

本局檔號：

Our Ref:

教育局
Education Bureau

納入教育局通知名單申請表格
Application Form for Inclusion in the EDB Notification Lists

請詳細填寫本申請書及交回正本：

This form should be completed in FULL and sent to :-

香港灣仔皇后大道東 213 號

胡忠大廈 15 樓 1510 室

教育局

(經辦人:助理物料供應主任)

Education Bureau

(Attn.: Assistant Supplies Officer)

Room 1510, 15/F, Wu Chung House,

213 Queen's Road East, Wanchai, Hong Kong.

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: (1) 總公司： Head office: (2) 電子郵件： E-mail： 電話號碼： Tel. No.: 傳真號碼： Fax No.:
3.	業務種類： Nature of business:
4.	經營現今業務多久？ How long in present business:

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

1.	公司成員姓名： Name of company members: (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): *刪去不適用者 (Delete where inappropriate)
2.	聘用職員總數： Total number of staff employed:

3.	貴公司聯絡人： Contact persons:		
	<table><tr><td>姓名 <i>Name(s)</i></td><td>職位 <i>Official Capacity</i></td><td>電話號碼 <i>Tel. No.</i></td></tr></table>	姓名 <i>Name(s)</i>	職位 <i>Official Capacity</i>
姓名 <i>Name(s)</i>	職位 <i>Official Capacity</i>	電話號碼 <i>Tel. No.</i>	

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及有關服務： Goods and related services which your company can supply:											
	(i) 詳細列明所供應的貨品及有關服務： Detailed list of goods and related services: (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) 請夾附壹套有關目錄及詳細的說明書，供本局參閱。請以郵遞方式交回，並確保已支付足夠郵資，以免申請未能送達教育局。郵資不足的郵件，一律會由香港郵政處理。 Please attach one set of relevant catalogues and descriptive literature for consideration. Please send the documents by post and ensure that sufficient postage is paid to avoid unsuccessful delivery of application as any underpaid mail items will be disposed of by the Hongkong Post. (iv) 請按貴公司在上文第(i)項所載列的各類服務，分別提供兩名客戶的聯絡資料，本局可能會向有關客戶查詢貴公司所提供的服務。 Please provide contact details of two of your clients for each of the services you stated in (i) above. EDB may contact your quoted clients to obtain their references to the services provided by you. <table><tr><td>客戶姓名 Name of your client</td><td>電話號碼 Tel. No.</td><td>傳真號碼 Fax No.</td><td>電郵地址 E-mail address</td></tr><tr><td>(1)</td><td></td><td></td><td></td></tr><tr><td>(2)</td><td></td><td></td><td></td></tr></table> (註：如空位不足，請用另頁紙繼續列出有關資料。) (Note : If space is not sufficient, please continue on a separate sheet of paper.)	客戶姓名 Name of your client	電話號碼 Tel. No.	傳真號碼 Fax No.	電郵地址 E-mail address	(1)				(2)		
客戶姓名 Name of your client	電話號碼 Tel. No.	傳真號碼 Fax No.	電郵地址 E-mail address									
(1)												
(2)												

2.	請一併寄交下列文件副本各一份，給本局參考和存照。請確保已支付足夠郵資，以免申請未能送達教育局。郵資不足的郵件，一律會由香港郵政處理。 Please attach a copy of each of the following documents for reference and record. Please ensure that sufficient postage is paid to avoid unsuccessful delivery of application as any underpaid mail items will be disposed of by the Hongkong Post. (a) 有效的商業登記證(或顯示根據香港法律第 310 章《商業登記條例》獲得豁免商業登記的證明文件)。 A valid Business Registration Certificate (or documentary evidence showing that exemption of business registration is granted under the Business Registration Ordinance (Chapter 310 of the Laws of Hong Kong)). (b) 如申請者未在香港開展業務，請提供其營業所在地的有關當局發出的營業登記證明(或同類)文件。 If the applicant does not carry on business in Hong Kong, please provide the business registration proving document (or equivalent) issued by the respective authority of the place of business of the applicant. (c) 公司概況及年報 (如有的話)。 Company profile and annual report (if any).
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第四部 —— 同意接收電子訊息 PART IV — CONSENT TO RECEIVE ELECTRONIC MESSAGES

本人/本公司 *同意[#] / *不同意 以傳真/電郵接收來自教育局/官立學校有關招募供應商、發出報價/招標通知，以及邀請報價/招標的訊息。 I/we *agree[#] / *do not agree to receive messages relating to invitations for supplier enlistment, issuance of quotation/tender notifications and invitations to quotation/tender through fax/email from the Education Bureau/government schools. * (刪去不適用者) (Delete where inappropriate) [#] 如不欲再接收電子訊息，請通知教育局物料供應組，地址為香港灣仔皇后大道東 213 號胡忠大廈 15 樓 1510 室。 To unsubscribe from receiving fax or email, please make request to the Supplies Section of Education Bureau at Room 1510, 15/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong.
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第五部 —— 證明 PART V — CERTIFICATION

(公司印鑑) (Space for company chop)	本人謹代表上述公司，申請納入教育局通知名單。 I apply on behalf of the Company for inclusion in the EDB Notification Lists. 簽署: _____ Signature 姓名 (正楷): _____ Name in block letters 職銜: _____ Designation 日期: _____ Date
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個人資料收集聲明
PERSONAL INFORMATION COLLECTION STATEMENT

收集個人資料的目的
Purpose of Collection

1. 你在本表格提供的個人資料，會供教育局用於以下一項或多項用途：

The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:

- (a) 處理、核實及查證你有關納入教育局通知名單的申請，及相關採購事宜(例如報價邀請)；
Activities relating to the processing, authentication and counter-checking of your request(s) for the application for inclusion in the EDB Notification Lists, and other associated procurement matters (such as quotation invitation);
- (b) 就你於表格中提出的要求的處理、核實及查證過程中，將個人資料與政府相關政策局／部門資料庫進行核對；
Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of your request(s);
- (c) 將個人資料與教育局資料庫進行核對，以核實／更新教育局的記錄；
Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;
- (d) 編製統計資料、研究及政府刊物；以及
Activities relating to compilation of statistics, research and Government publications; and
- (e) 執行規則及規例[包括《教育條例》(香港法例第 279 章)及其附屬法例(例如《教育規例》、《補助學校公積金規則》、《津貼學校公積金規則》)和《資助則例》]。
Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules) and the Codes of Aid.

2. 你必須按本表格的要求及於本局處理本表格的過程中提供個人資料。假如你沒有提供該等個人資料，本局可能無法辦理或繼續處理你提出的申請。

The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process your application.

可獲轉移資料者
Classes of Transferees

3. 你提供的個人資料會供教育局人員取閱。除此之外，本局亦可能會向下列各方或在下述情況轉移或披露該等個人資料：
The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:

- (a) 政府其他政策局／部門、學校及幼稚園，以用於上文第 1 段所述的用途；
other Government bureaux / departments, schools and kindergartens for the purposes mentioned in paragraph 1 above;
- (b) 與本表格相關的學校，以用於上文第 1 段所述的用途；
the school in which the form relates for the purposes mentioned in paragraph 1 above;
- (c) 你曾就披露個人資料給予訂明同意；以及
where you have given your prescribed consent to such disclosure; and
- (d) 根據適用於香港的法例或法庭命令授權或規定披露個人資料。
where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

查閱個人資料
Access to Personal Data

4. 你有權要求查閱及更正教育局所持有關於你的個人資料。如需查閱或更正個人資料，請以書面向保障資料主管提出(地址：香港灣仔皇后大道東 213 號胡忠大廈 15 樓或電郵：exofin@edb.gov.hk)。

You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to Controlling Officer (Data Protection) at 15/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong or exofin@edb.gov.hk.