



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：  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
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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.	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	<p>貴公司所供應的貨品和服務：          Goods and services which your company can provide:</p> <p>(a) 詳細列明所供應的貨品和服務：          Detailed list of goods and services:</p> <p>(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.</p> <p>(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.</p> <p style="text-align: center;">(註：如空位不足，請另備紙張列出)          (Note: If space is insufficient, please use a separate sheet)</p>
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2	<p>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:</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>簽署： _____ Signature</p> <p>姓名（正楷）： _____ Name in BLOCK Letters</p> <p>職銜： _____ Designation</p> <p>電話號碼： _____ Tel. No.</p> <p>傳真號碼： _____ Fax No.</p> <p>日期： _____ Date</p>
<p>（公司印鑑） (Space for Company Chop)</p>	