lok Fu, Diamond Hill, Tsz Wan Shan, Ngau Chi Wan
觀塘 Kwun Tong	坪石、九龍灣、 牛頭角、佐敦谷、 觀塘、秀茂坪、 藍田、油塘、 鯉魚門	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		

各區域及地區 Areas and Districts

區域：新界

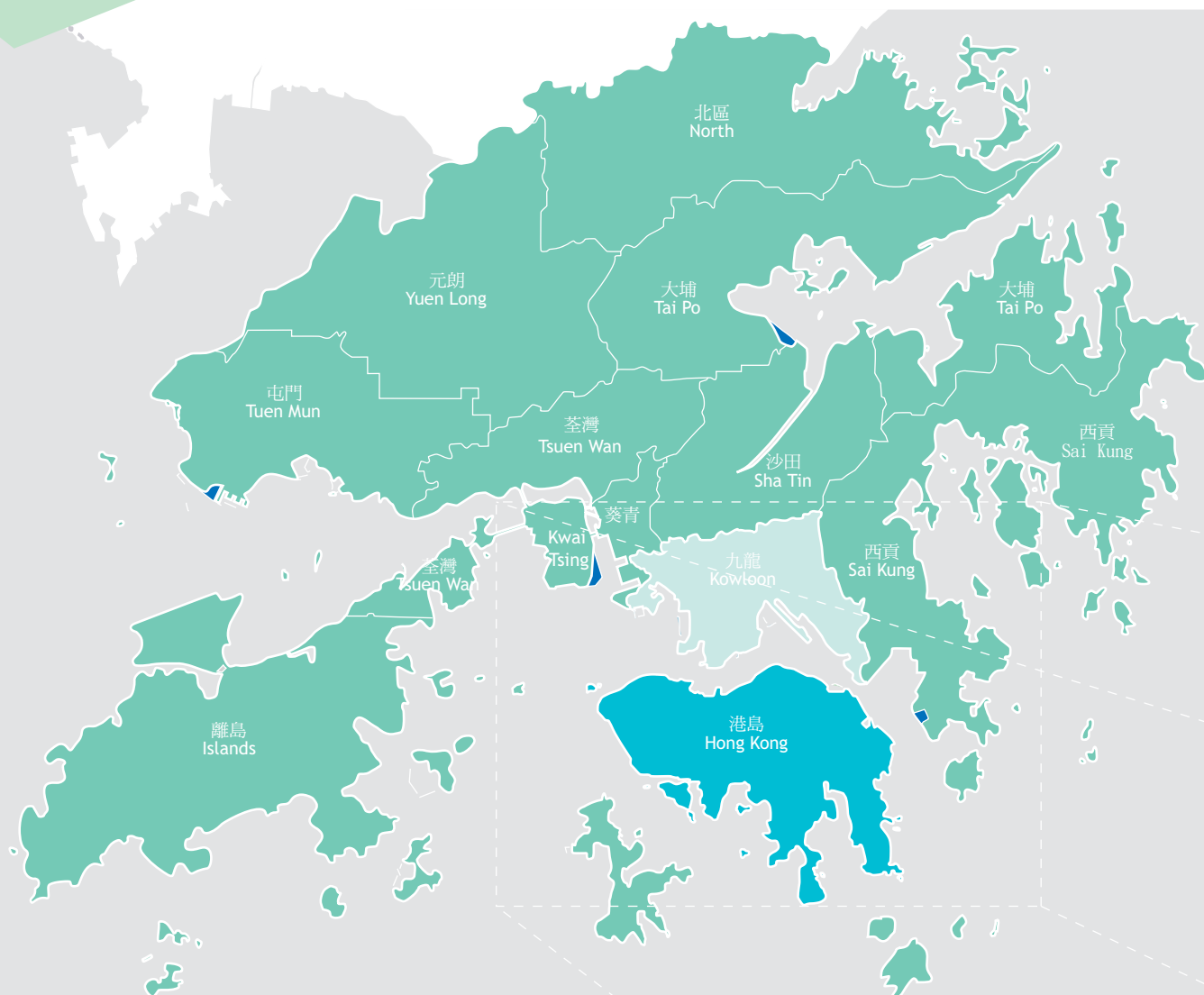
Area : New Territories

地區 District	地區內的分區名稱 Names of Sub-districts within District Boundaries	規劃統計小區 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
荃灣 Tsuen Wan	荃灣、梨木樹、 汀九、深井、 青龍頭、馬灣、 陰澳 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
屯門 Tuen Mun	大欖涌、掃管笏、 屯門、藍地 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	洪水橋、廈村、 流浮山、天水圍、 元朗、新田 落馬州、錦田、 石崗、八鄉 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)
北區 North	粉嶺、聯和墟、 上水、石湖墟、 沙頭角、鹿頸、 烏蛟騰 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、大尾篤、 船灣、樟木頭、 企嶺下 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	大圍、沙田、 火炭、馬料水、 烏溪沙、馬鞍山 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)
西貢 Sai Kung	清水灣、西貢、 大網仔、將軍篤、 坑口、調景嶺、 馬游塘 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
離島 Islands	長洲、坪洲、 大嶼山 (包括東涌)、 南丫島 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

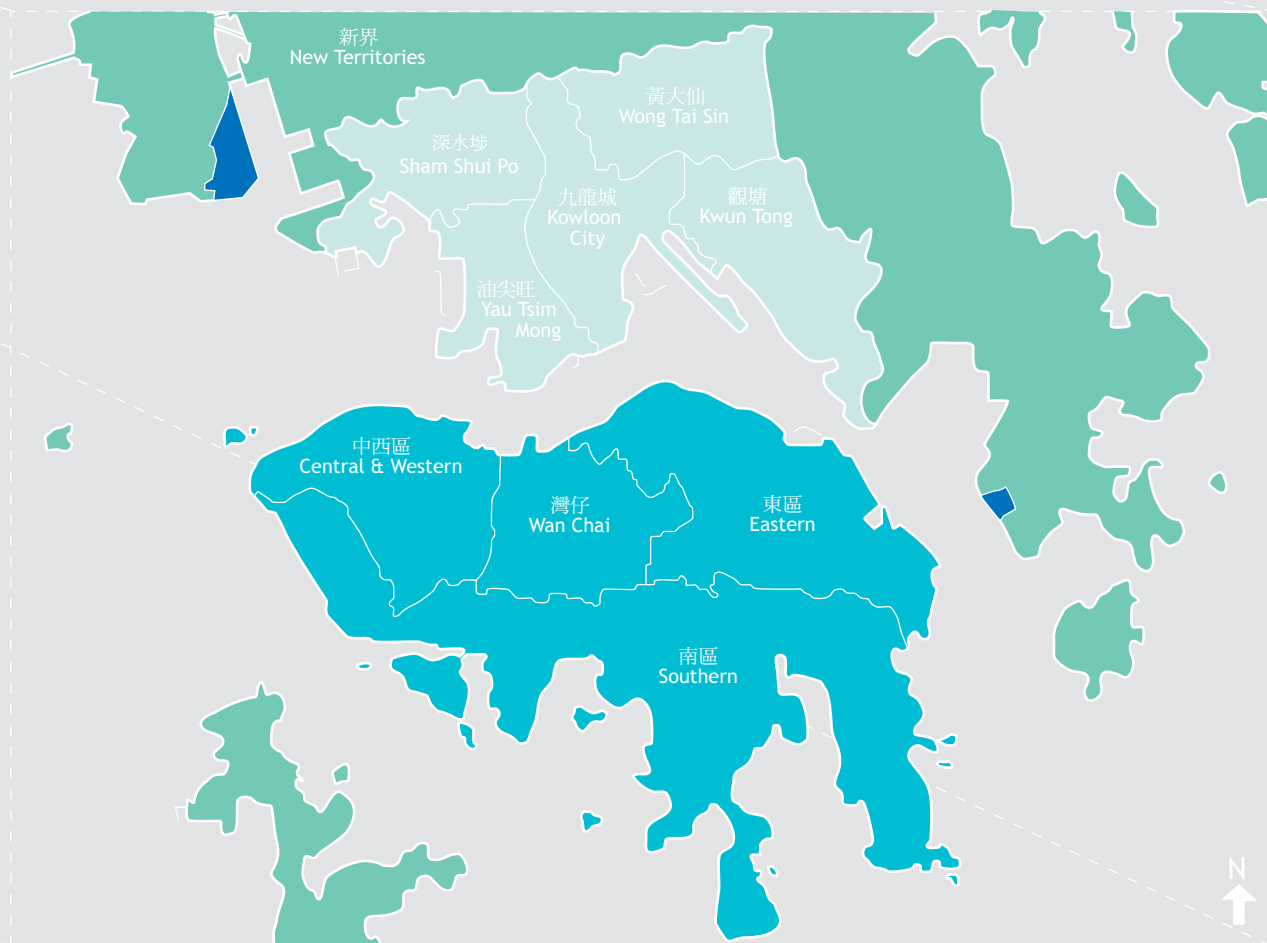


新界地區 New Territories Districts



填海工程進行中  
Reclamation in progress

港島及九龍地區 Hong Kong and Kowloon Districts



## 差餉物業估價署

地址 : 中國香港  
九龍長沙灣道303號  
長沙灣政府合署  
13樓

電話 : 2152 0111

圖文傳真 : 2152 0123

電子郵件地址 : enquiries@rzd.gov.hk  
billing@rzd.gov.hk  
complaints@rzd.gov.hk

互聯網網頁 : <http://www.info.gov.hk/rzd>

## Rating and Valuation Department

Address : 13th Floor  
Cheung Sha Wan Government Offices  
303 Cheung Sha Wan Road  
Kowloon, Hong Kong, China

Telephone : 2152 0111

Facsimile : 2152 0123

E-mail Addresses : enquiries@rzd.gov.hk  
billing@rzd.gov.hk  
complaints@rzd.gov.hk

Homepage : <http://www.info.gov.hk/rzd>

