



Supplier Registration Guide

Version 0

Welcome to becoming a supplier to The Hong Kong Jockey Club

The purpose of a guide is to provide tips and information for completing your registration with The Hong Kong Jockey Club (“The Club”).

Supplier Registration Application Form

Section	Tips / Information
General Information / Tips	<ul style="list-style-type: none"> • All Suppliers are mandatory to complete this Form • The Suppliers are required to fill in the Form in English • Save the Form to your computer before completing it <ul style="list-style-type: none"> – We suggest that you first download the PDF form to your computer or network drive, and then open it with Adobe Reader (the latest version is recommended) and fill it. You can only type regular text (upper and lower cases); the system will not accept underlined text, bold or italics, script or formulas. <p><u>Filling Form by PDF e-Fillable feature</u></p> <ul style="list-style-type: none"> • The Supplier is highly recommend to complete this Form using the PDF e-fillable feature and saved as PDF for submission • Fill in by typing or by hand is also acceptable if IT system is not available <p><u>Asterisk (*)</u></p> <ul style="list-style-type: none"> • All requirements denoted (*) are mandatory completed <p><u>Fields with DATE</u></p> <ul style="list-style-type: none"> • Use DDMMYY format for all the fields for date. For example: BR Valid Until 31DEC2021
Section I Certificate of Incorporation No. and Date	<ul style="list-style-type: none"> • If the Supplier is registered as Limited company in Hong Kong, you need to provide valid number and date of both Certificate of Incorporation and Business Registration Certificate • If the Supplier is registered in countries/regions other than Hong Kong, you only need to provide the valid number and date of Business Certificate



<p>Section II Bank and Payment Reference</p>	<ul style="list-style-type: none"> • The Supplier is only required to fill in either item under this Section II: <ul style="list-style-type: none"> – For Supplier Using Hong Kong Bank Account for Payment Purpose, or – For Supplier Using Overseas Bank Account for Payment Purpose • For the payment using overseas bank account, you need to select or specify which currency for payment (only one currency allowed)
<p>Section IV Products and Services Commodities</p>	<ul style="list-style-type: none"> • The Supplier must select at least one (1) choice of Category and Sub-Category of products and/or services that your company can offer to the Club. Multiple choices are acceptable and welcomed • For Example: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Corporate and Marketing ← Category <ul style="list-style-type: none"> <input type="checkbox"/> Corporate Services <input checked="" type="checkbox"/> Corporate Supplies ← Sub-category <input type="checkbox"/> Marketing and Media <input checked="" type="checkbox"/> Security Operations <input checked="" type="checkbox"/> Transport and Logistics • The Supplier is recommended to provide the supplied products/services catalogue and key clients reference
<p>Section VI Referral Information</p>	<ul style="list-style-type: none"> • The Supplier is mandatory to complete this Section and the information is used for Club's internal process • Please provide only one staff name and department if you are invited or referred to complete the Supplier Registration

Supplier Declaration

Section	Tips / Information
<p>General Information / Tips</p>	<ul style="list-style-type: none"> • All Suppliers are mandatory to complete the Section I – Supplier Declaration (page 1 and 2) • If select 'No' in item 2 and/or 3 in Section I, the Supplier is mandatory to complete the Appendix to Supplier Declaration (page 3)



	<p><u>Signing and Submission</u></p> <ul style="list-style-type: none"> • Following Forms/Attachments are required to print and sign by the Supplier <ul style="list-style-type: none"> – Supplier Declaration (ALL Suppliers) – Supplier Sustainability Guidelines (ALL Suppliers) – Appendix II – Appendix to Supplier Declaration (only to Suppliers who select ‘No’ in item 2 and/or 3 in Section 1) – Food and Beverage Receiving Standards and Food Safety Guidelines (Food and Beverage Suppliers Only) – Appendix 9.1 – OSH Management Services Questionnaire (For New Register (Property Works Contractors and Facilities Management Services Provider Only) • Please scan the Forms/Attachments after signing and send to the Contact Information
<p>Section I Supplier Declaration</p>	<p><u>The Club’s Terms and Conditions and Information (for ALL Suppliers)</u></p> <ul style="list-style-type: none"> • The Supplier need to click and read the attachments or webpage from the Club in order to complete the Supplier Declaration <p><u>Food and Beverage Supplier</u></p> <ul style="list-style-type: none"> • The F&B Supplier is required to click and read the Food and Beverage Standards and Food Safety Guidelines and signing • The F&B Supplier is also required to fill in the Appendix I – Additional Information for Food and Beverage Company in the Supplier Registration Form <p><u>Property Works Contractors and Facilities Management Services Provider</u></p> <ul style="list-style-type: none"> • The Property Works Contractors and Facilities Management Services Provider is required to click and read Property Works requirements of OSH Management System operated in Property Department and declaration • The Property Works Contractors and Facilities Management Services Provider is required to click and fill in the Appendix 9.1 – OSH Management Services Questionnaire (For New Register)

Submit to HKJC

Section	Tips / Information
<p>General Information / Tips</p>	<ul style="list-style-type: none"> • To complete the supplier registration with the Club, please check following information:



Complete the following Forms:

- Supplier Registration Form (All Suppliers)
- Supplier Declaration (All Suppliers)
- Supplier Sustainability Guidelines (All Suppliers)
- Appendix I – Appendix to Additional Information for Food and Beverage Company (For Food and Beverage Suppliers Only)
- Food and Beverage Receiving Standards and Food Safety Guidelines (For Food and Beverage Suppliers Only)
- Appendix II – Appendix to Supplier Declaration (For Supplier who select 'No' in item 2 and/or 3 in Supplier Declaration's Section I)
- Appendix 9.1 – OSHMS Questionnaire (For New Register)(For Property Works Contractors and Facilities Management Services Provider Only)

Prepare and attach Supporting Documents

- Refer to Section V in Supplier Registration Form for the requirements
- For Bank Proof, following documents and information are required to provide and should comply following requirements:
 - (i) Bank Account Proof (e.g. Bank Letterhead / Statement Header)
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
 - (ii) Company Letter with Company Chop and authorized signature to confirm Bank Details

File Naming for Forms and Supporting Documents

Please follow this file naming structure [Form Name/Support Document Name_Supplier Name] for the submission of the Forms and Supporting Documents. Examples:

- Supplier-Registration-Form_ABC Company
- Supplier-Declaration_ABC Company
- Bank-Account-Proof_ABC Company
- For Business Registration with validity (DDMMYYYY), please use: Business- Registration_ABC Company_31DEC2020

- Reference to your filled REFERRAL INFORMATION in Section VI, the Supplier should submit the Forms and Supporting Documents by email as follows:



	<ul style="list-style-type: none">- If you select “No”, email to : supplierportal@hkjc.org.hk- If you select “Yes”, email to your invited HKJC staff email and supplierportal@hkjc.org.hk• We will ONLY contact you by separate email for those successfully accepted as registered supplier with the Club
	<ul style="list-style-type: none">•

Contact Information

If you have any questions about the Supplier Registration with the Club, please email supplierportal@hkjc.org.hk with your contact information. Our Supplier Admission Specialists will contact you.