



Supplier Code:	
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**Hong Kong Baptist University**  
**Application Form for Inclusion in the HKBU Supplier Lists**

This form should be completed in full together with the required documents and returned to:-	
Secretary to General Tender Board	<b>OR</b> E-mail: <a href="mailto:fosupreg@hkbu.edu.hk">fosupreg@hkbu.edu.hk</a>
Finance Office	Fax: (852) 2336 1739
Hong Kong Baptist University	
DLB 517, David C. Lam Building, Shaw Campus, Kowloon Tong (九龍塘逸夫校園思齊樓 517 室)	
Kowloon, Hong Kong	

**Part I - Details of the Company**

1a)	Company Name (in English):	
1b)	Company Name (in Chinese):	
2.	Address (on Business Registration):	
	Tel. No.:	Fax No.:
	Web-site:	Company Email:
3.	Nature of business:	
4.	Year of Establishment:	

**Part II - Organizations and Staff**

1.	Total number of persons employed:		
2.	Members of organization:		
	<u>Position</u>	<u>Name</u>	
	(i)	Managing Director *	
	(ii)	Directors *	
	(iii)	Owners / Proprietors *	
	(iv)	Partners *	
	(* Delete where inappropriate )		
3.	Persons authorized to sign / contact on matters relating to tenders/contracts:		
	Contact Person A) Name:	Official Capacity:	Email:
	Tel No.:	Mobile:	Fax No.:
	Contact Person B) Name:	Official Capacity:	Email:
	Tel No.:	Mobile:	Fax No.:



**Part III - Business Activities and Documents**

1.	<p>Goods and related services which your company can supply:</p> <p>(i) Detailed list of goods and related services: _____ _____</p> <p>Catalogues <b><i>should be attached.</i></b> (Note: If space is not sufficient, please use separate sheet.)</p> <p>(ii) Brand represented (Agency) (if any):</p> <p>(iii) Job Experience in <b>HKBU</b>:</p> <p>(iv) Current major customers <b>other than HKBU</b> (Please note that HKBU would approach your customers for reference if necessary)</p> <p>a) Company Name: Address: Contact Person: Tel No.: _____ Email: _____</p> <p>b) Company Name: Address: Contact Person: Tel No.: _____ Email: _____</p>
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**Part IV – Bill Settlement [Mandatory Field]**

Bank Autopay Service will be used for settlement of all invoices. An electronic credit advice with the payment details will be sent to your designated email account immediately after the payment is effected.

<b>Must be completed by Supplier</b>																																	
Bank Account Holder Name																																	
Beneficiary Bank Account No.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">Bank Code</td> <td style="text-align: center;">Branch Code</td> <td colspan="10" style="text-align: center;">Account Number</td> </tr> </table>																					Bank Code	Branch Code	Account Number									
Bank Code	Branch Code	Account Number																															
E-mail Address for receiving University's Bank Credit Advice																																	

The Payee agrees to receive all future payments from the University by direct credit to the bank account stated above. The Payee undertakes to notify the University immediately by email to [fotbdu@hkbu.edu.hk](mailto:fotbdu@hkbu.edu.hk) should there be any changes to the receiving bank account and the University would take TEN working days to effect such changes upon receipt of the notification.

**Part V – Declaration**

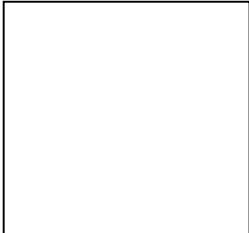
1.	We / I * understand that the above document is mandatory for the purpose of this application and failure to submit may lead to the application not being considered.
2.	We / I * give below both the names of the employees of the Hong Kong Baptist University and / or * their families who are related to us / me *, or to our / my * employees and / or * their families, and the nature of their relationship. (State none if totally inapplicable) _____. We / I * commit to update HKBU if any change.
3.	We / I * understand that all employees of the Hong Kong Baptist University are designed “public servant”

	under the provisions of Prevention of Bribery Ordinance (Cap.201 of the Laws of Hong Kong).
4.	We / I * further understand the policy of the Hong Kong Baptist University in regard to the conflict of interest which requires that all its employees to avoid any conflict between their personal interest and the Hong Kong Baptist University's interest in dealing with suppliers and all other organizations or individuals doing or seeking to do business with the Hong Kong Baptist University. In furtherance of this policy, the Hong Kong Baptist University requires that competitive bidding be used, wherever practicable, in the procurement of goods/services.
5.	Our / my * efforts shall include, but not limited to, establishing precautions to prevent our / my * employees or agents from making, receiving, providing, or offering gifts, payment, loans, substantial entertainment or other consideration for the purpose of influencing individuals to act contrary to the best interests of the Hong Kong.
6.	We / I * have / have not * been involved in any major litigation in the past three years.

### Part VI – Checklist (Forms and Documents to be Submitted)

Submission	Required Information / Supporting Document	Checklist [✓]
Mandatory	a) Duly completed Application Form	<input type="checkbox"/>
	b) Company Profile / Product or Service Catalogue	<input type="checkbox"/>
	c) Copy of Valid Business Registration Certificate	<input type="checkbox"/>
	d) Copy of Employees Compensation Insurance	<input type="checkbox"/>
	e) <u>For Limited Company</u> - Copy of Certificate of Incorporation; OR - Copy of Certificate of Change of Name; OR - Copy of Certificate of Incorporation / Registration of Overseas Companies (if incorporated outside Hong Kong) <u>For Unlimited Company</u> - Form 1(a) / 1(c) / 1(d) [Application by an individual / by Firm or by other body unincorporated for registration of business / Application for registration of branch business]	<input type="checkbox"/>
	f) Job Reference (at least 2 sets) (e.g. Copy of Purchase Order / Contract / Agreement / etc. from other clients)	<input type="checkbox"/>
Recommended	g) Copy of Financial Report (e.g. Annual Report / Audit Report / Profit/Loss Account / etc.)	<input type="checkbox"/>
Optional (if any)	h) Copy of Memorandum and Articles of Association	<input type="checkbox"/> / NA
	i) Copy of Code of Conduct	<input type="checkbox"/> / NA
<p><b>Application with incomplete information provided and / or insufficient supporting documents enclosed would not be processed and your application would be rejected.</b></p> <p>It is highly recommended to submit your application <b><i>by Post</i></b> to our Finance Office.</p>		

### Part VII – Certification

We/I apply on behalf of the Company for inclusion in the HKBU Supplier Lists	
Signature: _____	 (Company Chop)
Name: _____	
Designation: _____	
Date: _____	

## Part VIII - Notes For Guidance

1.	<p><b>Purpose of Collection and Updating</b></p> <p>The personal data provided by means of this form will be used by the University for consideration on the application for inclusion in the HKBU Supplier Lists for tender notification. Your provision of personal data and other related information in this form is voluntary. You are required to provide updated information to the University from time to time. If you do not provide adequate and accurate data, the University may not be able to process your application for Supplier Registration.</p>
2.	<p><b>Transfer of Data</b></p> <p>The personal data provided by means of this form may be disclosed to other institutions.</p>
3.	<p><b>Access to or Correction of Personal Data</b></p> <p>You have the right of access to and correction of personal data. For more details of the University's Privacy Policy Statement and Personal Information Collection Statement, please visit the website at <a href="http://bupdpdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/">http://bupdpdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/</a>.</p>
4.	<p><b>Review of Suppliers' Status</b></p> <p>Supplier's responsiveness to invitations to quotation/tender issued by the University will be subject to constant review. To continue staying in the HKBU Supplier Lists, suppliers should have demonstrated adequate response to the University's invitations and the ability to offer competitive tenders. The University reserves the right to (i) review your company status as a HKBU supplier in the light of any new information that may affect such status; and (ii) remove your company from the HKBU Supplier Lists at any time without prior notice and without compensation.</p>
5.	<p><b>General Conditions of Contract</b></p> <p>Suppliers are required to observe the General Conditions of Contract (details can be found on <a href="http://fohome.hkbu.edu.hk/fopage.html">http://fohome.hkbu.edu.hk/fopage.html</a>) when they accept HKBU's Purchase Orders, whether they are incorporated or otherwise.</p>
6.	<p><b>Enquiries</b></p> <p>Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:</p> <p>Finance Office Hong Kong Baptist University DLB 517, David C. Lam Building Shaw Campus, Kowloon Tong (九龍塘逸夫校園思齊樓 517 室) Kowloon, Hong Kong Tel: 3411-7683 Fax: 2336-1739</p>