

Environmental Protection Department
環境保護署
Application Form for Inclusion as a Supplier of
Environmental Protection Department
環境保護署供應商申請書



Our Ref.:
 本署檔號：

This form should be completed in FULL and returned together with the required documents to:
 請詳細填寫本申請書及把所需文件交回：

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

香港鯉魚涌海灣街 1 號
 華懋交易廣場 5 樓 505 室
 環境保護署
 物料供應組

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

1.	Name of Company: 公司名稱：	English 英文	Chinese 中文	
2.	(1) Office Address 公司地址	English Address: 英文地址：	Tel. No. 電話號碼	Fax No. 傳真號碼
2.	(2) E-mail Address (if applicable): 電郵地址 (如適用)：	Chinese Address: 中文地址：		
3.	Nature of Business: 業務種類：			
4.	How long in present business? 經營現時業務已多久?			

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

1. Members of Organization holding executive functions: 公司行政人員：			
		English Name 英文姓名	Chinese Name 中文姓名
(1)	Managing Director(s): 常務董事：	* 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): 擁有人／東主：	* Mr./Miss/Ms. 先生／小姐／女士	* Mr./Miss/Ms. 先生／小姐／女士
(4)	Partner(s): 合夥人：	* Mr./Miss/Ms. 先生／小姐／女士	* Mr./Miss/Ms. 先生／小姐／女士
* Delete where inappropriate 請將不適用者刪去			
2. Total number of staff employed: 聘用職員總數：			
Authorized persons to contact on matters relating to quotations/tenders/contracts: 獲授權回答有關報價／投標／合約等問題的人士：			
	Name 姓名	Official Capacity 職位	Tel. No. 電話號碼
*Mr./Miss/Ms. 先生／小姐／女士			
*Mr./Miss/Ms. 先生／小姐／女士			
* Delete where inappropriate 請將不適用者刪去			

PART III – BUSINESS ACTIVITIES 第三部 — 業務狀況

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.) 請詳細列明貴公司所供應的貨品／服務。(請註明所申請的貨品／服務類別以及一併遞交有關目錄／詳細說明書，以供本署參閱。)</p> <p>Category no. and description of the goods/ services 貨品／服務的類別編號及描述</p> <p align="center">(Note: If space is not sufficient, please use separate sheet) (註：如空位不敷應用，請另備紙張填寫)</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／分銷商的商號名稱和該等商號委託貴公司在香港代理的產品目錄：</p> <p align="center">(Note: If space is not sufficient, please use separate sheet) (註：如空位不敷應用，請另備紙張填寫)</p>

PART IV – DOCUMENTS 第四部 — 證明文件

Please submit a copy of each of the following documents for reference and record: 請一併寄交下列文件的副本各一份，以供本署參考和存照：		(For Office Use Only) (此欄祇供有關部門填寫)
(1)	A valid Business Registration Certificate or equivalent documents. 有效 的商業登記證或同等文件。	
(2)	#A Certificate of Incorporation (for body corporate only e.g. limited company). 公司註冊證書(祇適用於法人團體，例如有限公司)。	
(3)	#Memorandum and Articles of Association (for body corporate only e.g. limited company). 公司組織章程大綱及細則(祇適用於法人團體，例如有限公司)。	
(4)	Company profile or annual report. 公司簡介或年報。	
<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. 如申請者未在香港開展業務，請提供其營業地點當局發出的相關文件，以供本署參考和存照。</p>		

PART V – CONSENT TO RECEIVE ELECTRONIC MESSAGES 第五部 — 同意接收電子訊息

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.
本人明白及同意環境保護署在有需要情況下，可以郵寄或電子方式（例如傳真或電郵）向本公司發出報價邀請或招標通知。

 Yes 是

 No 否
PART VI – CERTIFICATION 第六部 — 證明

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.

本人謹代表上述公司申請成為環境保護署供應商，並證明第一至第五部所填寫的資料全屬確實無誤。

	Signature: 簽署:	
	Name in Block Letters: 姓名:	
	Designation: 職銜:	
Company Chop 公司印鑑	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.

倘若貴公司的地址有所更改，請通知環境保護署物料供應組（地址為香港鰂魚涌海灣街1號華懋交易廣場5樓505室）（傳真號碼：(852) 2856 5587），以便更改貴公司的地址記錄。

Disclaimer 免責聲明

- 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.

環境保護署備存的供應商名單只用作通訊用途（如適用）。該供應商名單或環境保護署就供應貨品或服務發出的招標通知（通知）並不賦予供應商名單上的供應商任何權利或期望，也不令致香港特別行政區政府（政府）須負上任何責任。政府不會向供應商作出任何陳述、申述或保證（明示或默示），指該等通知或其中任何通知不受干擾、及時提供、安全可靠或不會出錯。就公開招標而言，供應商應閱讀載於政府憲報及環境保護署網站的招標公告。

- (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.

不論在任何情況下，政府均無須因為任何供應商未能或延遲接收任何以電子或其他方式傳送的通知，或任何供應商在任何時間被從供應商名單上除名所引致或與此有關的任何損失或損害（包括但不限於直接、間接、特殊、附帶或衍生的損失、利潤損失、業務中斷、商業資料損失或其他金錢損失）而對任何供應商負上法律責任，即使環境保護署已得知可能有該等損失或損害，不論是因為合約或侵權法，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).

環境保護署發給供應商的任何通知或其他通訊，不論供應商實際上是否收到，(i)如以郵遞發出，均當作於發送日期（香港時間）的下一個香港營業日收到；(ii)如以傳真或電郵發出，均當作於發出時收到。

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

本免責聲明中英文本如有差異，以英文本為準。

(Appform Dec 2023)