水務署
WATER SUPPLIES DEPARTMENT (WSD)

本署檔號：
Our Ref.:

納入水務署通知名單申請表格
APPLICATION FORM FOR INCLUSION IN THE WSD NOTIFICATION LISTS

請詳細填寫本申請書及交回： 香港告士打道七號 入境事務大樓4505室 水務署物料供應組	This form should be completed in FULL and returned to: 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:	電話號碼： Tel. No.:
	(a) 總辦事處： Main Office	傳真號碼： Fax No.:
	(b) *分公司： *Branch:	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.	聘用職員人數： Total number of persons employed:
3.	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: 姓名 Name(s)　　職位 Official Capacity　　電話號碼 Tel. No.　　傳真號碼 Fax No.

第三部：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，申請納入水務署通知名單，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 in the WSD notification lists 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.

日期：_____

Date

（公司印鑑）

(Space for Company Chop)