

本處檔號：
Our Ref:

地政總署
Lands Department (LandsD)

地政總署供應商登記申請書
Application for Inclusion in the LandsD Supplier Lists

請詳細填寫本申請書及把所需文件交回：

This form should be completed in FULL and returned together with the required documents to：

香港北角渣華道 333 號
北角政府合署 21 樓
地政總署物料供應組
助理物料供應主任收
電子郵件：asoso@landsd.gov.hk

Assistant Supplies Officer,
Supplies Section, Lands Department,
21/F, North Point Government Offices,
333 Java Road, North Point, Hong Kong.
E-mail: asoso@landsd.gov.hk

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

1.	公司名稱： Name of Company:	
2.	(a) 公司地址： Office Address(es): (b) 電子郵件： E-mail： (c) 與地政總署的通訊方式 (請選剔 ✓ 方格)： Preferred method of communication with LD (Please tick ✓ the box): (d) 與地政總署的通訊語言 (請選剔 ✓ 方格)： Preferred language of communication with LD (Please tick ✓ the box):	電話號碼： Tel. No.: 圖文傳真號碼： Fax No.: 網址(如適用)： Website (if applicable): <input type="checkbox"/> 傳真 <input type="checkbox"/> 電郵 <input type="checkbox"/> 郵寄 Fax E-mail Post <input type="checkbox"/> 英文 <input type="checkbox"/> 中文 English Chinese
3.	業務種類： Nature of business:	

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

1.	公司成員： Members of the organisation:	姓名 Name
(a)	*常務董事： Managing Director:	
(b)	*董事 (不超過兩名)： Directors (not more than two names are required):	
(c)	*東主 (不超過兩名)： Proprietors (not more than two names are required):	
(d)	*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.	<p>獲授權回答有關邀請報價／投標／合約等問題的負責人：</p> <p>Contact Persons on matters relating to quotation invitations/ tenders/ contracts:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 20%; text-align: center;">姓名 <i>Name(s)</i></td> <td style="width: 20%; text-align: center;">職位 <i>Official Capacity</i></td> <td style="width: 20%; text-align: center;">電話號碼 <i>Tel. No.</i></td> <td style="width: 20%; text-align: center;">圖文傳真號碼 <i>Fax No.</i></td> <td style="width: 20%; text-align: center;">電子郵件 <i>E-mail</i></td> </tr> </table>	姓名 <i>Name(s)</i>	職位 <i>Official Capacity</i>	電話號碼 <i>Tel. No.</i>	圖文傳真號碼 <i>Fax No.</i>	電子郵件 <i>E-mail</i>
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第三部 —— 業務狀況及證明文件 PART III — BUSINESS ACTIVITIES AND DOCUMENTS

1.	<p>貴公司所供應的貨品或服務：</p> <p>Goods or services which your company can supply:</p> <p>(a) 請在以下空位列明所供應的貨品或服務：</p> <p>Please list out goods or services in the following space:</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="width: 50%; text-align: center;">貨品或服務(見註 1) Goods or services (see Note 1)</th> <th style="width: 50%; text-align: center;">相關的採購物品組別編號(見註 1) Relevant Class Code (see Note 1)</th> </tr> </thead> <tbody> <tr><td style="border-top: 1px solid black; border-bottom: 1px solid black;"> </td><td style="border-top: 1px solid black; border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-top: 1px solid black; border-bottom: 1px solid black;"> </td><td style="border-top: 1px solid black; border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-top: 1px solid black; border-bottom: 1px solid black;"> </td><td style="border-top: 1px solid black; border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-top: 1px solid black; border-bottom: 1px solid black;"> </td><td style="border-top: 1px solid black; border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-top: 1px solid black; border-bottom: 1px solid black;"> </td><td style="border-top: 1px solid black; border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-top: 1px solid black; border-bottom: 1px solid black;"> </td><td style="border-top: 1px solid black; border-bottom: 1px solid black;"> </td></tr> </tbody> </table> <p>註 1：請參閱附件一並選擇 貴公司所能供應的貨品組別或服務。 Note 1 : Please refer to commodity group at Appendix I attached and list the goods or services which your company can supply.</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) 請夾付有關提供的貨品或服務的目錄及詳細的說明書(如有的話)，以供本署參考。 Please attach the relevant catalogues and descriptive literature of the goods/services provided (if any) for reference.</p>	貨品或服務(見註 1) Goods or services (see Note 1)	相關的採購物品組別編號(見註 1) Relevant Class Code (see Note 1)												
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第四部 —— 政府採購卡 PART IV — GOVERNMENT PURCHASING CARD

1.	貴公司是否以下銀行的採購卡商戶以及接受政府採用該銀行的採購卡作付款方法？ Have your company joined the Government Purchasing Card Program of the following banks, and accepts Purchasing Card as a payment method by the Government?		
		是 Yes	否 No
	(a) 花旗銀行 Citibank	<input type="checkbox"/>	<input type="checkbox"/>
	(b) 香港匯豐銀行 HSBC	<input type="checkbox"/>	<input type="checkbox"/>

第五部 —— 證明 PART IV — CERTIFICATION

本人謹代表上述公司，申請列入為地政總署供應商。
I apply on behalf of the Company for inclusion in the Lands Department Supplier Lists.

本人同意接收由地政總署發出的電子訊息
I give consent to receive electronic message from Lands Department.

簽署: _____
Signature

姓名（正楷）: _____
Name in block letters

職銜: _____
Designation

日期: _____
Date

(公司印鑑)
(Space for company chop)

* 將不適用者刪去
Delete where inappropriate

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地政總署供應商的申請，以便本署日後向已登記的供應商發出邀請報價／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 LD Supplier Lists for quotation invitation/ 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 provided by means of this form may be disclosed to other government departments or non-government organisations.

查閱或改正個人資料**Access to or Correction of Personal Data**

如要查閱或改正個人資料，請向地政總署個人資料私隱主任提出，地址為香港北角渣華道 333 號北角政府合署二十一樓。

Requests for access to or correction of personal data should be addressed to the Personal Data Privacy Officer, Lands Department, 21/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong.

重新評審供應商的資格**Review of Suppliers' Status**

政府有權因應任何可能影響貴公司資格的新資料，對貴公司作為本署供應商的資格作出評審。此外，政府可隨時從本署的供應商名單刪除貴公司，而事前無須作出通知和賠償。

The Government reserves the right to review your company status as a LD supplier in the light of any new information that may affect such status and remove your company from the LD Supplier Lists at any time without prior notice and without compensation.

免責聲明:**Disclaimer**

- (a) The supplier lists ("Lists") maintained by the Lands Department (LD) are intended for mailing purposes (where applicable) only. None of the Lists or LD's notifications of quotation/ tender invitation for the supply of goods or services ("Notifications") shall give rise to any right or expectation on the part of the suppliers on any Lists ("Suppliers") or any obligation on the part of the Government of the Hong Kong Special Administrative Region ("Government"). The Government makes no statement, representation or warranty (express or implied) to Suppliers that the Notifications or any of them will be uninterrupted, timely, secure, or error free. For open tenders, the Suppliers should read the tender notices published in the Government Gazette and the website of LD.

地政總署備存的供應商名單(“名單”)只用作通訊用途(如適用)。任何名單，或地政總署就供應貨品或服務發出的邀請報價/招標通知(“通知”)均不會導致任何名單上的供應商(“供應商”)一方有任何權利或期望，或導致香港特別行政區政府(“政府”)一方負上任何責任。政府不會向供應商作出任何陳述、申述或保證(明示或隱含)，通知或任何通知會不受干擾、及時提供、安全可靠或不會出錯。就公開招標而言，供應商應細閱載於政府憲報及地政總署網站的招標通告。

- (b) The Government shall not in any event be liable to any Suppliers for any loss or damage whatsoever arising out of or in relation to any failure or delay in receiving any Notifications (whether transmitted by electronic means or otherwise) or removal of any Suppliers from any Lists at any point of time, including but not limited to direct, indirect, special, incidental or consequential damages, damages for loss of profits, business interruption, loss of business information, or other pecuniary loss, even if LD has been advised of the possibility of such loss or damage, whether in contract or tort, or on any other legal or equitable grounds.

在任何情況下，政府均不會因為或就任何供應商未能或延遲接收任何通知(不論是以電子方式或其他方式傳送)，或在任何時間從任何名單刪除任何供應商名稱而引致的任何損失或損害向任何供應商負上責任，包括但不限於直接、間接、特別、附帶或衍生的損失，以及商業利潤的損失、業務暫停、商業資料的損失或其他金錢上的損失，即使地政總署已獲悉可能引致有關損失或損害，不論是基於合約、侵權行為，或其他法律或衡平法的理由而引致。

- (c) Any Notifications or other communications from LD to the Suppliers shall be deemed to be received (i) if sent by post, the next business day in Hong Kong immediately after the date of despatch (Hong Kong time); and (ii) if sent by fax or email, when despatched, regardless of whether the Suppliers have actually received such Notifications or communications (as the case may be).

地政總署發給供應商的任何通知或其他通訊，(i)如以郵遞發出，應於發送日期(香港時間)的下一個香港營業日當作收訖處理；以及(ii)如以傳真或電郵發出，應於發出之時當作收訖處理，不論供應商實際上有否收訖該等傳真或電郵。

- (d) In the event of any inconsistency between the English version and the Chinese version of this Disclaimer, the English version shall prevail.

本免責聲明的中文譯本如與英文本有異，以英文本為準。