



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

Date of Incorporation. 註冊成立日期:

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/承判商/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)**

**For overseas banks (海外銀行適用)**

Bank Name (銀行名稱) & Bank Code (銀行編號):

Bank Name (銀行名稱) & Bank Code (銀行編號):

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

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

Bank Account Name (銀行戶口名稱):

Bank Account Name (銀行戶口名稱):

Bank Account Number (銀行戶口號碼):

Bank Account Number (銀行戶口號碼):

Currency Code (貨幣編號):

Currency Code (貨幣編號):

IBAN / ABA / BSB Code:



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Swift Code (銀行代碼):

(Note: The Club's standard payment term is Net 30 days. By completing this Supplier Registration Application Form, you agree to The Club's standard payment term. 註: 本會之標準付款條款為收貨後三十天付款。通過填寫此供應商登記申請表, 您同意本會的標準付款條款)

**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:

(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 and Payment Advice** Purpose 有關付款事項聯絡人資料 (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:

(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:

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**

List of Products/Services (indicate with \*if the company is the sole agent / exclusive distributor of the products)  
銷售產品/提供服務之名單 (倘若貴公司為該產品之總代理商/獨家經銷商, 請加上 \* 符號)

Previous business transaction with the Club (e.g. date of commencement & date of last order)  
以往與香港賽馬會之商業交易 (例如交易開展日期及最後訂貨日期)

**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	Products / Services supplied	Contact Person	Phone Number
--------------	------------------------------	----------------	--------------



	公司名稱	供應產品/服務	聯絡人	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)<br>於第四節所提及的代理商合約/證明書 (如有)                               | <input type="checkbox"/> |
| (10) Quality Certificates mentioned in Section I above (if any e.g. ISO14001 certification)<br>於第一節所提及的品質系統證書(如有，例如 ISO14001 之認證) | <input type="checkbox"/> |
| (11) Food Factory Licence / Provisional Food Business Licences (if any)<br>製造廠牌照/暫准食物業牌照 (如有)                                     | <input type="checkbox"/> |



**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 / Partnership have no interest or relation with any staff 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/吾等公司之董事/合夥人與香港賽馬會僱員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 have noted that the Club is a public body in terms of the Prevention of Bribery Ordinance, 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，詳情請參閱後附本會致各供應商負責人之通函。
- (5) 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。
- (6) I / We understand that all the submitted information would be used by the Club and its subsidiaries.  
吾 / 吾等明白所有提供資料將會被香港賽馬會及其附屬公司使用。
- (7) 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。
- (8) 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。
- (9) 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:

Name (in Block Letters):

授權簽署

姓名(正楷)

Position Held:

職位

Date:

日期

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.



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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.

若在第 7 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

\_\_\_\_\_



香港賽馬會  
The Hong Kong Jockey Club

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香港賽馬會  
The Hong Kong Jockey Club

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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						
食品廠地址						
Additional Contacts						
名稱	職銜	電話	傳真	電郵		
<u>Name</u>	<u>Title</u>	<u>Phone No.</u>	<u>Fax No.</u>	<u>Email</u>		
(1)						
(2)						
(3)						
Minimum Order Amount						
最低訂單金額						
Minimum Order Amount <input style="width: 200px; height: 20px;" type="text"/>						
Quality Assurance						
質量保證						
Is your company certified ISO or other quality assurance certificate?						
貴公司是否通過 ISO 或其他質量保證證書？						
If Yes, please provide the details						
如果是，請提供詳細信息						
Are you planned for ISO or other quality assurance/ quality control certificate?						
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						
如果是，請提供詳細信息						
Delivery Schedule for Beas River Country Club, Sheung Shui (Bulk Order Only)						
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)						
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)						
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)						
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)						
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
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## 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



香港賽馬會  
The Hong Kong Jockey Club

**CONFIDENTIAL**

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。