



Supplier Registration Application Form 供應商登記申請表

Please complete this form in FULL (in English or Chinese unless specified otherwise) with all the required documents and return to:

Hong Kong Note Printing Limited
2-4 Dai Shing Street, Tai Po Industrial Estate,
Tai Po, New Territories
Hong Kong
Attn: Procurement and Planning Department

請以英文或中文（除註明外）填寫此表格並附上所需文件，然後寄回：

香港新界大埔工業邨大盛街 2-4 號 香港印鈔有限公司 採購及策展部收

1. COMPANY PARTICULARS 第一部 – 公司資料	
Company Name in English: 公司中文名稱：	
Company Registration Address 公司登記地址：	
Company Correspondence Address (if different from company registration address) 公司通訊地址 (如與公司登記地址不同)：	
Company Phone No. 公司電話號碼：	Company Fax No. 公司傳真號碼：
Company E-mail Address 公司電郵地址：	Company Website 公司網頁：
Business Registration No. 商業登記證號碼：	Valid Until 有效期至：
Date of Incorporation / Setup 公司註冊 / 成立日期：	No. of Direct Employees 直接僱員人數：
Quality Systems accredited? (If any, please provide details. e.g. ISO, BS...etc.) 有否取得其它品質系統之認證? (如有，請提供有關詳情. 例如 ISO, BS...等)：	
Names of Directors / Proprietor / Partners (董事 / 私人經營者 / 合夥人姓名):	
Any business litigation in progress? 有否訴訟案件正進行中? <input type="checkbox"/> Yes 是 / <input type="checkbox"/> No 否 If YES, please provide details 如有，請提供詳情	



Any Sustainability related polices in place? 有否任何與可持續發展相關的政策？

Yes 是 / No 否

If YES, please specify the area(s) that is / are covered in the policies 如有，請具體說明政策涵蓋的範圍：

Sustainability / 可持續發展

Environment / 環境保護

Social responsibility / 社會責任

Health and safety / 健康與安全

Sustainable procurement / 可持續採購

Governance and business ethics / 公司管治與商業道德

2. MAIN CONTACT FOR BUSINESS PURPOSES 第二部 – 主要業務聯絡人

Contact Information for Request for Quotation / Tender Purpose / Purchase Order / After-sales Service (please specify if different contact persons for different functions)

報價 / 標書 / 訂單 / 售後服務聯絡人的資料(如不同的聯絡人處理不同範圍工作，請註明)：

Contact Person 聯絡人：

E-mail address 電郵：

Phone (Office) 電話 (公司)：

Phone (Mobile) 手機：

3. BUSINESS ACTIVITIES AND DOCUMENTS 第三部 – 業務狀況及證明文件

Goods and Services which the Company can supply / provide 貴公司所供應的貨品及提供的服務

i. Detailed list of goods and services (indicate with * if the Company is the sole agent / exclusive distributor of the products) 詳細列明所供應的貨品及提供的服務 (倘若 貴公司為該產品之總代理商 / 獨家經銷商，請加上* 符號)：

ii. Please provide the name(s) of the principal(s) for whom the Company acts as the accredited agent(s) / distributor(s) in case the Company is not the manufacturer 倘若 貴公司並非產品製造商，請提供授權 貴公司為代理商 / 分銷商的商號名稱：



iii. Please submit the following documents for reference 請一併提交下列文件，以供參考：		
	Submitted the required document 已提交所需文件	
	Yes 是	No 否
a. (Mandatory) Valid Business Registration Certificate (必須提供) 有效的商業登記證	<input type="checkbox"/>	<input type="checkbox"/>
b. Company brochures (if available) 公司小冊子(如有)	<input type="checkbox"/>	<input type="checkbox"/>
c. Proof of appointment of sole agent / distributor (If the Company is not the manufacturer) 授權為代理商 / 分銷商的證明文件 (若 貴公司非製造商)	<input type="checkbox"/>	<input type="checkbox"/>
d. Relevant catalogues 有關貨品或服務的目錄	<input type="checkbox"/>	<input type="checkbox"/>

4. CUSTOMER REFERENCE 第四部 – 客戶參考資料		
Please provide major customers as reference 請提供主要客戶名稱作為參考		
	Customer Name 客戶名稱	Products / Services supplied 供應產品 / 服務
i.		
ii.		
iii.		
iv.		
v.		

5. SUPPLIER DECLARATION 第五部 – 供應商聲明	
<p>I apply on behalf of the Company to register as a supplier of Hong Kong Note Printing Limited (“HKNPL”). I fully understand the following “NOTES & DISCLAIMER” and confirm all information provided in this application is true and correct.</p> <p>本人謹代表上述公司，申請註冊為香港印鈔有限公司(“香港印鈔”)的供應商。本人清楚明白以下「備註及免責聲明」及確認所提交之資料均為正確。</p>	
Signature 簽署：	Name in block letters 姓名(正階)：
Position Held 職位：	
Date 日期：	Company Chop 公司印鑑：



6. NOTES & DISCLAIMER FROM HKNPL 第六部 – 香港印鈔備註及免責聲明

- i. Applications received will be processed by HKNPL. Subject to confirmation of their credentials, those suppliers that are found acceptable will be included in the approved suppliers in HKNPL'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. HKNPL reserves the right to review the status of a supplier as a supplier of HKNPL 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.
 - ii. The approved suppliers list ("List") maintained in HKNPL's system is intended for mailing purposes (where applicable) only. None of the List or HKNPL's notifications of tender invitations 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. HKNPL 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.
 - iii. HKNPL 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 the 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 HKNPL has been advised of the possibility of such loss or damage, whether in contract or tort, or on any other legal or equitable grounds.
 - iv. 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).
- i. 香港印鈔會審核接獲的申請；如申請獲香港印鈔接納，即可列入香港印鈔的供應商名單內。供應商須提交有競爭力的報價單，以及在履行香港印鈔發出的訂單或合約時保持良好的表現，方可繼續保留在該名單上。香港印鈔有權因應任何可能影響該供應商資格的情況下，對其作為香港印鈔供應商的資格作出評審。此外，香港印鈔可隨時從供應商名單刪除任何一間供應商，而事前無須作出通知和賠償。
 - ii. 香港印鈔備存的供應商名單（"名單"）只用作通訊用途（如適用）。該名單或香港印鈔就供應貨品或服務發出的招標通知（"通知"）均不會構成名單上的供應商（"供應商"）一方有任何權利或期望。香港印鈔不會向供應商作出任何陳述、申述或保證（明示或隱含），指該等通知或其中任何通知不受干擾、及時提供、安全可靠或不會出錯。
 - iii. 在任何情況下，香港印鈔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，即使香港印鈔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。
 - iv. 香港印鈔向供應商發出的任何通知或其他通訊，如以掛號郵件、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郵件、傳真或電郵。