

The Lok Sin Tong Benevolent Society, Kowloon

九龍樂善堂

Suppliers Registration Form

供應商註冊申請表格

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 :

The Lok Sin Tong Benevolent Society, Kowloon
Procurement Unit,
61 Lung Kong Road,
Kowloon City, Hong Kong
E-mail: procurement@loksintong.org

九龍樂善堂
裝購部
九龍城龍崗道 61 號
電郵: procurement@loksintong.org

1. Details of The Company 公司資料

Name of Company 公司名稱:	English 英文:		
	Chinese 中文:		
Address 地址:	English 英文:		
	Chinese 中文:		
Telephone No. 電話號碼:		Fax No. 傳真號碼:	
E-mail 電郵:			
Website (If applicable): 網址 (如適用):			
Type of Business 業務種類:			
No. of Staff 員工數目:		No. of years in business : 經營年數:	

2. Organization And Staff 公司組織及職員資料

Members of the organization: 公司成員 :

Member 成員	Name 姓名
1. Managing Director 常務董事:	
2. Directors / Proprietors / Partners 董事 / 東主 / 合夥人 (no more than two names are required) (不超過兩名) :	

Contact Persons for enquiry on matters related to tender, contract or finance:

回答有關投標／合約／財務問題的負責人:

Name(s): 姓名:	Title: 職位:	Tel. No.: 電話號碼:	E-mail Address: 電郵地址:
1.			
2.			
3.			

3. Business Activities 業務狀況

Please list out goods and related services in the following space:

請在以下空位列明所供應的貨品和有關服務:

Goods and related services: 貨品和有關服務:
1.
2.
3.
4.

4. 現時主要客戶(請提供一個本地主要客戶名稱及以下資料作申請評審之用)

Current major client (Please provide the names and relevant information of at least one client for evaluation)

客戶名稱 Company Name	聯絡人 Contact person	電子郵件 Email	聯絡電話 Contact No.	傳真號碼 Fax No.

5. Court Action / Statutory Notice 法院訴訟或法定通知

Does your company have any court action / receive any statutory notice for the past 3 years? Yes 是 / No 否

貴公司是否在過去 3 年有任何法庭訴訟/接收任何法定通知?

6. Conflict of Interest Declaration 利益衝突申報聲明

To the best of your knowledge, please indicate if any, family relationship or association exists between your employee / shareholder, and an employee of LST. Please declare any possibility or perception of conflict of interest which may arise in our business dealing. Please cross out if not applicable.

根據閣下知悉, 請列明(如有) 貴公司員工 / 股東與九龍樂善堂員工 / 常務總理或關聯之關係。請申報任何可能或預計會出現在商業交易上之利益衝突。如不適用請刪除。

Name of our employee / shareholder: 本公司職員 / 股東姓名:	LST employee's Name: 九龍樂善堂職員 / 常務總理姓名:	Relationship: 關係:
1.		
2.		

7. Documents To Be Submitted 附上的文件

Please attach a copy of the following documents for reference and record:

請一併寄交下列文件副本各一份, 給本局參考和存照:

- A valid Business Registration Certificate or equivalent documents. 有效的商業登記證或同等文件。
- The relevant catalogues and descriptive literature of the goods/services/licences & certificates (if any). 有關提供貨品或服務的目錄及詳細的說明書或工作牌照或認證(如有)。
- Company profile and annual report (if any). 公司概況及年報(如有)。
- Past 3 years job reference (if any). 過去 3 年曾參與項目簡介(如有)。

8. Certification 證明

I apply on behalf of the Company for inclusion in LST suppliers List.

本人謹代表上述公司，申請加入九龍樂善堂之供應商名冊。

Signature _____
簽署

Name in block letters _____
姓名（正楷）

Designation _____
職銜

（公司印鑑）
(Space for company chop)

Date _____
日期

Notes for Guidance

附註

1. Purpose of Collection 資料用途

The personal data provided by means of this form will be used by The Lok Sin Tong Benevolent Society, Kowloon (LST) for consideration of application for inclusion of LST Suppliers List and issuance of request for services or goods or tender notification to the registered suppliers in future.

填報在本表格內的個人資料，會供本堂用以考慮有關加入九龍樂善堂（“樂善堂”）供應商名冊的申請，以便本堂日後向已登記的供應商發出報價邀請或招標通知。

2. Disclaimer 免責聲明

- 2.1 The Supplier List maintained by The Lok Sin Tong Benevolent Society, Kowloon (LST) is intended for communication purposes (where applicable) only. LST reserves the right to review and update the Supplier List from time to time. If there is any tender or request for services or goods by LST in future, LST will send notifications to the relevant suppliers on the Suppliers List. Suppliers who have not responded to any invitation for quotation/tender and have no transaction with LST for five (5) consecutive years, they will automatically be removed from the Supplier List. Please note that the Supplier List does not guarantee or imply the assignment or award of any project or purchase order for the supply of goods or services by LST. For tender bidding, the Suppliers should read the tender notices published in the website of LST.

九龍樂善堂（“樂善堂”）備存的供應商名冊只用作通訊用途（如適用）。樂善堂保留權利不時檢閱及更新供應商名冊。倘將來促進局有任何貨品或服務的招標或要求，樂善堂會發出通知予供應商名冊上的相關供應商。供應商如連續五年沒有對樂善堂之報價 / 投標邀請提交報價書或沒有與樂善堂達成交易，該供應商將會自動從供應商名冊上被刪除。請注意供應商名冊不保證或表示樂善堂會分派或授予提供貨品或服務的任何項目或採購單。就進行投標，供應商應細閱載於樂善堂網站的招標通告。

- 2.2 LST 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 Suppliers 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 LST has been advised of the possibility of such loss or damage, whether in contract or tort, or on any other legal or equitable grounds.

在任何情況下，樂善堂均不會因為或就任何供應商未能或延遲接收任何通知（不論是以電子方式或其他方式傳送），或在任何時間從供應商名冊上刪除任何供應商名稱而引致的任何損失或損害向任何供應商負上責任，包括但不限於直接、間接、特別、附帶或衍生的損失，以及商業利潤的損失、業務暫停、商業資料的損失或其他金錢上的損失，即使樂善堂已獲悉可能引致有關損失或損害，不論是基於合約、侵權行為，或其他法律或衡平法的理由而引致。

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

本免責聲明的中文版本如與英文版本有異，以英文版本為準。

3. Access to or Correction of Personal Data 查閱或更改個人資料

Requests for access to or correction of personal data:

如要查閱或更改個人資料，請聯絡：

The Lok Sin Tong Benevolent Society, Kowloon (Procurement Unit) 九龍樂善堂(裝購部)

Address 地址: 61 Lung Kong Road, Kowloon City, Hong Kong 九龍城龍崗道61號

Tel No. 聯絡電話: (852) 2272 9885

E-mail 電郵: procurement@loksintong.org



For Internal Office Use	
Checked by	Approved by
Signature	Signature
Name & Title: Date:	Name & Title: Date: