

本局档号：

Our Ref:

教育局
Education Bureau

纳入教育局通知名单申请表格
Application Form for Inclusion in the EDB Notification Lists

请详细填写本申请书及交回正本：

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

香港湾仔皇后大道东 213 号

胡忠大厦 15 楼 1510 室

教育局

(经办人:助理物料供应主任)

Education Bureau

(Attn.: Assistant Supplies Officer)

Room 1510, 15/F, Wu Chung House,

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

第一部 —— 公司资料 PART I — DETAILS OF THE COMPANY

1.	公司名称： Name of company:
2.	地址： Address: (1) 总公司： 电话号码： Head office: Tel. No.: (2) 电子邮件： 传真号码： E-mail: Fax No.:
3.	业务种类： Nature of business:
4.	经营现今业务多久？ How long in present business:

第二部 —— 公司组织及职员资料 PART II — ORGANISATIONS AND STAFF

1.	公司成员姓名： Name of company members: (1) *常务董事： Managing Director: (2) *董事 (不超过两名)： Directors (not more than two names are required): (3) *东主 (不超过两名)： Proprietors (not more than two names are required): (4) *合伙人 (不超过两名)： Partners (not more than two names are required): *删去不适用者 (Delete where inappropriate)
2.	聘用职员总数： Total number of staff employed:

3.	贵公司联络人： Contact persons:
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姓名 *Name(s)*职位 *Official Capacity*

电话号码 Tel. No.

第三部 —— 业务状况及证明文件 PART III — BUSINESS ACTIVITIES AND DOCUMENTS

1. 贵公司所供应的货品及有关服务：
Goods and related services which your company can supply:

(i) 详细列明所供应的货品及有关服务：
Detailed list of goods and related services:

(ii) 倘若贵公司并非制造商，请提供授权贵公司为代理商 / 分销商的商号的名称。
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) 請夾附壹套有关目录及详细的说明书，供本局参阅。请以邮递方式交回，并确保已支付足够邮资，以免申请未能送达教育局。邮资不足的邮件，一律会由香港邮政处理。

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) 请按贵公司在上文第(i)项所载列的各类服务，分别提供两名客户的联络资料，本局可能会向有关客户查询贵公司所提供的服务。

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.

客户姓名
Name of your client

电话号码
Tel. No.

传真号码
Fax No.

电邮地址
E-mail address

(1)

(2)

(Note: If space is not sufficient, please continue on a separate sheet of paper.)

2.	请一并寄交下列文件副本各一份，给本局参考和存照。请确保已支付足够邮资，以免申请未能送达教育局。邮资不足的邮件，一律会由香港邮政处理。 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) 有效的商业登记证(或显示根据香港法律第 310 章《商业登记条例》获得豁免商业登记的证明文件)。 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) 如申请者未在香港开展业务，请提供其营业所在地的有关当局发出的营业登记证明(或同类)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) 公司概况及年报 (如有的话)。 Company profile and annual report (if any).
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第四部 —— 同意接收电子讯息 PART IV — CONSENT TO RECEIVE ELECTRONIC MESSAGES

本人/本公司 *同意# / *不同意 I/we *agree# / *do not agree * (删去不适用者) (Delete where inappropriate) # 如不欲再接收电子讯息，请通知教育局物料供应组，地址为香港湾仔皇后大道东 213 号胡忠大厦 15 楼 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.	以传真/电邮接收来自教育局/官立学校有关招募供应商、发出报价/招标通知，以及邀请报价/招标的讯息。 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.
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第五部 —— 证明 PART V — CERTIFICATION

(公司印鉴) (Space for company chop)	本人谨代表上述公司，申请纳入教育局通知名单。 I apply on behalf of the Company for inclusion in the EDB Notification Lists. 签署: _____ Signature 姓名 (正楷) : _____ Name in block letters 职衔: _____ Designation 日期: _____ Date
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个人资料收集声明
PERSONAL INFORMATION COLLECTION STATEMENT

收集个人资料的目的

Purpose of Collection

1. 你在本表格提供的个人资料，会供教育局用于以下一项或多项用途：

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

- (a) 处理、核实及查证你有关纳入教育局通知名单的申请，及相关采购事宜(例如报价邀请)；

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) 就你于表格中提出的要求的处理、核实及查证过程中，将个人资料与政府相关政策局 / 部门资料库进行核对；

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) 将个人资料与教育局资料库进行核对，以核实 / 更新教育局的记录；

Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;

- (d) 编制统计资料、研究及政府刊物；以及

Activities relating to compilation of statistics, research and Government publications; and

- (e) 执行规则及规例[包括《教育条例》(香港法例第 279 章)及其附属法例(例如《教育规例》、《补助学校公积金规则》、《津贴学校公积金规则》)和《资助则例》]。

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. 你必须按本表格的要求及于本局处理本表格的过程中提供个人资料。假如你没有提供该等个人资料，本局可能无法办理或继续处理你提出的申请。

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.

可获转移资料者

Classes of Transferees

3. 你提供的个人资料会供教育局人员取阅。除此之外，本局亦可能会向下列各方或在下述情况转移或披露该等个人资料：

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 / 部门、学校及幼稚园，以用于上文第 1 段所述的用途；

other Government bureaux / departments, schools and kindergartens for the purposes mentioned in paragraph 1 above;

- (b) 与本表格相关的学校，以用于上文第 1 段所述的用途；

the school in which the form relates for the purposes mentioned in paragraph 1 above;

- (c) 你曾就披露个人资料给予订明同意；以及

where you have given your prescribed consent to such disclosure; and

- (d) 根据适用于香港的法例或法庭命令授权或规定披露个人资料。

where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

查阅个人资料

Access to Personal Data

4. 你有权要求查阅及更正教育局所持有你的个人资料。如需查阅或更正个人资料，请以书面向保障资料主管提出(地址：香港湾仔皇后大道东 213 号胡忠大厦 15 楼或电邮：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.