

為低收入劏房住戶改善家居援助計劃

Assistance Programme to Improve the Living Environment of Low-income Subdivided Unit Households

供應商登記表格 – 小型維修

VENDOR REGISTRATION FORM – MINOR WORKS

注意：申請人應以正楷填寫此申請表格各欄，並應在表格上簽署。

Note: The applicant should complete all sections of this application form in block letters and sign the form.

第一部 - 公司資料 PART I - PARTICULARS OF THE COMPANY

(a) 公司資料 Company Information

公司名稱 (中文) : _____
(公司名稱須與商業登記條例(第 310 章)內所登記的名稱相同)

Company Name (English) : _____
(Company name should correspond with that registered under the Business Registration Ordinance)

營業地址 (中文) : _____

Business Address (English) : _____

聯絡人姓名(營業部) : 先生/女士/小姐 電話號碼(營業部) : _____
Contact Person (Sales Dept.) : Mr./Mrs./Ms. Tel. No. (Sales Dept.) : _____

電郵地址(營業部) : 傳真號碼(營業部) : _____
E-mail (Sales Dept.) : _____ Fax No. (Sales Dept.) : _____

(b) 會計部聯絡資料 Contact Information of Accounts Department

公司地址 (中文) : _____

Company Address (English) : _____

聯絡人姓名(會計部) : 先生/女士/小姐 電話號碼(會計部) : _____
Contact Person (A/C Dept.) : Mr./Mrs./Ms. Tel. No. (A/C Dept.) : _____

電郵地址(會計部) : 傳真號碼(會計部) : _____
E-mail (A/C Dept.) : _____ Fax No. (A/C Dept.) : _____

銀行名稱 Bank Name : _____ 銀行代碼 Bank Code : _____
分行編號 Branch Code : _____

賬戶名稱 (中文) : _____
(賬戶名稱須與商業登記證相同)

Bank Account Name (English) : _____
(Bank Account Name must be same as presented in the Business Registration Certificate)

賬戶號碼 : _____
Bank Account Number : _____

商業登記證號碼 : _____
Business Registration Certificate Number : _____

第二部 - 業務狀況 PART II - BUSINESS ACTIVITIES

(a) 服務類別 Service Category

- 簡單家居改善／維修 ^{備註 1} Home Maintenance / Repair Services
- 電器維修 Home Appliances Fixing

^{備註 1} 如服務將涉及電力/小型工程，請同時填寫第二 (b) 部。 ^{Note 1} Please also fill in Part 2(b) if your business includes Electrical/Plumbing/Minor Works.

開業年份 Year of Establishment : _____

信貸條款 Credit Terms : _____ 日 Day(s)

獲授權回答有關採購/投標/合約等問題的負責人資料 Person(s) to contact on matters relating to procurement/tenders/contracts:

姓名 Name(s)	職位 Official Capacity	電話號碼 Tel. No.	電郵地址 Email
1. 先生/女士/小姐 Mr./Mrs./Ms.	_____	_____	_____
2. 先生/女士/小姐 Mr./Mrs./Ms.	_____	_____	_____

(b) 有關電力/水務/小型工程資料 (如適用，請參閱 ^{備註 1}) Details related to Electrical/Plumbing/Minor works (If applicable, see ^{note 1})

在本港從事電業承辦商業業務的年數 Number of years as an Electrical Contractor in Hong Kong	:	_____	現聘有多少註冊電業工程人員? How many Registered Electrical Workers current employed?	:	_____
電業承辦商註冊號碼 Registration Number of current Certificate of Registration	:	_____	屆滿日期 Expiry Date	:	_____
註冊小型工程承建商(公司)註冊編號 Registration Number of current Certificate of Registration	:	_____	屆滿日期 Expiry Date	:	_____
一般建築承建商註冊編號 Registration Number of current Certificate of Registration	:	_____	屆滿日期 Expiry Date	:	_____

第三部 - 證明文件 PART III - BUSINESS DOCUMENTS

請一併寄交下列文件副本各一份以供參考和存檔 Please attach the following documents for our reference and record

請別適當空格 Please tick as appropriate

- 有效的商業登記證副本 A copy of a valid Business Registration Certificate
- 有效的公司註冊證書副本 A copy of a valid Certificate of Incorporation
- 電業承辦商註冊證明書副本(如適用) A copy of a valid Certificate of Registration of Electrical Contractor (If applicable)
- 註冊小型工程承辦商(公司)註冊證明書副本(如適用) A copy of a valid Certificate of Registration of Registered Minor Works Contractor (Company) (If applicable)
- 一般建築承建商註冊證明書副本(如適用) A copy of a valid Certificate of General Building Contractors (If applicable)
- 報價單 Quotation
- 工程紀錄 Job Reference

註: - 如公司註冊證書不同於商業登記證上的公司名稱，請提供有效的公司更改名稱證書副本。
- 如公司業務包括電力/小型工程，請務必提供相關牌照的補充文件。

Note: of Change of Name.
- If company name of Certificate of Incorporation is different from Business Registration Certificate, please provide a copy of valid Certificate of Change of Name.
- If business activities would include Electrical/Plumbing/Minor works, please provide the copies of valid Certificate/License.

第四部 - 證明 PART IV - CERTIFICATION

聲明 Declaration

本人聲明本表格內所提供的一切資料，依本人所知均屬真確，並知道倘若虛報資料，申請即屬無效，且喪失供應商資格。
I declare that all information given in this registration form is, to the best of my knowledge, accurate and complete. If any false information is given, the application is deemed to be invalid and I shall forfeit my right to be the vendor.

本人謹代表上述公司，申請登記成為「為低收入劏房住戶改善家居援助計劃」之供應商。

I apply on behalf of the Company for inclusion in the Vendor List of "The Assistance Programme to Improve the Living Environment of Low-income Subdivided Unit Households".

簽署 Signature : _____ 公司印章 Company Chop : _____
姓名(正楷) Name in block letters : 先生/女士/小姐 Mr./Mrs./Ms. _____
職銜 Designation : _____ 日期 Date : _____

香港社會服務聯會個人資料使用守則

香港社會服務聯會盡力遵守及執行《個人資料(私隱)條例》中所列載的規定，確保儲存的個人私隱及個人資料處理得到充份保護，準確無誤，及有妥善的儲存方法。為確保你能充分了解向本會提供個人資料的準則，請細閱本守則。

收集資料目的及使用準則

1. 香港社會服務聯會將依照在收集資料時所說明之目的去使用該等資料。
2. 向本會提供個人資料純屬自願，如你未能提供足夠個人資料，本會可能無法有效處理你的申請或提供有關服務。
3. 本會可能使用你的個人資料(包括你的姓名、電話、傳真、電郵、郵寄地址、所屬機構/公司/學校)，以便本會日後與你通訊、處理報名、發行收據、研究/分析/統計、籌款、收集意見、作活動/訓練課程邀請/推廣用途，及與社聯相關之項目事宜。

查閱及更新個人資料及申請停止使用個人資料作推廣之用途

除了《個人資料(私隱)條例》規定的豁免範圍外，你有權就香港社會服務聯會備存有關你的個人資料作出查閱、更改及停止使用你的個人資料作推廣用途的要求，但已達成使用目的後而刪除的個人資料除外。

如閣下不欲本會使用你的個人資料作上述用途，請於電子通訊上點擊「Unsubscribe/取消訂閱」，或者以郵寄/傳真/電郵形式通知本會。

名稱 : 香港社會服務聯會 地址 : 香港灣仔軒尼詩道 15 號溫莎公爵社會服務大廈 13 樓
電話 : 2864 2929 傳真 : 2865 4916 電郵 : council@hkcss.org.hk

The Hong Kong Council of Social Service Guideline for the Use of Personal Data

The Hong Kong Council of Social Service undertakes to comply with the requirements of the Personal Data (Privacy) Ordinance to ensure that personal data kept are accurate and securely kept. To ensure you are well informed of the personal data as collected, please read through this guideline.

Purpose of Collection and Guideline for Use of Personal Data

4. The Hong Kong Council of Social Service will use personal data collected from data subject for the purposes for which it was collected.
5. To provide personal data to the Council is on voluntary basis. However, if you do not provide sufficient personal data, we may not be able to process your application or provide service to you.
6. The Council may use your personal data in future (name, telephone number, fax number, email, mailing addresses, organization/company/school) for the purposes of providing you with information of the Council, handling application, issuing receipt, research, fundraising appeal, feedback collecting, activities invitation/relates promotion as well as the Council feedback collection purposes.

Access to and Correction of Personal Data and Request for cessation of using Personal Data for Promotion Purposes

Apart from the exemptions provided under the Personal Data (Privacy) Ordinance, you are entitled to access and correct your personal data held by the Hong Kong Council of Social Service, and request us to cease to use your personal data for promotion purposes. However, it will not include the personal data deleted after the achievement of the purpose.

If you object the Council to use your personal data for the purposes as stated above, please click "Unsubscribe" on the concerned e-newsletter or notice us by mail/fax/email.

Name : The Hong Kong Council of Social Service Address : 13/F., Duke of Windsor Social Service Bldg., 15 Hennessy Rd., Wanchai, Hong Kong
Tel : 2864 2929 Fax : 2865 4916 Email : council@hkcss.org.hk