



水務署
WATER SUPPLIES DEPARTMENT

本署檔號：
Our Ref.:

申請成為水務署註冊供應商的表格
APPLICATION FORM FOR INCLUSION
AS A REGISTERED SUPPLIER OF WATER SUPPLIES DEPARTMENT

請詳細填寫本申請書及交回：	This form should be completed in FULL and returned to:
香港告士打道七號 入境事務大樓4505室 水務署物料供應組	Supplies Section Water Supplies Department Room 4505, Immigration Tower, 7 Gloucester Road, Hong Kong

第一部：公司資料 PART I : DETAILS OF THE COMPANY

1.	公司名稱： Name of Company:	
2.	地址： Address: (a) 總辦事處： Main Office (b) *分公司： *Branch:	電話號碼： Tel. No.: 傳真號碼： Fax No.: 電郵地址(如適用)： E-mail Address (if applicable):
3.	業務性質： Nature of Business:	
4.	現時的業務已經營多久？ How long in the present business?	

第二部：組織及職員資料 PART II : ORGANIZATION AND STAFF

1.	公司成員： Members of Organization:
	姓名 Name (a) *常務董事： Managing Director: (b) *董事(不超過兩名)： Directors (not more than two names): (c) *所有人/東主(不超過兩名)： Owners/Proprietors (not more than two names): (d) 合夥人(不超過兩名)： Partners (not more than two names):

* 請刪去不適用者 (Delete where appropriate)

2	<p>請一併寄交下列文件副本各一份，給本署參考和存照：</p> <p>Please submit a copy of each of the following documents for reference and record purposes:</p> <p>(a) 有效的商業登記證； A valid Business Registration Certificate;</p> <p>(b) 最近期的公司簡介；以及 Latest company profile; and</p> <p>(c) 年報及公司紀律守則(如有的話)。 Annual report and code of conduct (if any).</p>
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第四部：證明 PART IV : CERTIFICATION

<p>本人謹代表上述公司，申請成為水務署物料供應組註冊供應商，可接受投標邀請書，就供應本表格第三部所列貨品和服務參加競投。本人明白倘若故意在本表格內提供任何虛假資料，可使本人喪失申請資格，即使申請已獲批准，也會被即時除名。</p> <p>I apply on behalf of the Company for inclusion as a registered supplier of HQ Supplies Section / Water Supplies Department for receiving invitations to tender for goods and services listed in Part III of this form. I understand that any wilful submission of false information by means of this form will result in my disqualification and, in such case, I will be removed from the list forthwith despite successful application.</p>	
<p style="text-align: center;">(公司印鑑)</p> <p style="text-align: center;">(Space for Company Chop)</p>	<p>簽署： _____</p> <p>Signature</p> <p>姓名（正楷）： _____</p> <p>Name in BLOCK Letters</p> <p>職銜： _____</p> <p>Designation</p> <p>電話號碼： _____</p> <p>Tel. No.</p> <p>傳真號碼： _____</p> <p>Fax No.</p> <p>日期： _____</p> <p>Date</p>