

Approved Vendor Application Form

1. COMPANY INFORMATION			
Company Name	<i>(English)</i> <i>(中文)</i>		
Other names the Company trades as	<i>(English)</i> <i>(中文)</i>		
Form of Business	<i>Body Corporate</i>	<i>Unincorporated body of persons</i>	
	<i>Individual</i>	<i>Branch</i>	<i>Partnership</i>
Registered Address			
Corresponding Address			
Business Registration No.	<i>(Please attach a BR copy)</i>		
Year of Establishment	<i>(Please state the year, e.g. 2008)</i> <i>(A bank reference letter <u>must be</u> provided for the Company if it has been established less than 12 months)</i>		
No. of staff			
Company Website			
Telephone No. (General)		Fax No. (General)	
Email (General)	<i>(Please provide the Company's email address and not a personal contact's email address in here. This is to allow the electronic PO / acceptance of quotations to be issued to the Company not be affected by staff turnover of the Company.)</i>		
Contact Person(s)			
Please provide the name(s) and position(s) of the Company's representatives responsible for its business with HKCMCL.			
Name	Position / Title	Direct Telephone No.	Email Address

1. COMPANY INFORMATION (Cont'd)									
Details of ownership / shareholding	<p>Please list out the full name (ENG and CHI name) and his/her position in the Company.</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Position / Title</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Name	Position / Title						
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Details of Directorship	<p>Please list out the full name (ENG and CHI name) and his/her position in the Company.</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Position / Title</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Name	Position / Title						
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2. LIST OF GOODS / SERVICES / RECEIVED CERTIFICATES / AWARDS	
Description of Goods / Services	<p><i>(Remarks: Vendors must invoice HKCMCL within 30 days after the completion of the services or delivery of goods. HKCMCL reserves the right to reject any invoice for goods & services performed more than thirty (30) days prior to invoice date.)</i></p>
Major Customers	<p><i>(Please attach a list of job references)</i></p>
Certificates / Awards Received (e.g. ISO9001, ISO27001, etc.)	

3. ANTI-CORRUPTION QUESTIONNAIRE	
a)	<p>Are you aware of any existing relationships or situations that might create the potential for an actual or perceived conflict of interest?</p> <p><i>No</i> <i>Yes (Please provide the information in below)</i></p> <p style="text-align: center;">_____</p>
b)	<p>Are the owner(s) or principals of the Company also HKCMCL employees?</p> <p><i>No</i> <i>Yes (Please provide the information in below)</i></p> <p style="text-align: center;">_____</p>
c)	<p>Are the owner(s) or principals of the Company related to a HKCMCL employee, either as a spouse, domestic partner or immediate relative?</p> <p><i>No</i> <i>Yes (If yes,</i></p> <ul style="list-style-type: none"> • Who are they related to? _____ • How are they related? _____
d)	<p>Is any employee of the Company also a HKCMCL employee?</p> <p><i>No</i> <i>Yes (Please provide the information in below)</i></p> <p style="text-align: center;">_____</p>
e)	<p>Is any employee of the Company a former HKCMCL employee?</p> <p><i>No</i> <i>Yes (Please provide the information in below)</i></p> <p style="text-align: center;">_____</p>

4. SIGNATURE	
<p>I hereby declare that the information provided above are correct and truthful.</p> <p>Printed Name:</p> <p>Position:</p> <p>Company Chop and authorised signature Date</p>	

5. DOCUMENT CHECKLIST

Have you :

- a) attached a BR copy?
- b) attached a bank reference letter? (It must be provided for the Company that has been established less than 12 months)
- c) attached a list of job references?
- d) completed all questions in Parts 1 to 3 and signed in Part 4 above?

Please return this form to HKCMCL by pressing "Submit Form" button at the top of this form, then return a signed copy of the completed form with all necessary supporting documents by email.

To : Manager – Compliance and Procurement
By email : procurement@cyberport.hk

Notes to the applicant:

A vendor may be removed from HKCMCL's approved vendor list if :

- i) the vendor's performance is poor; or
- ii) the vendor has failed to provide upate information upon HKCMCL's request; or
- iii) the vendor has not responded to any HKCMCL's bid invitation within a reasonable period of time.

Personal Information Collection

All personal data submitted will only be used for matters related to HKCMCL's procurement and compliance purposes. The Company has rights to request access to, correction or deletion of any personal data submitted. For enquiries, please contact us at (852) 31663757 or by e-mail to enquiry@cyberport.hk. For details about our privacy policy, please go to http://www.cyberport.hk/en/privacy_policy