

## 供應商登記表格 **VENDOR REGISTRATION FORM**

(只適用於首次登記 For New Registration Only)

**請填妥本表格及提供所有相關資料，否則本公司可能沒法處理本表格事宜。**  
**Please complete this form and provide all relevant information, or otherwise Link Asset Management Limited may be unable to process the registration application.**

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

#### **(a) 公司資料 Company Information**

公司名稱 (中文) : \_\_\_\_\_  
(公司名稱須與商業登記條例(第 310 章)內所登記的名稱相同)

Company Name (English) : \_\_\_\_\_  
(Company name should correspond with that registered under the Business Registration Ordinance)

公司地址 (中文) : \_\_\_\_\_

Company Address (English) : \_\_\_\_\_

電話號碼(營業部) Tel. No. (Sales Dept.) : \_\_\_\_\_

圖文傳真號碼(營業部) Fax No. (Sales Dept.) : \_\_\_\_\_

聯絡人姓名(營業部) Contact Person (Sales Dept.) : 先生/女士/小姐  
 Mr./Mrs./Ms. \_\_\_\_\_

電郵地址(營業部) E-mail (Sales Dept.) : \_\_\_\_\_

註冊國家 Registered Country : \_\_\_\_\_

商業登記證號碼 Business Registration No. : \_\_\_\_\_

身份證號碼 Identity Card No. : \_\_\_\_\_  
(自僱人士適用) (Applicable for Self-employed / Freelancer)

#### **(b) 母/聯營公司 Parent/Associate Company**

母公司 Parent Company : \_\_\_\_\_

附屬公司 Subsidiary / 聯營公司 Associated Companies / 控股公司 Holding Company : \_\_\_\_\_

#### **(c) 會計部聯絡資料 Contact Information of Accounts Department**

公司地址 (中文) : \_\_\_\_\_

Company Address (English) : \_\_\_\_\_

電話號碼(會計部) Tel. No. (A/C Dept.) : \_\_\_\_\_

圖文傳真號碼(會計部) Fax No. (A/C Dept.) : \_\_\_\_\_

聯絡人姓名(會計部) Contact Person (A/C Dept.) : 先生/女士/小姐  
 Mr./Mrs./Ms. \_\_\_\_\_

電郵地址(會計部) E-mail (A/C Dept.) : \_\_\_\_\_

支票付款抬頭 (中文) : \_\_\_\_\_  
(支票付款抬頭須與商業登記證相同)

Cheque Payable To (English) : \_\_\_\_\_  
(The name of payee must be same as presented in the Business Registration Certificate)

## 第二部 - 業務狀況 PART II - BUSINESS ACTIVITIES

業務種類 : \_\_\_\_\_ 開業年份 : \_\_\_\_\_  
 Nature of Business : \_\_\_\_\_ Year of Establishment : \_\_\_\_\_

根據第六至八頁的「服務類別」，列明所供應的貨品及有關服務  
 Detailed list of goods and related services according to the "Service Category" on the page 6 – 8)

- (1) \_\_\_\_\_  
 (2) \_\_\_\_\_  
 (3) \_\_\_\_\_

註：如空位不足，請另紙列出 (Note : If space is not sufficient, please use separate sheet )

聘用職員總數 : \_\_\_\_\_  
 Total number of persons employed : \_\_\_\_\_

信貸條款 : \_\_\_\_\_ 日  
 Credit Terms : \_\_\_\_\_ Day(s)

獲授權回答有關投標 / 合約等問題的負責人資料 Person(s) to contact on matters relating to tenders / contracts :

	姓名 Name(s)	職位 Official Capacity	電話號碼 Tel. No.	圖文傳真號碼 Fax No.
(1)	Mr./Mrs./Ms. _____	_____	_____	_____
(2)	Mr./Mrs./Ms. _____	_____	_____	_____

## 第三部 - 證明文件 PART III - BUSINESS DOCUMENTS

請一併寄交下列文件副本各一份以供參考和存檔 Please attach the following documents for our reference and record

請別適當空格 Please tick as appropriate

- (a)  公司簡介信 Company letter
- (b)  公司概述 Company profile
- (c)  有效的商業登記證副本 A copy of a valid Business Registration Certificate
- (d)  有效的公司註冊證書副本 A copy of a valid Certificate of Incorporation  
 註：如公司註冊證書不同於商業登記證上的公司名稱，請提供有效的公司更改名稱證書副本  
 Note: If company name of Certificate of Incorporation is different from Business Registration Certificate, please provide a copy of valid Certificate of Change of Name
- (e)  身份證副本 (自僱人士適用) A copy of Identity Card (Applicable for Self-employed / Freelancer)
- (f)  相關產品或服務目錄及詳細的說明書 Relevant products or services catalogues and descriptive literature
- (g)  有效的相關行業之專業牌照 / 證書 / 許可證副本 A copy of a valid License / Certificate / Permit for the trade applied for registration
- (h)  工程或相關記錄 Job reference
- (i)  公司最近三年財務報表 Company financial statements for the last 3 years

#### **第四部 – 確認非「關連人士」 PART IV – CONFIRMATION OF NOT “CONNECTED PERSON”**

請別適當空格 Please tick as appropriate

本人確認，依本人所知，上述公司並非領展房地產投資信託基金之「關連人士」（根據房地產投資信託基金守則中之定義）；本人亦保證，日後若發現上述公司與領展房地產投資信託基金有涉及以上關連之情況，定必立即將有關詳情通知 貴公司。

I confirm that, to the best of my knowledge, the Company is not a “connected person” (as defined in the Code on Real Estate Investment Trusts) of Link REIT. I also undertake that should such a connected situation arise in future, we will inform Link Asset Management Limited immediately.

#### **第五部 - 證明 PART V - CERTIFICATION**

##### 聲明 Declaration

本人聲明本表格內所提供的一切資料，依本人所知均屬真確，並知道倘若虛報資料，申請即屬無效，且喪失其後落標資格。

I declare that all information given in this registration form is, to the best of my knowledge, accurate and complete. If any false information is given, the application is deemed to be invalid and I shall forfeit my right to submit quotations and tender.

本人謹代表上述公司，申請登記成為 貴公司之供應商。

I apply on behalf of the Company for inclusion in the Vendor List of Link Asset Management Limited.

簽署	:	_____	公司印章	:	_____
Signature	:	_____	Company Chop	:	_____
姓名(正楷)	:	先生/女士/小姐			
Name in block letters	:	Mr./Mrs./Ms.			
職銜	:	_____			
Designation	:	_____			
日期	:	_____			
Date	:	_____			

#### **收集個人資料聲明**

本聲明是由領展資產管理有限公司（「**領展資產管理**」）（作為領展房地產投資信託基金的管理人）及領展物業有限公司（統稱「**我們**」或「**我們的**」）根據香港特別行政區法例第 486 章《個人資料（私隱）條例》（「**私隱條例**」）而作出。本聲明旨在通知閣下我們收集閣下個人資料的原因、將如何使用該等資料、個人資料將轉交何人及應向誰提出查閱資料的要求。

#### **持有的個人資料種類**

我們持有閣下的個人資料包括姓名、通訊地址、聯絡電話號碼、專業資歷證明。

#### **收集 - 為何我們收集閣下的資料**

我們會依照供應商入冊要求向閣下收集個人資料，以證明閣下擁有足夠能力向我們提供產品及服務。閣下沒有義務向我們提供閣下的個人資料，但如閣下不提供個人資料，我們將無法審核閣下的資歷是否符合成為領展資產管理的供應商。

#### **用途 - 閣下資料的可能用途**

我們持有的個人資料僅用於審核閣下是否擁有足夠能力向我們提供產品及服務，並不會作直銷用途。

#### **閣下個人資料的轉交**

我們將會對持有的個人資料保密，但我們可能向下列人士披露及／轉交有關個人資料（不論在香港特別行政區以內或以外），以用作本聲明所載用途：

- (i) 包括領展房地產投資信託基金的所有特別目的投資工具及領展資產管理及／或領展物業有限公司的附屬公司（如有）等實

體，以便於我們在領展房地產投資信託基金的商場、鮮活街市、熟食檔位及停車場領展物業（「**領展物業**」）內進行業務及活動；

- (ii) 領展資產管理及／或領展物業有限公司的專業顧問、服務供應商或承包商，於領展物業內提供物業管理服務、租賃或特許使用服務；
- (iii) 就有關領展物業內的業務及活動，向我們提供行政、電訊、電腦、付款、內容、資訊或其他促銷或推廣服務的任何代理人、承包商或第三方服務提供者；
- (iv) 對我們負有保密責任，或承諾為閣下的個人資料保密，且於使用時嚴格遵守《私隱條例》規定的任何人士；及
- (v) 根據法律規定我們有責任向其作出披露的任何人士。

#### **個人資料的安全保障**

我們一向致力確保閣下的個人資料受到保護，以免在未經授權或意外的情況下被查閱、處理、刪除或用作其他用途。我們已執行各項適當的實質、電子及管理措施，以保障及確保閣下個人資料的安全。

#### **資料的保留**

我們會將閣下的個人資料保存一段合理時間，以達到收集該等資料的目的或遵守香港的相關規則、規例及法律。不再需要使用的個人資料將被銷毀。

#### **資料的安全保障**

閣下的個人資料將存放於領展資產管理及／或領展物業有限公司的辦事處，或領展資產管理及／或領展物業有限公司委聘的服務供應商，並僅將提供予獲得我們授權的僱員及服務供應商查閱。

#### **查閱／改正資料的要求**

根據《私隱條例》，任何人士均有權要求查閱及改正由我們就該人士持有的個人資料。根據《私隱條例》的條款，領展資產管理及／或領展物業有限公司有權就處理任何資料查閱要求收取合理費用。

倘閣下有意查閱或改正閣下由我們持有的個人資料，請將有關要求送交下述地址：

香港九龍觀塘  
巧明街 100 號  
Landmark East 安盛金融大廈 33 樓  
領展資產管理有限公司  
公司資料私隱主任收

或電郵至：[PersonalDataPrivacy@linkreit.com](mailto:PersonalDataPrivacy@linkreit.com)

#### **語言版本**

本聲明的中英文版本倘有歧異，概以英文版本為準。

**注意：本個人資料收集聲明可予更改。如欲知悉最新版本，請參閱本公司網頁 (<http://www.linkreit.com>)**

#### **Personal Information Collection Statement**

This Statement is made by Link Asset Management Limited (“**Link Asset Management**”) as manager of Link Real Estate Investment Trust (“**Link REIT**”) and Link Properties Limited (collectively “**we**”, “**our**” or “**us**”), in accordance with the Personal Data (Privacy) Ordinance (Cap. 486) of the Laws of Hong Kong Special Administrative Region (**the PDPO**). We are committed to ensuring that your personal data are handled in accordance with the provisions of the PDPO. We collect and use your personal data to provide you with better customer services and products.

#### **Types of Personal Data Held**

We request your personal data including the names, correspondence addresses, contact telephone numbers, and proofs of professional qualifications and experience.

#### **Collection - Why We Collect Your Data**

We may collect your personal data to show that you have capability to provide products and services we required under vendor registration requirement. You are not obliged to provide your personal data to us but if you do not, we may not be able to examine your capability to

register as our supplier.

#### **Use - How Your Data May Be Used**

Personal data held by us will be used solely for examining whether you have capability to provide us products and services. No personal data collected will be used for direct marketing.

#### **Transfer of Your Personal Data**

Personal data held by us will be kept confidential but we may disclose/transfer such data to the following parties (whether within or outside the Hong Kong Special Administrative Region) for the purposes set out in this Statement:

- (i) the entities comprising all the special purpose vehicles of Link REIT and the subsidiary (if any) of Link Asset Management and/or Link Properties Limited in connection with the operation of our business and activities at Link REIT's shopping centers, fresh markets, cooked food stalls and car parks ("Link Premises");
- (ii) professional advisors, service providers or contractors of Link Asset Management and/or Link Properties Limited providing property management services, letting or licensing services at Link Premises;
- (iii) any agent, contractor or third party service provider who provides administrative, telecommunications, computer, payment, content, information or other marketing and promotional services to us in connection with the operation of our business and activities at or in relation to Link Premises;
- (iv) any person under a duty of confidentiality to us or who has undertaken to keep your personal data confidential and use them in strict compliance with the requirements of the PDPO; and
- (v) any person to whom we are under an obligation under law to make disclosure.

#### **Personal Data Security**

We strive at all times to ensure that your personal data will be protected against unauthorised or accidental access, processing, erasure or other use. We maintain this commitment to data security by implementing appropriate physical, electronic and managerial measures to safeguard and secure your personal data.

#### **Retention of Data**

We will keep your personal data for a reasonable time to fulfill the purpose for which the data was collected or comply with the relevant rules, regulations and laws of Hong Kong. Personal data which is no longer required will be destroyed.

#### **Data Security**

Your personal data will be kept in the office of Link Asset Management and/or Link Properties Limited or by the service providers engaged by Link Asset Management and/or Link Properties Limited and are accessible only to our authorized employees and service providers.

#### **Data Access/Correction Requests**

Under the PDPO, any individual has the right to request access to and correction of his or her personal data held by us. In accordance with the terms of the PDPO, Link Asset Management and/or Link Properties Limited has the right to charge a reasonable fee for the processing of any data access request.

If you wish to access or correct your personal data held by us, please send your request to:

Corporate Data Privacy Officer  
Link Asset Management Limited  
33/F, AXA Tower, Landmark East  
100 How Ming Street  
Kwun Tong  
Kowloon  
Hong Kong

or by e-mail: [PersonalDataPrivacy@linkreit.com](mailto:PersonalDataPrivacy@linkreit.com)

#### **Language Versions**

In case of discrepancies between the English and Chinese versions of this data privacy statement, the English version shall apply and prevail.

**NOTE: This Privacy Policy Statement is subject to change. Please refer to our website (<http://www.linkreit.com>) for updated version.**

服務類別 Service Category

Code 編號	Category	類別
<b>1</b>	<b>Main contractor (RGBC)</b>	<b>一般建築承建商</b>
1.1	Asset enhancement / Alteration & addition	資產提升 / 改動及加建工程
1.2	New Building Construction	建築工程承建商
<b>2</b>	<b>Construction consultancy</b>	<b>建築工程顧問</b>
2.1	Acoustic	聲學
2.2	Architectural	建築師
2.3	Artworks	藝術品
2.4	Authorized person	認可人士
2.5	BFA	無障礙設施
2.6	Building surveyor	建築測量師
2.7	Civil engineering and slope	土木工程及斜坡
2.8	Drafting	繪圖
2.9	Electrical and mechanical engineering	機電工程
2.10	Energy and sustainability	能源效益
2.11	Environmental protection	環境保護工程
2.12	Fire service engineering	消防工程
2.13	Fire Safety (Commercial Premises) Ordinance works	消防安全(商業處所)工程
2.14	Geotechnical engineering	岩土工程
2.15	Graphic and interior design	室內設計
2.16	Land surveying	土地測量
2.17	Landscaping and horticulture	優化環境及園藝工程
2.18	Lighting	照明
2.19	Modelling	模型製作
2.20	Playground and recreational	遊樂及休閒設備
2.21	Quantity surveyor	工料測量師
2.22	Rendering	圖則繪製
2.23	Safety consultancy	安全顧問
2.24	Structural engineering	結構工程
2.25	Town planning	城市規劃
2.26	Traffic	交通規劃
2.27	Underground Utilities	地下管線探測
<b>3</b>	<b>Minor Fitting-out / Renovation contractor (non-RGBC)</b>	<b>小型裝修/翻新工程承建商 (非一般建築承建商)</b>
3.1	Fitting-out works / Minor tenancy or FSCPO	小型裝修/翻新工程/消防安全(商業處所)工程
<b>4</b>	<b>Electrical and mechanical contractor</b>	<b>機電系統承建商</b>
4.1	Building management system	建築管理系統
4.2	CCTV (PA, CABD & Security System)	閉路電視系統 (喇叭, 電視, 護衛系統)
4.3	Drainage and plumbing	水喉及渠務系統
4.4	Electrical	電器系統
4.5	Electromagnetic induction device	電磁感應裝置
4.6	Fire service	消防系統
4.7	Lift and escalator	升降機及扶手電梯
4.8	Lighting	照明
4.9	MVAC / Chillers / VSD	冷氣及抽風系統
<b>5</b>	<b>Specialist contractor</b>	<b>專門承建商</b>
5.1	Curtain wall	玻璃幕牆
5.2	Foundation	地基工程
5.3	Geotechnical engineering	岩土工程
5.4	Gondola / Aerial Platform	吊船/升降台設備
5.5	Hoarding	圍街板工程
5.6	Infrared & Ultrasonic Testing / material testing / laboratory	紅外線和超聲波檢測/物料測試/實驗室
5.7	Landscaping	園藝工程
5.8	Playground and recreational	遊樂及休閒設備
5.9	Sewage	污水處理
5.10	Signages	指示牌及標誌
5.11	Water Treatment / Analysis	水務處理/分析

Code 編號	Category	類別
5.12	Waterproofing	防水工程
<b>6</b>	<b>Repair &amp; Maintenance Term Contractor</b>	<b>維修工程承建商</b>
6.1	Builder's work	三行
6.2	Building management system	建築管理系統
6.3	Drainage and plumbing	水喉及渠務系統
6.4	Electrical	電器系統
6.5	Fire service	消防系統
6.6	Fitter	裝修工
6.7	MVAC / HVAC	冷氣及抽風系統
6.8	Soft landscape	園藝種植
<b>7</b>	<b>Material supplies</b>	<b>物料供應</b>
7.1	Hardware and tools	五金工具
7.2	Lighting	燈飾
7.3	Loose furniture	活動傢俱
7.4	Sanitary fittings	衛生設備
7.5	Tiles	瓦片；瓷磚
<b>8</b>	<b>Car Park</b>	<b>停車場</b>
8.1	Car park operator	停車場營運商
8.2	Equipment and accessories	停車場設備及配件
<b>9</b>	<b>Property management</b>	<b>物業管理</b>
9.1	Cleaning and sanitary products	清潔及衛生用品
9.2	Fresh market operator	鮮活街市營運商
9.3	Laundry shop	洗衣
9.4	Property management agency	物業管理服務
9.5	Security and guarding services	保安及護衛服務
9.6	Uniform and clothing	制服及服飾
<b>10</b>	<b>Office supplies</b>	<b>辦公室設備供應</b>
10.1	E-fax	電子傳真
10.2	Electrical appliances	電器
10.3	E-payment	電子付款
10.4	Flower and plant	花卉及植物
10.5	Furniture	大型傢俱
10.6	Garage	車房
10.7	Office equipment and consumables	辦公室設備及用品
10.8	Office Stationary	文儀用品
10.9	Paper shredding	碎紙
10.10	Club house management	會所管理
<b>11</b>	<b>Transportation and logistic</b>	<b>交通運輸及物流</b>
11.1	Motor car	車輛
11.2	Shuttle / coach	穿梭/旅遊巴士
11.3	Speed Delivery and Courier Services	速遞服務
11.4	Travel	旅遊
<b>12</b>	<b>Professional consultancy</b>	<b>專業顧問</b>
12.1	Assurance and taxation	審計鑒証及稅務
12.2	Branding	品牌建設
12.3	Brokerage / advisory services	顧問/諮詢服務
12.4	Formation of companies	公司成立
12.5	Head-hunter	獵頭公司
12.6	Insurance agency	保險代理
12.7	Intellectual property	知識產權
12.8	IT consultant	資訊科技
12.9	Land and property valuation consultant	物業估價
12.10	Legal consultant	法律顧問
12.11	Legal research	法律調查
12.12	Loss adjustor	理賠師
12.13	Marketing research	市場調查
12.14	Professional financial consultant	專業財務顧問

Code 編號	Category	類別
12.15	Property and real estate agent	物業代理
12.16	Public relations / investor relations agency	公共關係/投資者關係代理
<b>13</b>	<b>IT</b>	<b>資訊科技</b>
13.1	IT hardware and software	電腦硬件及軟件
13.2	System implementation and maintenance	系統維護
13.3	Telecommunication and networking	通訊及網絡
13.4	Website development and maintenance	網頁設計及維護
<b>14</b>	<b>Public organization / Institution</b>	<b>公共組織 / 機構</b>
14.1	Academic institution	學術機構
14.2	Industry association / Council	行業協會/ 理事會
14.3	Medical centre	醫護中心
14.4	NGO, sponsorship and charity group	慈善團體
14.5	Social and community welfare	社福機構
<b>15</b>	<b>Advertising Promotion</b>	<b>廣告推廣</b>
15.1	Advertising and media production house / agency	廣告/媒體公司
15.2	Artwork and graphic	藝術、插圖及平面設計
15.3	Call centre	電召中心
15.4	Direct marketing	直效行銷
15.5	Freelance blogger	網誌撰寫
15.6	Premium / Souvenir	紀念品/禮品
<b>16</b>	<b>Event organization and management</b>	<b>節目組織及管理</b>
16.1	Backdrop, booth setting	佈景/攤位擺設
16.2	Event / exhibition organizer	節目/展覽主辦單位
16.3	Event hardware supplies	節目物料供應
16.4	Exhibition / Convention Centre	展覽館/會議中心
16.5	Festival / event decoration	節日/特別表演佈置
16.6	Festival lighting	節日燈飾
16.7	Lightbox and sticker	燈箱及貼紙
16.8	MC	司儀/主持
16.9	Showbiz artists and performing of arts	演藝人員
16.10	Theme park	主題公園
<b>17</b>	<b>Multi-media</b>	<b>多媒體</b>
17.1	Audio and visual	音像及影像
17.2	Broadcasting and radio	廣播及電台
17.3	Film / video production	電影/影片拍製作
17.4	Music / studio production	音樂製作
17.5	Photography	攝影
<b>18</b>	<b>Publication</b>	<b>出版</b>
18.1	Advertising printing	廣告印刷
18.2	Books, newspapers and magazines	書籍、報章及雜誌
18.3	Business printing	商業印刷
18.4	Editorial	編輯
18.5	Financial printing	財務印刷
18.6	Publisher	出版商
18.7	Script writing and copywriting	撰稿員
18.8	Translation and interpretation	翻譯
<b>19</b>	<b>Catering</b>	<b>餐飲</b>
19.1	Food and Beverage	餐飲服務
<b>20</b>	<b>Hotel</b>	<b>酒店</b>
20.1	Hotel	酒店
<b>21</b>	<b>Training</b>	<b>培訓</b>
21.1	HR	人力資源
21.2	IT	資訊科技
21.3	Marketing	市場推廣

註：此服務類別僅供參考之用並可能隨時更改，最新版本請瀏覽領展網頁 (<http://www.linkreit.com>)

NOTE: This list of service category is subject to change. Please refer to our website (<http://www.linkreit.com>) for updated version