

供應商登記申請書  
Vendor Registration Form (PD-PR-01-03)

請詳細填寫本申請書及把所需文件交回： This form should be completed in FULL and returned together with the required documents:	
To: 香港應用科技研究院有限公司 香港沙田香港科學園科技大道東2號光電子中心5樓採購部收  電子郵件: procurement@astri.org	Procurement Department Hong Kong Applied Science and Technology Research Institute Company Limited (“ASTRI”) 5/F, Photonics Centre, 2 Science Park East Avenue, Hong Kong Science Park, Shatin, New Territories, Hong Kong  Email : procurement@astri.org

第一部 — 公司資料 PART I — DETAILS OF THE COMPANY

1.	公司名稱 (中文) :  Name of Company (English) :
2.	公司地址 (中文) :  Office Address (English) :  電話號碼 Tel. No : 電郵地址 E-mail Address : 網址(如適用) Website(if applicable) :  圖文傳真號碼 Fax. No :
3.	業務種類: Nature of business:

第二部 — 公司組織及職員資料 PART II — ORGANIZATIONS AND STAFF

1.	公司成員: Members of the organization:  姓名Name
(1) *常務董事 Managing Director:	_____
(2) *董事 (不超過兩名): Directors (not more than two names are required):	_____
(3) *東主 (不超過兩名): Proprietors (not more than two names are required):	_____
(4) *合夥人 (不超過兩名): Partners (not more than two names are required):	_____
*將不適用者刪去 (Delete where inappropriate)	

2. 獲授權回答有關投標／合約等問題的負責人：  
Contact Persons on matters relating to tenders/contracts:

	姓名 <i>Name(s)</i>	職位 <i>Official Capacity</i>	電話號碼 <i>Tel. No.</i>	電郵地址 <i>E-mail</i>
1)				
2)				
3)				
4)				
5)				

第三部 — 業務狀況及證明文件 **PART III — BUSINESS ACTIVITIES AND DOCUMENTS**

1. 貴公司所供應的貨品和有關服務：  
Goods and related services which your company can supply:

(i) 請在以下空位列明所供應的貨品和有關服務：

Please list out goods and related services in the following space:

貨品和有關服務(見註)

Goods and related services (see Note )

註：如空位不足，請另外加紙列出。

Note : If space is not sufficient, please use separate sheet.

(ii) 倘若貴公司並非製造商，請提供授權貴公司為代理商／分銷商的商號的名稱。

Please provide the name(s) of the principal(s) for whom you act as the accredited agent(s)/distributor(s) in case you are not the manufacturer.

(iii) 請夾附有關提供的貨品或服務的目錄及詳細的說明書(如有的話)，以供參考。

Please attach the relevant catalogues and descriptive literature of the goods/services provided (if any) for reference.

2. 請一併寄交有效的商業登記證或同等文件的副本一份，以供參考和存照。

Please attach a copy of a valid Business Registration Certificate or equivalent documents for reference and record.

(註：如空位不足，請另紙列出)

(Note : If space is not sufficient, please use separate sheet)

第四部—證明 **PART IV—CERTIFICATION**

1. 本人謹代表上述公司，申請登記成為ASTRI供應商，可接受投標邀請書，就供應本表格第三部所列物料及有關服務參加競投。本人明白倘若故意在本表格內提供任何虛假資料，可使本人喪失申請資格，即使申請已獲批准，也會被即時除名。

I apply on behalf of the Company for inclusion as an ASTRI supplier for receiving invitations to tender/ quotation for goods and related services listed in Part III of this form. I understand that any wilful submission of false information by means of this form will result in my disqualification and, in such case, I will be removed from the list forthwith despite successful application.

2. 本人謹代表上述公司已閱讀及明白有關的申請指引及免責聲明。

I on behalf of the Company have read and understand the Guidance Notes and Disclaimer on Application for Inclusion in the ASTRI Supplier Lists.

簽署

Signature: \_\_\_\_\_

姓名（正楷）

Name in Block: Letters: \_\_\_\_\_

職銜

Designation : \_\_\_\_\_

電話號碼

Tel. No. : \_\_\_\_\_

電郵地址

Email : \_\_\_\_\_

日期

Date : \_\_\_\_\_

\_\_\_\_\_  
(公司印鑑)  
(Space for Company Chop)

**GUIDANCE NOTES**

**資料用途**

**Purpose of Collection**

填報在此表格內的個人資料，會用以審批有關登記成為ASTRI供應商的申請，以便日後向已登記的供應商發出供應貨品或服務的招標通知。

The personal data provided by means of this form will be used for consideration on the application for inclusion in the ASTRI Supplier Lists for tender/quotation invitation for the supply of goods or services.

**查閱或改正個人資料**

**Access to or Correction of Personal Data**

如要查閱或改正個人資料，請向ASTRI採購部職員提出，地址為香港沙田香港科學園科技大道東2號光電子中心5樓。

Requests for access to or correction of personal data should be addressed to the Procurement Department, Hong Kong Applied Science and Technology Research Institute Company Limited (“ASTRI”), 5/F, Photonics Centre, 2 Science Park East Avenue, Hong Kong Science Park, Shatin, New Territories, Hong Kong.

**重新評審供應商的資格**

**Review of Suppliers’ Status**

ASTRI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ASTRI供應商的資格作出評審。此外，ASTRI可隨時從本供應商名單刪除貴公司，而事前無須作出通知和賠償。

ASTRI reserves the right to review your company status as an ASTRI supplier in the light of any new information that may affect such status and remove your company from the ASTRI Supplier Lists at any time without prior notice and without compensation.

**免責聲明**

**Disclaimer**

- (a) ASTRI備存的供應商名單(“名單”)只用作通訊用(如適用)。任何名單，或ASTRI就供應貨品或服務發出的招標通知(“通知”)均不會導致任何名單上的供應商(“供應商”)一方有任何權利或期望，或導致ASTRI一方負上任何責任。ASTRI不會向供應商作出任何陳述、申述或保證(明示或隱含)，通知或任何通知會不受干擾、及時提供、安全可靠或不會出錯。就公開招標而言，供應商應細閱載於有關報章及ASTRI網站的招標通告。

The supplier lists (“Lists”) maintained by Hong Kong Applied Science and Technology Research Institute Company Limited (“ASTRI”) are intended for mailing purposes (where applicable) only. None of the Lists or ASTRI’s notifications of tender invitation for the supply of goods or services (“Notifications”) shall give rise to any right or expectation on the part of the suppliers on any Lists (“Suppliers”) or any obligation on the part of ASTRI. ASTRI makes no statement, representation or warranty (express or implied) to Suppliers that the Notifications or any of them will be uninterrupted, timely, secure, or error free. For open tenders, the Suppliers should read the tender notices published on designated newspapers and the website of ASTRI.

- (b) 在任何情況下，ASTRI均不會因為或就任何供應商未能或延遲接收任何通知(不論是以電子方式或其他方式傳送)，或在任何時間從任何名單刪除任何供應商名稱而引致的任何損失或損害向任何供應商負上責任，包括但不限於直接、間接、特別、附帶或衍生的損失，以及商業利潤的損失、業務暫停、商業資料的損失或其他金錢上的損失，即使ASTRI已獲悉可能引致有關損失或損害，不論是基於合約、侵權行為，或其他法律或衡平法的理由而引致。

ASTRI shall not in any event be liable to any Suppliers for any loss or damage whatsoever arising out of or in relation to any failure or delay in receiving any Notifications (whether transmitted by electronic means or otherwise) or removal of any Suppliers from any Lists at any point of time, including but not limited to direct, indirect, special, incidental or consequential damages, damages for loss of profits, business interruption, loss of business information, or other pecuniary loss, even if ASTRI has been advised of the possibility of such loss or damage, whether in contract or tort, or on any other legal or equitable grounds.

- (c) ASTRI發給供應商的任何通知或其他通訊，(i)如以郵遞發出，應於發送日期(香港時間)的下一個香港營業日當作收訖處理；以及(ii)如以傳真或電郵發出，應於發出之時當作收訖處理，不論供應商實際上有否收訖該等傳真或電郵。

Any Notifications or other communications from ASTRI to the Suppliers shall be deemed to be received (i) if sent by post, the next business day in Hong Kong immediately after the date of dispatch (Hong Kong time); and (ii) if sent by fax or email, when despatched, regardless of whether the Suppliers have actually received such Notifications or communications (as the case may be).

- (d) 本免責聲明的中文譯本如與英文本有異，以英文本為準。

In the event of any inconsistency between the English version and the Chinese version of this Disclaimer, the English version shall prevail.