

## Supplier Registration

For interested parties, please send below information to **Hong Kong Note Printing Limited, 2-4 Dai Shing Street, Tai Po Industrial Estate, Tai Po, New Territories, Hong Kong** with attention to **Procurement & Planning Department**.

- Details of your company (including but not limited to company name, office address, telephone number, fax number, contact person, e-mail address, nature of business, and structure and size)
- Business Activities (including but not limited to list of goods / services provided by your company, names (s) of the principal(s) for whom you act as the accredited agent(s) / distributor(s) if you are not the manufacturer)
- Document for Reference and Record
  1. Copy of Business Registration or equivalent documents
  2. Company Brochures (if available)
  3. Catalogues / Descriptive literature of the goods / services provided
  4. A written statement declaring that (a) the information provided are complete and true in every respect; and (b) any misrepresentation or untrue information will render the application null and void.

Applications received will be processed by the Company. Subject to confirmation of their credentials, those suppliers that are found acceptable will be included in the approved suppliers in the Company's system. To continue staying as approved supplier in the system, suppliers have to demonstrate their abilities to offer competitive quotations and maintain satisfactory performance in connection with any order(s) or contract(s) which they have been awarded. The Company reserves the right to review the status of a supplier as a supplier of the Company in the light of any new information that may affect such status and remove a supplier from the system at any time without prior notice and without compensation.

## Disclaimer

The approved suppliers list ("List") maintained in the Company's system are intended for mailing purposes (where applicable) only. None of the List or the Company's notifications of 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 the List. The Company 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.

The Company 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 the Company has been advised of the possibility of such loss or damage, whether in contract or tort, or on any other legal or equitable grounds.

Any Notifications to the suppliers shall be deemed to be received by registered post, courier or encrypted e-mail, when despatched, regardless of whether the Suppliers have actually received such Notifications (as the case may be).