



Strategic Procurement Department 策略採購部  
Supplier Registration Application Form 供應商登記申請表

**I COMPANY PARTICULARS 第一節 公司資料**

Company Name In English:

公司英文名稱

Company Name In Chinese:

公司中文名稱

Postal Address:

郵寄地址

Country 國家:

Phone 電話:

E-mail address 電郵:

Fax 傳真:

Web site address 網頁:

Business Registration No. 商業登記證號碼:

Valid Until 有效期至:

Certificate of Incorporation No. 公司註冊證書號碼:

Date of Incorporation / Setup Date . 公司註冊/成立日

No. of Employees 職員人數:

Any business litigation in progress? If Yes, please provide details. 有否訴訟案件正進行中? 如有, 請提供有關詳情

☐

No

☐

Yes, please provide details:

Company Structure (e.g. listed co., limited co., partnership, sole proprietorship, etc.) 公司架構(例如上市公司/有限公司/合夥經營公司/私人經營等):

Business Nature (e.g. trading, manufacturer, agent, construction, consultancy, etc.) 經營性質(例如貿易公司/廠商/代理商/承辦商/顧問服務公司等):

Quality Systems accredited? (If any, please provide details. e.g. ISO, BS, HACCP...etc.) 有否取得其它品質系統之認證?  
(如有, 請提供有關詳情. 例如 ISO, BS, HACCP...etc.)

Names of Directors / Proprietor/ Partners (董事/ 私人經營者/合夥人姓名):

**II BANK & PAYMENT REFERENCE 第二節 銀行及付款參考資料**

**For banks in Hong Kong (香港銀行適用)**

Bank Name (銀行名稱)& Bank Code (銀行編號):

Branch Name (分行名稱)& Branch Code (分行編號):

Bank Account Name (銀行戶口名稱):

Bank Account Number (銀行戶口號碼):

Currency Code (貨幣編號):

**For overseas banks (海外銀行適用)**

Bank Name (銀行名稱)& Bank Code (銀行編號):

Branch Name (分行名稱)& Branch Code (分行編號):

Bank Account Name (銀行戶口名稱):

Bank Account Number (銀行戶口號碼):

Currency Code (貨幣編號):

IBAN / ABA / BSB Code:

Swift Code (銀行代碼):

(Note: The Club's standard payment term is Net 30 days after receipt of a valid invoice (free from manifest error). By completing this Supplier Registration Application Form, you acknowledge and accept to The Club's standard payment term. 註: 本會之標準付款條款為收到有效發票(沒有明顯錯誤)後三十天付款。通過填寫此供應商登記申請表, 您承認及接納本會的標準付款條款。)



**II-a** Contact Information for Bank Account changes verifications and related Purposes (suggested to be personnel in your Finance/Accounting Department, with title in management position). 有關銀行戶口賬戶驗證,銀行賬戶變更和相關目的聯絡人資料(建議是貴公司財務/會計部門員工,其職銜為管理職位)。

|                         |  |                    |  |
|-------------------------|--|--------------------|--|
| Contact Person 聯絡人:     |  | E-mail address 電郵: |  |
| Phone (office) 電話 (公司): |  | Phone (Mobile) 手機: |  |
| Title 職位:               |  | Department 部門:     |  |

  

|                         |  |                    |  |
|-------------------------|--|--------------------|--|
| Contact Person 聯絡人:     |  | E-mail address 電郵: |  |
| Phone (office) 電話 (公司): |  | Phone (Mobile) 手機: |  |
| Title 職位:               |  | Department 部門:     |  |

### III MAIN CONTACT INFORMATION FOR BUSINESS PURPOSES 第三節 主要業務聯絡人資料

(1) Contact Information for **Purchase Order Purpose** 有關採購單聯絡人資料 (Only **One** for each purpose 只限填寫 1 位聯絡人)

|                         |  |                    |  |
|-------------------------|--|--------------------|--|
| Contact Person 聯絡人:     |  | E-mail address 電郵: |  |
| Phone (office) 電話 (公司): |  | Phone (Mobile) 手機: |  |

(2) Contact Information for **Request for Quotation / Proposal / Tender Purpose** 有關報價/建議書/標書聯絡人資料 (Only **One** for each purpose 只限填寫一位聯絡人)

|                         |  |                     |  |
|-------------------------|--|---------------------|--|
| Contact Person 聯絡人:     |  | #E-mail address 電郵: |  |
| Phone (office) 電話 (公司): |  | *Phone (Mobile) 手機: |  |

(3) Contact Information for **Payment Purpose**, 有關付款事項聯絡人資料 (Only **One** for each purpose 只限填寫 1 位聯絡人)

|                         |  |                    |  |
|-------------------------|--|--------------------|--|
| Contact Person 聯絡人:     |  | E-mail address 電郵: |  |
| Phone (office) 電話 (公司): |  | Phone (Mobile) 手機: |  |

(4) Contact Information for **Management Purpose (For Food & Beverage supplier only)** 有關管理事項聯絡人資料(祇適用於食物及飲品供應商) (Only **One** for each purpose 只限填寫 1 位聯絡人)

|                         |  |                    |  |
|-------------------------|--|--------------------|--|
| Contact Person 聯絡人:     |  | E-mail address 電郵: |  |
| Phone (office) 電話 (公司): |  | Phone (Mobile) 手機: |  |

Remark 註:

#This email address will be set up as the User ID for Supplier Portal login.此電子郵件地址將設置為供應商電子商貿平台登錄名稱

\*This mobile phone number will be registered to receive One Time Password in SMS for Supplier Portal login 此手機號碼將註冊為接收供應商電子商貿平台登錄一次性密碼的短訊。

### IV PRODUCTS & SERVICES COMMODITIES 第四節 物料及服務類別

Please select which type of products and/or services that your company can offer to HKJC\*  
請選擇貴公司能供應予本會的產品或/及服務\*

☐

Please Provide the Company Profile 請提供公司基本簡介\*

☐

**Corporate and Marketing** (Charity Services, Management Consultancy & Customer Research, Marketing & Branding, Broadcasting, Wagering Product & Betting, Corporate Communications, Security Operations and Transport & Logistics)

☐

**Hospitality, Food and Beverage Horseracing** (Beverages & Tobacco & Misc., Food, Hospitality Services and Sports & Recreation)

☐

**Integrated Facilities Management** (Sustainability (Property FM Related), Environmental & Hygiene, FM Outsourced Services, Premises Renovation & CCE, Technical Services, Professional Services and Tools & Equipment)

☐

**Racing** (Feed & Bedding, Racing Training and Engagement Services, Racing Control and Racing Events Supplies, Tracks & Arena, Veterinary Supplies, Laboratory Supplies, Racing Logistics, Racing Healthcare and Welfare Services, Racing Consultancy, Saddlery Gear & Stable Supplies and Farrier and Forge Supplies)



- ☐ **Information and Communication Technology** (Information Security, Wagering Solution, Digital Solution, Cloud PaaS, Staff Augmentation, Broadcasting, Infrastructure, and IT Service Delivery)
- ☐ **Property and Construction** (Consultancy Services, Construction Works and Property & Construction Operating Equipment)

## V CUSTOMER REFERENCE 第五節 客戶參考資料

Please provide the contact details of three of your major customers for a further trade reference check, when considered necessary. (Please use additional sheet if the space provided below is insufficient for use) 請提供主要客戶資料，香港賽馬會可於有需要時聯絡此等客戶。

|   | Company Name<br>公司名稱 | Products / Services supplied<br>供應產品/服務 | Contact Person<br>聯絡人 | Phone Number<br>電話 |
|---|----------------------|---|-----------------------|--------------------|
| 1 |                      |   |                       |                    |
| 2 |                      |   |                       |                    |
| 3 |                      |   |                       |                    |

## VI REQUIRED DOCUMENTS 第六節 所需文件

Please submit the copy of the following documents for reference:  
請一併寄交下列文件副本各一份，以作參考：

### Mandatory Field (必填提供)

- (1) Valid Business Registration Certificate (For all Companies) 有效的商業登記證 (所有公司)  
Remark: Business Registration for Hong Kong Companies / Business Certificate for Overseas Companies
- (2) Certificate of Incorporation (**For corporations only e.g. Limited Company**) 公司註冊證書 (祇適用於法團，例如有限公司)
- (3) Annual Return (NAR1) (**For Hong Kong Companies**) 周年申報表(適用於在香港註冊公司)
- (4) Bank Account Proof (e.g. Bank Letter, Bank Statement Header) 銀行賬戶證明 (例如銀行信函，銀行對賬單)  
Remark: Bank Account proof must be within last 90 days with bank account number and name of and account name, which shall be signed or stamped by bank clearly showing bank's name, address and logo. 備註：銀行帳戶證明必須在最近 90 天內，顯示銀行帳戶號碼和帳戶名稱，應由銀行簽名或蓋章，清楚顯示銀行的名稱，地址和徽標。
- (5) Signed The HKJC Supplier Sustainability Guidelines (Appendix I) 已簽署的香港賽馬會可持續性指引(附錄 I)
- (6) Filled in and Signed Appendix to Supplier Declaration (Appendix II) (**Applicable for the answer of "NO" to Question 2 or 3 in Section VII Supplier Declaration**)已填寫及簽署的供應商聲明附錄(附錄 II) (祇適用於第七節供應商聲明中第二或第三項申報是“否”)
- (7) Signed Appendix to Additional Information for Food and Beverages Company (Appendix III) (**For Food & Beverage supplier only**) 已簽署的食品和飲料公司的附加信息(附錄 III) (祇適用於食物及飲品供應商)
- (8) Signed The Hong Kong Jockey Club Food and Beverage Receiving Standards and Food Safety Guidelines (**For Food & Beverage supplier only**)已簽署的香港賽馬會食品及飲品收貨標準及食物安全守則(祇適用於食物及飲品供應商)

### Optional Field (如有請提供)

\*Please mark a '✓' against the documents submitted  
請在已寄交的文件項目空格加上「✓」號

- (9) Agency Agreement / Certificate mentioned in Section IV above (if any)  
於第四節所提及的代理商合約/證明書 (如有)
- (10) Quality Certificates mentioned in Section I above (if any e.g. ISO14001 certification)  
於第一節所提及的品質系統證書 (如有，例如 ISO14001 之認證)
- (11) Food Factory Licence / Provisional Food Business Licences (if any)  
製造廠牌照/暫准食物業牌照 (如有)





## VII SUPPLIER DECLARATION 第七節 供應商聲明

Please '✓' in the appropriate boxes in this section) 請在本部份適當空格內加上「✓」

- (1) I / We declare that all the information provided in this Supplier Registration Application Form is true and correct.  
吾 / 吾等證實有關申請表內資料均屬詳實。
- (2) I / We declare that I / member of our Directors primarily managing businesses in Hong Kong or People's Republic of China have no interest or relation with any staff / Trainer / Jockey of The Hong Kong Jockey Club ("the Club") or through members of their family either directly or indirectly. OR  
I / We declare that I / member of our Directors directly involved in the tenders and contracts with the Club have no interest or relation with any staff / Trainer / Jockey of The Hong Kong Jockey Club ("the Club") or through members of their family either directly or indirectly.  
吾 / 吾等謹此聲明，吾/吾等公司主要管理香港或中華人民共和國業務之董事與香港賽馬會僱員 / 練馬師 / 騎師或透過其家屬均沒有任何直接或間接利益或關係。或  
吾 / 吾等謹此聲明，吾/吾等公司直接參與香港賽馬會標書和合約之董事與香港賽馬會僱員/練馬師 / 騎師或透過其家屬均沒有任何直接或間接利益或關係。  
Yes 是 ☐ No 否 ☐ → (If 'No', please also complete item (1) of the Appendix II - Appendix to Supplier Declaration.)  
(若「否」，請填寫附錄 II - 供應商聲明附錄的第(1)項。)
- (3) I / We declare that I / member of our Directors / Partnership am / are not holding any director / partnership position in any other current registered supplier of the Club.  
吾 / 吾等謹此聲明，吾/吾等公司之董事/合夥人沒有在香港賽馬會之任何現時的其他登記供應商持有董事/合夥人職位。  
Yes 是 ☐ No 否 ☐ → (If 'No', please also complete item (2) of the Appendix II - Appendix to Supplier Declaration.)  
(若「否」，請填寫附錄 II - 供應商聲明附錄的第(2)項。)
- (4) I / We declare that I am / personnel involved in the tenders and contracts with the Club are currently not and have never been an Employee / Trainer / Jockey of the Club [and my/our family members are currently not and have never been Employee / Trainer / Jockey of the Club].  
吾 / 吾等謹此聲明，吾 / 吾等參與香港賽馬會標書和合約的人員現職不是、亦不曾是香港賽馬會之僱員/ 練馬師 / 騎師[，而吾 / 吾等家屬現職不是、亦不曾是香港賽馬會之僱員/ 練馬師 / 騎師]。  
Yes 是 ☐ No 否 ☐ → (If 'No', please state the period of employment \_\_\_\_\_.)  
(若「否」，請註明工作期限\_\_\_\_\_。)
- (5) I / We have noted that the Club is a public body in terms of the Prevention of Bribery Ordinance. (Note to Supplier: for details please refer to the attached letter to principals of suppliers.)  
吾 / 吾等注意到香港賽馬會乃公共機構受到防止賄賂條例之約束。(註：詳情請參閱後附本會致各供應商負責人之通函。)
- (6) I / We understand that the Club reserves the right to reject any supplier registration application without explanation or notification.  
吾 / 吾等明白香港賽馬會保留拒絕任何供應商申請之權利及無需作任何通知及解釋。
- (7) I / We understand that all the submitted information would be used by the Club, the Club's subsidiaries and associated companies.  
吾 / 吾等明白所有提供資料將會被香港賽馬會、香港賽馬會附屬公司和聯屬公司使用。
- (8) I / We understand that non-disclosure or misrepresentation in this supplier registration application form will lead to disqualification of my / our application and the removal of my / our company from the registered supplier list of The Hong Kong Jockey Club without formal notification.  
吾 / 吾等明白有關申請表內之申報若有隱瞞或誤導，香港賽馬會無需作任何正式通知可取消有關申請及刪除在香港賽馬會登記供應商名冊。
- (9) I / We undertake to inform Strategic Procurement Department, The Hong Kong Jockey Club in writing immediately if any staff employed under the Club will have a conflict of interest in handling tenders and contracts from my / our company.  
吾 / 吾等保證若發現有任何香港賽馬會之受僱職員在處理本公司投標及合約時有利益衝突，將立即以書面通知香港賽馬會策略採購部。
- (10) I / We undertake to inform Strategic Procurement Department, The Hong Kong Jockey Club in writing immediately should there be any changes of the above information and / or declaration in the future.  
吾 / 吾等保證上述資料及/或聲明將來如有任何變更時，將立即以書面通知香港賽馬會策略採購部。

Authorised Signature:

授權簽署

Position Held:

職位

Date:

日期

Name (in Block Letters):

姓名(正楷)

Company Chop:

公司印鑑



## APPENDIX I 附錄 I

### THE HKJC SUPPLIER SUSTAINABILITY GUIDELINES 香港賽馬會可持續性指引

#### Introduction

The Hong Kong Jockey Club (HKJC) is strongly committed to sustainable business practices. A major sustainability vision is to set and achieve aspirational environmental targets under prudent commercial principles. It is therefore equally important that our business partners and suppliers also share the same vision and promote sustainable development within their businesses. This document focuses on the Club's approach towards **Supplier Sustainability**.

The Club expects partners and suppliers to similarly embrace the sustainability objectives of this document, which are to drive continuous improvement in the environmental and social performance of our procurement activities, and to reduce the risk associated with them.

This Supplier Sustainability Guidelines describes the best practices and standards for all suppliers working with the HKJC. The Guidelines comprises five areas of supplier practice requirements.

#### 1. Ethical Business Practices

Suppliers must comply with all applicable laws, legislative and regulatory obligations. Suppliers in breach of the laws and prosecuted by authorities should immediately notify the HKJC procurement manager if there is a material impact on Suppliers' capability in legal compliance.

Suppliers are encouraged to have their in-house Code of Conduct which should describe the ethical values and standard for their employees and warn them against any form of corruption, and acceptance or giving of bribe.

Suppliers should compete for business on a fair basis. Individual supplier should not possess any advantages over the competitors other than their track record, capabilities or the quality of products or services they provide.

#### 2. Best Employment Practices in the Workplace

Suppliers should take the initiative to avoid human right abuse in the workplace. There should be no discrimination of any form with regard to age, gender, race, tribe, sex, religion or disabilities, sexual orientation or any personal characteristics. Any form of forced or child labour must be forbidden.

The supplier shall conform to local employment ordinances in relation to the maximum working hours and the minimal wages.

#### 3. Environmental Management System

Suppliers are encouraged to develop and implement Environmental Policy which includes, inter alia, stated environmental objectives and targets, environmental actions to be undertaken by employees in the management and working level, training, monitoring of environmental performance as well as checking of compliance with relevant regulations.

Suppliers should commit to environmental protection and take actions to reduce their environmental footprint, for instance, by reducing the water consumption, controlling the wastewater discharge and air emission, managing the waste generated and avoiding the use of hazardous chemicals, amongst others.

The suppliers are strongly recommended to adhere to the latest environmental standards, such as ISO14001 on environmental management system and ISO14064 on the management of greenhouse gas emissions.



Suppliers are encouraged to apply green procurement strategies. The use of virgin materials should be reduced and be substituted by recycled alternatives. On the other hand, local products should be supported whenever possible to reduce the transportation carbon footprint.

#### **4. Occupational Safety and Health (OSH)**

Suppliers are encouraged to establish a Health and Safety Management System which governs the occupational health and safety policies and provisions in the suppliers' organisation.

#### **5. Supply Chain Management**

There should be transparent supplier selection procedures in any procurement exercise. Suppliers are encouraged to identify any of their suppliers' gap and apply reasonable efforts to promote the adherence to the Guidelines and continuous improvement among its suppliers.

#### **References**

Green Council website - Hong Kong Green Label Scheme HK  
Government - Green Procurement  
ISO International Standards  
United Nations - Supplier Code of Conduct

#### **Supplier Acknowledgement**

Name:

Authorised Signature:

Position:

Company Name:  
& Chop

Date:

Phone No:



APPENDIX II 附錄 II

APPENDIX TO SUPPLIER DECLARATION

供應商聲明附錄

If you have ticked '✓' in the box 'No' in item (2) and / or item (3) in Section VII Supplier Declaration, please provide the details in this Appendix.

若第七節供應商聲明之第(2)及 / 或第(3)項於「否」的空格內加上「✓」號，請在此附錄提供詳細資料。

- (1) I / We declare that I / member of our Directors / Partnership have interest or relation with only the following Club's staff or through members of their family either directly or indirectly.

吾 / 吾等謹此聲明，吾 / 吾等公司之董事 / 合夥人唯一與下列香港賽馬會職員或透過其家屬擁有直接或間接利益或關係。

Name of the Club's staff:

香港賽馬會職員姓名

Department of the Club's staff:

香港賽馬會職員所屬部門

Relationship (next of kin / close relatives / business associates):

關係(子女 / 親屬 / 商業夥伴)

Financial / share-holding interest:

財政 / 股權之利益

- (2) I / We declare that I / member of our Directors / Partnership am / is holding a director / partnership position in the following current registered supplier of the Club.

吾 / 吾等謹此聲明，吾 / 吾等公司之董事 / 合夥人與下列現時的香港賽馬會登記供應商持有董事 / 合夥人職位。

- (i) Name(s) of Company :

公司名稱

Name / Position(s) Held:

姓名 / 持有職位

- (ii) Name(s) of Company:

公司名稱

Name / Position(s) Held:

姓名 / 持有職位

Authorised Signature:

授權簽署

Name (in Block Letters):

姓名(正楷)

Position Held:

職位

Date:

日期

Company Chop:

公司印鑑



APPENDIX III 附錄 III  
APPENDIX TO ADDITIONAL INFORMATION FOR FOOD AND BEVERAGE COMPANY  
(Mandatory for F&B Supplier)  
食品和飲料公司的附加信息(食品和飲料供應商必須填寫)

|   |                                  |                                    |                                   |                                 |                                   |
|---|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|-----------------------------------|
| Food Factory Address<br>食品廠地址   |                                  |                                    |                                   |                                 |                                   |
|   |                                  |                                    |                                   |                                 |                                   |
| Additional Contacts   |                                  |                                    |                                   |                                 |                                   |
| 名稱<br>Name  | 職銜<br>Title                      | 電話<br>Phone No.                    | 傳真<br>Fax No.                     | 電郵<br>Email                     |                                   |
| (1)   |                                  |                                    |                                   |                                 |                                   |
| (2)   |                                  |                                    |                                   |                                 |                                   |
| (3)   |                                  |                                    |                                   |                                 |                                   |
| Minimum Order Amount<br>最低訂單金額  |                                  |                                    |                                   |                                 |                                   |
| Minimum Order Amount  |                                  | <input type="text"/>               |                                   |                                 |                                   |
| Quality Assurance<br>質量保證   |                                  |                                    |                                   |                                 |                                   |
| Is your company certified ISO or other quality assurance certificate?<br>貴公司是否通過 ISO 或其他質量保證證書？                   |                                  |                                    |                                   |                                 |                                   |
| If Yes, please provide the details<br>如果是，請提供詳細信息   |                                  |                                    |                                   |                                 |                                   |
| Are you planned for ISO or other quality assurance/ quality control certificate?<br>貴公司是否計劃獲得 ISO 或其他質量保證/質量控制證書？ |                                  |                                    |                                   |                                 |                                   |
| If Yes, please provide the details<br>如果是，請提供詳細信息   |                                  |                                    |                                   |                                 |                                   |
| Delivery Schedule for Beas River Country Club, Sheung Shui (Bulk Order Only)<br>上水雙魚河鄉村會所交付時間表(祇限大量訂購)            |                                  |                                    |                                   |                                 |                                   |
| <input type="checkbox"/> Monday   | <input type="checkbox"/> Tuesday | <input type="checkbox"/> Wednesday | <input type="checkbox"/> Thursday | <input type="checkbox"/> Friday | <input type="checkbox"/> Saturday |
| <input type="checkbox"/> Sunday   |                                  |                                    |                                   |                                 |                                   |
| Delivery Schedule for Happy Valley Clubhouse (Mandatory for F&B Supplier)<br>跑馬地會所的交付時間表(食品和飲料供應商必須填寫)            |                                  |                                    |                                   |                                 |                                   |
| <input type="checkbox"/> Monday   | <input type="checkbox"/> Tuesday | <input type="checkbox"/> Wednesday | <input type="checkbox"/> Thursday | <input type="checkbox"/> Friday | <input type="checkbox"/> Saturday |
| <input type="checkbox"/> Sunday   |                                  |                                    |                                   |                                 |                                   |
| Delivery Schedule for Shatin Clubhouse (Mandatory for F&B Supplier)<br>沙田會所交付時間表(食品和飲料供應商必須填寫)                    |                                  |                                    |                                   |                                 |                                   |
| <input type="checkbox"/> Monday   | <input type="checkbox"/> Tuesday | <input type="checkbox"/> Wednesday | <input type="checkbox"/> Thursday | <input type="checkbox"/> Friday | <input type="checkbox"/> Saturday |
| <input type="checkbox"/> Sunday   |                                  |                                    |                                   |                                 |                                   |
| Delivery Schedule for Happy Valley Racecourse (Mandatory for F&B Supplier)<br>跑馬地馬場的交付時間表(食品和飲料供應商必須填寫)           |                                  |                                    |                                   |                                 |                                   |
| <input type="checkbox"/> Monday   | <input type="checkbox"/> Tuesday | <input type="checkbox"/> Wednesday | <input type="checkbox"/> Thursday | <input type="checkbox"/> Friday | <input type="checkbox"/> Saturday |
| <input type="checkbox"/> Sunday   |                                  |                                    |                                   |                                 |                                   |
| Delivery Schedule for Shatin Racecourse (Mandatory for F&B Supplier)<br>沙田馬場的交付時間表(食品和飲料供應商必須填寫)                  |                                  |                                    |                                   |                                 |                                   |
| <input type="checkbox"/> Monday   | <input type="checkbox"/> Tuesday | <input type="checkbox"/> Wednesday | <input type="checkbox"/> Thursday | <input type="checkbox"/> Friday | <input type="checkbox"/> Saturday |
| <input type="checkbox"/> Sunday   |                                  |                                    |                                   |                                 |                                   |





## To Principals of Suppliers

The Hong Kong Jockey Club is listed as a public body in the Schedule to the Prevention of Bribery Ordinance and the Club's staff therefore are subject to section 4 of that Ordinance. This also applies to the Club's subsidiaries.

The Club's policy is not to permit employees to ask for or to receive any gift, in money or in any kind, in their business dealings on behalf of the Club without the prior and specific approval of the Chief Executive Officer (or other nominated person). The Hong Kong Jockey Club believes in fair and honest business and that gifts between business associates are unnecessary and may even be detrimental to the proper development of a cordial and mutually beneficial business relationship.

All the Club's staff are aware of this policy and they know that any breach is liable to result in dismissal from the Club; a report would be made to the Independent Commission Against Corruption if it were to be thought the law may have been breached.

We should therefore be grateful if you and your associates would report to the Chief Executive Officer (or other nominated person) any attempt by any member of the Club's staff to solicit any gift from your company.

We are sure that you will agree with the Club's policy towards unauthorised commissions and gifts. We believe the Club can count on your understanding and co-operations.

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## 致本會各供應商負責人

防止賄賂條例將香港賽馬會列為公共機構，故本會職員須受該條例第四條之約束。並適用於本會之附屬公司。

根據本會之政策，僱員不得於代表會方進行商業交易時，未經本會行政總裁(或其指定代表)事先特別批准而索取或收受金錢或任何形式之禮物。香港賽馬會認為商業交易應以公平誠實為原則，商業夥伴之間互贈禮物誠非必要，甚或會妨礙雙方友好互惠業務關係之正常發展。

香港賽馬會全體職員均知悉此項政策，以及違例者可遭會方解僱；而本會亦會向廉政公署舉報任何涉嫌觸犯有關法例之事件。

因此，貴公司/台端倘發現本會職員有上述行為，謹請立即知會本會行政總裁(或其指定代表)。

我們深信台端必然贊同本會須對職員未經授權而收受回佣及禮物採取處分之政策，亦相信本會可以獲得台端之瞭解及合作。



備註

## NOTES FOR GUIDANCE

### ***Personal Information Collection Statement***

#### 收集個人資料聲明

#### ***Purpose of Collection***

##### 資料用途

The personal data provided by means of this form will be used by The Hong Kong Jockey Club and its subsidiaries (“the Club”)

for consideration on the application for inclusion in the Club’s Supplier Lists for request for quotation/request for tender/request for proposal/ other procurement related activities.

填報在此表格內的個人資料，會供香港賽馬會及其附屬公司（“馬會”）用以審批有關登記成為馬會供應商的申請，以便本會日後向已登記的供應商詢價/招標/其他採購相關活動。

#### ***Access to and Correction of Personal Data***

##### 個人資料的查閱及改正

You are entitled to request access to personal data held by the Club about you and to correct such data. In accordance with the terms of the Ordinance, we may charge a reasonable fee for the processing of such data access requests.

You may direct your request in writing to:

Data Privacy Compliance Officer  
Jockey Club Headquarters  
1 Sports Road  
Happy Valley, Hong Kong

閣下有權要求查閱本會所保存有關閣下的個人資料，以及要求改正此等資料。根據條例的規定，本會處理此等要求時可收取合理的費用。

閣下可向以下人士提出書面要求：

香港跑馬地體育道一號  
馬會總部大樓  
保障資料私隱主任

#### ***Privacy Policy Statement of the Club***

##### 馬會私隱條款

[http://www.hkjc.com/english/corporate/corp\\_privacy.asp](http://www.hkjc.com/english/corporate/corp_privacy.asp) (English)

[http://www.hkjc.com/chinese/corporate/corp\\_privacy.asp](http://www.hkjc.com/chinese/corporate/corp_privacy.asp) (中文)

### ***Review of Suppliers’ Status***

#### 重新評審供應商的資格

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

本會有權因應任何可能影響貴公司資格的新資料，對貴公司作為本會供應商的資格作出評審。此外，本會可隨時從本會的供應商名單刪除貴公司，而事前無須作出通知。



Consent to the Supplier Personal Information Processing Rules

供应商信息处理规则同意函

My company and I agree (and have procured that relevant data subjects agree\*, if applicable) that:

本人及本公司同意（并确保已获得有关信息主体的同意\*(如涉及)）：

☐ by checking this box, my company, relevant data subjects and I have read and fully understood the Supplier Personal Information Processing Rules of The Hong Kong Jockey Club (“The Club”)

勾选此框表示本人、本公司及有关信息主体已充分理解并同意香港赛马会（“马会”）的《供应商个人信息处理规则》

☐ personal information of mine and the relevant data subjects can be provided to third parties as described in the Supplier Personal Information Processing Rules and the Third Party Information Sharing List

本人及/或有关信息主体的个人信息如《供应商个人信息处理规则》及《第三方信息共享清单》所述向第三方提供

☐ personal information of mine and the relevant data subjects may be provided to overseas parties as described in the Supplier Personal Information Processing Rules and the Third Party Information Sharing List

本人及/或有关信息主体的个人信息如《供应商个人信息处理规则》及《第三方信息共享清单》所述于境外被处理

☐ the necessity of processing sensitive personal information and the impact of such processing on the rights and interests of mine and the relevant data subjects have been fully understood; by checking this box, The Club can process the sensitive personal information of mine and the relevant data subjects in accordance with the Supplier Personal Information Processing Rules

已充分理解处理敏感个人信息的必要性及对本人和有关信息主体相应权益的影响，勾选此框即表示同意马会按照《供应商个人信息处理规则》处理本人及/或有关信息主体的敏感个人信息

\*You must have obtained the relevant authorization before you consent on behalf of your company and/or relevant data subjects. You consent to provide The Club with any necessary supporting documents to prove such authorization upon The Club's request. You also consent to provide your company and relevant data subjects with a means to review the Supplier Personal Information Processing Rules and to inform such persons that they may contact The Club for more information.

您代表公司及其他有关信息主体进行确认前，须已获得有关授权。经马会要求，您同意向马会提供任何必要的支持文件以证明该等授权。您亦同意为您所代表的公司及及其他有关信息主体提供途径以阅读处理规则，并告知公司及该等人士，可联络马会以获取更多资料。

Name of the Supplier:

供应商名称: \_\_\_\_\_

Company Stamp

公司印章: \_\_\_\_\_

Signature 签名: \_\_\_\_\_

Name 姓名:

Title 职位:

Date 日期:



## 供应商个人信息处理规则

最新版更新日期：2023年11月7日

香港赛马会（以下简称“马会”或“我们”）深知个人信息的重要性，因此我们非常重视对个人信息的保护。我们将按照适用的法律法规要求并通过本《供应商个人信息处理规则》（以下简称“本规则”）告知我们的供应商（以下简称“您”）、您的员工、授权代表或其他工作人员（以下合称“员工”）以及其他信息主体（定义详见下文）有关我们处理相应个人信息的方式，以及我们提供的访问、更新、控制、保护和删除这些个人信息的方式。

### 适用

如果我们处理的个人信息系通过访问我们的供应商系统并通过供应商系统提交或通过其他方式向我们提交的，我们将根据本规则以及适用的数据保护法律法规（包括，中国香港《个人资料（私隐）条例》、《中华人民共和国个人信息保护法》以及其他对应的实施细则、司法解释及其他形式的适用法律文件）处理该等信息主体的个人信息。因此，任何信息主体在向我们提供任何个人信息之前，请确保已经仔细阅读、理解并同意本规则。

如果马会的关联公司使用了马会提供的采购服务但未设独立的个人信息处理规则的，则该部分服务同样适用本处理规则；如果马会的关联公司已设置独立的个人信息保护规则的，则独立的个人信息保护规则优先适用，该等独立的个人信息保护规则中未提及而本处理规则有约定的内容，适用本处理规则。

我们收集的个人信息可能由您直接提供，也可能由您的员工向我们提供，如果个人信息与您的员工、您的供应商及/或合作伙伴及/或其各自的员工（合称“信息主体”）相关，则您应让他们阅读本规则并确保已获得了相应信息主体就该类个人信息提供给我们处理的事先同意，并且他们也同意我们按本规则处理他们的个人信息，在前述情况下，我们可能会要求您提供必要支持文件以证明已取得了该等授权和同意。

### 定义

- 1、供应商系统：包括供应商登记系统、供应商审批系统、投标/报价系统、合同管理系统等。
- 2、个人信息：以电子或者其他方式记录的与已识别或者可识别的自然人有关的各种信息，不包括匿名化处理后的信息。
- 3、敏感个人信息：一旦泄露或者非法使用，容易导致自然人的人格尊严受到侵害或者人身、财产安全受到危害的个人信息，包括生物识别、宗教信仰、特定身份、医疗健康、金融账户、行踪轨迹等信息，以及不满十四周岁未成年人的个人信息。
- 4、处理：包括个人信息的收集、存储、使用、加工、传输、提供、公开、删除等。
- 5、中国内地：就本规则之目的而言，指中华人民共和国除香港特别行政区、澳门特别行政区和台湾以外的地区。
- 6、中国香港：指中华人民共和国香港特别行政区。

### 我们如何收集和使用个人信息

我们会遵循正当、合法、必要的原则，出于本规则所述的以下目的处理信息主体的个人信息。如果我们要将信息主体的个人信息用于本规则未载明的其它用途，或基于特定目的将已经收集的个人信息用于其他目的，我们将以合理的方式向您或信息主体告知，并在使用前再次征得相应同意。

我们收集和使用的个人信息包括由您或您的员工向我们主动提供的信息，也包括在允许或根据适用的法律法规之情况下，我们向其他来源包括我们的关联公司（例如，广州香港马会赛马训练有限公司，北京香港马会会所有限公司）及/或我们的供应商及/或合作伙伴处获得的有关信息主体的其他个人信息，我们会将此类信息与我们所收集的相关个人信息进行整合，但在上述情况下，我们将要求第三方提供其个人信息来源合法的确认，并在授权的范围内使用相关信息。上述个人信息包括：

- 1、一般联系信息及身份识别信息，上述信息包括姓名、手机号码、电子邮箱地址、**身份证**等；
- 2、职能信息，上述信息包括公司名称、公司地址、办公室电话等；
- 3、资质、教育及职业背景信息，上述信息包括各类型资格证、个人职业、职位、工作单位、学历、学位、教育经历、工作经历、培训记录、成绩单、**社保信息**等。

我们仅会出于本规则所述的以下目的处理相应个人信息：



- 1、进行供应商筛选、完成供应商系统登记并通过供应商系统实施统一管理；
- 2、组织招标、回标以及落实合同准备过程中的任务或者履行现有合同；
- 3、通过供应商系统登记、处理订单；
- 4、向指定（联系人）人员发送或从指定（联系人）人员处接收产品或服务；
- 5、记账、开票和发票控制；
- 6、通过电子邮件和其他电子门户或第三方平台进行日常业务沟通及处理其他诉求。

### **我们如何共享、转让和公开披露个人信息**

#### **共享**

我们仅会出于合法、正当、必要的目的共享个人信息。我们将评估第三方收集相应个人信息的合法性、正当性、必要性，同时，要求第三方在我们获授同意的范围内处理相应的个人信息，采取必要的信息管理措施与技术手段，防止个人信息发生泄露、损毁、丢失、篡改等后果。我们将在如下情形下与第三方共享个人信息：

- 1、事先获得信息主体明确的同意或授权，或经要求与第三方共享个人信息。
- 2、根据适用法律法规规定，或按照政府主管部门的强制性要求。
- 3、与关联公司共享：我们可能会出于集团统一管理及内部审核的目的，在必要限度内与关联公司共享个人信息，在此情形下，关联公司将同样根据本规则采取同等的安全保障措施保障个人信息的安全。
- 4、与合作伙伴共享：为进行必要的供应商资质、专业经验、产品和服务质量以及供应商背景合规审查之目的，我们可能会与从事背景调查的合作伙伴共享个人信息。在前述情形下，我们会要求该等合作伙伴采取不低于本规则规定的安全保障措施来保护个人信息安全。具体详情可参阅《第三方信息共享清单》。

#### **转让**

我们不会将个人信息转让给任何公司、组织和个人，但以下情况除外：

- 1、获得明确同意或授权；
- 2、根据适用的法律法规、法律程序的要求、强制性的行政或司法要求；
- 3、在涉及合并、收购、重组或破产清算时，如涉及到个人信息转让，我们会在正式进行信息转让前，向相应的信息主体告知接收信息公司、组织的名称和联系方式，并要求新的持有相应个人信息的公司、组织继续受本规则的约束，否则我们将要求该公司、组织重新向相应信息主体征求授权同意。

#### **公开披露**

我们仅会在以下情况下，公开披露个人信息：

- 1、在征得单独同意的前提下，根据经认可的披露方式披露个人信息；
- 2、根据法律、法规的要求、强制性的行政执法或司法要求所必须提供的情况下，我们可能会依据所要求的个人信息类型和披露方式披露相应的个人信息。

### **我们如何存储个人信息**

我们依据适用的数据保护法律和法规存储个人信息，以满足合理的业务需求。当相应的个人信息不再相关时以及在适用法律规定的最长存储期到期后的任何情况下，我们会妥善处置个人信息，除非在更长的时期内需要个人信息，例如在进行索赔、诉讼或其他监管调查时。

在评估数据存储期时，我们考虑个人信息的数量、性质和敏感性，个人信息在未经授权的情况下遭到使用或披露后造成危害的潜在风险，我们处理个人信息的目的并且我们能否通过其他方式达成这些目的以及适用的法律规定。

#### **跨境传输**



作为一家运营地位于中国香港的企业，出于业务需要，我们会同步在香港或其他系统服务器所在地区对个人信息进行处理，除了获得授权同意及完成相应的跨境传输及再传输的条件外，我们还将采取一切合理必要的步骤，以确保相应个人信息得到安全处理，得到在中国内地及/或中国香港足够同等的保护。具体详情可参阅《第三方信息共享清单》。

我们如何保护个人信息安全

个人信息的安全性、完整性和保密性对我们而言至关重要。我们已经实施了技术上的、管理上的和物理上的安全措施，这些措施旨在确保个人信息免受未经授权的访问、泄露、使用和修改。我们定期审查我们的供应商系统，以考虑采用适当的新技术和方法。我们对可能接触到个人信息的员工也采取了严格管理，可监控他们的操作情况，对于数据的传输使用、脱敏、解密等重要操作建立了审批机制，并与上述员工签署保密协议等。与此同时，我们还定期对员工进行信息安全培训，要求员工在日常工作中形成良好操作习惯，提升个人信息的安全保护意识。

请知悉，尽管我们已尽最大努力，但没有任何安全措施是完美或万无一失的，如不幸发生个人信息安全事故，我们将按照适用法律法规的要求，及时向有关信息主体告知安全事故基本情况、可能的影响、已采取或将采取的措施等，并按照监管部门的要求，主动上报安全事故的处置情况。

个人信息权利

信息主体有权要求查阅、复制、更正、补充或删除相应的个人信息，或对于我们处理个人信息的行为提出反对或限制。如需行使上述权利的，可以按本规则“联系我们”中提供的联系方式联系我们。

本规则的变更

为了确保本规则能够符合我们最新的管理实践、业界标准以及监管要求或实现其他目的，我们会不时对本规则进行修订，我们将标注本规则最近更新的日期，该等更新构成本规则的一部分。未经您及/或信息主体明确同意，我们不会削减信息主体按照本规则所应享有的权利。如果涉及重大变更，我们会通过包括但不限于电子邮件、信函或其他联络方式向您及/或信息主体告知并取得您及/或信息主体的同意。

联系我们

如对我们的个人信息处理活动有任何问题或疑问，请通过包括但不限于发送电邮、致电或写信等方式联系马会采购部与您日常对接的员工。我们将在收到您的问题或疑问后 15 个工作日内答复。

适用语言

本处理规则以简体中文写就，且可能被翻译成英文或者其他语言文字。如本处理规则的简体中文版本与翻译版本有歧义，概以简体中文版本为准。

第三方信息共享清单

| 接收方<br>公司名称 | 共享信息                              | 使用场景                            | 使用目的         | 共享方式        | 保存期限   | 接收方个人信息处理规则  |
|-------------|-----------------------------------|---------------------------------|--------------|-------------|--|--------------|
| 背景调查服务供应商   | 姓名、公司名称、公司地址、手机号码、办公室电话、电子邮箱      | 筛选供应商、供<br><a href="#">应商登记</a> | 对部分供应商开展背景调查 | 电子邮件        | 供应商终止合作后七年                                       | 请联系马会以获取联系方式 |
| 关联公司        | 姓名、公司名称、公司地址、手机号码、办公室电话、电子邮箱、背景调查 | 筛选供应商、招投标评估、合同评估                | 集团资源共享       | 电子邮件 / 电脑硬盘 | 供应商筛选：终止合作后七年；<br>回标文件：采购项目终止后七年；<br>合同：合同到期后七年。 | 请联系马会以获取联系方式 |



## Personal Information Processing Rules for Suppliers

**Latest version:** 7<sup>th</sup> November, 2023

The Hong Kong Jockey Club (“the Club”, “we”, “us” or “our”) empathises with the importance of personal information, therefore, the Club attaches great importance to the protection of personal information. The Club will, pursuant to applicable laws and regulations and through this Personal Information Processing Rules for Suppliers (“the Rules”), inform our suppliers (“you” or “your”), your employees, authorized representatives or other staff (collectively, “Employees”) and other Data Subjects (as defined below) of the way we process personal information and the manner in which we provide access to, update, control, protect and delete such personal information.

### **Scope of Application**

If the Data Subjects whose personal information we process are submitted to us by accessing and through our supplier systems or in any other ways, we will process the personal information in accordance with the Rules and the applicable laws and regulations on data protection (including, the Personal Data (Privacy) Ordinance of the Hong Kong Special Administrative Region, the Personal Information Protection Law of the People’s Republic of China as well as their corresponding implementing regulations, judicial interpretations and any other forms of applicable legal instruments). Therefore, any Data Subjects are expected to confirm that they have carefully read, understood and agreed to the Rules before providing any personal information to us.

If affiliates of the Club have not developed independent personal information processing rules but have utilised procurement services provided by the Club, the Rules shall apply equally to such portion of the services. If affiliates of the Club have developed independent personal information protection rules, such independent rules shall prevail. However, for the contents that are not mentioned in such independent rules but are provided in the Rules, the Rules shall apply.

The Club may collect personal information directly from you and/or your Employees. If the personal information is related to your Employees, your suppliers and/or partners and/or their respective Employees (collectively, “Data Subjects”), you shall allow them to read the Rules and shall obtain their prior consent to the provision of their personal information to us for processing, and their consent to us for processing their personal information in accordance with the Rules. In such cases, the Club may request you to provide necessary supporting documentation to evidence that such authorizations and consents have been obtained.

### **Definition**

1. Supplier system(s) shall include the supplier registration system, the supplier approval system, the tendering/quotation system and the contract management system.
2. Personal information refers to all kinds of information related to identified or identifiable natural persons recorded by electronic or other means, excluding the information processed anonymously.
3. Sensitive personal information refers to the personal information that is likely to result in damage to the personal dignity of any natural person or damage to his or her personal or property safety once disclosed or illegally used, including such information as biometric identification, religious belief, specific identity, medical health, financial account and whereabouts and tracks, as well as the personal information of minors under the age of 14.
4. Process(ing) includes the collection, storage, use, processing, transmission, provision, disclosure and deletion, etc. of personal information.
5. Mainland China, for the purpose of the Rules, means the area of the People’s Republic of China other than the Hong Kong Special Administrative Region, the Macao Special Administrative Region and Taiwan.
6. Hong Kong, means the Hong Kong Special Administrative Region of the People’s Republic of China.

### **How We Collect and Use Personal Information**



## CONFIDENTIAL

The Club complies with the principles of legitimacy, legality and necessity in processing the personal information of the Data Subjects for the following purposes described in the Rules. If the Club intends to use the personal information for any other purposes not set forth in the Rules, or to use the personal information which has been collected for other purposes based on any specified purposes, we shall inform you or the Data Subjects in a reasonable manner and obtain the corresponding consent again before use.

The personal information we collect and use includes information voluntarily provided to us by you or your Employees, as well as other personal information relating to the Data Subjects that we obtain from other sources, including our affiliates (e.g., Guangzhou HKJC Race Horse Training Limited, Beijing Hong Kong Jockey Club Clubhouse Co., Ltd.) and/or our suppliers and/or partners, as permitted by, or in accordance with, applicable laws and regulations. We may integrate such information with the relevant personal information we have collected, but in such cases, we will require the third party to provide confirmation of the lawfulness of the source of their personal information and to use the information within the scope of the authorization. The above personal information includes:

1. General contact information and identification information, which includes name, mobile phone number, email address, **ID card**, etc.
2. Profession information, which includes the name and address of the company, office phone number, etc.
3. Qualification, education and profession background information, which includes various types of qualification certificates, occupations, positions, employers, academic qualifications, degrees, education experiences, work experiences, training records, transcripts, **social security information**, etc.

The Club shall only process the corresponding personal information in accordance with the following purposes described in the Rules:

1. to conduct supplier selection, to complete registration in the supplier system and to implement unified management through the supplier system;
2. to organize tenders, tender returns and to implement tasks in the process of contract preparation, and to perform existing contracts;
3. to register and process orders through the supplier system;
4. to send or receive products or services to or from designated (contact) persons;
5. to conduct bookkeeping, billing and invoice control;
6. daily business communication and handling of other requests via email and other e-portals or third-party platforms.

### **How We Share, Transfer, and Publicly Disclose Personal Information**

#### **Share**

The Club will only share personal information for purposes that are legitimate, proper and necessary. We will assess the legality, legitimacy, and necessity of the third party's collection of your personal information, and will require the third party to process your personal information within the scope of your authorization and consent, as well as to take necessary measures and technical means to prevent the leakage, destruction, loss and falsification of your personal information. We will share your personal information with third parties in the following circumstances:

1. such share is with explicit consent or authorization of the Data Subjects, or upon request to share personal information with third parties;





2. such share is in accordance with applicable laws and regulations, or mandatory administrative requirements;
3. to share with affiliated companies: in order to achieve unified management of our group and internal auditing, the Club may share personal information with our affiliated companies to the extent necessary. In such cases, the Club's affiliated companies will adopt protection measures equivalent to those set out herein.
4. to share with business partners: in order to conduct the necessary compliance checks on suppliers' qualifications, professional experience, quality of products and services, and suppliers' backgrounds, the Club may share personal information with our partners who conduct background checks. In such cases, the Club would require such partners to maintain no less stringent protection measures than those set out herein. You may refer to the attachment titled *the Third Party List of Information Sharing* in the Rules for more information.

### **Transfer**

We will not transfer your personal information to any company, organization or individual, except in the following cases:

1. such transfer is with your explicit consent;
2. such transfer is in accordance with applicable laws and regulations, the requirements of legal procedures, mandatory administrative or judicial requirements;
3. in the event of a merger, acquisition, reorganization or liquidation, in case of transfer of personal information, we will, prior to the formal transfer of the information, inform the corresponding Data Subjects of the names and contact details of the recipient companies or organizations, and require the recipient companies or organizations to remain bound by the Rules or to otherwise re-obtain consent from the Data Subjects.

### **Public Disclosure**

We will only publicly disclose your personal information under the following circumstances:

1. such disclosure is with separate consent and acknowledgment of the disclosure methods;
2. such disclosure is made in accordance with the type of personal information requested and the manner of disclosure when required by laws, regulations, mandatory administrative or judicial requirements.

### **How We Store Personal Information**

The Club will store your personal information in accordance with applicable personal information protection laws and regulations to fulfil our reasonable business needs. The Club secure the appropriate disposition of the personal information when it is no longer relevant and in any case after the maximum storage period defined by applicable law has expired, unless the personal information is needed for a longer period of time, for example when making claims, litigation or other regulatory investigations.

When assessing the retention period of personal information, the Club give sufficient consideration to factors such as the volume, nature and sensitivity of the personal information, the potential risk of harm from unauthorized use or disclosure of the personal information, the purposes of processing the personal information and whether those purposes can be achieved by other means, and applicable legal requirements.

### **Cross-border Transfer of Personal Information**

Please understand that as a company operating in Hong Kong, we may process personal information in Hong Kong or in other regions where our system servers are located simultaneously for business purposes. In addition to obtaining the authorization and fulfilling the conditions for the cross-border transfer and re-transfer, we will take any other reasonably necessary steps to ensure that personal information is securely processed and given adequate or equivalent protection in Mainland China and/or



Hong Kong. You may refer to the attachment titled *the Third Party List of Information Sharing* in the Rules for more information.

### **How We Protect the Security of Personal Information**

The security, integrity and confidentiality of personal information is of paramount importance to the Club. The Club have implemented technical, administrative and physical security measures that are designed to secure personal information from unauthorized access, disclosure, use and modification. We regularly review our supplier systems to consider the adoption of appropriate and new technologies and methods. The Club also adopts strict management of employees who may have access to personal information to monitor their operations, and establishes approval mechanisms for important operations such as transmission and use, desensitization and decryption, as well as signing confidentiality agreements with these employees, etc. At the same time, the Club also regularly conducts information security trainings for employees, requiring them to form good operating habits in their daily work and enhance their awareness of data protection.

Please be aware that no security measures are perfect or infallible, despite that we have made our best efforts. In the unfortunate event of a personal information security incident, the Club will promptly notify the relevant Data Subjects of the basic situation of the security incident, the possible impacts, and the measures that have been taken or will be taken in accordance with applicable laws and regulations and will take the initiative to report on the disposition of the security incident in accordance with the requirements of the supervisory authorities.

### **Personal Information Rights**

The Data Subjects have the right to access, reproduce, rectify, add and delete relevant personal information, or to object or restrict the processing of the personal information by the Club. To exercise the aforesaid rights, please contact us via the contact information set out in the chapter titled How to Contact Us of the Rules.

### **Changes to the Rules**

In order to ensure that the Rules are consistent with our latest administration practices, industry standards, and regulatory requirements or for other purposes, we may amend the Rules from time to time, and we shall mark the latest date of the Rules, which constitutes a part of the Rules. Without explicit consent from you and/or the Data Subjects, we will not mitigate the rights of the Data Subjects under the Rules. For major changes to the Rules, we will send a notice to you and/or the Data Subjects by means including, but not limited to, email, letter or other contact means and obtain separate consent from you and/or the Data Subjects.

### **How to Contact Us**

If you have any questions or concerns regarding our processing of personal information, please contact the employee who contacts you in our Procurement Department by any means, including but not limited to sending an e-mail, calling or writing. We will respond within 15 workdays from the time we receive your questions or concerns.

### **Languages**

The Rules are written in simplified Chinese and may be translated into English or other languages. In case of any discrepancies between the simplified Chinese version and the translated version of the Rules, the simplified Chinese version shall prevail.



**Third Party List of Information Sharing**

| Recipient                          | Shared Information   | Scenarios of Use  | Purpose of Use                                   | Ways to Share     | Retention Period   | Personal Information Processing Rules of Recipient |
|------------------------------------|--|---|--|-------------------|--|--|
| Background Check Service Providers | Name, company name, company address, mobile phone number, office phone number, email address                   | Supplier selection, supplier registration                   | Conduct background checks on selected suppliers] | Email             | Seven years after termination of cooperation with suppliers  | Please contact the Club for further information    |
| Affiliate companies                | Name, company name, company address, mobile phone number, office phone number, email address, background check | Supplier selection, bidding evaluation, contract evaluation | Share resources within the group                 | Email/share drive | Supplier selection: seven years after termination of cooperation;<br>Tender documents: seven years after termination of the procurement project;<br>Contracts: seven years after expiry of the contract. | Please contact the Club for further information    |