

THE UNIVERSITY OF HONG KONG 香港大學

Application for inclusion into HKU Registered Supplier List 供應商登記申請表

1) Company Particulars 公司資料

Company Name 公司名稱		_____
Registered Address 註冊地址		_____
Correspondence Address (If different from Registered Address) 通訊地址 (如與註冊地址不同)		_____
Telephone number 電話號碼	Fax number 傳真號碼	_____
Email 電郵地址	Website 互聯網站	_____
Place of Incorporation 註冊地點	Nature of Business 業務性質	_____
Business Registration Number (Or overseas equivalent) 商業登記證號碼 (或海外等效的文件)	Number of years in business 業務經營年期	_____

2) Organisation and Staff 公司組織及職員資料

2.1 Members of your company 公司以下成員姓名

Name of Managing Director 常務董事	_____
Name of two Directors, Proprietors or Partners 提供兩名董事/東主/合夥人	1) _____ 2) _____

2.2 Contact persons for Tenders, Purchase Orders and Contracts (Provide up to 3 contact persons) 與投標、訂單或合約等問題的聯絡人(不超過三人)

	1) Contact 聯絡人	2) Contact 聯絡人	3) Contact 聯絡人
Name 姓名	_____	_____	_____
Job Title 職位	_____	_____	_____
Telephone number 電話號碼	_____	_____	_____
Fax number 傳真號碼	_____	_____	_____
Email 電郵地址	_____	_____	_____
Mobile Number 手機號碼	_____	_____	_____

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3) Goods, Services and Job References 產品和服務以及業務參考

3.1 Goods and services supplied by your company 供應的貨品和服務

Goods and services 貨品和服務	Relevant Commodity Category * 相關採購商品類別
1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____

* Refer to HKU website for Commodity Categories 請參閱載於本校網頁上的採購商品組別

3.2 Names of companies and their brand names for whom your company act as authorised agent/s
授權給貴公司為代理商的公司名稱及代理品牌

Name of company 公司名稱	Brand Name 代理品牌
1) _____	_____
2) _____	_____
3) _____	_____

3.3 Major customers from which job references can be obtained by HKU in respect of goods/services your company have supplied in the past 12 months. 請提供三個主要客戶可供香港大學獲取貴公司過去12個月所供貨品及服務的有關參考資料

	1) Customer 客戶	2) Customer 客戶	3) Customer 客戶
Company Name 公司名稱	_____	_____	_____
Contact Person 聯絡人姓名	_____	_____	_____
Job Title 職位	_____	_____	_____
Telephone 電話號碼	_____	_____	_____
Email 電郵地址	_____	_____	_____

4) Invoice Settlement via Autopay Service/Telegraphic Transfer

自動轉帳/電匯發票結帳

4.1 The following bank details must be completed by your company. Proof of bank details such as bank statement, bank book, remittance statement or other bank issued documents must be provided.

供應商需提供以下銀行資料並提供相關證明，例如銀行結單，銀行存摺，匯款通知書等或其他銀行發出的文件。

4.2 The Payee agree to receive all payments from the University by direct credit to the bank account stated below. The Payee undertake to notify the University immediately of any changes to their bank account details.

收款人同意以自動轉帳方式至以下所述銀行帳戶收取所有款項。收款人承諾如下列帳戶資料有任何更改將立即通知香港大學。

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4.3 Beneficiary Bank details 戶口持有人銀行資料

Beneficiary Account Name 戶口持有人名稱	_____			
Beneficiary Account Number 銀行帳號	For Hong Kong * Suppliers 如香港供應商	<input type="text"/> <input type="text"/> <input type="text"/> Bank Code	<input type="text"/> <input type="text"/> <input type="text"/> Branch Code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Account Number
	For Overseas Suppliers * 如海外供應商	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
	* Choose one as appropriate			
Bank Name 銀行名稱	_____			
Bank Address 銀行地址	_____			
Email for receiving University's Remittance Advice 接收大學匯款通知書的電郵地址	_____			

4.4 Telegraphic Transfer Instruction: 電匯付款

SWIFT Code 銀行識別代碼	_____
Bank Code Type (e.g. IBAN, Sort Code etc.) * 銀行代碼類別	_____
Bank Code * 銀行代碼	_____
Intermediary Bank * 中介銀行	_____
Intermediary Bank SWIFT Code * 中介銀行識別代碼	_____
* Optional, complete where applicable 如適合填寫	

5) List of documents to be submitted 提交文件

	Tick as appropriate
1) Business Registration Certificate 商業登記證(或海外等效的文件)	<input type="checkbox"/>
2) Proof of bank details (Bank issued documents such as Bank statement, Bank Book, Remittance Statement etc.) 銀行資料證明 (銀行簽發文件如銀行結單, 銀行存摺, 匯款通知書等)	<input type="checkbox"/>
3) For limited company: Copy of Memorandum and Articles of Association 適用於有限公司: 公司組織章程大綱副本	<input type="checkbox"/>
4) For limited company: Copy of Certificate of Incorporation 適用於有限公司: 公司註冊證書副本	<input type="checkbox"/>
5) Certificate of Employees Compensation Insurance 僱員補償保險證書	<input type="checkbox"/>
6) Company Profile/ Annual Report 公司概況/年報	<input type="checkbox"/>
7) Code of Conduct (if any) 公司專業守則(如有)	<input type="checkbox"/>
8) Catalogues and Literature of Products and Services 產品和服務目錄	<input type="checkbox"/>
9) Latest Audited Financial Statements 最近期經審核的財務報表	<input type="checkbox"/>

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6) Declarations and certifications 聲明及證明

- 6.1 We give below the names of employees of The University of Hong Kong (HKU) and their families who are related to us, our employees or their families, and the nature of their relationship. We hereby commit to update HKU of any changes.
下列為與本公司的僱員及其親屬有關連的香港大學僱員及其親屬。本公司特此承諾如資料有任何更改，將立即通知香港大學。

Name of employee 公司職員姓名	Relationship 關係
_____	_____
_____	_____
_____	_____

- 6.2 We understand that all employees of the HKU are designated "public servant" under the provisions of the Prevention of Bribery Ordinance (Cap.201).

本公司了解，根據《防止賄賂條例》(第201章)的規定，香港大學的所有僱員均被定義為“公務員”。

- 6.3 We further understand that the policy of HKU in regard to conflict of interest requires all its employees to avoid any conflict between their personal interests and the interests of HKU in dealing with suppliers and all other organisations or individuals doing or seeking to do business with HKU. In furtherance of this policy, HKU requires that competitive bidding be used wherever practicable in the procurement of goods and services.

我們了解到香港大學的利益衝突方針要求所有僱員在與供應商，及計劃與香港大學展開業務的所有其他組織或個人交往時，需避免其個人利益與香港大學的利益之間發生任何衝突。為貫徹該方針，香港大學要求在其商品和服務採購中盡可能使用競爭性招標。

- 6.4 Our effort shall include but not limited to establishing precautionary measures to prevent our employees or agents from receiving or offering advantages for purpose of influencing individuals to act contrary to the best interests of HKU.

我們將盡全力，包括但不限於製定預防措施，以防止我們員工或代理商與提供或收受利益從而影響他人做出違反香港大學利益的行為。

- 6.5 We hereby confirm that we are authorised to act on behalf of the company. The information given in this application is true, correct and complete which shall have effect until further notice.

我們特此確認我們獲授全權代表本公司。本申請表中提供的所有資料全屬真實、正確和完整，直至另行通知。

- 6.6 We understand and agree that HKU shall be allowed at all reasonable times to inspect our premises or any other mutually agreed premises and the material and workmanship associated with the equipment and products or services for which we shall be acting as supplier.

我們同意並允許香港大學在任何合理的時間可視察我們的場所或其他共同商定的場所，或我們給香港大學提供的設備、產品及服務之相關的原材料及其製作工序符合規格。

- 6.7 We on behalf of the Company apply for inclusion into the HKU Suppliers List.

我們謹代表上述公司，申請加入香港大學供應商名單

Authorised Signature 授權簽名 _____

Name 姓名 _____

Designation 職銜 _____

Date 日期 _____



Company Stamp
公司蓋章

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Notes for Guidance 備註

Purpose of Collection 資料用途

The data provided on this form will be used by The University of Hong Kong (HKU) for consideration of your application for inclusion into the HKU Registered Suppliers List. Your provision of personal data and other related information is voluntary. You are required to provide updated information to the university from time to time. If you do not provide adequate and accurate data, the university may not be able to process your application for supplier registration. Subject to confirmation of your credentials, suppliers found to be acceptable will be included in the HKU Registered Suppliers List.

香港大學將以此表格提供的資料作為審批貴公司申請加入香港大學註冊供應商名單之用。閣下提供的個人資料和其他相關資訊均為自願，而閣下需不時向大學提供最新資訊。如閣下未能提供足夠及準確的資料，大學將可能無法處理貴公司的申請。大學會根據你提供的文件作評核，若通過審核貴公司將會被列入《香港大學註冊供應商名單》。

Transfer of Data 資料轉介

The personal data provided by means of this form may be disclosed to other institutions.

大學可能會向其他機構披露你填報在此表格內的個人資料。

Access of Personal Data 查閱個人資料

You have the right of access and correction with respect to personal data as provided for in sections 18 and 22 Principle 6 Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data collected on this form.

根據個人資料（私隱）條例附表1原則第6項第18及22段，你有權索閱或修訂個人資料，包括索取此表格內填報的資料副本。

Review of Suppliers Status 重新評審供應商的資格

The University reserves the right to review your company status as a HKU Registered Supplier in the light of any new information that may affect such status, and remove your company from the HKU Registered Suppliers list at any time without prior notice and without compensations.

大學有權根據任何關於貴公司的資料，重新評審貴公司作為香港大學供應商的資格。此外，大學可隨時把貴公司從香港大學供應商名單中刪除，而無須作出通知和賠償。

General Conditions of Contract 標準合約條款

Suppliers are required to observe the University's General Conditions of Contract when they accept HKU's Purchase Orders (details can be found in: <http://www.feo.hku.hk/finance/>).

供應商接受香港大學的採購訂單時必須遵守大學的標準合約條款（詳情可參閱網頁：<http://www.feo.hku.hk/finance/>）。

Enquiries 諮詢

Enquiries concerning the personal data collected by means of this form including access and corrections, should be addressed to: Finance & Enterprises Office (Procurement Unit)

The University of Hong Kong

Pokfulam

Hong Kong

E-mail: supplier_mgt@hku.hk

如欲查詢此表格內的個人資料，包括要求查閱和修訂資料，請與下述人員聯絡：

香港大學財務及企業管理處(採購組)

香港薄扶林

電子郵件：supplier_mgt@hku.hk