

水粉署 WATER SUPPLIES DEPARTMENT

本署檔號: Our Ref.:

申請成爲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Supplies Section入境事務大樓4505室Water Supplies Department水務署物料供應組Room 4505, Immigration Tower,
7 Gloucester Road, Hong Kong

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

公司名稱: Name of Company: 地址: 電話號碼: Address: Tel. No.: (a) 總辦事處: 傳真號碼: Main Office Fax No.: (b) *分公司: 電郵地址(如適用): *Branch: E-mail Address (if applicable): 3. 業務性質: Nature of Business: 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)

聘用職員人數: Total number of persons employed: 獲授權代表貴公司簽署投標書/合約的人士: Persons authorized to sign tenders/contracts on behalf of your organization: 職位 Official Capacity 電話號碼 Tel. No. 姓名 Name(s) 傳真號碼 Fax No.

第三	E部:業務狀況及證明文件 PART III: BUSINESS ACTIVITIES & SUPPORTING DOCUMENTS
1	貴公司所供應的貨品和服務:
	Goods and services which your company can provide:
	(a) 詳細列明所供應的貨品和服務: Detailed list of goods and services:
	(b) 倘若貴公司並非製造商,請提供授權貴公司為代理商/分銷商的商號的名稱。
	Please provide the name(s) of the principal(s) for whom you act as the accredited agent(s)/distributor(s) in case you are not the manufacturer.
	(c) 請夾附一份有關目錄及詳細的說明書,供本署參閱。
	Please attach one set of relevant catalogues and descriptive literature for consideration.
	(註:如空位不足,請另備紙張列出)
	(Note: If space is insufficient, please use a separate sheet)

2 請一併寄交下列文件副本各一份,給本署參考和存照:

Please submit a copy of each of the following documents for reference and record purposes:

(a) 有效的商業登記證;

A valid Business Registration Certificate;

(b) 最近期的公司簡介;以及

Latest company profile; and

(c) 年報及公司紀律守則(如有的話)。

Annual report and code of conduct (if any).

第四部:證明 PART IV: CERTIFICATION

本人謹代表上述公司,申請成爲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。

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.

	簽署:
	Signature
	姓名(正楷):
	Name in BLOCK Letters
	職銜:
	Designation
	電話號碼:
	Tel. No.
	傳真號碼:
	Fax No.
(公司印鑑)	日期:
(Space for Company Chop)	Date