

申請編號： _____ (由申萬宏源香港填寫)

申萬宏源(香港)有限公司(“申萬宏源香港”)
 認可供貨商/承辦商名冊登記申請書

Shenwan Hongyuan (H.K.) Limited (SWHY (H.K.))
Application Form for Inclusion in the Approved Supplier/Contractor Lists

請詳細填寫本申請書後經由以下途徑交回：
 This form should be completed in FULL and returned by :

郵寄Post:	香港軒尼詩道 28 號 17 樓 Level 17, 28 Hennessy Road, Hong Kong
電郵E-mail:	avl@swwhyhk.com
傳真 Fax:	3525 8489

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

1.	公司名稱(中文)： Name of Company (English) :
2.	公司地址(中文)： Office Address (English): 電話號碼 Tel. No : 圖文傳真號碼 Fax No. : 電郵地址E-mail Address : 網址(如適用) Website (if applicable) :
3.	主要業務種類： Core Nature of business:

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

1.	<p>公司成員: Members of the organization:</p> <p style="text-align: right;">姓名 Name</p> <p>(1) * 常務董事: Managing Director: _____</p> <p>(2) * 董事 (不超過兩名): Directors (not more than two names are required): _____</p> <p>(3) * 東主 (不超過兩名): Proprietors (not more than two names are required): _____</p> <p>(4) * 合夥人 (不超過兩名): Partners (not more than two names are required): _____</p> <p>* 將不適用者刪去 (Delete where inappropriate)</p>										
2.	<p>獲授權回答有關投標／合約等問題的負責人: Contact Persons on matters relating to tenders/contracts:</p> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center; width: 20%;">姓名 Name(s)</th> <th style="text-align: center; width: 20%;">職位 Official Capacity</th> <th style="text-align: center; width: 15%;">電話號碼 Tel. No.</th> <th style="text-align: center; width: 15%;">圖文傳真號碼 FaxNo.</th> <th style="text-align: center; width: 30%;">電郵地址 E-mail</th> </tr> </thead> <tbody> <tr> <td style="height: 100px;"> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	姓名 Name(s)	職位 Official Capacity	電話號碼 Tel. No.	圖文傳真號碼 FaxNo.	電郵地址 E-mail					
姓名 Name(s)	職位 Official Capacity	電話號碼 Tel. No.	圖文傳真號碼 FaxNo.	電郵地址 E-mail							

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

1.	<p>貴公司所供應的貨品和有關服務： Goods and related services which your company can supply:</p> <p>i) 請在以下空位列明所供應的貨品和有關服務： Please list out goods and related services in the following space:</p> <p>貨品和有關服務(見注 1) Goods and related services (see Note 1)</p> <p>1) _____</p> <p>2) _____</p> <p>3) _____</p> <p>4) _____</p> <p>注 1: 如空位不足，請另外加紙列出。 Note 1: If space is not sufficient, please use separate sheet.</p> <p>ii) 請夾附有關提供的貨品或服務的目錄及詳細的說明書(如有的話) 以供參考。 Please attach the relevant catalogues and descriptive literature of the goods/services provided (if any) for reference.</p>
2.	<p>請一併遞交有效的商業登記證或同等文件的副本一份，以供參考和存照： Please attach a copy of a valid Business Registration Certificate or equivalent documents for reference and record:</p>

第四部 —— 證明 **PART IV – CERTIFICATION**

1. 本人謹代表上述公司，申請登記成為申萬宏源香港認可供貨商/承辦商，本人明白倘若故意在本表格內提供任何虛假資料，可使上述公司喪失申請資格，即使申請已獲批准，也會被即時除名。

I apply on behalf of the Company for inclusion as a SWHY (H.K.) approved supplier/contractor. I understand that any willful submission of false information by means of this form will result in disqualification of the Company and, in such case, the Company will be removed from the Supplier/Contractor Lists forthwith despite successful application.

2. 本人謹代表上述公司已閱讀及明白有關認可供貨商/承辦商名冊申請指引。

I on behalf of the Company have read and understand the Guidance Notes on Application for Inclusion in the SWHY (H.K.) Approved Supplier/Contractor Lists.

簽署:

Signature

姓名（正楷）:

Name in Block Letters

職銜:

Designation

電話號碼:

Tel. No.

圖文傳真號碼:

Fax No.

日期:

Date

（公司印鑒）
(Space for company chop)

備注
NOTES FOR GUIDANCE

資料用途

Purpose of Collection

填報在此表格內的個人資料，會供申萬宏源香港用以審批有關登記成為我司認可供貨商/承辦商的申請，日後揀選合適的供貨商/承辦商及日後聯繫。

The personal data provided by means of this form will be used by SWHY (H.K.) for consideration on the application for inclusion in the Approved Supplier/Contractor Lists, in selecting the appropriate supplier/contractor in future and future communication.

資料轉介

Transfer of Data

申萬宏源香港可能會向申萬宏源香港的母公司或申萬宏源香港其附屬公司及子公司披露填報在此表格內的個人資料。

The personal data provided by means of this form may be disclosed to the holding companies of SWHY (H.K.) and the affiliates and subsidiaries of SWHY (H.K.).

索閱或改正個人資料

Access to or Correction of Personal Data

根據個人資料（私隱）條例第 18 條、第 22 條及附表 1 的第 6 原則，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 and 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.

重新評審認可供貨商/承辦商的資格

Review of the status of Approved Suppliers/Contractor

申萬宏源香港有權因應任何可能影響貴公司資格的新資料，對貴公司作為供貨商/承辦商的資格作出評審。此外，我司可隨時從認可供貨商/承辦商名冊刪除貴公司，而事前無須作出通知和賠償。

SWHY (H.K.) reserves the right to review your company status as a supplier/contractor in the light of any new information that may affect such status and remove your company from the Approved Supplier/Contractor Lists at any time without prior notice and without compensation.

免責聲明

Disclaimer

被列入供貨商/承辦商名單，或申萬宏源香港就供應貨品或服務發出的招標或詢價通知（“通知”）均不會導致任何名單上的供貨商/承辦商一方有任何權利或期望，或導致本公司一方負上任何責任。申萬宏源香港不會向供貨商/承辦商作出任何陳述、申述或保證（明示或隱含），通知或任何通知會不受干擾、及時提供、安全可靠或不會出錯。

Neither the inclusion in the Supplier/Contractor Lists or SWHY (H.K.)'s notifications of tender/quotation invitation for supplying goods or services (“Notifications”) shall give rise to any right or expectation on the part of the supplier/contractor on the Supplier/Contractor Lists or any obligation on the part of SWHY (H.K.). SWHY (H.K.) makes

no statement, representation or warranty (express or implied) to the supplier/contractor that the Notifications or any of them will be uninterrupted, timely, secure, or error free.

其他
Others

申萬宏源香港有全權及最終決定是否批准有關申請。
SWHY (H.K.) retains its sole and final discretion whether to approve the application.

本認可供貨商/承辦商名冊登記申請書及備註的中英文本如有差異，以英文本為準。
In the event of any inconsistency between the English version and the Chinese version of this Application Form for Inclusion in the Approved Supplier/Contractor Lists and Notes for Guidance, the English version shall prevail.

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:

香港軒尼詩道28號19樓
申萬宏源（香港）有限公司
集團資料保護主任收
The Group Data Protection Officer
Shenwan Hongyuan (H.K.) Limited
Level 19, 28 Hennessy Road, Hong Kong