



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

Supplier No. 供應商號碼: _____ (for office use)

Fields marked with an asterisk (*) are mandatory

標有星號(*)欄目必須填寫

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*

Company website address

公司網頁:

Business Registration (BR) No.*:

商業登記證號碼*

BR Valid Until*:

商業登記證號碼有效期
至*

Certificate of Incorporation No.:

公司註冊證書號碼

Date of

Incorporation:

註冊成立日期

Date of Business Commencement*:

開業日期*

No. of Employees 職員人數:

Any business litigation in progress*? 有否訴訟案件正進行中*?

Yes → If Yes, please provide details. 如有，請提供有關詳情

No

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):

Any ISO certification accredited? 有否取得 ISO 之認證?

Yes → If Yes, please provide details. 如有，請提供有關詳情

No

Other Quality Systems accredited? (If any, please provide details.) 有否取得其它品質系統之認證?

(如有，請提供有關詳情.)

Yes → If Yes, please provide details, e.g. BS, HACCP...etc. 如有，請提供有關詳情,例如
BS, HACCP...etc

No



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

FOR SUPPLIER USING HONG KONG BANK ACCOUNT FOR PAYMENT PURPOSE
適用於使用香港銀行賬戶收款的供應商

Bank Name * 銀行名稱 *	Branch Name * 分行名稱 *
Account No. * 銀行戶口號碼 *	
Currency 貨幣	HKD

FOR SUPPLIER USING OVERSEAS BANK ACCOUNT FOR PAYMENT PURPOSE
適用於使用海外銀行賬戶收款的供應商

Bank Name * 銀行名稱 *	Bank Number * 銀行編號 *
Branch Name * 分行名稱 *	Branch Number * 分行編號 *
Account Number * 銀行戶口號碼 *	BIC/ SWIFT Code * 商業或業務識別碼 *
Check Digits * 終檢碼 *	Currency * 貨幣 *
IBAN * 國際銀行帳戶號碼 *	USD RMB GBP or specify others

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) 電話(手提):
	Fax 傳真:

(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) 電話(手提):
	Fax 傳真:

(3) Contact Information for **Payment Purpose*** 有關付款事項聯絡人資料* (Only **One** for each purpose 只限填寫一位聯絡人)

Contact Person 聯絡人:	E-mail address 電郵:
Phone (office) 電話(公司):	Phone (mobile) 電話(手提):
	Fax 傳真:



(4) Contact Information for Management Purpose* 有關管理事項聯絡人資料* (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) 電話(手提):

Fax 傳真:

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*

Corporate and Marketing

- Corporate Services
- Corporate Supplies
- Marketing and Media
- Security Operations
- Transport and Logistics

Integrated Facilities Management

- Environmental and Hygiene
- FM Out-sourced Services
- Professional Services
- Technical Services
- Tools and Equipment Supply

Hospitality, Food and Beverage

- Beverages and Tobacco
- Food
- Hospitality
- Sports and Recreation

Horseracing

- Feed and Bedding
- Stable Supplies
- Tracks / Equipment or Professional Service
- Veterinary & Clinical
- Farrier
- Equestrian

Property and Construction

- Consultancy Services
- Construction Works
- Property & Construction Operating Equipment

Information and Communication Technology

- Hardware
- Software
- IT Services
- Telecom

Please specify more details (indicate # if the company is the sole agent / exclusive distributor of the products)
請提供銷售產品/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)

Key Clients Information for Reference (Please provide 3 of your major clients for reference)

主要客戶信息 (請提供三間貴公司主要客戶信息)

Company Name
客戶公司名稱

Contact Person
聯絡人

Email Address
電郵

Phone Number
電話

Products / Services provided
供應產品/服務

(1)

(2)

(3)



V REQUIRED DOCUMENTS 第五節 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)
- (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 (For corporations only Hong Kong registered) / List of Directors (For corporations only Overseas registered)
周年申報表 (適用於在香港註冊公司) / 董事名單 (適用於在香港以外註冊公司)
- (4) List of Directors (For sole proprietorship / partnership, or corporations only Overseas registered)
董事名單 (適用於私人經營/合夥經營公司或在香港以外註冊公司)
- (5) 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 account, document shall be signed or stamped by bank clearly showing bank's name, address and logo. 備註：銀行賬戶證明必須在最近 90 天內提供銀行帳號帳戶名稱和文件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
- (6) Company Letter with Company Chop and authorized signature to confirm Bank Details
帶有公司印章的公司信函和授權簽字以確認銀行詳細資料

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

- (5) 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) _____
- (6) 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) _____

VI REFERRAL INFORMATION 邀請人資料

Is this Supplier Registration invited or referred by the staff from The Hong Kong Jockey Club*?

貴公司就供應商登記是否透過香港賽馬會員工的邀請或推薦*?

Yes 是 No

If 'Yes', please provide staff information

若 '是'，請填寫有關員工資料

Staff Name:

員工姓名: _____

Department:

部門: _____

Remarks: Please return this application form together with the copy of required documents either by email or by post to the following office as soon as possible.

The Hong Kong Jockey Club

Strategic Procurement Department, 2/F Jockey Club Headquarters, One Sports Road, Happy Valley, Hong Kong

Attention: Supplier Admission Section

E-mail: supplierportal@hkjc.org.hk



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 <u>Name</u>	職銜 <u>Title</u>	電話 <u>Phone No.</u>	傳真 <u>Fax No.</u>	電郵 <u>Email</u>								
(1)													
(2)													
(3)													
Minimum Order Amount 最低訂單金額													
		Minimum Order Amount											
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 planning to apply 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