



本處檔號：

土木工程拓展署

Our Ref:

Civil Engineering and Development Department

土木工程拓展署通知名單申請書

Application Form for Inclusion in the CEDD Notification Lists

(For Goods and General Services)

請詳細填寫本申請書及交回：

香港九龍何文田公主道一零一號土木工程拓展大樓十三樓
一三一室土木工程拓展署土木工程拓展署署長收
或

電郵至 **Supplier_Registration@cedd.gov.hk**

(申請書須以數位方式簽署)

This form should be completed in FULL and returned to :-

Director of Civil Engineering and Development,
Civil Engineering and Development Department,
Room 1311, 13/F, Civil Engineering and Development Building,
101 Princess Margaret Road, Homantin, Kowloon, Hong Kong.

or

Email to **Supplier_Registration@cedd.gov.hk**

(The form should be signed with digital signature)

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(es): (1) 總公司： Office: (2) 電子郵件(如適用)： E-mail (if applicable):
	電話號碼： Tel. No.: 圖文傳真號碼： Fax No.:
3.	業務種類： Nature of business:
4.	經營現今業務多久？ How long in present business:

第二部 —— 公司組織及職員資料 PART II — ORGANIZATIONS AND STAFF

1.	公司成員： Members of organization: <div>姓名 Name</div> (1) *常務董事： Managing Director: (2) *董事 (不超過兩名)： Directors (not more than two names are required): (3) *東主 (不超過兩名)： Proprietors (not more than two names are required): (4) *合夥人 (不超過兩名)： Partners (not more than two names are required): *將不適用者刪去 (Delete where inappropriate)
2.	聘用職員總數： Total number of persons employed:

3. 獲授權回答有關投標 / 合約等問題的負責人：

Persons to contact on matters relating to tenders/contracts:

姓名 *Name(s)*職位 *Official Capacity*電話號碼 *Tel. No.***第三部 —— 業務狀況及證明文件 PART III — BUSINESS ACTIVITIES AND DOCUMENTS**

1. 貴公司所供應的貨品及有關服務：

Goods and related services which your company can supply:

(i) 詳細列明所供應的貨品及有關服務：

Detailed list of goods and related services:

(ii) 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.

(iii) 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，請另紙列出)

(Note : If space is not sufficient, please use 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 attach the following documents for reference and record:

- (a) 有效的商業登記證。
A copy of a valid Business Registration Certificate.
- (b) 公司簡介及年報 (如有的話)。
Company profile and annual report (if any).
- (c) 公司紀律守則 (如有的話)。
Code of conduct (if any).

第四部 —— 證明 PART IV — CERTIFICATION

本人謹代表上述公司，申請登記成為土木工程拓展署通知名單。

I apply on behalf of the Company for inclusion in the CEDD Notification Lists.

簽署: _____
Signature

姓名 (正楷) : _____
Name in block letters

職銜: _____
Designation

(公司印鑑)
(Space for company chop)

日期: _____
Date

備 註

NOTES FOR GUIDANCE

資料用途

Purpose of Collection

填報在此表格內的個人資料，會供政府用以審批有關登記成為土木工程拓展署通知名單的申請，以便本署日後向已登記的供應商發出招標通知。

The personal data provided by means of this form will be used by the Government for consideration on the application for inclusion in the CEDD Notification Lists for tender notification.

資料轉介

Transfer of Data

本署可能會向其他政府部門或非政府機構披露你填報在此表格內的個人資料。

The personal data you provide by means of this form may be disclosed to other government departments and non-government organizations.

索閱個人資料**Access of Personal Data**

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。

You have the right of access and correction with respect to personal data as provided for in sections 18 and 22 Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance.

查詢**Enquiries**

若有任何問題,請至電助理物料供應主任或二級物料供應員/採購 1, 27625144 或 2762 5145, 或傳真: 2760 7264。

Should you have any enquiries, please feel free to contact ASO or SSII/Proc 1 at 2762 5144 or 2762 5145, or fax to 2760 7264.

如查詢此表格內的資料,包括查閱途徑及修訂資料,請與下述人員聯絡:

Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:

土木工程拓展署

個人資料私隱主任

地址: 香港九龍何文田公主道一零一號

土木工程拓展大樓十四樓

土木工程拓展署

Personal Data Privacy Officer
Civil Engineering and Development Department
14/F, Civil Engineering and Development Building
101 Princess Margaret Road
Homantin, Kowloon, Hong Kong.

電話: 2762 5090

Tel: 2762 5090

傳真: 2714 0140

Fax: 2714 0140

Remarks: Please note that all underpaid or unpaid mail items will not be delivered to this Department and will be returned to the sender (if a return address is provided) or disposed of in accordance with laid down procedures of the Hongkong Post. It is therefore important that you affix sufficient postage to mail items addressed to this Department to avoid any possible non-delivery.

List of Products/ General Services

Part I – Product Group

Description	Please <input type="checkbox"/> where appropriate	Description	Please <input type="checkbox"/> where appropriate
Products			
Audio Visual Equipment (e.g. overhead/ multimedia projector)	<input type="checkbox"/>	Plotter Equipment & Consumables	<input type="checkbox"/>
Bar Code Scanning Equipment and Consumables	<input type="checkbox"/>	Recycled Ink & Toner Cartridges	<input type="checkbox"/>
Books & Publications	<input type="checkbox"/>	Safety Products & Equipment	<input type="checkbox"/>
Chops & Stamps	<input type="checkbox"/>	Sports Equipment	<input type="checkbox"/>
Computer Hardware & Accessories	<input type="checkbox"/>	Standard Sand for Sand Replacement Test	<input type="checkbox"/>
Computer Software (including training software)	<input type="checkbox"/>	Stationery & Office Sundries	<input type="checkbox"/>
Display Panel	<input type="checkbox"/>	Surveying Equipment & Instruments	<input type="checkbox"/>
Diving Equipment	<input type="checkbox"/>	Tools & Hardware	<input type="checkbox"/>
Electrical Appliances	<input type="checkbox"/>	Miscellaneous (Products) (Please Specify)	<input type="checkbox"/>
Gifts & Souvenirs	<input type="checkbox"/>		
Household Goods & Utensil	<input type="checkbox"/>		
Ink & Toner Cartridges	<input type="checkbox"/>		
Laboratory Equipment & Materials	<input type="checkbox"/>		
Microfilming Equipment	<input type="checkbox"/>		
Office Equipment	<input type="checkbox"/>		
Office Furniture	<input type="checkbox"/>		
Paper Stationery	<input type="checkbox"/>		
Photographic Materials	<input type="checkbox"/>		

Note: Please ☐ those product(s) that you are able to supply and provide relevant information (such as: product catalogues/ scope of service/ current clients etc.) for our consideration.

Part II – General Services Group

Description	Please ✓ where appropriate	Description	Please ✓ where appropriate
General Services			
Advertising	<input type="checkbox"/>	Transportation Services	<input type="checkbox"/>
Cleansing Services	<input type="checkbox"/>	Travel Agents/ Airlines	<input type="checkbox"/>
Courier Services	<input type="checkbox"/>	Miscellaneous (Services) (Please Specify)	<input type="checkbox"/>
Design Jobs	<input type="checkbox"/>		
Video & Audio Visual Production	<input type="checkbox"/>		
Employment Agency	<input type="checkbox"/>		
Horticultural Services	<input type="checkbox"/>		
Maintenance of Typewriters	<input type="checkbox"/>		
Microfilming Services	<input type="checkbox"/>		
Photo Finishing Services	<input type="checkbox"/>		
Printing Services	<input type="checkbox"/>		
Security Guard Services	<input type="checkbox"/>		
Silk Screen Printing	<input type="checkbox"/>		
Telecommunication Services	<input type="checkbox"/>		
Translation Services	<input type="checkbox"/>		

Note: Please ✓ those service(s) that you are able to supply and provide relevant information (such as: product catalogues/ scope of service/ current clients etc.) for our consideration.

Part III – Contact Method

Please provide, at below, the daily contact person(s), telephone number(s), fax number(s), e-mail address(es) (if any) for day-to-day contact.

Part IV – Checklist

Please check if you have included all necessary information:-

a) copy of Business Registration
certificate

☐

c) completed list of products/services with
relevant information

☐

b) completed supplier registration form

☐