香港警務處

Hong Kong Police Force ("HKPF")

納入香港警務處通知名單申請表格

Application Form for Inclusion in the HKPF Notification Lists

請詳細填寫本申請書及交回： This form should be completed in FULL and returned to :–	
香港警務處 香港灣仔軍器廠街一號 警察總部警政大樓三十四樓 香港警務處物料統籌科 香港警務處處長收	Commissioner of Police Hong Kong Police Force Stores Management Division 34/F Arsenal House, Police Headquarters 1 Arsenal Street, Wanchai, Hong Kong

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*： 電郵地址 E-mail Address :	 圖文傳真號碼 *Fax No.*： 網址(如適用) Website (if applicable) :
3.	業務種類: Nature of business:	

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

1.	公司成員: Members of the organization:	姓名 Name
	(1) *常務董事: Managing Director:	_____
	(2) *董事 (不超過兩名): Directors (not more than two names are required):	_____
	(3) *東主 (不超過兩名): Proprietors (not more than two names are required):	_____
	(4) *合夥人 (不超過兩名): Partners (not more than two names are required):	_____
	* 將不適用者刪去 (Delete where inappropriate)	

2. 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:

姓名 *Name(s)*	職位 *Official Capacity*	電話號碼 *Tel. No.*	圖文傳真號碼 *Fax No.*	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. 貴公司所供應的貨品和有關服務:
Goods and related services which your company can supply:

(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:

貨品和有關服務(見註 1) Goods and related services (see Note 1)	相關的採購物品組別編號(見註2) Relevant Product Categories Code (see Note 2)

註 1: 如空位不足，請另外加紙列出。

Note 1: If space is not sufficient, please use separate sheet.

註 2: 請參閱載於香港警務處網頁的貨品組別，網址：

Note 2: Please refer to product categories published in HKPF website:
http://www.police.gov.hk/ppp_tc/11_useful_info/notification_list.html

(ii) 倘若貴公司並非製造商，請提供授權貴公司為代理商 / 分銷商的商號的名稱。

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.

(iii) 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)，以供香港警務處參考。

Please attach the relevant catalogues and descriptive literature of the goods/services provided (if any) for reference.

2. 請一併寄交有效的商業登記證或同等文件的副本一份，以供香港警務處參考和存照:

Please attach a copy of a valid Business Registration Certificate or equivalent documents for reference and record:

第四部 —— 證明 **PART IV — CERTIFICATION**

1. 本人謹代表上述公司，申請登記成為香港警務處通知名單，可接受投標邀請書，就供應本表格第三部所列物料及有關服務參加競投。本人明白倘若故意在本表格內提供任何虛假資料，可使本人喪失申請資格，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 Hong Kong Police Force supplier for receiving invitations to tender/quotation for goods and related services listed in Part III of this form. I understand that any wilful submission of false information by means of this form will result in my disqualification and, in such case, I will be removed from the list forthwith despite successful application.

2. 本人謹代表上述公司同意接受由香港警務處發出之以下商業電子訊息。本人明白本公司日後可以書面通知香港警務處撤回同意接受商業電子訊息。

I on behalf of the Company give consent to receive the following selected kinds of commercial electronic messages sent by all formations and units of the Hong Kong Police Force with immediate effect. I understand that my Company can withdraw any given consent to receive the selected kinds of commercial electronic messages by informing the Hong Kong Police Force in writing.

(請選擇 Please tick as appropriate)

項目 Item	種類 Description	接受 Yes	不接受 No
(a)	傳真訊息 Fax message	☐	☐
(b)	電子郵件 Email	☐	☐

3. 本人謹代表上述公司已閱讀及明白有關的申請指引及免責聲明。

I on behalf of the Company have read and understand the Guidance Notes and Disclaimer on Application for Inclusion in the HKPF Notification 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 _____

（公司印鑑）
(Space for company chop)

備　註

NOTES FOR GUIDANCE

資料用途

Purpose of Collection

填報在此表格內的個人資料，會供政府用以審批有關登記成為香港警務處通知名單的申請，以便香港警務處日後向已登記的通知名單發出招標通知。

The personal data provided by means of this form will be used by the Government for consideration on the application for inclusion in the Hong Kong Police Force Notification Lists for tender/quotation notification.

資料轉介

Transfer of Data

香港警務處可能會向其他政府部門或非政府機構披露你填報在此表格內的個人資料。

The personal data you provide by means of this form may be disclosed to other government departments or non-government organizations.

索閱或改正個人資料

Access to or Correction of Personal Data

根據個人資料（私隱）條例附表 1 原則第 6 項第 18 及 22 段，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 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.

重新評審通知名單的資格

Review of Suppliers' Status

政府有權因應任何可能影響貴公司資格的新資料，對貴公司作為香港警務處通知名單的資格作出評審。此外，政府可隨時從香港警務處通知名單刪除貴公司，而事前無須作出通知和賠償。

The Government reserves the right to review your company status as a HKPF supplier in the light of any new information that may affect such status and remove your company from the HKPF Notification Lists at any time without prior notice and without compensation.

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:

香港警務處
香港灣仔軍器廠街一號
警察總部警政大樓三十四樓
香港警務處物料統籌科
助理物料供應主任

Assistant Supplies Officer
Hong Kong Police Force
Stores Management Division
34/F Arsenal House, Police Headquarters
1 Arsenal Street, Wanchai, Hong Kong

電話 Tel: (852) 3660 4524 / 2860 3511
傳真 Fax: (852) 2200 4341