

**APPLICATION FOR
NAN FUNG GROUP – PROPERTY MANAGEMENT DEPARTMENT
APPROVED SUPPLIERS / CONTRACTORS' FORM
南豐集團-物業管理部 認可供應商 / 承辦商申請表**

IMPORTANT – Notes for Guidance 重要事項 – 填寫指引

1. Purpose of Collection 資料搜集目的

The personal data provided by means of this form will be used by Property Management companies within Nan Fung Group (i.e. Hon Hing Enterprises Limited, Main Shine Development Limited, New Charm Management Limited, Vineberg Property Management Limited, Providence Bay Property Management Company Limited, Providence Peak Property Management Company Limited, The Graces, Providence Bay Property Management Company Limited, Mount Nicholson Property Management Limited) for consideration on the application for contractors / suppliers' registration for tender invitations.

經此表格所提供的個人資料，將作為南豐集團的物業管理部(如：民亮發展有限公司、漢興企業有限公司、萬寶物業管理有限公司、新卓管理有限公司、Providence Bay Property Management Company Limited, Providence Peak Property Management Company Limited, The Graces, Providence Bay Property Management Company Limited, Mount Nicholson Property Management Limited)考慮閣下申請為本集團認可承辦商/供應商所用。

2. Application Submission 遞交申請

- Please submit your Application Form together with relevant documentation to the following address :-

**To : Property Management Department,
17th Floor, AIRSIDE,
2 Concorde Road, Kai Tak, Hong Kong**

已填妥之申請表連同有關文件遞交至：

**香港啟德協調道2號 AIRSIDE 17樓
南豐集團物業管理部收**

- **All submitted documents will not be returned irrespective of the outcome of application.**
不論申請結果成功與否，所有文件將不獲退還。
- **Application with incomplete information provided and /or insufficient supporting documents enclosed would not be processed.**
如遞交資料及文件有所缺漏，該申請將不會被受理。

3. Assessment of Applications 申請之評核

- All applications will be reviewed and assessed by our Vetting Panel.
所有申請將會由本集團評審小組進行覆核。
- Nan Fung Group reserves its rights to accept or reject any application, and to allocate appropriate Trade Codes to applicants.
南豐集團保留一切權利接納或否決任何申請，以及編配適當之交易編號予申請者。

4. Enquiries 查詢

If you have any enquiry, please contact our Property Management Department at 3571 7971.
如有任何查詢，請致電3571 7971與我們的物業管理部聯絡。

**APPLICATION FOR
NAN FUNG GROUP – PROPERTY MANAGEMENT DEPARTMENT
APPROVED SUPPLIERS / CONTRACTORS' FORM
南豐集團-物業管理部 認可供應商 / 承辦商申請表**

Please fill this Form in **CAPITAL LETTERS** 請用正楷填寫本表格

Part I GENERAL INFORMATION 一般資料

1. Company Name 公司名稱

Full Name in English 英文全寫 _____

Full Name in Chinese 中文全寫 _____

Abbreviation (if applicable) 簡稱 (如適用) _____

2. Payee Name (if different from Company Name) _____

收款人名稱 (如與公司名稱不同) _____

3. Address (on Business Registration)

註冊地址 (商業登記資料) _____

Operation Address 運作地址 _____

(if different from the Address stated above _____

如與以上公司地址不同) _____

4. Contact Person 聯絡人 _____

Title 職銜 _____

Tel. No. 電話號碼 _____

Mobile 手提電話號碼 _____

Fax No. 傳真號碼 _____

E-mail 電郵 _____

5. Company E-mail 公司電郵 _____

Company Website 公司網址 _____

Part II COMPANY BACKGROUND 公司資料

1. Year of Establishment 成立日期 _____

2. a) Limited Company 有限公司

List of Directors 董事名單: (same as NAR1 OR NNC1 與周年申報表 或 法團成立表格 (股份有限公司) 相同)

b) Unlimited Company 無限公司

List of Directors / Proprietors / Partners 董事 / 持有人 / 合夥人名單 (pls delete as appropriate, 請將不適用的刪去)

3. History of Company Name Change 公司轉名紀錄 (if applicable, 如適用)

Previous Name 轉名前名稱: (English 英文) _____

(Chinese 中文) _____

Year of Change 轉名年份: _____

NAN FUNG GROUP - Declaration of Conflict of Interests 南豐集團 - 利益申報表

I/we understood that, in connection with my/our application for Group Approved Contractors / Suppliers' Registration with Nan Fung Group, declaration of conflict of interest is required. To my/our best knowledge and belief, I/We declare below the following aspects which may bring potential conflict of interests between my/our company and Nan Fung Group:

本人 / 我等明白申請作為南豐集團之認可供應商 / 承辦商，本人 / 我等須就下列有關的利益衝突作出申報。據本人 / 我等所知所信，現申報如下：

Is there any directors/shareholders and their spouse/children in my/our company under Nan Fung Group's employment?

本公司的董事 / 股東及其配偶 / 子女受僱於南豐集團?

No否 Yes, please specify是，請註明：_____

Is there any directors/shareholders and their spouse/children also a director/shareholder of a company, which is already registered in Nan Fung Group Approved Contractors / Suppliers List?

本公司的董事 / 股東及其配偶 / 子女，同時為另一間南豐集團認可供應商 / 承辦商的公司之董事 / 股東?

No否 Yes, please specify是，請註明：_____

Signature:

簽署:

Full name (IN BLOCK LETTER):

姓名 (請用正楷):

Position:

職位:

Company Name with Company Chop:

公司名稱及蓋章:

Date:

日期:

In case of inconsistency between the English version and Chinese version of the Declaration of Conflict of Interests, the English version shall prevail.

中英文本如有歧異，以英文本為準。

Company Chop 公司印鑑



Legend: ✓ = submitted

NA = Non-applicable

Forms and Documents to be Submitted 須遞交的申請表及文件核對清單		Checklist [✓ / NA]
Mandatory document to be submitted 必須遞交文件		
1.	Duly completed 'Application for Group Approved Suppliers / Contractors' Registration Form 已填妥之 '集團認可供應商 / 承辦商註冊申請表'	
	a) Completed and sign with Company Chop (Page 3) 已填妥、簽署並蓋上公司印章 (第 3 頁)	
	b) Completed Declaration of Conflict of Interests and Signed with Company Chop (Page 4) 已填妥利益申報表並簽署及蓋印 (第 4 頁)	
2.	Copy of Certificate of Incorporation (Applicable to Limited Company) 公司註冊證副本 (適用於有限公司)	
3.	Copy of Valid Business Registration Certificate 有效之商業登記證影印本	
4.	Copy of Employees Compensation Insurance / Public Liability / Contractor All Risks Insurance Coverage 勞工保險 / 公眾責任保險 / 承辦商全險保單副本	
5.	Copy of HK Company Business Account (with Company Name and Account No.) 香港公司銀行商業賬號副本 (須顯示公司名稱及其賬號)	
6.	Financial Document 財務文件 i) For "Limited Companies": Including but not limited to the company's audited financial reports for the last 3 years 如申請者屬 "有限公司": 包括但不限於貴公司最近3年的已被審核之財務報告 ii) For "Sole Proprietorships / Partnerships": Including but not limited to the company's tax return and statement of financial position (or balance sheet), together with the supplemental information (IF ANY) such as bank's recommended letter of credit, proof of company's credit amount letter, etc. 如申請者屬 "獨資經營 / 合夥業務": 包括但不限於貴公司最近3年的報稅表及資產負債表, 並同時附上相關的補充資料 (如有), 譬如往來銀行的推薦信, 或公司信貸金額證明文件等等	
7.	Name Card (2 pcs) of the contact persons of the applicant 聯絡人名片 (2 張)	
The following document (if available) should be submitted for assessment 下列文件(如有)提交作為評審用途:		
1.	Company Profile & Organization Chart 公司簡歷書及公司架構圖表	
2.	Copy of Licences / Permits / Certificates of relevant trades in compliance with ordinances / regulations (Subject to Individual Trade) 符合行業相關法例及規定之牌照/許可證/證書影印本(依照個別行業所須)	
3.	Past / Existing Major Clients List / Job Reference / Written Appreciation (Please indicate respective client name, contact person, goods services provided & contract sum) 過往 / 現時主要客戶資料 / 工程參考之證明文件 / 嘉許狀 (請提供客戶名稱、聯絡人及主要提供之貨品服務及合約總值)	
4.	Copies of Quality Management System / Environmental Management System Certificates, Environment Strategy and Policy 品質管理系統副本 / 環保管理系統證書副本及環保政策	
5.	Product Catalogue 產品目錄	
6.	Copies of ISO 45001 Certificates / OSH Star Enterprise, Safety Management Manual & F&IUSMS Audit Report 職業健康與安全管理系統證書 / 職安健星級企業證書副本、安全管理系統及安全審核報告	
7.	Safety Management Plan (Applicable to Tech-related Contractors, Cleaning Contractors and non-technical contractors involved high risk works) 安全管理手冊 (適用於工程承辦商、清潔承辦商及涉及高危工作的非工程承辦商)	

Please answer the following questions in good faith by putting a tick "✓" in the appropriate boxes:

請如實作答，並在下列問題旁適當方格內加上剔號

Yes No

有 否

1. Any early termination of contract by your customers in the past 2 years? 於最近兩年內，有沒有被客戶提前終止合約？

If yes, please state the no. of cases and the reason(s) for early termination: 如有，請列明次數及原因：

Yes No

有 否

2. Any accident case happened in the past 12 month? 最近12個月內，履行合約期間，有沒有意外發生？

If yes, please state the no. of cases and the cases information in brief: 如有，請列明次數及意外的原因：

3. Any legal litigation relating to the violation of the Labour Ordinance in the past 12 months?

於最近12個月內，有沒有因違反勞工條例而被訴訟？

If yes, please state the no. of cases: 如有，請列明次數：

4. Any criminal and / or civil prosecution recorded? 有沒有任何刑事及 / 或民事訴訟記錄？

If yes, please state in brief: 如有，請詳細列明：

本公司奉行遵守香港法律並同意遵守有關法例、附屬法例及香港特別行政區政府部門不時發出之守則（包括及不限於勞工處、商業登記處和消防處）。

本人證實本人為此承辦商簡介表所提供資料全屬正確、無誤及完全。本人明白如有任何虛假陳述，貴集團公司有權拒絕本公司的申請 / 或將本公司從合資格承辦商記錄中移除。

Our Company has all the times been in compliance with the laws of Hong Kong and our Company shall comply with all applicable legislation and subsidiary legislation of Hong Kong and code of practice as may be issued by the government departments of HKSAR from time to time including but not limited to Labour Department, Business Registration Department and Fire Services Department.

I hereby declare and warrant that the information submitted in relation to this Contractor Information Form is true, correct and complete. I understand that the Group Companies reserve the right to disqualify our application and / or suspend us from the Approved Contractor List if any false or misleading information that relates to this application was provided.

SUPPLIER CODE OF CONDUCT 供應商行為守則

Nan Fung Property Management (“NFPM”) is committed to corporate sustainability and to embed sustainable practices and concerns into its supply chain management process. This Supplier Code of Conduct (“Code”) outlines the basic standards for NFPM’s suppliers, including contractors, sub-contractors and service providers (“Suppliers”). All Suppliers, including their employees and suppliers/ sub-contractors, are required to comply with this Code when conducting business with NFPM. Any violations of this Code shall be considered a breach of contract by the supplier and may result in immediate termination of the contract and/or legal action to be taken by NFPM.

NFPM will review this Code on a regular basis and will make revisions where necessary.

南豐物業管理致力推動企業可持續發展，並將可持續發展的實踐和關注項融入供應鏈管理流程。本《供應商行為守則》（「守則」），概述對其供應商包括承辦商、分包商及服務供應商（「供應商」）的基本要求。所有與南豐物業管理合作的供應商，當中包括其僱員及承辦商，必須恪守及執行此守則。如供應商有任何違反此守則的行為或情況，該供應商將會被視為違約論，我們或即時終止合約及或採取法律行動。

南豐物業管理會定期檢討本守則，有需要時會作出修訂。

1. Compliance with Legal Requirements 遵守法例及法規

Suppliers shall comply with all applicable laws and regulation in areas where they operate.

供應商須遵守運作地方所有適用的法例及法規。

2. Ethical Conduct 道德操守

Suppliers shall operate with the highest ethical standards and shall not be involved in any form of corruption, collusion, extortion, fraud, bribery, false declarations or counterfeiting. In addition, Suppliers shall promptly report any actual or suspected violations of law or this Code by any employee or agent acting on behalf of the Suppliers or NFPM. Suppliers shall protect confidentially of the whistleblower and prohibit retaliation.

供應商應奉行最高水平的道德標準，並不應參與任何形式之貪污、勾結、勒索、欺詐、賄賂、虛假聲明或偽造行為。此外，供應商如發現任何代表其或南豐物業管理行事的僱員或代理人有任何實際或涉嫌違反法律或本守則的行為，應立時報告。供應商須保障舉報者私隱，並禁止任何報復行徑。

3. Intellectual Property, Data Privacy and Confidentiality 知識產權、保密及資料隱私

Suppliers shall comply all applicable intellectual property rights, data privacy laws and regulations. Suppliers are encouraged to formulate policies and procedures to prevent leakage of confidential information.

供應商須遵守所有適用的知識產權、保密及資料隱私法例及法規。供應商應制定政策及程序以防保密資料外洩。

4. Forced Labour and Child Labour 強制勞工及童工

Suppliers and their sub-contractors shall not use forced labour in any form or employ any persons under the minimum employment age stipulated in laws and regulations.

供應商及其承辦商不得僱用任何形式的強制勞工及任何未滿法例及法規所訂最低就業年齡之童工。

5. Working hours and Compensation 工時及薪酬

Suppliers shall comply with all applicable laws and regulations on working hours, rest days and holidays, and provide their employees at least the local statutory minimum wages and benefits. Suppliers shall ensure the weekly working hours of their employees must not exceed maximums set by laws and regulations.

供應商須遵守所有適用的工時、休假及假期相關法例及法規，並為僱員提供不低於法定最低工資和福利。供應商亦須確保其僱員每週的工作時數不得超過法例及法規所訂之上限。

6. Workplace Health and Safety 工作間健康及安全

Suppliers shall comply with all applicable occupational health and safety laws and regulations. Suppliers are advised to implement an effective safety management system with health and safety procedures in place to provide a clean, safe, healthy and risk-free workplace for their employees and workers. Appropriate health and safety training are also encouraged to be provided.

供應商須遵守所有適用的職業安全健康法例及法規。我們建議供應商實施有效的安全管理系統和健康及安全程序，為其僱員及工作人員提供整潔、安全、健康及零風險之工作環境。同時，亦鼓勵供應商向員工提供適當的健康及安全培訓。

7. Discrimination and Rights 歧視及權利

Suppliers shall respect the human rights of their employees. All employees of the suppliers shall not be subjected to discrimination in hiring, compensation or discipline on the basis of gender, age, religion, race, sexual orientation, disability, disease, marital status, pregnancy or political affiliation. All employees of the suppliers must be treated with respect and dignity. Suppliers are expected to maintain a workplace free of sexual, psychological or verbal abuse or harassment.

供應商應尊重其僱員的人權。所有僱員不應因性別、年齡、宗教信仰、種族、性傾向、殘障、疾病、婚姻狀況、懷孕或政治聯繫，而於招聘、報酬、和紀律上受到歧視。供應商的所有僱員應當受到尊重及善待。供應商應致力維持一個無性騷擾、心理或語言騷擾的工作間。

8. Environmental Conservation 保護環境

Suppliers shall comply with all applicable environmental laws and regulations. In addition, Suppliers are encouraged to adopt measures to continually improve environmental performance across their operations, such as greenhouse gas emissions reduction, use of renewable resources and proper treatment of discharge, etc.

供應商須遵守所有適用的環境法例及法規。此外，我們鼓勵供應商採用環保措施，以確保營運過程中持續提升環境表現，如減少溫室氣體排放、使用可再生資源及適當處理污染物等。

9. Community Engagement 聯繫社區

Suppliers are encouraged to engage with the communities in which they operate. NFPM encourages Suppliers to promote and contribute to the sustainable development of those communities.

我們鼓勵供應商與其經營所在地社區緊密聯繫，並促進其社區的可持續發展，並在這方面作出貢獻。

10. Communication of this Code 傳達本守則

Suppliers are encouraged to communicate with employees on their rights and responsibilities to uphold this Code.

我們鼓勵供應商向其僱員傳達本守則中有關他們推行本守則的權利及責任。

11. Disclosure 披露

Suppliers are encouraged to demonstrate their commitments and performance through Environmental, Social and Governance (ESG) reporting and to integrate ESG practices into their business practices.

我們鼓勵供應商透過環境、社會及管治報告，展示其相關承諾和表現，並把環境、社會及管治的元素融入公司的營運當中。

12. Documentation and Inspection 文件存檔備查

Suppliers shall maintain records of all documentation necessary to demonstrate their compliance with this Code and the applicable laws and regulations, and provide NFPM or its designated third-party(ies) access to these records for inspection upon request.

供應商應備存所有證明其遵守本守則及適用法例及法規的必要文件資料，並須應其要求，讓南豐物業管理或其指定的第三方查閱該等資料。

I/ We hereby declare and confirm that the information submitted is true and genuine. I am/ We are in full compliance to the Supplier Code of Conduct as stated in this application form. I/ We will also inform NFPM of any involvement in major social controversies, fines or settlement related to subcontractor/ supplier activities.

特此聲明本人/ 我們所申報之資料全屬真實。本人/ 我們承諾恪守及執行此申請表所列明之供應商守則，並承諾會儘快知會南豐物業管理若本公司或本公司的承辦商活動牽涉任何的社會糾紛，罰款或訴訟。

I/ We confirm that I have completed and submitted the required documents. I understand if the information provided is incomplete or there are discrepancies in the information provided, I/ we will be requested to give an explanation or provide supplementary information, in which case the processing time will be longer.

本人/ 我們確認已填妥並遞交所需文件。本人/ 我們明白如所提供資料有所缺漏或歧異，將被要求作出解釋或提供補充資料，而申請的審批時間會因而延長。

Signature & Company Chop
簽署及公司印鑑

Date 日期

NATURE OF BUSINESS 營業性質

FOR REFERENCE ONLY 此列表只供參考，不需要填寫及遞交

TRADE CODE 交易編號 (第一級別)	SUB-TRADE CODE 交易編號 (第二級別)
1 保安 / 護衛服務	1-1 保安護衛服務
	1-2 保安通訊設備
2 清潔設施 / 項目	2-1 清潔服務
	2-2 清運泥頭
	2-3 滅蟲服務
	2-4 餵水清運
	2-5 清潔物料 / 器械供應商
	2-6 衛生設備供應商
	2-7 沙包供應商
	2-8 膠袋供應商
	2-9 環保回收 (包括五金、廢紙、舊衣、膠樽等)
	2-10 雲石保養服務
	2-11 清洗水缸
3 康樂活動 / 設備	3-1 美術設計
	3-2 節日裝飾項目
	3-3 紀念品製作
	3-4 體育及康樂設備
	3-5 廣告指示牌製作
	3-6 推廣活動
	3-7 戶外音響 / 燈光安裝
	3-8 室內裝飾 / 設備供應商
	3-9 舞獅表演
	3-10 興趣班
4 停車場系統 / 設備	4-1 停車場自動系統 / 收費裝置
	4-2 停車場設備及物品供應商
	4-3 玻璃纖維更亭
5 制服縫製	5-1 制服縫製
6 帆布帳篷 / 地氈供應	6-1 帆布帳篷
	6-2 地氈供應
	6-3 窗簾供應
7 寫字樓文儀	7-1 文具 / 文儀供應商
	7-2 電腦供應商
	7-3 收銀機供應商
	7-4 微型菲林
	7-5 印務
	7-6 傢俱供應商

TRADE CODE (LEVEL 1) 交易編號 (第一級別)	TRADE CODE (LEVEL 2) 交易編號 (第二級別)
8 運輸服務	8-1 邨巴服務
	8-2 客貨車租賃服務
	8-3 速遞服務
9 冷氣工程	9-1 冷氣製凍系統 (Chiller Plant) 安裝 / 維修 / 保養工程
	9-2 通風及冷氣系統安裝 / 維修 / 保養工程
	9-3 通風及冷氣零件供應商
	9-4 冷凍水質測試 / 化驗
10 消防工程	10-1 消防年檢 / 保養 / 安裝 / 維修工程
	10-2 消防器材供應商
11 水務工程 / 設備	11-1 水喉及水泵安裝 / 維修 / 保養工程
	11-2 水喉 / 潔具 / 水泵供應商
	11-3 污水處理 / 隔油池清理服務
12 電力工程	12-1 電力系統 加改 / 裝置 / 測試 / 保養 工程
	12-2 發電機維修 / 保養工程
	12-3 避雷系統維修 / 保養工程
	12-4 電氣材料供應商
13 修葺 / 翻新 / 加建工程	13-1 修葺 / 裝修工程
	13-2 翻新 / 加建工程
14 鐵器 / 捲閘 / 窗框 / 玻璃 / 木器工程	14-1 鐵器 / 捲閘工程
	14-2 鋁窗 / 鋼窗 / 玻璃工程
	14-3 木門/木櫃/木傢俱/木器工程
15 防水工程	15-1 防水 / 代理防水材料
	15-2 地台防滑護面工程
16 游泳池工程	16-1 游泳照明設計 / 安裝
	16-2 游泳池維修 / 保養工程
17 升降機 / 扶手梯保養工程	17-1 升降機 / 扶手梯維修 / 保養工程
	17-2 升降機 / 扶手梯零件供應商
18 防盜 / 電子設備工程	18-1 特低電壓(例如公共天線系統CABD, 衛星電視共用天線系統SMATV, 等) 系統安裝 / 維修 / 保養工程
	18-2 防盜系統 (例如閉路電視系統, 門禁系統等) 安裝 / 維修 / 保養工程
	18-3 屋宇裝備管理系統 (BMS) 安裝 / 維修 / 保養工程
19 專業顧問 / 測試	19-1 建築 / 岩土工程
	19-2 屋宇裝備 (B.S.) 及檢測 顧問
	19-3 專業測試 (例如空氣檢測IAQ, 食水檢測等)
	19-4 保險顧問
	19-5 會計/核數服務
	19-6 法律諮詢服務
	19-7 高空棚架 / 組合式金屬架 / 起重裝置檢查

TRADE CODE (LEVEL 1) 交易編號 (第一級別)	TRADE CODE (LEVEL 2) 交易編號 (第二級別)
20 高空備工程	20-1 吊船裝備/ 保養懸空起重 / 吊運工程
	20-2 高空棚架搭建
	20-3 組合式金屬架搭建
	20-4 懸空起重 / 吊運工程
21 維修物料供應商	21-1 五金及建築材料
	21-2 燈具及電燈材料
	21-3 油漆及化學原料
	21-4 安全設備
22 園藝	22-1 園藝供應及保養
	22-2 園藝設計
	22-3 樹藝師
99 其他什項	99-1 一般項目