

Our Ref :
本局檔號 :**INLAND REVENUE DEPARTMENT**
稅務局**Application Form for Registration as IRD Supplier**
稅務局供應商登記申請書

Please complete this form to apply for registration as supplier of this Department. Incomplete Application Form may not be considered by this Department. Please return the completed application form with the relevant documents to :-

請填妥本申請書以登記成為本局的供應商。如未能提供申請書所需的資料，申請可能不被本局考慮。請將填妥的申請書連同相關文件交回：

Supplies Section
Inland Revenue Department
15/F, Revenue Tower,
5 Gloucester Road,
Wan Chai, Hong Kong

香港灣仔告士打道五號
稅務大樓十五樓
稅務局物料供應組

PART I - DETAILS OF THE COMPANY 第一部 - 公司資料

1.	Name of Company : 公司名稱 :	English (英文)	Chinese (中文)	
2.	Main Office: 總公司 :	Tel. No.:		Fax No.:
		電話號碼 :		圖文傳真號碼 :
	English Address: 英文地址 :			
	Chinese Address: 中文地址 :			
	E-mail (if applicable): 電子郵件(如適用) :			
3.	Nature of business: 業務種類 :			
4.	How long in present business? 經營現今業務多久?			

PART II - ORGANIZATIONS AND STAFF 第二部 - 公司組織及職員資料

1.	Members of Organization: 公司成員 :		
		English Name (英文姓名):	Chinese Name (中文姓名):
(i)	Managing Director: 常務董事 :	*Mr/Miss/Ms 先生/小姐/女士	*Mr/Miss/Ms 先生/小姐/女士

(ii)	Directors: (not more than two names are required): 董事 (不超過兩名) :	*Mr/Miss/Ms 先生/小姐/女士	*Mr/Miss/Ms 先生/小姐/女士	
(iii)	Proprietors: (not more than two names are required): 東主 (不超過兩名) :	*Mr/Miss/Ms 先生/小姐/女士	*Miss/Ms 先生/小姐/女士	
(iv)	Partners: (not more than two names are required): 合夥人 (不超過兩名) :	*Mr/Miss/Ms 先生/小姐/女士	Mr/Miss/Ms 先生/小姐/女士	
2.	Total number of staff employed: 聘用職員總數:			
3.	Persons to contact on matters relating to tenders/contracts: 獲授權回答有關投標 / 合約等問題的負責人 :			
		Name(s) 姓名	Official Capacity 職位	Tel. No. 電話號碼
	*Mr./Miss/Ms. 先生/小姐/女士			
	*Mr./Miss/Ms. 先生/小姐/女士			
	*(Delete where inappropriate) 將不適用者刪去			

PART III - BUSINESS ACTIVITIES AND DOCUMENTS 第三部 - 業務狀況及證明文件

1.	Goods / services which your company can supply: 貴公司所供應的貨品 / 服務 :
	(i) Detailed list of goods / services 詳細列明所供應的貨品 / 服務:

	(ii) 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. 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。	
	(iii) Please attach two sets (for hardcopy) of relevant catalogues and descriptive literature for consideration. 請夾附兩份(如印文本)有關目錄及詳細的說明書，供本署參閱。	
(Note : If space is not sufficient, please use separate sheet) (註：如空位不足，請另外加紙列出)		
2.	Please attach the following documents for reference and record: 請一併寄交下列文件副本各一份，給本署參考和存照：	(For Office Use Only) (此欄祇供有關部門填寫)
	(i) A copy of a valid Business Registration Certificate (BRC). 有效 的商業登記證副本。	
	(ii) A copy of Certificate of Incorporation (for body corporate only e.g. limited company). 公司註冊證書副本(祇適用於法人團體，例如有限公司)。	
	(iii) Company profile and annual report. 公司簡介及年報。	

PART IV – CERTIFICATION 第四部 - 證明

I apply on behalf of the Company to register as an IRD supplier and certify that the information provided from PART I to PART III above is correct and accurate. 本人謹代表上述公司，申請登記為稅務局供應商。並證明第一至第三部所填寫的資料全屬確實無誤。		
	Signature: 簽署:	
	Name in block letters: 姓名(正楷):	
	Designation: 職銜:	
(Space for company chop) (公司印鑑)	Date: 日期:	

NOTES FOR GUIDANCE **備 註**

Purpose of Collection

資料用途

It is voluntary for you to supply the personal data as required by this form. The personal data collected in this form will be used for processing your application. In the absence of such personal data, we may not be able to process your application.

以上資料均是你自願提供的。此表格中所收集的個人資料會用於處理你的申請。如不能提供我們要求的所有資料，我們可能無法處理你的申請。

Transfer of Data

資料轉介

The personal data you provided by means of this form may be disclosed to other government departments or non-government organisations.

本局可能會向其他政府部門或非政府機構披露你填報在此表格內的個人資料。

Access and Correction of Personal Data

索閱及更正個人資料

Except where there is an exemption provided under the Personal Data (Privacy) Ordinance (Cap.486), you have the right to request access to and correction of your personal data. You should send such request in writing to the Supplies Section of our Department located at 15/F, Revenue Tower, 5 Gloucester Road, Wanchai, Hong Kong

除了《個人資料(私隱)條例》(第 486 章)規定的豁免範圍之外，你有權要求查閱及改正你的個人資料。你可向本局物料供應組以書面形式提出有關要求，地址是香港灣仔告士打道 5 號稅務大樓 15 樓。

Enquiries

查詢

If you have other enquiries concerning this application form, please contact the Supplies Section of our Department located at the above-mentioned address or by fax to (852) 2802 4977.

如有其他與此申請書相關的查詢，請透過上述地址或傳真至(852) 2802 4977 與本局物料供應組聯絡。