

To: Chief Financial Officer  
Ocean Park Corporation  
Wong Chuk Hang  
Aberdeen  
Hong Kong

**Supplier/Contractor/Consultant Registration Form**

1. Name of Company : \_\_\_\_\_
2. Registered Address : \_\_\_\_\_  
\_\_\_\_\_
3. Postal Address : \_\_\_\_\_  
(if different from above)
4. Telephone No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_  
Website : \_\_\_\_\_ E-mail : \_\_\_\_\_
5. Business Registration Certificate No. : \_\_\_\_\_  
(Please attach a Photocopy)  
Valid till : \_\_\_\_\_
6. Date of Commencement of Business : \_\_\_\_\_
7. For Limited Company
  - a) Certificate of Incorporation Number : \_\_\_\_\_  
(Please attach a Photocopy)
  - b) Name(s) of Major Shareholders :
    - i) \_\_\_\_\_
    - ii) \_\_\_\_\_
    - iii) \_\_\_\_\_
  - c) Name(s) of Directors :
    - i) \_\_\_\_\_
    - ii) \_\_\_\_\_
    - iii) \_\_\_\_\_
  - d) Date of Incorporation : \_\_\_\_\_
  - e) Authorized share capital : \_\_\_\_\_
  - f) Paid up capital : \_\_\_\_\_
8. For Sole Proprietorship/Partnership
  - a) Name of Proprietor : \_\_\_\_\_
  - b) Name(s) of Partners :
    - i) \_\_\_\_\_
    - ii) \_\_\_\_\_
    - iii) \_\_\_\_\_

9. ISO Certificate No. or other Quality Assurance Certificate No. or other Statutory Licence/Certificate (if any):  
\_\_\_\_\_ (Please attach a Photocopy)

10. Person(s) to contact:

i) Name : \_\_\_\_\_ Position : \_\_\_\_\_

Direct Telephone No. : \_\_\_\_\_

Authorised Signature: \_\_\_\_\_

ii) Name : \_\_\_\_\_ Position : \_\_\_\_\_

Direct Telephone No. : \_\_\_\_\_

Authorised Signature : \_\_\_\_\_

11. Banker's details :

a) Banker's name : \_\_\_\_\_

b) Banker's address : \_\_\_\_\_  
\_\_\_\_\_

c) Banker's Country : \_\_\_\_\_

d) Bank account number : \_\_\_\_\_

e) Payee Name : \_\_\_\_\_

f) E-mail for Payment advice : \_\_\_\_\_

g) Payment Currency : \_\_\_\_\_

h) Swift Code : \_\_\_\_\_

i) Routing/Transit Number : \_\_\_\_\_

12. Brief description of Company :

a) Organization (e.g. no. of staff) \_\_\_\_\_  
\_\_\_\_\_

b) Headquarter at: \_\_\_\_\_

c) Main Office in \* HK / \_\_\_\_\_ ( ) Owned ( ) Leased - expiry date : \_\_\_\_\_

Area : \_\_\_\_\_

No. of Branch(es) : \_\_\_\_\_ Area : \_\_\_\_\_

No. of Warehouse(s): \_\_\_\_\_ Area : \_\_\_\_\_

d) Nature of Business: \_\_\_\_\_

e) List of Products/ Services (indicate with \* if the company is a sole agent, and attach a copy of the agency contract, if any)  
\_\_\_\_\_

- f) Major Customers' Name and Contact Points :  
(Please attach customers' reference, if any)

|      | Company Name | Contact Person | Telephone No. |
|------|--------------|----------------|---------------|
| i)   | _____        | _____          | _____         |
| ii)  | _____        | _____          | _____         |
| iii) | _____        | _____          | _____         |

- g) Previous Business Transaction with Ocean Park (e.g. date of commencement and date of last purchase order with purchase order number)

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13. a) Order Currency : \_\_\_\_\_  
b) Terms of payment : \_\_\_\_\_  
c) Minimum Order Value (if any) : \_\_\_\_\_

14. Customer of Ocean Park  Yes  No

15. \*I/We declare that, to the best of \*my/our knowledge, the employee(s) of Ocean Park \*has/have no financial or other interest in \*my/our company either directly, or indirectly through the members of \*his/their family.

16. \*I/We understand that Ocean Park Corporation is scheduled as a public body under the Prevention of Bribery Ordinance and its employees are not permitted to solicit or accept any advantage in the form of gift, cash, loan or other benefits, in their official dealings on behalf of the Corporation. \*I/We are also aware that the offer of such advantage may constitute an offence under the Ordinance.

17. \*I/We confirm that all the relevant staff have read and understood Ocean Park's Code of Conduct for Supplier/Contractor/Consultant (the "Code") and shall comply with the Code at all times. The Code can be downloaded from Ocean Park's website [www.oceanpark.com.hk](http://www.oceanpark.com.hk).

18. Please tick one of the boxes below:

- Applicable when no deposit/downpayment is required; and expected contract value is below \$1M for any orders for goods or services (if any) or below \$250,000 for contracts for consultancy services (if any)

\*I/We confirm that no deposit/downpayment will be required by \*me/us or an equivalent performance bond will be provided by \*me/us if deposit/downpayment is required for any contracts/purchase orders to be awarded by Ocean Park Corporation.

- Applicable when deposit/downpayment is required; and/or expected contract value is over \$1M for any orders for goods or services (if any) or above \$250,000 for contracts for consultancy services (if any)

\*I/We hereby \*authorize/do not wish Ocean Park to approach \*my/our banker(s) for reference. A copy of our company's most recent annual report together with audited accounts is attached.

Remarks: \* delete as inapplicable for items 15-18

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Date

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Company Chop & Authorised Signature