Our Ref:

納入香港電台通知名單申請表格
Application Form for Inclusion in the RTHK Notification Lists

請詳細填寫本申請表格及交回：
This form should be completed in FULL and returned to :–

九龍旺角道 1 號旺角道壹號商業中心 21 樓
物料供應組
助理物料供應主任(一)收
或電郵至：yipch@rthk.gov.hk

Supplies Office,
21/F, One Mongkok Road Commercial Centre, One Mong Kok Road,
Kowloon
(Attn.: Assistant Supplies Officer (1))
or via email: yipch@rthk.gov.hk

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

1.	公司名稱： Name of Company:
2.	總公司名稱(如有)： Name of Head Office (if any):
3.	地址： Address: 電子郵件 (如適用)： E-mail (if applicable) : 網址 (如適用)： Website (if applicable) : 電話號碼： *Tel. No.:* 圖文傳真號碼： *Fax No.:*
4.	業務種類： Nature of business:
5.	經營現今業務多久？ How long in present business?
6.	#已登記成為 P-card 供應商？ 是 Yes ☐ #Registered as a P-card Supplier? 否 No ☐ 若貴公司希望成為 P-card 供應商，請自行聯絡以下銀行作出申請: To register as a P-card Supplier, please call the hotlines as below for registration: 匯豐銀行(HSBC) : 2969 9888 (按 press 1, 7) 花旗銀行(Citibank) : 2969 9688 (按 press 1, 7)

請在適當空格加上☑ Please tick ☑ as appropriate
P-card = 政府採購卡

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

1.	公司成員： Members of organization: 姓名 Name (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): *請將不適用者刪去 Delete where inappropriate

2.	聘用職員總數： Total number of persons employed:
3.	獲授權回答有關投標／合約／ 報價等問題的負責人： Persons to contact on matters relating to tenders / contracts / quotations: 姓名 *Name(s)* 職位 *Official Capacity* 電話號碼 *Tel. No.*

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或/及服務： Goods or/and services which your company can supply/ provide: (i) 詳細列明所供應的貨品或/及服務，並注明貨品或/及服務的分類, 如 G0301 放大器, 詳情已列於網頁上： Please list the details of goods or/ and services with sub-category number, such as G0301 Amplifier. For detailed information, please refer to the List of Products Categories of Goods and Services for RTHK at RTHK website: (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) 請夾附一份(如印文本)有關目錄及詳細的說明書，供本台參閱。 Please attach one set (for hardcopy) of relevant catalogues and descriptive literature for consideration. （註：如空位不足，請另紙列出） (*Note :* If space is not sufficient, please use separate sheet)

2. 請一併寄交下列文件副本各一份，給本台參考和存照：
Please attach the following documents for reference and record:

(a) 有效的商業登記證。
A copy of a valid Business Registration Certificate.

(b) 公司簡介及年報。
Company profile and annual report.

(c) 公司紀律守則 (如有的話)。
Code of conduct (if any).

第四部 —— 證明 PART IV — CERTIFICATION

本人謹代表上述公司，申請納入香港電台通知名單。
I apply on behalf of the Company for inclusion in the RTHK Notification Lists.

（公司印鑑）
(Space for company chop)

簽署*:*_____
Signature

姓名（正楷）:_____
Name in block letters

職銜*:*_____
Designation

日期:_____
Date

第五部——同意 PART V — CONSENT

茲根據《非應邀電子訊息條例》(香港法例第 593 章)第 5 條，本人向香港電台(港台)給予同意，以接收發自港台符合商業電子訊息定義的電子訊息。
I hereby give consent to Radio Television Hong Kong (RTHK) under section 5 of the Unsolicited Electronic Messages Ordinance (Cap.593) for receiving electronic messages falling within the definition of commercial electronic messages from RTHK.

本人明白，本人可給予港台明確指示，撤回或變更是項同意。
I understand that I may withdraw or vary this consent at any time by expressly advising RTHK.

機構(如電子地址的登記用戶為機構的話): _____
Organization (if the registered user of the electronic address(es) is an organization)

姓名: _____
Name

簽署: _____ 日期: _____
Signature *Date*

更改公司資料
Change of Company Information
倘若貴公司所提供的以上資料有所更改，請通知香港電台物料供應組，九龍旺角道1號旺角道壹號商業中心21樓，以便更改貴公司在通知名單的公司記錄。
In case there is a change of the above information in your company, please notify RTHK, Supplies Office, 21/F, One Mongkok Road Commercial Centre, One Mongkok Road, Kowloon, to update your company record in the Notification List.

NOTES FOR GUIDANCE
備註

資料用途
Purpose of Collection

填報在此表格內的個人資料，會供香港電台用以審批有關納入成為香港電台通知名單的申請之用，以便本台日後向商號發出報價通知。
The personal data provided by means of this form will be used by the Radio Television Hong Kong for considerations on the application for inclusion in the RTHK Notification Lists for quotation notification.

資料轉介
Transfer of Data

本台可能會向其他政府部門或公共機構披露你填報在此表格內的個人資料。
The personal data you provide by means of this form may be disclosed to other government departments or non-government public entities.

收集個人資料聲明
Personal Data Collection Statement

根據《個人資料（私隱）條例》（第486章），資料當事人有權要求查閱及改正在此申請表格提供的個人資料。
In accordance with the Personal Data (Privacy) Ordinance (Cap. 486), data subjects have a right to request access to and correction of their personal data provided in the application form.

查詢
Enquiries

如查詢此表格內的個人資料，包括查閱途徑及修訂資料，請與下述人士聯絡：
Enquiries concerning the personal data collected by means of this for, including the making of access and corrections, should be address to:

香港電台
公開資料主任
地址：九龍廣播道30號廣播大廈

Access to Information Officer
Radio television Hong Kong
Address: Broadcasting House, 30 Broadcast Drive, Hong Kong

DISCLAIMER
免責聲明

(a) 香港電台的通知名單(“名單”)只用作通訊用途(如適用)。任何名單，或港台就供應貨品或服務發出的報價通知(“通知”)均不會導致任何名單上的貨品或服務供應商(“供應商”)一方有任何權利或期望，或導致港台一方負上任何責任。港台不會向名單內的供應商作出陳述、申述或保證(明示或隱含)，通知或任何通知會不受干擾、及時提供、安全可靠或不會出錯。

The Notification Lists (“the Lists”) maintained by RTHK are intended for mailing purposes (where applicable) only. None of the Lists or RTHK’s quotation notification for the supply of goods or services (“Notification”) shall give rise to any right or expectation on the part of the suppliers / services providers (“Suppliers”) on any Lists or any obligation on the part of RTHK. RTHK makes no statement, representation or warranty (express or implied) to Suppliers on the Lists that the Notifications or any of them will be uninterrupted, timely, secure, or error free.

(b) 在任何情況下，港台均不會因為或就任何名單上的供應商未能或延遲接收任何通知(不論是以電子方式或其他方式傳送)，或在任何時間從任何名單刪除任何供應商名稱而引致的任何損失或損害向任何名單上的供應商負上責任，包括但不限於直接、間接、特別、附帶或衍生的損失，以及商業利潤的損失、業務暫停、商業資料的損失或其他金錢上的損失、即使港台已獲悉可能引致有關損失或損害，不論是基於合約、侵權行為，或其他法律或衡平法的理由而引致。

RTHK shall not in any event be liable to any Suppliers on the Lists for any loss or damage whatsoever arising out of or in relation to any failure or delay in receiving any Notifications (whether transmitted by electronic means or otherwise) or removal of any Suppliers from any Lists at any point of time, including but not limited to direct, indirect, special, incidental or consequential damages, damages for loss of profits, business interruption, loss of business information, or other pecuniary loss, even if RTHK has been advised of the possibility of such loss or damage, whether in contract or tort, or on any other legal or equitable grounds.

(c) 本台發給名單上的供應商的任何通知或其他通訊，(i)如以郵遞發出，應於發送日期(香港時間)的下一個香港營業日當作收訖處理；以及(ii)如以傳真發出，應於發出之時當作收訖處理，不論名單上的供應商實際上有否收訖該等傳真。

Any Notifications or other communications from RTHK to the Suppliers on the Lists shall be deemed to be received (i) if sent by post, the next business day in Hong Kong immediately after the date of despatch (Hong Kong time); and (ii) if sent by fax, when despatched, regardless of whether the Suppliers on the Lists have actually received such Notifications or communications (as the case may be).

(d) 本申請表格的中文譯本如與英文有異，以英文本為準。

In the event of any inconsistency between the English version and the Chinese version of this Application Form, the English version shall prevail.