

Environmental Protection Department
环境保护署
Application Form for Inclusion as a Supplier of
Environmental Protection Department
环境保护署供货商申请书



Our Ref.:
本署档号:

This form should be completed in FULL and returned together with the required documents to:
请详细填写本申请书及把所需文件交回:

Environmental Protection Department
Supplies Section
Room 505, 5/F., Chinachem Exchange Square,
1 Hoi Wan Street,
Quarry Bay,
Hong Kong

香港鲗鱼涌海湾街 1 号
华懋交易广场 5 楼 505 室
环境保护署
物料供应组

PART I – DETAILS OF THE COMPANY 第一部 — 公司资料

1.	Name of Company: 公司名称:	English 英文	Chinese 中文	
2.	(1) Office Address 公司地址		Tel. No. 电话号码	Fax No. 传真号码
	Chinese Address: 中文地址:			
(2) E-mail Address (if applicable): 电邮地址 (如适用):				
3.	Nature of Business: 业务种类:			
4.	How long in present business? 经营现时业务已多久?			

PART II – ORGANIZATIONS AND STAFF 第二部 — 公司组织及职员数据

1. Members of Organization holding executive functions: 公司行政人员:			
		English Name 英文姓名	Chinese Name 中文姓名
(1)	Managing Director(s): 常务董事:	* Mr./Miss/Ms. 先生 / 小姐 / 女士	* Mr./Miss/Ms. 先生 / 小姐 / 女士
(2)	Director(s): 董事:	* Mr./Miss/Ms. 先生 / 小姐 / 女士	* Mr./Miss/Ms. 先生 / 小姐 / 女士
(3)	Owners/Proprietor(s): 拥有人 / 东主:	* Mr./Miss/Ms. 先生 / 小姐 / 女士	* Mr./Miss/Ms. 先生 / 小姐 / 女士
(4)	Partner(s): 合伙人:	* Mr./Miss/Ms. 先生 / 小姐 / 女士	* Mr./Miss/Ms. 先生 / 小姐 / 女士
* Delete where inappropriate 请将不适用者删去			
2. Total number of staff employed: 聘用职员总数:			
Authorized persons to contact on matters relating to quotations/tenders/contracts: 获授权回答有关报价 / 投标 / 合约等问题的人士:			
	Name 姓名	Official Capacity 职位	Tel. No. 电话号码
*Mr./Miss/Ms. 先生 / 小姐 / 女士			
*Mr./Miss/Ms. 先生 / 小姐 / 女士			
* Delete where inappropriate 请将不适用者删去			

PART III – BUSINESS ACTIVITIES 第三部 — 业务状况

1.	<p>Detailed list of goods/ services which your company can provide. (Please indicate category of the goods/ services being applied and enclose a copy of relevant catalogues/descriptive literature for consideration.) 请详细列明贵公司所供应的货品 / 服务。(请注明所申请的货品 / 服务类别以及一并递交有关目录 / 详细说明书, 以供本署参阅。)</p> <p>Category no. and description of the goods/ services 货品 / 服务的类别编号及描述</p> <p align="center">(Note: If space is not sufficient, please use separate sheet) (注: 如空位不敷应用, 请另备纸张填写)</p>
2.	<p>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 and a list of their products represented by you in Hong Kong: 倘若贵公司并非制造商, 请提供授权贵公司为代理商 / 分销商的商号名称和该等商号委托贵公司在香港代理的产品目录:</p> <p align="center">(Note: If space is not sufficient, please use separate sheet) (注: 如空位不敷应用, 请另备纸张填写)</p>

PART IV – DOCUMENTS 第四部 — 证明文件

Please submit a copy of each of the following documents for reference and record: 请一并寄交下列文件的副本各一份, 以供本署参考和存照:		(For Office Use Only) (此栏祇供有关部门填写)
(1)	A valid Business Registration Certificate or equivalent documents. 有效 的商业登记证或同等文件。	
(2)	#A Certificate of Incorporation (for body corporate only e.g. limited company). 公司注册证书(祇适用于法人团体, 例如有限公司)。	
(3)	#Memorandum and Articles of Association (for body corporate only e.g. limited company). 公司组织章程大纲及细则(祇适用于法人团体, 例如有限公司)。	
(4)	Company profile or annual report. 公司简介或年报。	
<p># If the applicant does not carry on business in Hong Kong, please provide the equivalent document issued by the authority of the place of business of the applicant for reference and record. 如申请者未在香港开展业务, 请提供其营业地点当局发出的相关文件, 以供本署参考和存照。</p>		

PART V – CONSENT TO RECEIVE ELECTRONIC MESSAGES 第五部 — 同意接收电子讯息

I understand and agree that the Environmental Protection Department will send quotation invitations or tender notifications by post or electronic means (e.g. fax or email) to the Company as and when opportunities arise.
本人明白及同意环境保护署在有需要情况下，可以邮寄或电子方式（例如传真或电邮）向本公司发出报价邀请或招标通知。

 Yes 是

 No 否
PART VI – CERTIFICATION 第六部 — 证明

I apply on behalf of the Company for inclusion as an Environmental Protection Department supplier and certify that the information provided from PART I to PART V above is correct and accurate.

本人谨代表上述公司申请成为环境保护署供货商，并证明第一至第五部所填写的资料全属确实无误。

	Signature: 签署:	
	Name in Block Letters: 姓名:	
	Designation: 职衔:	
Company Chop 公司印鉴	Date: 日期:	

Change of Address**更改地址**

In case there is a change in your company address, please notify the Supplies Section, Environmental Protection Department at Room 505, 5/F., Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay, Hong Kong (Fax No.: (852) 2856 5587) to amend your address record.

倘若贵公司的地址有所更改，请通知环境保护署物料供应组（地址为香港鲗鱼涌海湾街1号华懋交易广场5楼505室）（传真号码：(852) 2856 5587），以便更改贵公司的地址记录。

Disclaimer 免责声明

- a) The supplier list (“Supplier List”) maintained by the Environmental Protection Department (EPD) is intended for mailing purposes (where applicable) only. None of the Supplier List or EPD’s notifications of tender invitation for the supply of goods or services (“Notifications”) shall give rise to any right or expectation on the part of the suppliers on the Supplier List (“Suppliers”) or any obligation on the part of the Government of the Hong Kong Special Administrative Region (“Government”). The Government 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. For open tenders, the Suppliers should read the tender notices published in the Government Gazette and the website of EPD.

环境保护署备存的供货商名单只用作通讯用途（如适用）。该供货商名单或环境保护署就供应货品或服务发出的招标通知（通知）并不赋予供货商名单上的供货商任何权利或期望，也不令致香港特别行政区政府（政府）须负上任何责任。政府不会向供货商作出任何陈述、申述或保证（明示或默示），指该等通知或其中任何通知不受干扰、及时提供、安全可靠或不会出错。就公开招标而言，供货商应阅读载于政府宪报及环境保护署网站的招标公告。

- (b) The Government 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 Supplier List 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 EPD has been advised of the possibility of such loss or damage, whether in contract or tort, or on any other legal or equitable grounds.

不论在任何情况下，政府均无须因为任何供货商未能或延迟接收任何以电子或其他方式传送的通知，或任何供货商在任何时间被从供货商名单上除名所引致或与此有关的任何损失或损害（包括但不限于直接、间接、特殊、附带或衍生的损失、利润损失、业务中断、商业资料损失或其他金钱损失）而对任何供货商负上法律责任，即使环境保护署已得知可能有该等损失或损害，不论是因为合约或侵权法，或任何其他法律或衡平法引致。

- (c) Any Notifications or other communications from EPD to the Suppliers shall be deemed to be received (i) if sent by post, the next business day in Hong Kong immediately after the date of despatch (Hong Kong time); and (ii) if sent by fax or email, when despatched, regardless of whether the Suppliers have actually received such Notifications or communications (as the case may be).

环境保护署发给供货商的任何通知或其他通讯，不论供货商实际上是否收到，(i)如以邮递发出，均当作于发送日期（香港时间）的下一个香港营业日收到；(ii)如以传真或电邮发出，均当作于发出时收到。

- (d) In the event of any inconsistency between the English version and the Chinese version of this Disclaimer, the English version shall prevail.

本免责声明的中英文本如有差异，以英文本为准。

(Appform Dec 2023)