

承辦商簡介表 Contractor Information Form

For Official Use <input type="checkbox"/> New Apply <input type="checkbox"/> Add Category <input type="checkbox"/> Re-apply after Expiry of Disqualification

請用正楷填寫表格內所有空格，劃去或填寫 "不適用" 於不需要的空格內。
Please write in BLOCK Letters for all blanks and delete or write in "N/A" if not applicable.

註: 所有空格必須填寫，否則申請將不被考慮。
All blanks must be filled. Otherwise, this application

提供貨品/服務種類 Types of Goods/Services			
公司名稱 Company Name	(中文)		
	(English)		
公司註冊地址 Registered Office Address	(中文)		
	(English)		
通訊地址 Correspondence Address	如與註冊地址不同，請填寫此欄 Please complete this part if the correspondence address is different from the Registered Office Address		
	(中文)		
商業登記証編號 Business Registration Certificate No.		到期日 Expiry Date :	
香港公司銀行商業賬號 Company Business Account in HK	銀行名稱 Name of Bank	賬號 Account No.	
營業性質 Nature of Business	<input type="radio"/> 獨資 Sole Proprietorship <input type="radio"/> 有限公司 Corporation <input type="radio"/> 合夥 Partnership <input type="radio"/> 其他 Others:		
其他聯絡資料 Other Contact Information	固網電話號碼 Fixed Line Tel. No.		手提電話號碼 Mobile No.
	傳真號碼 Fax. No.		
	收取標書之電郵地址 Tender-receiving Email Address		
	24小時緊急聯絡號碼 (手機) 24hrs Emergency Call No. (Mobile Phone)		
公司網址 Company Web Site			
公司總負責人/東主 Responsible Person/Owner	1. 姓名 Name	職銜 Title	
	2. 姓名 Name	職銜 Title	
授權代表 Authorized Personnel	1. 姓名 Name	職銜 Title	(預設聯絡人 Contact Person as default)
	2. 姓名 Name	職銜 Title	
香港公司成立日期 Date of Establishment in HK	(日/月/年) (DD/MM/YYYY)		
所屬公司/集團名稱 (只適用於附屬機構填寫) Name of Group/Mother Company (Applicable to subsidiary company)	(中文)		
	(English)		
全職受薪僱員人數 No. of Permanent Employee	一般員工 General Staff	行政/主管 Admin.	工程師/技工 Engineer/Technical Staff
	註: 所有受薪員工的人數必須等同於購買勞工保險的人數。 Remarks: The total number of employees must be equal to the numbers of person under Employee's Compensation Insurance.		
公司已購備足夠之保險 Adequate Insurance Coverage	勞工保險 Employees' Compensation (EC) <input type="radio"/> 是 Yes		到期日 Expiry Date :
	勞工保險必須包含附加條款 "W204" 和 "W348" Additional clauses of "W204" and "W348" must be included in the EC Policy.		
	公眾責任保險/承辦商全險 Public Liability/Contractor All Risks <input type="radio"/> 是 Yes		到期日 Expiry Date :

本公司奉行遵守香港法律並同意遵守有關法例、附屬法例及香港特別行政區政府部門不時發出之守則（包括及不限於勞工處、商業登記處和消防處）。本公司特此確認並承諾，本公司所有員工、代表或相關人員均不得在 貴集團公司物業範圍內任何地點吸煙（包括但不限於室內區域、室外區域、停車場、裝卸區等）。如有任何違反情況，貴集團公司有權要求本公司立即更換違規人員，並保留採取其認為適當的進一步措施之所有權利，包括可能影響本公司在貴方承辦商評核中的表現。

本人證實本人為此承辦商簡介表所提供資料全屬正確、無誤及完全。本人明白如有任何虛假陳述，貴集團公司有權拒絕本公司的申請及／或將本公司從合資格承辦商記錄中移除。

Our Company has all the times been in compliance with the laws of Hong Kong and our Company shall comply with all applicable legislation and subsidiary legislation of Hong Kong and code of practice as may be issued by the government departments of HKSAR from time to time including but not limited to Labour Department, Business Registration Department and Fire Services Department.

Our Company hereby confirms and undertakes that none of its employees, representatives, or any related personnel shall smoke anywhere within the premises of your Group Companies (including but not limited to indoor areas, outdoor areas, car parks, loading/unloading zones, etc.). In the event of any breach, your Group Companies shall be entitled to require our Company to immediately replace the offending personnel and reserves all rights to take further measures as it deems appropriate, including measures that may affect our performance in your contractor assessment.

I hereby declare and warrant that the information submitted in relation to this Contractor Information Form is true, correct and complete. I understand that the Group Companies reserve the right to disqualify our application and/or suspend us from the Approved Contractor List if any false or misleading information that relates to this application was provided.

授權簽署及公司印鑑 Authorized Signature & Company Chop	簽署人姓名 Name of Authorized Signature
	簽署人職銜 Title of Authorized Signature
	日期 Date : 日DD/月MM/年YYYY

備註：

- 以上資料如有任何修改，請盡快以書面通知本公司總部。
- 除承辦商特別聲明外，所有承辦商提交之資料不論錄用與否，將不獲發還。
- 本集團之承辦商甄選程序並不收取任何費用，所有甄選亦由本集團直接執行，承辦商無須亦不應為此向第三者提供任何款項或利益。
- 合資格承辦商日後必須以"投標邀請書"內所被邀請的公司名稱投標／報價，未被邀請而主動報價的承辦商所交回之標書／報價單一概不獲考慮。
- 如屬工程承辦商，必須購買承辦商全險，其保障必須包括整項工程的施工期。
- 如屬服務承辦商，必須按本集團及其附屬或聯營機構要求購買足夠保額之保險。

Remarks:

- Should there be any changes in the above, please inform our Head Office in writing as soon as possible.
- No matter this application is accepted or not, all information submitted, unless otherwise stated herein, would not be returned.
- Application for being a contractor to the Group needs no charge. Contractors should not accept any proposal from third party for any benefits/gratitudes to be made to them for their entitlement to tender the application herein.
- No companies other than the one named on block "Company Name" is allowed to submit an offer and such submission will be deemed unacceptable. No consideration will be made.
- All Works Contractors should offer Contractors' All Risks Insurance and the coverage should include the whole contract period.
- All Services Contractors should offer sufficient Insurance coverage which requested by our Group, its subsidiaries and associated companies.

有關收集個人資料(私隱條例)聲明:

- 您所提供的個人資料將只用作事務之聯絡或直接相關的目的。
- 提供個人資料純屬自願性質，您可隨時通知本公司總部，要求停止使用您的個人資料。
- 但如果您沒有提供足夠資料，我們可能因此無法處理你的申請。
- 您提供的個人資料可能會因本集團須遵從的法律規定，或香港特別行政區或其他司法區域的主管當局的命令而須轉移予其他人士。
- 根據個人資料(私隱)條例中的條款，您有權查閱及更正您的個人資料。
- 如您想查閱或更正您的個人資料，可以書面通知本公司總部。
- 我們會核實您的身分，以確保您在法律上有權提出查閱或更改資料的要求。

Relating to Collection of Personal Data (Privacy) Ordinance:

- The personal information provided by you will only be used for contacts relating to the administration affairs or its directly related purposes.
- The provision of personal data is voluntary. You may, at any time, request our Head Office to cease using your personal data.
- However, if you do not provide sufficient information, we may not be able to proceed your application.
- Any personal data provided may be transferred to other parties if it is necessary for us to comply with the applicable legal or regulatory requirements, or orders of competent authorities in Hong Kong or other jurisdictions.
- Subject to the provisions of Personal Data (Privacy) Ordinance, you have a right of access and correction with respect to your personal data.
- If you want to access or correct your personal data, you can contact our Head Office in writing.
- We will check your identity to ensure you are the person legally entitled to make the data access or correction request.

此欄只供內部填寫 For Internal Use Only	
評核 Assessment	確認及簽署 Approval Signature
將會安排 will be arranged <input type="radio"/>	日期 Date
現階段不作考慮 will not be considered in this stage <input type="radio"/>	
	原因 Reason