



康樂及文化事務署
LEISURE AND CULTURAL SERVICES DEPARTMENT

本署檔號：
Our Ref. :

申請成為康樂及文化事務署供應商的表格
**APPLICATION FORM FOR INCLUSION
AS A LEISURE AND CULTURAL SERVICES DEPARTMENT SUPPLIER**

請詳細填寫本申請書及交回：
This form should be completed in FULL and returned to :-

香港新界沙田排頭街 1-3 號
康樂及文化事務署總部九樓
康樂及文化事務署物料供應組

Leisure and Cultural Services Department
Supplies Section
9/F., Leisure and Cultural Services Headquarters,
1-3 Pai Tau Street,
Shatin, N.T., H.K.

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

1.	公司名稱： Name of Company :	
2.	地址： Address(es) : (a) 總辦事處： Main Office (b) * 分公司： Branch :	電話號碼： Tel. No. : 圖文傳真號碼： Fax No. : 電郵地址 (如適用)： E-mail Address (if applicable) :
3.	業務類別 Nature of Business :	
4.	現時的業務已經營多久？ How long in the present business?	

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

1.	公司成員： Members of Organization :
	姓名 Name (a) *常務董事： Managing Director : (b) *董事 (不超過兩名)： Directors (not more than two names are required) : (c) *所有人／東主 (不超過兩名)： Owners/Proprietors (not more than two names are required): (d) 合夥人 (不超過兩名)： Partners (not more than two names are required) :

* 請刪去不適用者>Delete where appropriate)

2. 請一併寄交下列文件副本各一份，給本署參考和存照：
Please submit a copy of each of the following documents for reference and record purposes :
- (a) 有效的商業登記證；
A valid Business Registration Certificate;
 - (b) 最近期的公司簡介及年報；及
Latest Company profile and annual report; and
 - (c) 公司紀律守則(如有的話)。
Code of conduct (if any).

第四部——證明 PART IV —CERTIFICATION

本人謹代表上述公司，申請成為康樂及文化事務署供應商，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 a Leisure and Cultural Services Department supplier for receiving invitations to tender 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.

簽署： _____

Signature

姓名（正楷）： _____

Name in BLOCK Letters

職銜： _____

Designation

電話號碼： _____

Tel. No.

圖文傳真號碼： _____

Fax No.

日期： _____

Date

(公司印鑑)

(Space for Company Chop)

免責聲明 Disclaimer

- (a) The supplier list (“Supplier List”) maintained by the Leisure and Cultural Services Department (LCSD) is intended for mailing purposes (where applicable) only. None of the Supplier List or LCSD’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 the Supplier List (“Suppliers”) or any obligation on the part of the Government of the Hong Kong Special Administrative Region (“Government”). The Government 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 in the Government Gazette and the website of LCSD.

康樂及文化事務署（康文署）備存的供應商名單只用作通訊用途（如適用）。該供應商名單或康文署就供應貨品或服務發出的招標通知（通知）並不賦予供應商名單上的供應商任何權利或期望，也不令致香港特別行政區政府（政府）須負上任何責任。政府不會向供應商作出任何陳述、申述或保證（明示或默示），指該等通知或其中任何通知不受干擾、及時提供、安全可靠或不會出錯。就公開招標而言，供應商應閱讀載於政府憲報及康文署網站的招標公告。

- (b) The Government 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 the Supplier List 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 LCSD has been advised of the possibility of such loss or damage, whether in contract or tort, or on any other legal or equitable grounds.

不論在任何情況下，政府均無須因為任何供應商未能或延遲接收任何以電子或其他方式傳送的通知，或任何供應商在任何時間被從供應商名單上除名所引致或與此有關的任何損失或損害（包括但不限於直接、間接、特殊、附帶或衍生的損失、利潤損失、業務中斷、商業資料損失或其他金錢損失）而對任何供應商負上法律責任，即使康文署已得知可能有該等損失或損害，不論是因為合約或侵權法，或任何其他法律或衡平法引致。

- (c) Any Notifications or other communications from LCSD 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 despatch (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).

康文署發給供應商的任何通知或其他通訊，不論供應商實際上是否收到，(i)如以郵遞發出，均當作於發送日期（香港時間）的下一個香港營業日收到；(ii)如以傳真或電郵發出，均當作於發出時收到。

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

本免責聲明中英文本如有差異，以英文本為準。