**List of Approved Suppliers of Materials and Specialist Contractors for Public Works**

**Submission of Updated Contractor Information**

**according to updated requirements in Contractor Management Handbook (January 2021)**

**Works Category: Landslip Preventive/Remedial Works to Slopes/Retaining Walls**

**Name of Company:**

**Part I: Management and Staff Employment**

**Top Management** *(See Note 1)*

󠇑 A list of updated top management meeting the requirements is attached at **Table A**.

**Professional Staff and Technical Staff** *(See Note 2)*

󠇑 A list of updated professional staff and technical staff meeting the requirements is attached at **Table B**.

**Part II: Safety Staff** *(see Note 3 and 4)*

󠇑 A list of updated safety staff meeting the requirements is attached at **Table C**.

**Part III: Plant and Equipment**

󠇑 A list of updated plant and equipment meeting the requirements is attached at **Table D**.

**Part IV: Integrity Management Policy** *(see Note 5)*

󠇑 A copy of Integrity Management Policy duly signed by the Top Management is enclosed.

**Part V: Other Company Information for Reference** (see *Note 6*)

|  |  |
| --- | --- |
| Updated company email address: |  |

󠇑 This company is also on the List of Approved Contractor for Public Works and/or List of Approved Suppliers of Materials and Specialist Contractors for Public Works under the following categories:

|  |  |  |
| --- | --- | --- |
| **Category** | **Group** | **Class** |
|  |  |  |
|  |  |  |
|  |  |  |

Note: (P) denotes “on probation”. For example, please insert “A(P)” for Group A (on probation).

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**STATEMENT**

I certify that all information provided is true and complete to the best of my knowledge.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date |  | Signed |  | |
|  |  |  | | |
|  | | Name of Authorized Signatory | |  |
| Designation | |  |
| Name of Company | |  |

(Company Chop)

**Notes**

1. The Management Staff previously assessed should have met the requirements stipulated in the revised Contractor Management Handbook, Jan 2021 (CMH). If new Management Staff are proposed, please make an application **separately**.
2. The Professional Staff and Technical Staff previously assessed should have met the requirements stipulated in the revised CMH. If new Professional Staff and/or Technical Staff are proposed, please make an application **separately**.
3. If the Safety Officer previously assessed possesses 3 years’ experience on construction work, he/ she should have met the requirements stipulated in the revised CMH (Appendix 3C, Item IV(i)). Please supply a copy of the curriculum vitae of each Safety Officer who have been previously assessed.
4. If the Safety Officer previously assessed does not possesses 3 years’ experience on construction work, one Safety Supervisor should be nominated. Please supply a copy of the curriculum vitae of Safety Supervisor. Details of experience must be clearly stated in the curriculum vitae. For the requirements on the Safety Supervisor employed by the contractor for admission, retention and confirmation, please refer to Appendix 3C of the CMH.
5. The submitted Integrity Management Policy should cover at least the contents set out in the Sample Integrity Management Policy at Annex 3 to Appendix 2A of the CMH.
6. The information in Part V is provided for reference only.
7. This Form should be submitted together with all supporting documents in duplicate to the Professional Services Unit, Development Bureau, 15/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong.

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided in this Form for submission of updated contractor information by the contractor will be used by the Development Bureau, Hong Kong Special Administrative Region Government for the following purposes of

* activities relating to your retention on the Specialist List; and
* activities relating to the compilation of guest lists for various community events.

The provision of personal data by means of this form is obligatory. If you do not provide sufficient information, we cannot ascertain your suitability for retention on the Specialist List.

Classes of Transferees

2. The personal data you provided by means of this form and in subsequent updates, if any, may be disclosed to other Government bureaux and departments, Hong Kong Housing Authority, Hospital Authority and Hong Kong Housing Society for the purposes of tender invitation, tender evaluation, contracts management, regulating action, promotion of the construction industry and other matters in relation thereto. It may also be disclosed to other Government bureaux and departments for the compilation of guest lists for various community events.

Access to Personal Data

3. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance.

Enquiries

4. Requests for access or correction of the personal data collected by means of this form should be made in writing to:

Senior Executive Officer (Professional Services)

Development Bureau,

15/F, West Wing, Central Government Offices,

2 Tim Mei Avenue, Tamar,

Hong Kong.

**Table A: List of Updated Top Management**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name**  *(in English)* | **Name**  *(in Chinese)* | **Hong Kong Identity Card / Passport\* No.**  *(First 4 alphabet(s) and digits, e.g. A123)* | **Designation**  *(in both Chinese and English)* |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

*\* delete as appropriate*

**Table B: List of Updated Professional Staff and Technical Staff**

1. **Professional Staff**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name**  *(in English)* | **Name**  *(in Chinese)* | **Hong Kong Identity Card / Passport\* No.**  *(First 4 alphabet(s) and digits, e.g. A123)* | **Designation**  *(in both Chinese and English)* |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

*\* delete as appropriate*

1. **Technical Staff**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name**  *(in English)* | **Name**  *(in Chinese)* | **Hong Kong Identity Card / Passport\* No.**  *(First 4 alphabet(s) and digits, e.g. A123)* | **Designation**  *(in both Chinese and English)* |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

*\* delete as appropriate*

**Table C: List of Updated Safety Staff**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Name**  *(in English)* | **Name**  *(in Chinese)* | **Safety Officer/ Safety Supervisor\*** | **Hong Kong Identity Card / Passport\* No.**  *(First 4 alphabet(s) and digits, e.g. A123)* | **Designation**  *(in both Chinese and English)* | **Safety Officer Registration No.**  *(if applicable)* | **Expiry Date of Registered Safety Officer dd/mm/yyyy**  *(if applicable)* |
| 1. |  |  | Safety Officer/ Safety Supervisor\* |  |  |  |  |
| 2. |  |  | Safety Officer/ Safety Supervisor\* |  |  |  |  |
| 3. |  |  | Safety Officer/ Safety Supervisor\* |  |  |  |  |

*\* delete as appropriate*

**Table D: List of Updated Plant and Equipment**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Item Description** | **No. of Availability** | **Identification #**  (e.g. Brand, Type, Model No., Serial No., etc., if any) |
| 1. | **Drilling rig for soil nails** |  |  |
| 2. | **Grout pump** |  |  |
| 3. | **Shotcrete machine** |  |  |
| 4. | **Air compressor** |  |  |
| 5. | **Generator** |  |  |
| 6. | **Excavator** |  |  |
| 7. | **Hydraulic breaker** |  |  |
| 8. | **Pneumatic drill** |  |  |
| 9. | **Roller** |  |  |
| 10. | **Crane truck** |  |  |

*# Please supply a copy of proof of ownership for plant and equipment*