



Supplier Code:	
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Hong Kong Baptist University
Application Form for Inclusion in the HKBU Supplier Lists

This form should be completed in full together with the required documents and returned to:-	
Secretary to General Tender Board	OR E-mail: fosupreg@hkbu.edu.hk
Finance Office	
Hong Kong Baptist University	
DLB 510, David C. Lam Building, Shaw Campus, Kowloon Tong (九龍塘逸夫校園思齊樓 510 室)	
Kowloon, Hong Kong	

Part I - Details of the Company

1a)	Company Name (in English):	
1b)	Company Name (in Chinese):	
2.	Address (on Business Registration):	
	Tel. No.:	Fax No.:
	Web-site:	Company Email:
3.	Nature of business:	
4.	Year of Establishment:	

Part II - Organizations and Staff

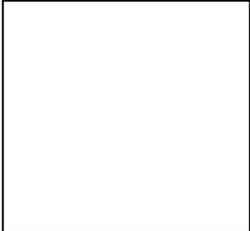
1.	Total number of persons employed:		
2.	Members of organization:		
	<u>Position</u>	<u>Name</u>	
	(i)	Managing Director *	
	(ii)	Directors *	
	(iii)	Owners / Proprietors *	
	(iv)	Partners *	
	(* Delete where inappropriate)		
3.	Persons authorized to sign / contact on matters relating to tenders/contracts:		
	Contact Person A) Name:	Official Capacity:	Email:
	Tel No.:	Mobile:	Fax No.:
	Contact Person B) Name:	Official Capacity:	Email:
	Tel No.:	Mobile:	Fax No.:

	under the provisions of Prevention of Bribery Ordinance (Cap.201 of the Laws of Hong Kong).
4.	We / I * further understand the policy of the Hong Kong Baptist University in regard to the conflict of interest which requires that all its employees to avoid any conflict between their personal interest and the Hong Kong Baptist University's interest in dealing with suppliers and all other organizations or individuals doing or seeking to do business with the Hong Kong Baptist University. In furtherance of this policy, the Hong Kong Baptist University requires that competitive bidding be used, wherever practicable, in the procurement of goods/services.
5.	Our / my * efforts shall include, but not limited to, establishing precautions to prevent our / my * employees or agents from making, receiving, providing, or offering gifts, payment, loans, substantial entertainment or other consideration for the purpose of influencing individuals to act contrary to the best interests of the Hong Kong.
6.	We / I * have / have not * been involved in any major litigation in the past three years.

Part VI – Checklist (Forms and Documents to be Submitted)

Submission	Required Information / Supporting Document	Checklist [✓]
Mandatory	a) Duly completed Application Form	<input type="checkbox"/>
	b) Company Profile / Product or Service Catalogue	<input type="checkbox"/>
	c) Copy of Valid Business Registration Certificate	<input type="checkbox"/>
	d) Copy of Employees Compensation Insurance	<input type="checkbox"/>
	e) <u>For Limited Company</u> - Copy of Certificate of Incorporation; OR - Copy of Certificate of Change of Name; OR - Copy of Certificate of Incorporation / Registration of Overseas Companies (if incorporated outside Hong Kong) <u>For Unlimited Company</u> - Form 1(a) / 1(c) / 1(d) [Application by an individual / by Firm or by other body unincorporated for registration of business / Application for registration of branch business]	<input type="checkbox"/>
	f) Job Reference (at least 2 sets) (e.g. Copy of Purchase Order / Contract / Agreement / etc. from other clients)	<input type="checkbox"/>
Recommended	g) Copy of Financial Report (e.g. Annual Report / Audit Report / Profit/Loss Account / etc.)	<input type="checkbox"/>
Optional (if any)	h) Copy of Memorandum and Articles of Association	<input type="checkbox"/> / NA
	i) Copy of Code of Conduct	<input type="checkbox"/> / NA
<p>Application with incomplete information provided and / or insufficient supporting documents enclosed would not be processed and your application would be rejected.</p> <p>It is highly recommended to submit your application <i>by Post</i> to our Finance Office.</p>		

Part VII – Certification

We/I apply on behalf of the Company for inclusion in the HKBU Supplier Lists	
Signature: _____	 (Company Chop)
Name: _____	
Designation: _____	
Date: _____	

Part VIII - Notes For Guidance

1.	<p>Purpose of Collection and Updating</p> <p>The personal data provided by means of this form will be used by the University for consideration on the application for inclusion in the HKBU Supplier Lists for tender notification. Your provision of personal data and other related information in this form is voluntary. You are required to provide updated information to the University from time to time. If you do not provide adequate and accurate data, the University may not be able to process your application for Supplier Registration.</p>
2.	<p>Transfer of Data</p> <p>The personal data provided by means of this form may be disclosed to other institutions.</p>
3.	<p>Access to or Correction of Personal Data</p> <p>You have the right of access to and correction of personal data. For more details of the University's Privacy Policy Statement and Personal Information Collection Statement, please visit the website at http://bupdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/.</p>
4.	<p>Review of Suppliers' Status</p> <p>Supplier's responsiveness to invitations to quotation/tender issued by the University will be subject to constant review. To continue staying in the HKBU Supplier Lists, suppliers should have demonstrated adequate response to the University's invitations and the ability to offer competitive tenders. The University reserves the right to (i) review your company status as a HKBU supplier in the light of any new information that may affect such status; and (ii) remove your company from the HKBU Supplier Lists at any time without prior notice and without compensation.</p>
5.	<p>General Conditions of Contract</p> <p>Suppliers are required to observe the General Conditions of Contract (details can be found on http://fohome.hkbu.edu.hk/fopage.html) when they accept HKBU's Purchase Orders, whether they are incorporated or otherwise.</p>
6.	<p>Enquiries</p> <p>Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:</p> <p>Finance Office Hong Kong Baptist University DLB 510, David C. Lam Building Shaw Campus, Kowloon Tong (九龍塘逸夫校園思齊樓 510 室) Kowloon, Hong Kong Tel: 3411-7683 Fax: 2336-1739</p>