

本署檔號：

Our Ref:



漁農自然護理署

AGRICULTURE, FISHERIES & CONSERVATION DEPARTMENT

加入漁護署供應商名單申請表

Application Form for Inclusion in AFCD Supplier Lists

請詳細填寫本表格及交回：

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

九龍長沙灣道三零三號

Supplies Officer

長沙灣政府合署五樓

AFCD Supplies Section, 5/F, Cheung Sha Wan Government Offices,

漁農自然護理署物料供應組

303 Cheung Sha Wan Road,

物料供應主任

Kowloon.

第一部 —— 公司資料 PART I — DETAILS OF THE COMPANY

1.	公司名稱： Name of Company:	
2.	地址： Address(es): (1) 總公司： Office: (2) 電子郵件(如適用): E-mail (if applicable):	電話號碼： Tel. No.: 圖文傳真號碼： Fax No.:
3.	業務種類： Nature of business:	
4.	經營現今業務多久？ How long in present business:	

第二部 —— 公司組織及職員資料 PART II — ORGANIZATIONS AND STAFF

1.	公司成員： Members of organization:	姓名 Name
	(1) *常務董事： Managing Director:	
	(2) *董事 (不超過兩名)： Directors (not more than two names are required):	
	(3) *東主 (不超過兩名)： Proprietors (not more than two names are required):	
	(4) *合夥人 (不超過兩名)： Partners (not more than two names are required):	
	*將不適用者刪去 (Delete where inappropriate)	
2.	聘用職員總數： Total number of persons employed:	

3. 回答有關報價 / 合約等問題的負責人：

Persons to contact on matters relating to quotations/contracts:

姓名 *Name(s)*

職位 *Official Capacity*

電話號碼 *Tel. No.*

第三部 —— 業務狀況及證明文件 PART III — BUSINESS ACTIVITIES AND DOCUMENTS

1. 貴公司所供應的物品 / 服務：

Stores / services which your company can supply:

(i) 詳細列明所供應的物品 / 服務：

Detailed list of stores / services:

(ii) 倘若貴公司並非製造商，請提供授權貴公司為代理商 / 分銷商的商號的名稱。

Please provide the name(s) of the principal(s) for whom you act as the accredited agent(s)/distributor(s) in case you are not the manufacturer.

(iii) 請夾附一份有關目錄及詳細的說明書，供本署參閱。

Please attach one set of relevant catalogues and descriptive literature for consideration.

(註：如空位不足，請另紙列出)

(Note : If space is not sufficient, please use separate sheet)

2.	<p>請夾附下列文件，給本署參考和存照：</p> <p>Please attach the following documents for reference and record:</p> <p>(a) 有效的商業登記證。 A copy of a valid Business Registration Certificate.</p> <p>(b) 公司概況及年報(如有的話)。 Company profile and annual report (if any).</p>
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第四部 —— 證明 PART IV — CERTIFICATION

<p>本人謹代表上述公司，申請加入漁護署供應商名單。</p> <p>I apply on behalf of the Company for inclusion in the AFCD Supplier Lists.</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>(公司印鑑)</p> <p><i>(Space for company chop)</i></p>	<p>日期：_____</p> <p><i>Date:</i></p>

附註

NOTES FOR GUIDANCE

資料用途

Purpose of Collection

在本表格內填報的個人資料，會供政府用以審批有關加入漁護署供應商名單的申請，以便發出報價邀請。

The personal data provided by means of this form will be used by the Government for consideration on the application for inclusion in AFCD Supplier Lists for invitations to quotations.

資料轉介

Transfer of Data

本署可能會向其他政府部門披露你填報在此表格內的個人資料。

The personal data you provide by means of this form may be disclosed to other government departments.

索閱個人資料

Access of Personal Data

根據個人資料（私隱）條例附表 1 原則第 6 項第 18 及 22 段，你有權索閱或修訂個人資料，包括索取此表格內填報的資料的副本。

You have the right of access and correction with respect to personal data as provided for in sections 18 and 22 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.

查詢

Enquiries

如查詢此表格內的資料，包括查閱途徑及修訂資料，請與下述人員聯絡：

Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:

漁農自然護理署

個人資料私隱主任

地址：九龍長沙灣道三零三號

長沙灣政府合署五樓

漁農自然護理署

Personal Data Privacy Officer
Agriculture, Fisheries and Conservation Department
5/F, Cheung Sha Wan Government Offices,
303 Cheung Sha Wan Road,
Kowloon.

電話：二一五零 六六六六

Tel: 2150 6666

傳真：二三一一三七三一

Fax: 2311 3731