



職業安全健康局
OCCUPATIONAL SAFETY & HEALTH COUNCIL

供應商登記申請表
Application Form for Provisional Suppliers

職業安全健康局致力提高香港的職業安全及健康水平。

Occupational Safety and Health Council aims to promote higher standards of safety and health at work in Hong Kong.

申請成為本局供應商費用全免。

Application for inclusion as an OSHC supplier is free of charge.

此登記申請表內所列的資料有效期為 2 年，供應商須於兩年後重新向本局登記，以便更新資料。

The information provided on this Application Form is valid for 2 years. Supplier is requested to re-register after two years for updating its information.

供應商如何得知此申請表 Where do you get informed of this application form :

- 報章 Newspaper 職安局網頁 OSHC's Homepage 致電查詢 Tel Enquiries
- 其他機構/人士推介，請說明 Referred by other parties, please specify: _____
- 其他，請說明 Others, please specify: _____
- 首次申請/New 重新登記/Re-register

請詳細填寫本申請表交回：

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

職業安全健康局
香港北角馬寶道 28 號
華匯中心十九樓

Occupational Safety & Health Council
19/F China United Centre
28 Marble Road
North Point Hong Kong

第一部份 --- 公司資料 PART I --- DETAILS OF THE COMPANY

1.	公司名稱： Name of Company:
2.	地址： Address: 電話： Tel No.: 傳真： Fax No.: 電子郵件： E-mail : 網址： Website:
3.	業務性質： Nature of Business:
4.	經營現今業務多久（首次在香港商業登記的日期）？ How long in present business (Date of first registration in Hong Kong)?

第四部份---業務狀況及證明文件 PART IV --- BUSINESS ACTIVITIES AND DOCUMENTS

1.	<p>貴公司所供應的物品及有關服務： Goods and related services which your company would supply:</p> <p>(i) 請於空格內✓上所供應的物品及有關服務 (最具專長的 3 項)： Please tick the goods and related services supplied (3 specialty areas):</p> <p>(ii) 請夾附一份有關目錄及詳細的說明書，供本局參閱。 Please attach one set of relevant catalogues and descriptive literature for consideration.</p>	
	<p>供應的物品 Supply of Commodities</p>	
	<p><input type="checkbox"/> 辦公室設備及儀器 Office Equipment</p> <p><input type="checkbox"/> 辦公室傢俱 Office Furniture</p> <p><input type="checkbox"/> 電訊及視聽器材 Telecommunication, Audio & Visual Equipment</p> <p><input type="checkbox"/> 電腦硬件及軟件 Computer Hardware & Software</p>	<p><input type="checkbox"/> 文儀用品及消耗品 Stationery & Consumables</p> <p><input type="checkbox"/> 紀念品及禮品(包括獎座) Souvenir & Gift (Including Plaque)</p> <p><input type="checkbox"/> 紙製、木製及塑膠產品 Paper, Wooden & Plastic Products</p> <p><input type="checkbox"/> 個人安全防護用具 Personal Protective Equipment</p>
	<p>供應的服務 Supply of Services</p>	
	<p><input type="checkbox"/> 美術設計 Art Design</p> <p><input type="checkbox"/> 印刷服務 Printing Services</p> <p><input type="checkbox"/> 節目場地、食物供應 Program Venue, included Food Supply</p> <p><input type="checkbox"/> 展覽承辦 Exhibition Contraction Work</p> <p><input type="checkbox"/> 會議技術支援 (包括視聽及電腦技術支援) Technical Support for Conference (including AV and computing services)</p> <p><input type="checkbox"/> 舞台設計/ 佈景/ 音響及燈光製作 Stage Design/ Set Up/ Sound and Lighting</p> <p><input type="checkbox"/> 攝錄服務 Photo Taking & Video Recording Services</p> <p><input type="checkbox"/> 宣傳影片或視像光碟製作 Production of API and Promotional VCD</p> <p><input type="checkbox"/> 電腦科技服務 (包括提供硬件及程式製作) Computing Services (Including hardware supply and program writing)</p> <p><input type="checkbox"/> 訓練套件製作 (包括立體動畫、視像光碟及電腦光碟製作) Training Kit Production (Including 3D Animation, VCD & CD-ROM)</p> <p><input type="checkbox"/> 網頁設計及管理 Website Design and Web Hosting</p>	<p><input type="checkbox"/> 廣告製作 Advertisement Production</p> <p><input type="checkbox"/> 機票酒店訂購服務 Air-ticket & Hotel Booking Services</p> <p><input type="checkbox"/> 中、英文稿撰寫、編輯及翻譯服務 Chinese or English Copywriting, Editing and Translation (Please attach CV of staff members of your company)</p> <p><input type="checkbox"/> 保險 Insurance</p> <p><input type="checkbox"/> 速遞服務 Courier Services</p> <p><input type="checkbox"/> 租車服務 Vehicle Rental</p> <p><input type="checkbox"/> 搬運服務 Transportation Services</p> <p><input type="checkbox"/> 護衛服務 Security Guarding Services</p> <p><input type="checkbox"/> 清潔服務 Cleaning Services</p> <p><input type="checkbox"/> 大量郵寄服務 Lettershopping Services</p> <p><input type="checkbox"/> 辦公室保養維修 Office maintenance</p> <p><input type="checkbox"/> 裝修工程 Interior Decoration</p> <p><input type="checkbox"/> 室內設計 Fixture and Fitting-out</p> <p><input type="checkbox"/> 法律服務 Legal Services</p>

2.	<p>貴公司必須一併寄交下列文件副本各一份，給本局參考和存照： The applying company is required to attach the following documents for reference and record:</p> <p>(a) 有效的商業登記證 A copy of valid Business Registration Certificate</p> <p>(b) 最近期的公司業務簡介 Latest company profile</p> <p>(c) 最近期的公司年報或核數報告 Latest annual report or audited financial statements</p> <p>(d) 有效的僱員賠償保險單 A copy of valid Employees' Compensation Insurance Policy</p> <p>(e) 公司紀律守則 (如有的話) Code of conduct (if any)</p>												
3.	<p><input type="checkbox"/> 最近期的公司年報或核數報告 Latest annual report or audited financial statements</p> <p><input type="checkbox"/> 若沒有，請提供下列資料 (過往兩年的資料) Otherwise, please supply the following details (information for preceding 2 years)</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"></td> <td style="width: 35%; text-align: center;">(1)</td> <td style="width: 35%; text-align: center;">(2)</td> </tr> <tr> <td>(a) 全年總營業額 Annual Turnover</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>(b) 全年營利/虧蝕 Annual Profit/Loss</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>(c) 資產/負債淨值 Net Asset(Liability) Value</td> <td>_____</td> <td>_____</td> </tr> </table>		(1)	(2)	(a) 全年總營業額 Annual Turnover	_____	_____	(b) 全年營利/虧蝕 Annual Profit/Loss	_____	_____	(c) 資產/負債淨值 Net Asset(Liability) Value	_____	_____
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第五部份 --- 客戶紀錄 PART V --- CLIENTELE

請提供下列資料: (請於適當空格內 ✓)	
Please submit the following information: (Please ✓ the appropriate box)	
(1)	<p>公司過往 2 年的主要客戶名單： Major clientele in the last 2 years : _____ _____</p>
(2)	<p><input type="checkbox"/> 以往為客戶製作的物品樣本 (最少 3 款不同種類) Sample commodities produced for clients in the past (at least 3 different items)</p> <p><input type="checkbox"/> 不適用 not applicable</p>

<p>(3) <input type="checkbox"/> 客戶的推薦信 (最少 3 個不同客戶) Clients' Recommendation Letters (At least from 3 different clients)</p> <p><input type="checkbox"/> 沒有，請提供下列資料 (以便本局向貴客戶直接查詢): Otherwise, please supply the following details (for OSHC obtaining clients' reference direct)</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;"></th> <th style="width: 33%; text-align: center;">(1)</th> <th style="width: 33%; text-align: center;">(2)</th> <th style="width: 33%; text-align: center;">(3)</th> </tr> </thead> <tbody> <tr> <td>客戶名稱:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Company Name</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>聯絡人</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Contact Person</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>職位</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Position</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>聯絡地址</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Address</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>電話 Tel</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>		(1)	(2)	(3)	客戶名稱:				Company Name	_____	_____	_____		_____	_____	_____	聯絡人				Contact Person	_____	_____	_____	職位				Position	_____	_____	_____	聯絡地址				Address	_____	_____	_____		_____	_____	_____		_____	_____	_____	電話 Tel	_____	_____	_____
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第六部份 --- 證明 PART VI --- CERTIFICATION

<p>1. 本人代表上述公司確認以上資料屬實和完整，而且上述公司沒有破產或涉及商業詐騙，或以不道德手法經營的記錄。本人明白倘若故意在本表格內提供任何虛假資料，可使本人喪失資格，即使申請已獲批准，也會被即時除名。</p> <p>I confirm on behalf of the Company that the information given above is correct and complete, and that the Company has no record of bankruptcy or involvement in business fraud or unethical practice. 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 registration.</p>	
<p>2. 本人謹代表上述公司，申請登記為職安局供應商。</p> <p>I apply on behalf of the Company to register as Provisional Supplier of the OSHC.</p>	
	<p>簽署：_____</p> <p><i>Signature</i></p>
	<p>姓名(正楷)：_____</p> <p><i>Name in block letters</i></p>
	<p>職銜：_____</p> <p><i>Designation</i></p>
	<p>電話：_____</p> <p><i>Tel No.</i></p>
<p>(公司蓋章) <i>(Company chop)</i></p>	<p>日期：_____</p> <p><i>Date</i></p>

重 要 備 註
IMPORTANT NOTES FOR GUIDANCE

- 1) 填報在此表格內的個人及公司資料，會用以審批登記成為職業安全健康局供應商的申請，以便本局日後向已經甄選的登記供應商發出招標書及報價邀請。
The personal and company data provided in this form will be used for consideration and vetting on the application for supplier registration for quotation and tender invitation.
- 2) 登記供應商於申請表內所提供的資料絕對保密，祇作參考之用。本局將保留邀請報價競投之權利。有關的邀請可能以書面或透過文字短訊形式發送至閣下於此表格上提供的手提電話號碼。
All information received will be kept in strict confidence and for information only. The Council will reserve the right for inviting quotation and tender. The invitation may be made in writing or through SMS messages sent to the mobile phone number supplied in the application form.
- 3) 申請表內所有部份必須填寫，所有表格內要求提交的文件或樣本亦須提供。資料不完整之申請表將可能不獲處理。
All parts in the application form should be completed and the required supportings / samples have to be provided. Incomplete application form may not be processed.
- 4) 登記供應商所提供之文件及物品樣本將均**不予發還**。
All supplied documents and sample will **not be returned**.
- 5) 根據<<個人資料〔私隱〕條例>>第 18 條、第 22 條及附表 1 原則第 6 項的規定，你有權索閱和更正個人資料，包括索取本表格內填報的個人資料的副本。
You have the right of access and correction with respect to personal data as provided in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.
- 6) 如對上述申請程序有任何詢問，或要求索閱及更正資料，可以書面向本局查詢。
職業安全健康局總經理
香港北角馬寶道二十八號華匯中心十九樓
傳真：2739 9779
電郵：oshc@oshc.org.hk
Enquiries concerning the application , or the personal data collected by means of this form, including the making of access and corrections, should be addressed in writing to
The General Manager
Occupational Safety and Health Council
19/F China United Centre
28 Marble Road
North Point
Hong Kong
Fax : 2739 9779
Email : oshc@oshc.org.hk

完
--- The End ---