

Checklist for Submission of Proposal

Please go through the following checklist to ensure that all necessary information and documents required have been provided in your proposal submission. Please note that this checklist is for guidance and reference purposes only and shall not be deemed to form part of the Notice of Proposal invitation or Application Form.

2. The relevant address label at the bottom of this checklist may be used on the envelope for submitting the proposal.

3. Proponents should note that their proposals may be invalidated if the information in the Application Form is incorrectly completed, signed or the required documents are not provided together with the Application Form. Please also ensure that the outside of the sealed envelope should not bear any indication which may relate the proposal to proponents and the proposal submission shall be made by hand to the Development Bureau before the deadline as prescribed in the Notice of Proposal Invitation.

CHECKLIST

Tick and
move to the
next step

(A) Completion of the Application Form

- | | |
|---|--------------------------|
| (1) Have you read the notes in the first page of Application Form? | <input type="checkbox"/> |
| (2) Have you filled in all the blanks in the Application Form? | <input type="checkbox"/> |
| (3) Did you complete the Application Form with reference to other invitation documents including the Marking Scheme and Tenancy Agreement? | <input type="checkbox"/> |
| (4) Have you attached the supplementary information and/or supporting evidence required? | <input type="checkbox"/> |
| (5) Have you attached the supplementary sheets after the Application Form if they are added? | <input type="checkbox"/> |
| (6) Have you completed the part of Declaration and Consent of the Proponent in the Application Form? | <input type="checkbox"/> |
| (7) If the proposal is submitted by an individual, have you signed the Application Form? Please also fill in your name, address, telephone number and facsimile number in the Application Form. | <input type="checkbox"/> |

CHECKLIST

Tick and
move to the
next step

- (8) If the proposal is submitted by a company, have you executed the Application Form? Please also fill in your authorized officer(s)' name, address, telephone number and facsimile number in the Application Form.
- (9) If the proposal is submitted by a **subsidiary company**, have the particulars of the parent company including the name, correspondence address, name of contact person, telephone number and facsimile number been filled in the Application Form?
- (10) Did you initial at the lower right hand corner of each page of the Application Form, supplementary sheets used, and supplementary information and/or supporting evidence attached ?
- (11) Have you completed the Application Form in sextuplicate?
- (B) Accompanied documents**
- (12) If the proposal is submitted by way of an **unincorporated firm or business**, have you enclosed the documents set out below?
- (i) A copy of the certificate of business registration; and
- (ii) Certified Extracts of Information on the Business Register from the Commissioner of Inland Revenue.
- (13) If the proposal is submitted by way of a **corporation**, have you enclosed the documents set out below?
- (i) A copy of the Articles of Association filed with the Companies Registry;
- (ii) A copy of Notification of First Secretary and Directors filed with the Companies Registry;
- (iii) A copy of the latest Annual Return filed with the Companies Registry (if any); and
- (iv) A copy of Notification of Changes of Secretary and Directors (if any) filed with the Companies Registry.

Address Label for the Envelope

Proposal Submission for Tenancy Agreement No. SHX-1382

Supplies Service

Development Bureau (Planning and Lands Branch)

18/F, West Wing

Central Government Offices

2 Tim Mei Avenue, Tamar

Hong Kong