強制性公積金計劃管理局 （簡稱「積金局」）
Mandatory Provident Fund Schemes Authority (the MPFA)

加入成為認可供應商申請表
Application Form for Inclusion in the Approved Supplier Lists

請詳細填寫本申請表，並連同所需資料交回：
This form should be completed in **FULL** and returned with the required information to:

電郵地址 Email-address ： gaasl@mpfa.org.hk

或郵寄至:	Or mail to:
香港葵涌葵昌路 51 號 九龍貿易中心 1 座 8 樓 強制性公積金計劃管理局 總務組	General Administration Section Mandatory Provident Fund Schemes Authority Level 8, Tower 1, Kowloon Commerce Centre 51 Kwai Cheong Road, Kwai Chung, Hong Kong

第一部 — 公司/商號資料 PART I — DETAILS OF THE COMPANY / FIRM

1.	**申請加入供應商類別:** (每份表格只可申請一個類別) **Category Applied for:** 00. Please select 請選出下列一個類別 (One form for one category only)
2.	公司/商號名稱： Name of Company / Firm:
3.	地址 ： Address: 電話號碼： Tel. No.: 電郵地址： E-mail Address: In order to reduce paper consumption, all future MPFA notifications will be dispatched by means of e-mail, unless specifically requested in writing. 為減少用紙，除非另作書面要求，否則所有積金局通訊將以電郵傳遞。
4.	經營現今業務多久: How long in current business:
5.	僱員總數： Total number of employees:
6.	獲授權處理有關投標／報價／合約事宜的負責人，請附上負責人名片： Authorized persons to handle matters relating to tenders/quotations/contracts. Please attach the respective business cards : 姓名 Name(s) / 職位 Post Title / 電話號碼 Tel. No. / 電郵地址 E-mail Address (1) ..... (2) ..... (3) .....

第二部 — 業務狀況及證明文件
PART II — BUSINESS ACTIVITIES AND SUPPORTING DOCUMENTS

1. (i) 請詳細列出所提供的貨品及／或服務。
Please specify the goods and/or services to be provided.

（註：如有需要，請另紙列出）
(Note : Please use a separate sheet if necessary)

(ii) 請夾附貨品及／或服務的目錄及/或說明書（如有）以供參閱。
Please attach relevant catalogues and / or descriptive literature (if any) for consideration.

2. 請附上有效的商業登記證副本及合法提供貨品及/或服務而必須持有、由有關當局發出的現行執照或許可證(如適用)的副本，以供參考及備案。
Please attach a copy of the valid Business Registration Certificate and a copy of all current license(s) or permit(s) issued by the relevant authorities that are required to legally provide the goods and/or services (if applicable) for reference and record.

3. 請提供最少三個主要客戶(現有或過往兩年的客戶)的資料以作信譽諮詢用途。
Please provide details of at least 3 of your major clients (current clients or clients for the past 2 years) for reference check.

編號 No.	客戶名稱 Company Name	電話號碼 Phone No.	聯絡人 Contact Person	提供貨品及服務期間 Period of Providing Goods / Services	提供的物品或服務 Goods / Services Provided
(1)					
(2)					
(3)					

（註：如有需要，請另紙列出）
(Note : Please use a separate sheet if necessary)

第三部 — 聲明 PART III — DECLARATION

(1) 本人謹代表上述公司/商號，申請加入成為積金局認可供應商。

I submit this application for and on behalf of the above company / firm for inclusion in the MPFA's Approved Supplier Lists.

(2) 本人聲明本表格內所提供的一切資料，依本人所知均屬真確，倘若虛報資料，申請即屬無效。

I declare that all information given in this form is, to the best of my knowledge, accurate and complete. If any false information is given, the application will become invalid.

獲授權人簽署:
Signature of Authorised Person

姓名（正楷）:
Name in block letters

職銜:
Post Title

日期:
Date

（公司印鑑）
(Company chop)

文件核對表 DOCUMENT CHECKLIST

I have enclosed the following items :

☐ 已填妥加入成為認可供應商申請表及附上文件/證書証明合乎相關專業資格(如適用)
Completed application form for inclusion in the Approved Supplier Lists together with documents / certificates in support of the relevant professional qualifications (if applicable)

☐ 有關貨品及／或服務的目錄及/或說明書
Relevant catalogues and / or descriptive literature

☐ 有效商業登記證副本
Copy of valid Business Registration Certificate

注意事項: Note :

1) 請在適當方格加上「✓」號以示附上該文件。積金局不會處理或考慮欠缺證明文件的申請。
Please put a "✓" in the appropriate box to indicate that the document has been enclosed. The MPFA will not process or consider incomplete applications.

2) 積金局不會接收郵資不足的郵件，有關郵件將由香港郵政退回寄件人或予以銷毀。請支付足額郵資。
The MPFA will not accept underpaid mail which will be returned to the sender or disposed of by the Hongkong Post. Please affix sufficient postage.

備　註
Notes

1. 積金局有權決定接納或拒絕申請。成功申請者將收到書面通知，申請者在提出申請四個月內未收到本局通知，即表示申請不成功。

   The MPFA has the absolute discretion in accepting or rejecting an application. Written notification will be issued to successful applicants. Applicants who do not receive notification within four months of application shall assume that their applications are unsuccessful.

2. 積金局查證文件後，會將符合資格的供應商納入積金局認可供應商名冊內。

   Subject to confirmation of their credentials, applicants found to be qualified will be included in the MPFA Approved Supplier Lists.

3. 積金局有權因應關乎認可供應商資格的新資料，覆核其資格，亦可隨時將其從認可供應商名冊除名，而事前無須作出通知或賠償。

   The MPFA reserves the right to review the status of approved suppliers in light of any new information relevant to their qualifications and remove suppliers from the Approved Supplier Lists at any time without prior notice and without compensation.

資料用途
Purpose of Data Collection

本申請表內的資料，只供積金局審批加入成為認可供應商的申請。

The personal data included in this application form will only be used by the MPFA for approving applications for inclusion in the MPFA's Approved Supplier Lists.

索閱個人資料
Access of Personal Data

根據個人資料(私隱)條例附表 1 第 6 原則，你有權索閱或修訂個人資料，包括索取此申請表內填報的資料副本。

You have the right of access and correction with respect to personal data as provided under Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this application form.