

Supplier Registration Application Form

Please complete this form in FULL with all the required documents and return to:

The Education University of Hong Kong
Business Services Section, Finance Office
Room A-3/F-09, Cho Kwai Chee Foundation Building
10 Lo Ping Road
Tai Po, New Territories
Hong Kong

PART I - DETAILS OF THE COMPANY

1. Name of Company: _____
2. Address: _____

3. Telephone No.: _____
4. Fax No.: _____
5. Email Address: _____
6. Website: _____
7. Nature of Business (Please fill in the relevant commodity code(s) and description as per the commodity codes list in the Information for Supplier under the Finance Office of the University's website: <http://www.eduhk.hk/fo>):

Commodity Code

Item Description

<u>Commodity Code</u>	<u>Item Description</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Note: If your products/services do not belong to the commodity codes as mentioned in the above webpage, please just write down the item description in the above space provided. If space is insufficient, please use separate sheet(s)

8. Brand of Commodities offered in Hong Kong (Please specify if your company is the sole agent of any commodity in Hong Kong and also provide a valid authorization letter from original supplier/manufacturer):

9. List of major customer (tertiary education institutions preferable) for the past 12 months:

<u>Name</u>	<u>Goods/Services Supplied</u>
<hr/>	<hr/>

10. No. of years in the present business: _____

PART II - ORGANISATIONS AND STAFF

11. Name of directors / partners / proprietors *

12. Total number of employees: _____

13. Contact person for handling tender/purchase order/contract:

Name: _____ Position Held: _____

Tel. No.: _____ Email Address: _____

PART III - REQUIRED DOCUMENTS FOR APPLICATION

- 14. Copy of a valid Business Registration Certificate
- 15. Company profile
- 16. Annual report/audited annual accounts report

PART IV - DECLARATION

17. We / I* give below both the names of the employees of The Education University of Hong Kong and/or * their families who are related to us / me*, or to our / my* employees and / or* their families, and the nature of their relationship. (State none if totally inapplicable)

We / I* commit to update The Education University of Hong Kong if any change.

18. We / I* understand that all employees of The Education University of Hong Kong are designated “public servant” under the provisions of Prevention of Bribery Ordinance (Cap. 201 of the Laws of Hong Kong).

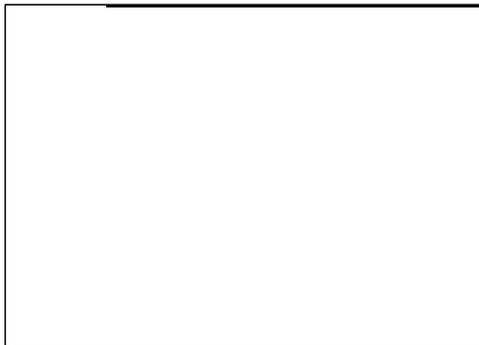
19. We / I* further understand the policy of The Education University of Hong Kong in regard to the conflict of interest which requires all its employees to avoid any conflict between their personal interest and The Education University of Hong Kong’s interest in dealing with suppliers and all other organizations or individuals doing or seeking to do business with The Education University of Hong Kong. In furtherance of this policy, The Education University of Hong Kong requires that competitive bidding be used, wherever practicable, in the procurement of goods/services.

20. Our / my * efforts shall include, but not limited to, establishing precautions to prevent our / my* employees or agents from making, receiving, providing, or offering gifts, payment, loans, substantial entertainment or other consideration for the purpose of influencing individuals to act contrary to the best interests of The Education University of Hong Kong.

21. We / I*, on behalf of the Company, apply to register as a The Education University of Hong Kong supplier and provide the documents as mentioned in Part III.

**Delete where inappropriate*

Company Chop:



Authorised Signature:

Name in Block Letters:

Position Held:

Date:

NOTES FOR GUIDANCE

Purpose of Collection

The personal data provided by means of this form will be used by the University for consideration on the application for supplier registration and inclusion in the University's supplier lists. Your provision of personal data and other related information is voluntary. You are required to provide updated information to the University from time to time. If you provide any false or inadequate information, the University will disqualify your application for supplier registration.

Transfer of Data

The personal data you provided by means of this form may be disclosed to other UGC-funded institutions.

Access of Personal Data

You have the right to access and correct the personal data provided in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap. 486 of the Laws of Hong Kong). Your right of access includes the right to obtain a copy of your personal data provided by this form. For more details of the University's Privacy Policy Statement, please visit the website at <https://www.eduhk.hk/en/privacy-policy>.

Review of Supplier Status

The University reserves the right to review your company status as a University's registered supplier in light of any new information that may affect such status, and remove your company from the University's supplier lists at any time without prior notice and without compensation.

General Conditions of Contract

Suppliers are required to observe the University's General Conditions of Contract when they accept the University's Purchase Orders. The University's General Conditions of Contract can be found in <https://www.eduhk.hk/fo/view.php?secid=6379&u=u>.

Enquiries

Enquiries concerning the personal data collected by means of this form including access and corrections, should be addressed to:

Business Services Section, Finance Office

The Education University of Hong Kong

Room A-3/F-09, Cho Kwai Chee Foundation Building

10 Lo Ping Road, Tai Po, New Territories, Hong Kong

Email: fo@eduhk.hk

The Education University of Hong Kong
Authorization For Payment To A Bank of Supplier (for local supplier only)

To: Finance Office – Payment Team

I. Please make all payments now or hereafter becoming due to the Company by paying into the following bank account.

Bank Name		Account Code																		
Branch																				
Bank Account Name ~																				

~In English (Please print in BLOCK LETTER using a ball-point pen and leave a space between words)

This Authority applies to payments to the Company named below in respect of all DPT transaction

II. The Company hereby agrees

1. The Bank’s acknowledgement to the EdUHK will be sufficient discharge in lieu acknowledgement by the Company.
2. The payment instructions on this form do not bind the EdUHK in regard to the manner in which payment may be made.
3. Where, for any reason, insufficient or incorrect details are furnished to the Bank to determine the account to be credited or if the DPT bank account is closed/suspended and the sum is held in suspense pending receipt of further information, the EdUHK will not be responsible for any loss or inconvenience suffered by the Company as a result of the bank account not being credited at the normal time.

4. Company Name (English): _____

Business Registration No.: _____ Contact Person: _____

Telephone No.: _____ Supplier Number: _____

Email address*: _____
 * (Email address assigned to receive Payment Advice of EdUHK)

Authorised Signature: _____ Company Chop: _____

Date: _____

Note:

1. In case of any changes of DPT bank account, please send the authorized form with revised information to payment@eduhk.hk. Otherwise, the payment may continue to be credited to the previous bank account.

For Finance Office Use Only
Inputted to Oracle by: _____
Supplier Number: _____
Date: _____
Checked by : _____
Date: _____