



**NAN FUNG GROUP – PROPERTY MANAGEMENT DEPARTMENT
APPROVED SUPPLIERS / CONTRACTORS APPLICATION 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 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 quotation / tender invitations. The company and/or personal data you provided by means of this form may be disclosed to other subsidiary companies within the group. Under the Personal Data (Privacy) Ordinance, you have the right to request access to, and to request correction of, your personal data in relation to your application. If you wish to exercise these rights, please submit a written request to our company.

Security measures will be implemented to ensure the protection of your personal data and prevent unauthorized access, use, or disclosure. Personal data will be retained only for as long as necessary to fulfil the purposes for which it was collected, after which it will be securely destroyed. If you have any concerns or require further information, please do not hesitate to contact us.

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）考慮閣下申請為認可承辦商 / 供應商所用，以便日後向已登記的承辦商 / 供應商發出招標邀請。本公司可能向其他附屬公司披露填報在此表格內的公司或/及個人資料。根據《個人資料（私隱）條例》，閣下有權要求查閱及改正申請表上所填報的個人資料。如閣下欲行使這項權利，請以書面方式向本公司提出申請。

本公司將採取安全措施保障閣下的個人資料，防止未經授權的存取、使用或披露。個人資料僅會在實現收集目的所需的時間內保留，其後將安全銷毀。如有任何疑問或需進一步資料，歡迎隨時與我們聯絡。

2. Application Submission 遞交申請

- Please submit your Application Form together with relevant documentation to the following address:
已填妥之申請表連同有關文件遞交至：

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

- 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。
- For any changes to the information provided, please inform our Property Management in writing as soon as possible.
所有資料如有任何更改，請盡快以書面通知物業管理部。

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。

All Fields must be completed. Otherwise the application will not be considered
所有空格必須填寫，否則申請不被考慮

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

Part I GENERAL INFORMATION 一般資料			
Company Name 公司名稱			
English			
中文			
Payee Name 收款人名稱 (if different from Company Name 如與公司名稱不同)			
English			
中文			
Registered Office Address 公司註冊地址 (On Business Registration 商業登記資料)			
English			
中文			
Correspondence Address 通訊地址 (if different from the Address stated above 如與註冊地址不同)			
English			
中文			
Contact Information 聯絡資料			
Contact Person 姓名		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	
E-mail for receiving Tender 收取標書之電郵			
Company Website 公司網址			
Part II COMPANY BACKGROUND 公司資料			
Year of Establishment 成立日期			
Nature of Business 營業性質			
<input type="checkbox"/> Limited Company 有限公司 <input type="checkbox"/> Sole Proprietorship 獨資 <input type="checkbox"/> Partnership 合夥 <input type="checkbox"/> Others 其他:			
Name of Group/ Parent Company (Applicable to subsidiary company) 所屬公司/集團名稱 (只適用於附屬機構)		English	
		中文	
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)			
1)	2)	3)	
4)	5)	6)	
Unlimited Company 無限公司			
List of Directors / Proprietors / Partners 董事 / 持有人 / 合伙人名單 (pls delete as appropriate, 請將不適用的刪去)			
1)	2)	3)	
4)	5)	6)	
History of Company Name Change 公司轉名紀錄 (if applicable, 如適用)			
Previous Name 轉名前名稱		English	
		中文	
Year of Change 轉名年份			
No. of Full Time Employee 全職僱員人數			

Valid Licence / Certificate of Relevant Trades 專業牌照/證書

Previously provided services to our Group? Please specify the services if any.

曾否提供服務予本集團? 如有，請說明服務內容。

Has any Parent company / Branch / Subsidiary or Related Company been registered in our Group's Approved Suppliers / Contractors? Please specify the company name(s) and relationship if any.

是否曾有任何母公司 / 分公司 / 子公司或關聯公司已登記成為本集團的認可供應商/承辦商? 如有，請提供公司名稱及所屬關係。

Part III NATURE OF BUSINESS 營業性質Please indicate the services / products you want to provide to Nan Fung Group by filling in the related **Trade Code and Description*** in the table below.

請在以下表內列出閣下希望為南豐集團提供之服務 / 產品之有關交易編號及種類*。

***Note 備註:**1. Please refer to Appendix 1 for the details of Trade Code and Description

有關交易編號及種類，請參閱附件一

2. **Application for the respective Trade Code(s) will not be processed until the following documentation have been received** 如未能提供以下文件，本集團不會處理該項交易編號申請

- Trade-related certificates / documents (if applicable)
行業相關之證書 (如適用)
- Job references e.g. Purchase Order from other clients, product catalogue and details of work photograph under separated cover.

請另附上工作參考: 例如相關的客戶訂購單、產品一覽表及工作資料的相片。

Trade Code 交易編號**Description 種類**

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 有	No 否										
1	Any early termination of contract by your customers in the past 24 months? If yes, please state the no. of cases and the reason(s) for early termination. 於最近24個月內，有沒有被客戶提前終止合約？如有，請列明次數及原因： _____	<input type="checkbox"/>	<input type="checkbox"/>										
2	Any accident case happened in the past 12 months? If yes, please state the no. of cases and the cases information in brief. 於最近12個月內，履行合約期間，有沒有意外發生？如有，請列明次數及意外的原因： _____	<input type="checkbox"/>	<input type="checkbox"/>										
3	Any fatal accidents happened in the past 24 months? If yes, please state the no. of cases and the cases information in brief. 於最近24個月內，有沒有發生任何的致命事故？如有，請列明次數及意外的原因： _____	<input type="checkbox"/>	<input type="checkbox"/>										
4	Any charges for violating safety regulation in the past 24 months? If yes, please state the no. of cases and the cases information in brief. 於最近的24個月內，有沒有被控違反安全條例？如有，請列明次數及意外的原因： _____	<input type="checkbox"/>	<input type="checkbox"/>										
5	Any legal litigation relating to the violation of the Labour Ordinance in the past 12 months? If yes, please state the no. of cases. 於最近12個月內，有沒有因違反勞工條例而被訴訟？如有，請列明次數： _____	<input type="checkbox"/>	<input type="checkbox"/>										
6	Any criminal and / or civil prosecution recorded? If yes, please state in brief. 有沒有任何刑事及 / 或民事訴訟記錄？如有，請詳細列明： _____	<input type="checkbox"/>	<input type="checkbox"/>										
7	Any "OSH Star Enterprise Schemes" certificate issued by Occupational Safety & Health Council? (if applicable). 有沒有職業安全健康局發出的「職安健星級企業」證書 (如適用) _____	<input type="checkbox"/>	<input type="checkbox"/>										
8	<p>Any registered auditor(s) / registered safety officer(s) / safety supervisor(s)? 有沒有僱用註冊安全審核員 / 註冊安全主任 / 安全督導員？</p> <p><input type="checkbox"/> Yes 有 (If yes, please state the no. of employees. 如有，請列明僱用人數。)</p> <table border="0"> <tr> <td><input type="checkbox"/> Registered Auditor 註冊安全審核員</td> <td>No. of Employee(s) 人數：</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Registered Safety Officer 註冊安全主任</td> <td>No. of Employee(s) 人數：</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Safety Supervisor 安全督導員</td> <td>No. of Employee(s) 人數：</td> <td>_____</td> </tr> </table> <p><input type="checkbox"/> No 沒有</p>		<input type="checkbox"/> Registered Auditor 註冊安全審核員	No. of Employee(s) 人數：	_____	<input type="checkbox"/> Registered Safety Officer 註冊安全主任	No. of Employee(s) 人數：	_____	<input type="checkbox"/> Safety Supervisor 安全督導員	No. of Employee(s) 人數：	_____		
<input type="checkbox"/> Registered Auditor 註冊安全審核員	No. of Employee(s) 人數：	_____											
<input type="checkbox"/> Registered Safety Officer 註冊安全主任	No. of Employee(s) 人數：	_____											
<input type="checkbox"/> Safety Supervisor 安全督導員	No. of Employee(s) 人數：	_____											

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.

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）。

I / We hereby declare and warrant that the information submitted in relation to this Application Form is true, correct and complete. I/ We understand that the Group Companies reserve the right to disqualify our application and / or suspend us from the Approved Supplier / Contractor List if any false or misleading information that related to this application is provided. I/ We understand that the Group Companies reserves the right to review our company status as Registered Supplier / Contractor in the light of any new information that may affect such status and suspend our company from Approved Supplier / Contractor List at any time without prior notice and without compensation.

本人/ 我們證實此申請表所提供資料全屬正確、無誤及完全。本人/ 我們明白如有任何虛假陳述，貴集團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。此外，本人/ 我們明白任何有可能影響本公司資格的新資料，亦會作為貴集團用作對本公司資格的評審依據。貴集團有權隨時將本公司從合資格承辦商名單移除，而事前無須作出通知和賠償。

I / We are in full compliance all the statements stipulated in the Notes / Appendix of this application form . I / We will also inform NFPM of any involvement in major social controversies, fines or settlement related to subcontractor/ supplier activities.

本人/ 我們同意並承諾遵守及執行此申請表所列明之所有備註或附頁中的條款及聲明，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。

Authorized Signature:

授權人簽署：

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：

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： _____

I / We undertake to inform Nan Fung Group in writing immediately should there be any changes of the above declaration in the future.

本人 / 我等保證上述聲明將來如有任何變更時，將立即以書面通知南豐集團。

Authorized Signature:

授權人簽署：

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。

SUSTAINABILITY ASSESSMENT FORM

可持續發展評估表格

All Fields must be completed. Otherwise the application will not be considered
所有空格必須填寫，否則申請不被考慮

Part I GENERAL INFORMATION 一般資料

Company Name (CHI) 公司名稱 (中文)	
Company Name (ENG) 公司名稱 (英文)	
Company Address 公司地址	
Contact Person 聯絡人姓名	
Title 職銜	
Tel. No. 電話	
E-mail 電郵	

Part II ENVIRONMENT 環境

2.1	<p>Does your company have a clear environmental policy? If yes, please provide details. 公司有沒有明確的環保政策? 如有，請提供詳情。</p> <p><input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有</p> <p>_____</p>
2.2	<p>Does your company establish mechanisms to track, report and manage the environmental performance? If yes, please provide details. 公司有沒有制定機制追蹤、匯報和管理公司的環境表現? 如有，請提供詳情。</p> <p><input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有</p> <p>_____</p>
2.3	<p>Does your company set emission reduction targets? If yes, please provide details. 公司有沒有制定減排目標? 如有，請提供詳情。</p> <p><input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有</p> <p>_____</p>
2.4	<p>Does your company implement energy saving or waste reduction measures (such as purchasing eco- friendly products, high energy efficiency products/ materials)? If yes, please provide details. 公司有沒有實施節能或減廢措施 (如採購環保、高能源效益的產品/物料)? 如有，請提供詳情。</p> <p><input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有</p> <p>_____</p>

2.5	<p>Does your company collaborate with communities or organizations to promote environmental projects? If yes, please provide details.</p> <p>公司有沒有與社區或組織合作，推動環境保護項目? 如有，請提供詳情。</p> <p><input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有</p> <p>_____</p>
2.6	<p>Does your company implement environmental measures in transportation or logistics? If yes, please provide details.</p> <p>公司有沒有在運輸或物流方面採取了環保措施? 如有，請提供詳情。</p> <p><input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有</p> <p>_____</p>
2.7	<p>Does your company ensure the environmental performance of supply chain meets its standards? If yes, please provide details.</p> <p>公司有沒有確保其供應鏈的環境表現符合其標準? 如有，請提供詳情。</p> <p><input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有</p> <p>_____</p>
2.8	<p>Does your company obtain any environmental certifications (e.g. ISO 14001, FSC/PEFC, Hong Kong Green Organization, Hong Kong Eco-Label Program, Construction Industry Council Green Product Certification G-Pass)? If yes, please provide details. 公司有沒有獲得任何環保認證 (如: ISO 14001、FSC/PEFC、香港綠色機構、香港環保標籤計劃、建造業議會綠色產品認證 G-Pass)? 如有，請提供詳情。</p> <p><input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有</p> <p>_____</p>

Part III SOCIAL 社會

3.1	<p>Does your company comply with government policies regarding equal opportunity? If your company establish relevant policies, please provide details.</p> <p>公司有否遵從政府關於平等機會的政策? 如公司有另外制定相關政策，請提供詳情。</p> <p><input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有</p> <p>_____</p>
3.2	<p>Does your company comply with government policies regarding illegal labour and child labour? If your company establish relevant policies, please provide details.</p> <p>公司有否遵從政府關於非法勞工和童工的政策? 如公司有另外制定相關政策，請提供詳情。</p> <p><input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有</p> <p>_____</p>

3.3	<p>Does your company establish an occupational safety and health policy? If yes, please provide details. 公司有否制定職業安全及健康政策? 如有，請提供詳情。</p> <p><input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有</p> <p>_____</p>
3.4	<p>Does your company establish a compensation mechanism and employee evaluation system? If yes, please provide details. 公司有否制定薪酬機制及員工考核制度? 如有，請提供詳情。</p> <p><input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有</p> <p>_____</p>
3.5	<p>Does your company provide employee benefits that exceed the Employment Ordinance (such as family-friendly employment measures)? If yes, please provide details. 公司有否提供高於《僱傭條例》的員工福利措施 (如: 家庭友善僱傭措施)? 如有，請提供詳情。</p> <p><input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有</p> <p>_____</p>
3.6	<p>Does your company arrange regular training for employees? If yes, please provide details. 公司有沒有安排對員工進行定期培訓? 如有，請提供詳情。</p> <p><input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有</p> <p>_____</p>
3.7	<p>Does your company support or participate in corporate social responsibility projects (such as employee volunteer teams or community service projects)? If yes, please provide details. 公司有沒有支持或參與企業社會責任項目(如: 義工隊、社區服務項目)? 如有，請提供詳情。</p> <p><input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有</p> <p>_____</p>
3.8	<p>Does your company establish a supply chain monitoring policy or system to ensure suppliers/contractors meet ethical and social requirements? If yes, please provide details. 公司有沒有制定供應鏈監察政策或系統，以確保其供應商/承辦商符合道德及社會要求? 如有，請提供詳情。</p> <p><input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有</p> <p>_____</p>

Part IV GOVERNANCE 管治

4.1	<p>Does your company have a transparent corporate governance structure that clearly defines the roles of the board of directors, committees and the management team? If yes, please provide details. 公司是否有透明的公司治理架構，明確界定董事會、委員會和管理團隊的角色? 如有，請提供詳情。</p> <p><input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有</p> <p>_____</p>
4.2	<p>Does your company comply with government policies regarding anti-corruption and anti-bribery? If your company establish relevant policies, please provide details. 公司有否遵從政府關於反貪污和反賄賂的政策? 如公司有另外制定相關政策，請提供詳情。</p> <p><input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有</p> <p>_____</p>
4.3	<p>Does your company establish a code of conduct for employees and its suppliers/contractors? If yes, please provide details. 公司有否為員工和其供應商/承辦商制定行為守則? 如有，請提供詳情。</p> <p><input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有</p> <p>_____</p>
4.4	<p>Does your company provide onboarding and regular training for employees on anti-corruption, anti-bribery, anti-money laundering, and the code of conduct? If yes, please provide details. 公司有否為員工安排關於反貪污、反賄賂、反洗黑錢及行為守則的入職培訓和定期培訓? 如有，請提供詳情。</p> <p><input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有</p> <p>_____</p>
4.5	<p>Does your company have a grievance mechanism for employees and suppliers/contractors to file complaints? If yes, please provide details. 公司是否有申訴機制讓員工和供應商或承辦商提出投訴? 如有，請提供詳情。</p> <p><input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有</p> <p>_____</p>
4.6	<p>Does your company have an internal audit mechanism and risk management system to identify, assess, and take measures to manage environmental, social, and governance risks in its operations? If yes, please provide details. 公司有沒有內部審計機制和風險管理系統，以識別、評估和採取措施以管理在營運中的環境、社會及管治風險? 如有，請提供詳情。</p> <p><input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有</p> <p>_____</p>

4.7	<p>Does your company report its sustainability performance and progress to stakeholders? If yes, please provide details.</p> <p>公司有否向持份者報告其可持續發展的績效和進度? 如有，請提供詳情。</p> <p><input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有</p> <p>_____</p>
4.8	<p>Does your company encourage innovation among employees and the supply chain to promote sustainability? If yes, please provide details.</p> <p>公司有否鼓勵員工和供應鏈創新以推動可持續發展? 如有，請提供詳情。</p> <p><input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有</p> <p>_____</p>

Mandatory documents to be submitted (Application will not be considered without submission) 必須遞交文件 (如未能提交，申請將不獲考慮)		Checklist (✓/NA)
1.	Copy of Business Registration Certificate 商業登記證副本	
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 Annual Return (NAR1) (Applicable to Limited Company) 周年申報表 (適用於有限公司)	
4.	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)	
5.	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	
6.	Financial documents in last 2 years 最近2年的財務文件： i) For Limited Company: Audited Financial Reports 適用於有限公司:已被審核的財務報報告 ii) For Sole Proprietorships/ Partnerships: Profit and Lost Statement (P&L) or Balance Sheet 適用於獨資經營或合夥業務: 損益表或資產負債表 若供應商 / 承辦商成立年期不足 2 年而無法提供以上財務文件進行評核，可被視作臨時供應商 / 承辦商。但於成立年期滿 2 年後亦需補交相關財務文件作重新評估，如不合格者則會從供應商 / 承辦商名冊中除名	
7.	Past / Existing Major Clients List / Job Reference / Written Appreciation 過往 / 現時主要客戶資料 / 工程參考之證明文件 / 嘉許狀	
8.	Company Profile & Organization Chart 公司簡歷書及公司架構圖表	
9.	Name Card of the Contact Person 聯絡人名片	
The following documents are also included in the evaluation criteria, if available, shall be submitted for assessment. 下列文件亦納入評分標準，如有，亦請提交作為評審用途		
1.	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/ 證書副本(依照個別行業所須)	
2.	Copies of Quality Management System / Environmental Management System Certificates, Environment Strategy and Policy 品質管理系統副本 / 可持續發展認證副本及可持續發展政策	
3.	Copies of ISO 45001 Certificates / OSH Star Enterprise, Safety Management Manual & F&IUSMS Audit Report 職業健康安全管理系統認證 / 職安健星級企業證書副本、安全管理系統及安全審核報告	
4.	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)	
5.	Catalogue 產品目錄	

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
	1-3 保安物料
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 / 系統 / 服務供應商
	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
	2-12 環保回收系統
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 會所 / 泳池設備
	3-6 廣告 / 指示牌製作
	3-7 水牌設計 / 供應 / 費用
	3-8 推廣活動
	3-9 戶外音響 / 燈光安裝
	3-10 室內裝飾 / 設備供應商
	3-11 舞獅表演
	3-12 興趣班
	3-13 報紙雜誌供應商
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
	4-4 單車自動泊車系統物料 / 安裝 / 維修 / 保養
5 制服項目	5-1 員工服飾 / 裝備
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

TRADE CODE 交易編號 (第一級別)	SUB-TRADE CODE 交易編號 (第二級別)
7 寫字樓文儀	7-1 文具 / 文儀供應商
	7-2 電腦 / 電器供應商
	7-3 收銀機供應商
	7-4 印刷服務
	7-5 傢俱供應商
	7-6 水機租借 / 安裝 / 維修 / 保養
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
	8-4 搬運服務
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
	9-5 防火閘安裝 / 維修 / 保養工程
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
	11-4 高壓通渠 / CCTV 照渠 / 吸缸吸井服務
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 防水安裝 / 維修工程
	15-3 地台防滑護面工程
16 游泳池 / 水景池工程	16-1 游泳池維修 / 保養工程
	16-2 水景池保養工程
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

TRADE CODE 交易編號 (第一級別)	SUB-TRADE CODE 交易編號 (第二級別)
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 / 岩土工程顧問
	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 專業顧問 / 測試 (測試儀器供應 / 檢查 / 維修 / 保養)
	19-5 專業顧問 / 測試 (BIM 服務供應商)
	19-6 專業顧問 / 測試保險顧問
	19-7 專業顧問 / 測試 (會計 / 核數服務)
	19-8 專業顧問 / 測試法律諮詢服務
	19-9 噪音評估工程
20 高空設備工程	20-1 吊船裝備/ 保養懸空起重 / 吊運工程
	20-2 高空棚架搭建 / 維修 / 檢查
	20-3 組合式金屬架搭建 / 維修/ 檢查/ 租賃
	20-4 起重裝置搭建 / 維修/ 檢查/ 租賃
	20-5 升降台檢查 / 維修/ 租賃
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 / 服務
22 園藝	22-1 園藝供應及保養
	22-2 園藝設計
	22-3 樹藝師
23 再生能源	23-1 太陽能版物料 / 安裝 / 維修 / 保養
	23-2 太陽能熱水系統物料 / 安裝 / 維修 / 保養
24 影音系統 / 設備	24-1 音響設備物料 / 安裝 / 維修 / 保養
	24-2 電視幕牆物料 / 租賃 / 安裝 / 維修 / 保養
	24-3 電視系統物料 / 租賃 / 安裝 / 維修 / 保養
	24-4 室內燈光系統物料 / 租賃 / 安裝 / 維修 / 保養
	24-5 幕牆燈光系統物料 / 租賃 / 安裝 / 維修 / 保養
	24-6 電話系統維修 / 保養
99 其他什項	99-1 一般項目

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 (“SCoC”) 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 SCoC when conducting business with NFPM. Any violations of this SCoC 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 SCoC 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 SCoC 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. Responsibility 責任

Suppliers should communicate with employees on their rights and responsibilities to uphold this SCoC and adhere to our Sustainable Procurement Policy.

供應商須向其僱員傳達本守則中他們應有的權利及奉行此守則之責任，及遵循本公司的可持續採購政策。

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 SCoC 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。

SUSTAINABLE PROCUREMENT POLICY 可持續採購政策

1. Purpose 目的

With Nan Fung Property Management's (NFPM) "Sustainability Framework 2030" (SF2030), we are committed to achieving the Company's Sustainability Vision - improving the quality of life of all our stakeholders, including employees, customers, business partners, and the wider community, through our focus on "People", "Environment", "Governance" and "Partnership". SF2030 is aligned with United Nations Sustainable Development Goals and echoed Nan Fung Group's sustainability commitment "SEWIT" (Social Cohesion, Environment, Wellness, Innovation, and Technology).

We recognize the importance of integrating environmental and social performance into the procurement decision-making process, striving to reduce the negative environmental and social impacts arising from procurement activities. We adhere to our company's sustainable development principles and are responsibly committed to managing our supply chain. This policy aims to provide sustainable procurement guidelines for all employees involved in procurement decisions.

在南豐物業管理「可持續發展框架2030」下，我們承諾透過重點關注「社群」、「環境」、「管治」和「協作」四大主題，以達致公司可持續發展願景，提昇員工、客戶、業務合作夥伴以至社區等各持份者的生活質素。南豐物業管理「可持續發展框架2030」參照了聯合國可持續發展目標，並配合南豐集團的可持續發展承諾「SEWIT」——社區共融（Social Cohesion）、環境保護（Environment）、全人健康（Wellness）、創新（Innovation）及科技（Technology）。

本公司可持續採購政策的目標是將環境及社會方面的表現納入採購決策過程，致力減少採購活動對環境及社會所產生的負面影響。我們秉持公司的可持續發展方針，致力管理供應鏈。

本政策旨在為所有參與採購決策的員工提供可持續採購指引。

2. Commitment 承諾

2.1 Reducing Carbon Footprint 減少碳足跡

- Carefully consider consumption needs and reduce the procurement of unnecessary products and services. 理性考慮消費需求，減少採購非必要的產品及服務。
- Minimize the use of disposable or single-use products, goods and service. 盡量減少使用即棄的物品。
- Prioritize the procurement of reusable, products made from recycled materials, or biodegradable products. 盡量採購可重複使用、利用回收物料製造或可生物降解的產品。
- Minimize product packaging. 盡量簡化產品的包裝。
- Maximize the application of "3R principles": Reduce, Reuse and Recycle. 盡量應用「3R 原則」，即減少（Reduce）、重用（Reuse）和回收（Recycle）。
- Aggregate orders among Operation Units whenever feasible. 在可行的情況下，集合不同營運單位的訂單。
- Estimate order quantity or establish minimum order quantity whenever feasible. 在可行的情況下，提供預計訂購數量或定立最少訂購數量。
- Procure durable or repairable products whenever possible. 採購耐用及可維修的產品。
- The Headquarters Procurement Team shall, on a regular basis, centrally coordinate procurement orders in accordance with the Comprehensive Tendering Procedure. 總公司採購組將按照綜合招標程序定期統籌採購訂單。

2.2 Responsible and Ethical Sourcing 負責任及符合道德的採購

- Consider the impacts of products and services throughout their life cycle on the environment, climate, water and energy consumption, and society. 考慮產品及服務在整個生命週期對環境、氣候、水和能源消耗及社會造成的負面影響。
- Reduce the procurement of products which are harmful to the environment and society. 減少採購對環境和社會有害的產品。
- Prioritize the procurement of environmentally friendly products that are beneficial to human physical and mental health. 盡量採購環保及有益於人體身心健康的產品。
- Consider potential hazards during consumption of products and use of services. 考慮產品及服務使用過程中的潛在危害。

2.3 Integrating sustainability into supplier / contractor selection and management 將可持續發展原則納入供應商/承辦商的甄選流程及管理

2.3.1 Supplier/contractor shall comply with the following operating conditions 供應商/承辦商須符合以下營運條件:

- Demonstrate a commitment to sustainable development and have sustainable policies in place to prevent and minimize significant environmental impacts, such as air pollution, landfill waste, plastic pollution, food waste and water pollution. . 展現出對可持續發展的承諾，並設有可持續發展政策以減少對環境的嚴重影響，例如空氣污染、堆填區廢物、塑膠污染、廚餘和水污染。
- Uphold sustainability related laws and regulations 遵守與可持續發展相關的法例及法規。

2.3.2 The following operating conditions shall be taken into consideration:

- Carry out local production to minimize logistics footprint. 在當地進行生產以減少物流足跡。
- Hold internationally recognized sustainability certification(s) such as ISO 14001 Environmental Management Systems, ISO 26000 Social Responsibility, ISO 45001 Occupational Health and Safety Management Systems and/or other sustainability certification(s). 持有國際認可的可持續發展認證，例如 ISO 14001 環境管理系統、ISO 26000 社會責任標準、ISO 45001 職業健康與安全管理系統及其他可持續發展認證。
- Comply with international and local laws related to business ethics. 遵守與商業道德相關的國際和本地法律。
- Implement internal governance for prevention of unethical practices. 設有防止不道德行為的內部管治框架。
- Prohibit discrimination and promote labour and human rights. 禁止歧視，並促進勞工權益和人權。
- Provide fair remuneration to employees. 為員工提供合理薪酬。

2.3.3 Integrating sustainability into supplier/contractor management

- Identify and prioritize potential sustainability risks of products and services, and develop an action plan to manage those risks which have significant environmental impacts. 識別採購的產品及服務涉及的可持續發展風險和排定優先次序，並制定行動計劃以管理對環境有重大影響的風險。
- Include sustainability requirements in supplier/contractor contract and evaluate sustainability performance of suppliers/contractors whenever feasible. If non-compliances are identified, corrective actions are required to recommend the suppliers/contractors to address those non-compliances by the suggested completion date. 在供應商/承辦商合約中包含可持續性要求，並在可行的情況下定期評估供應商/承辦商的可持續性表現。如果發現不合規情況，則需要建議供應商/承辦商採取糾正措施，並在建議日期前解決不合規的情況。
- Encourage suppliers/contractors to implement sustainability related measures for sustainable development. 鼓勵供應商/承辦商實施與可持續發展相關的措施以實現可持續發展。

2.4 Striving for continuous improvement in sustainable procurement 致力不斷完善可持續採購

- Regularly review procurement process to incorporate sustainable procurement practices. 定期檢討採購流程，以納入可持續採購做法。
- Communicate the Sustainable Procurement Policy to all employees to raise their awareness on the policy. 向員工傳遞可持續採購政策，提高他們對本政策的認識。
- Share the sustainable procurement policy with suppliers/contractors and collaborate with them for continuous improvement in sustainable procurement. 與供應商/承辦商分享可持續採購政策，並與他們合作以持續改進可持續採購。
- Regularly participate in training and seminars or learning and benchmarking. 定期參加培訓和研討會，以學習和制定基準。

2.5 Supporting local community on sustainable procurement 支持本地社區進行可持續採購

- Support local initiatives and consider community needs, participation, etc. in the sustainable procurement process with reference to local sustainable procurement guidelines if applicable, such as Green Council's Sustainable Procurement Charter in Hong Kong, Environmental Protection Department's Green Procurement Guidelines, etc.. 參考本地可持續採購指南（如適用），例如香港環保促進會的可持續採購約章、環境保護署的環保採購步驟指南等，支持本地舉措並在可持續採購過程中考慮社區需求、參與等因素。

3 Scope of the Policy 適用範圍

All employees involved in the procurement process, including the Headquarters and Operation Units, should adhere to this policy. Sustainability Team will provide support if needed. 所有參與採購過程（包括總公司和營運單位）的人員必須遵守本政策。如有需要，可持續發展組會提供支援。

4 Review of Policy 檢討政策

Sustainability Team will coordinate with internal stakeholders to review this Policy from time to time to ensure it addresses the latest developments in sustainable procurement issues and guidelines and obtain approval from the Steering Committee on Sustainable Development. 可持續發展組將與內部持份者協調，適時檢討本政策，以確保公司遵循可持續採購方面的最新發展和指引，並提呈可持續發展督導委員會作最終審批。

5 Enquiries 查詢

For enquiries about the Policy, please contact Sustainability Team and Procurement Team. 如就本政策有任何查詢，請聯絡可持續發展組和採購組。