

本部門檔號：
Our Ref:



香港特別行政區政府海事處
MARINE DEPARTMENT
THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION

Note: Please read the 'Guidance Notes' on page 4 before filling in this form.
註：填寫本表格前，請參閱第4頁的「填表須知」

納入海事處通知名單申請書
Application Form for Inclusion in the MD Notification List

請詳細填寫本申請書及交回：

This form should be completed in FULL and returned by fax: (852) 2307 3660 or by e-mail: grgfd@mardep.gov.hk or by mail to the following address :-

海事處 九龍深水埗昂船洲昂船路 政府船塢 K 座 1 樓 物料服務小組	MARINE DEPARTMENT SUPPLIES SERVICES UNIT 1/F., Block K, Government Dockyard, Ngong Shung Rd., Stonecutters Island, Sham Shui Po, Kowloon
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第一部 —— 公司資料 PART I — DETAILS OF THE COMPANY

1.	公司名稱： Name of Company:
2.	地址： Address(es): (1) 總公司： Office: (2) 電子郵件(如適用)： E-mail (if applicable): 電話號碼： Tel. No.: 圖文傳真號碼： Fax No.:
3.	是否使用採購咭： Applicable of purchasing card: (1) Yes / 是： ☐ HSBC ☐ / Citibank ☐ (2) No / 否 ☐
4.	經營現今業務多久？ How long in present business:

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): *(如所須填報的資料為不適用，請填上「不適用」。)。 *(Where the information sought is not applicable, please fill in "N.A.")
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2.	聘用職員總數： Total number of persons employed:			
3.	獲授權回答有關投標／合約等問題的負責人： Persons 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.

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及有關服務： Goods and related services which your company can supply: (i) 詳細列明所供應的貨品及有關服務： Detailed list of goods and related services: - 請於 Annex 中選出適合供應種類加上(✓)。 Please tick (✓) the appropriate supplies categories in Annex. - 其他，請註明： Please specify otherwise: (ii) 倘若貴公司並非製造商，請提供授權貴公司為代理商／分銷商的商號的名稱。 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(如印文本)有關目錄及詳細的說明書，供本署參閱。 Please attach (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)
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2.	請一併寄交下列文件副本各一份，給本部門參考和存照： 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) 最近期的公司簡介及年報。 Latest company profile and annual report. ☐ (c) 公司紀律守則 (如有的話)。 Code of conduct (if any). ☐ (d) 產品目錄 (如有的話)。 Product Catalogue (if any). ☐
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第四部 —— 證明 PART IV — CERTIFICATION

本人謹代表上述公司，申請納入海事處通知名單。
I apply on behalf of the Company for inclusion in the MD Notification List.

簽署: _____
Signature

姓名 (正楷): _____
Name in block letters

職銜: _____
Designation

(公司印鑑)
(Space for company chop)

日期: _____
Date

填表須知
NOTES FOR GUIDANCE

資料用途

Purpose of Collection

填報在此表格內的個人資料，會供政府用以審批有關納入海事處通知名單的申請，以便本部門日後向名單上的供應商發出招標／報價通知。

The personal data provided by means of this form will be used by the Government for consideration on the application for inclusion in the MD Notification List for tender / quotation notification.

資料轉介

Transfer of Data

本部門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。

The personal data you provide by means of this form may be disclosed to other government departments and non-government organizations.

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，請與下述人員聯絡：

Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:

海事處
公開資料主任
地址：香港中環統一碼頭道 38 號
海港政府大樓 21 樓海事處

Access to Information Officer
Marine Department
Address: 21/F, Harbour Building
38 Pier Road, Central, Hong Kong

免責聲明

Disclaimer

- (a) MD Notification Lists (“the Lists”) are intended for mailing purposes (where applicable) only. None of the MD’s notifications of tender / quotation invitation for the supply of goods or services (“Notifications”) shall give rise to any right or expectation on the part of the Suppliers on the MD Notification Lists (“Suppliers on the Lists”) or any obligation on the part of the Government of the Hong Kong Special Administrative Region (“Government”). The Government 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. For open tenders, the Suppliers on the Lists should read the tender notices published in the Government Gazette and the website of MD.

海事處通知名單(“名單”)只用作通訊用途(如適用)。任何海事處就供應貨品或服務發出的招標或報價通知(“通知”)均不會導致任何海事處通知名單上的供應商(“名單上的供應商”)一方有任何權利或期望，或導致香港特別行政區政府(“政府”)一方負上任何責任。政府不會向名單上的供應商作出任何陳述、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。就公開招標而言，名單上的供應商應細閱載於政府憲報及海事處網站的招標通告。

- (b) The Government 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 on the Lists from the 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 MD has been advised of the possibility of such loss or damage, whether in contract or tort, or on any other legal or equitable grounds.

在任何情況下，政府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名單上的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，即使海事處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。

- (c) Any Notifications or other communications from MD 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 or email, when despatched, regardless of whether the Suppliers on the Lists have actually received such Notifications or communications (as the case may be).

海事處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)如以傳真或電郵發出，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或電郵。

- (d) In the event of any inconsistency between the English version and the Chinese version of this Disclaimer, the English version shall prevail.

本免責聲明的中文版本如與英文版本有異，以英文版本為準。

List of Main Supplies Category

Tick Box	Part class code	Part class description	Part Code <i>(Internal Use Only)</i>
Air Conditioning and Refrigeration			
☐	ACON	Air Conditioning And Refrigeration (Acon)	100
Crane and Hoist			
☐	CRAN	Crane - And Hoist (Cran)	300
Deck Machinery			
☐	ACHO	Anchor And Windlass (Dkmc)	401
☐	CAPS	Capstan - (Dkmc)	402
Electrical Part			
☐	BATT	Battery - (Elec)	501
☐	CABL	Electrical Cable (Elec)	502
☐	CHGR	Charger & Converter (Elec)	503
☐	CTAC	Contactor And Relay (Elec)	504
☐	ELEG	General Electrical Part (Elec)	505
☐	LEWD	Lewdon Switch	507
☐	LITE	Lighting - (Elec)	506
☐	MCCB	Circuit Breaker And Fuse (Elec)	508
☐	STAR	Starter & Relay	511
☐	VENT	Ventilator & Fan (Elec)	509
☐	WIPE	Window Wiper Assembly (Elec)	510
Engine Part			
☐	BEAR	Bearing (Engp)	601
☐	CHOK	Chockfast Compound (Engp)	630
☐	CLUT	Clutch (Engp)	602
☐	COPR	Compressor (Engp)	603
☐	COUP	Coupling (Engp)	604
☐	ENBZ	Benz - Engine (Engp)	605
☐	ENCA	Caterpillar - Engine (Engp)	606
☐	ENCU	Cummins - Engine (Engp)	607
☐	ENDO	Dorman - Engine (Engp)	-
☐	ENFO	Ford Mermaid - Engine (Engp)	-

Tick Box	Part class code	Part class description	Part Code (Internal Use Only)
Engine Part (Con't)			
☐	ENFP	Fischer Panda - Engine Genset (Engp)	626
☐	ENGA	Gardner - Engine (Engp)	-
☐	ENGM	Gm - Engine (Engp)	-
☐	ENGP	Engine Part (Engp)	600
☐	ENHI	Hirth - Engine (Engp)	631
☐	ENIN	Innovation - Engine (Engp)	627
☐	ENKO	Kohler - Engine (Engp)	-
☐	ENLA	Land Rover - Engine (Engp)	628
☐	ENMA	Man - Engine (Engp)	614
☐	ENME	Mercruiser - Engine (Engp)	623
☐	ENMT	Mtu - Engine (Engp)	615
☐	ENON	Onan - Engine (Engp)	616
☐	ENPK	Perkins - Engine (Engp)	617
☐	ENPT	Petter - Engine (Engp)	-
☐	ENPX	Paxman - Engine (Engp)	-
☐	ENRX	Rotex - Engine (Engp)	-
☐	ENSK	Seatek - Engine (Engp)	-
☐	ENVA	Vanguard Motor - Engine (Engp)	-
☐	ENVO	Volvo - Engine (Engp)	619
☐	ENYA	Yanmar - Engine (Engp)	-
☐	FTRS	Filters And Strainer (Engp)	621
☐	HEXC	Heatexchanger (Engp)	622
☐	HOSP	Hose - Engine Part (Engp)	625
☐	HOVE	Hovercraft (Engp)	629
☐	OILS	Oil Seals (Engp)	-
Gear Box			
☐	GBGE	Gec - Marine Gears (Gbox)	-
☐	GBGM	Gm Allison - Gearbox (Gbox)	-
☐	GBLO	Lohmann - Gearbox (Gbox)	-
☐	GBNC	Nico - Gearbox (Gbox)	704
☐	GBOX	Gearbox (Gbox)	700

Tick Box	Part class code	Part class description	Part Code <i>(Internal Use Only)</i>
Gear Box (Con't)			
☐	GBSE	Self-Changing Gear (Gbox)	706
☐	GBTW	Twindisc - Gearbox (Gbox)	707
☐	GBVE	Velvet - Gearbox (Gbox)	-
☐	GBZF	Zf - Gearbox (Gbox)	709
Plant Equipment and Facilities			
☐	GDEQ	Gd Equipment	800
☐	SYCH	Syncrolift (Gdeq)	801
☐	TRAC	Tractor (Gdeq)	802
Generator			
☐	GECA	Caterpillar - Generator (Genr)	901
☐	GEKO	Kohler - Generator (Genr)	-
☐	GENE	Generator (Genr)	903
General Store			
☐	BEAG	Bearing General (Gsto)	1016
☐	CARP	Carpentry Material (Gsto)	1001
☐	CHEM	Chemical (Gsto)	1002
☐	FAID	First Aid Kit (Gsto)	1003
☐	GSTO	General Store	1000
☐	HEAT	Heater - (Gsto)	1004
☐	HOSE	Hose - General (Gsto)	1005
☐	LITG	Lighting General (Gsto)	1018
☐	LPGA	Liquid Petroleum Gas (Gsto)	1006
☐	MECH	General Material For Mech. Work (Gsto)	1007
☐	OPER	Fleet Operational Material (Gsto)	1008
☐	PAIN	Paint - (Gsto)	1009
☐	SCRW	Screw, Bolt, Nut And Washer (Gsto)	1011
☐	SRIG	Sailmaking And Rigging (Gsto)	1012
☐	STAT	Stationery (Gsto)	1013
☐	TOIL	Toilet - Part (Gsto)	1014
☐	TOOL	Tool (Gsto)	1015
☐	UNIF	Uniform - (Unif)(Gsto)	2200
☐	WIPA	Window Wiper Blade (Gsto)	1019

Tick Box	Part class code	Part class description	Part Code (Internal Use Only)
Hull and Deck			
☐	CHAR	Bosun Chair - (Hand)	1101
☐	FEND	Fender - (Hand)	1102
☐	HULL	Hull And Deck Material (Hand)	1103
Hydraulic Component			
☐	HYDR	Hydraulic Component (Hydr)	1200
Control Instrument			
☐	CONT	Control Head & Cable (Inst)	1301
☐	GAUG	Gauge And Sensor	1303
☐	INST	Control Instrument (Inst)	1300
Lube Oil / Grease			
☐	LUBE	Lubricant - (Lubr)(Gsto)	1401
NAVI-gation Part and Equipment			
☐	COMP	Compass - (Navi)	1501
☐	ECHO	Echo Sounder & Log (Navi)	1502
☐	HORN	Horn - (Navi)	1503
☐	NAVI	Navigation - Part And Equipment (Navi)	1500
☐	RADR	Radar - (Navi)	1505
☐	TELE	Telecommunication - (Navi)	1506
Outboard Engine			
☐	OBEN	Outboard Engine (Oben)	1600
☐	OBHO	Honda - Outboard Engine (Oben)	-
☐	OBME	Mercury - Outboard Engine (Oben)	1602
☐	OBOM	Bombardier (Omc) - Outboard Engine (Oben)	1603
☐	OBSU	Suzuki - Outboard Engine (Oben)	-
☐	OBYA	Yamaha - Outboard Engine (Oben)	1605
Fuel Oil			
☐	FUEL	Fuel Oil (Oilf)(Gsto)	1701
Propelling Machine and CPP			
☐	CPPR	Controlled Pitch Propeller (Prop)	1801
☐	PROP	Propeller (Unwt)	1800
☐	SCHO	Schottel - (Prop)	-
☐	WJHA	Hamilton - Water Jet (Prop)	1803

Tick Box	Part class code	Part class description	Part Code (Internal Use Only)
Propelling Machine and CPP (Cont'd)			
☐	WJKA	Kamewa - Water Jet (Prop)	1804
☐	WJSC	Schottel - Pump Jet As (Prop)	-
Pump			
☐	PUMP	Pump - (Pump)	1900
Computer Hardware and Software			
☐	HARD	Computer System Hardware	-
☐	SOFT	Computer System Software	-
Safety and Fire Equipment			
☐	FIRE	Fire Fighting Appliance (Safe)	2001
☐	ISAF	Industrial Safety Appliance (Safe)	2002
☐	LIFE	Life - Saving Appliance (Safe)	2003
☐	SAFE	Safety And Fire Equipment	2000
Steering Gear System			
☐	BUST	Bush (Stgr)	2103
☐	RUDD	Rudder (Strg)	2101
☐	STGR	Steering Gear (Stgr)	2100
T/S, Bush and Underwater Fitting			
☐	BUSH	Bush (Unwt)	2301
☐	SDKO	Konrad Drive (Engp)	2304
☐	TAIL	Tailshaft (Unwt)	2303
Valve and Fitting			
☐	VALV	Valve And Fitting (Valv)	2400
Services			
☐	N22	Horticulture Services	-
☐	N23	Cleaning Services	-
☐	N24	Laboratory Testing Services	-
☐	N25	Security Services	-
Miscellaneous			
☐	CLEA	Cleaning Materials	-
☐	N01	Miscellaneous Packing / Jointing / Ncc (Anci)	-
☐	N11	Stationery & P/C Consumables / Ncc (Anci)	203
☐	N12	Furniture (Anci)	204
☐	N13	Sewing Machine & Accessories / Ncc (Anci)	205

Tick Box	Part class code	Part class description	Part Code (Internal Use Only)
Miscellaneous (Cont'd)			
☐	N14	Building Materials & Fittings / Ncc (Anci)	206
☐	N15	Elect. Appliance & Office Equip. / Ncc (Anci)	207
☐	N16	General Stores / Ncc (Anci)	208
☐	N17	Welding M/C & Welding Consumable / Ncc (Anci)	209
☐	N18	Drinking Water Dispenser / Ncc (Anci)	210
☐	N19	Cash Reg., Time Recorder & Acc. / Ncc (Anci)	211
☐	N21	Elect/Mech Equip. & Tools / Ncc (Anci)	-
Revenue			
☐	MFT	Leasing of Government Premises Used for the Operation of Cross-boundary Ferry Business at Hong Kong - Macau Ferry Terminal	-