**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: Turn-key Interior Design and Fitting-out Works**

**Name of Company:**

**Part I: Management and Staff Employment**

**Technical Staff** *(See Note 1)*

󠇑 A list of updated technical staff meeting the revised requirements is attached at **Table A**.

**Part II: Qualified Safety Personnel** *(see Note 2)*

**Safety Supervisor** *(not applicable for contractors with highest group in Group C of the List of Approved Contractors of the List)*

|  |  |
| --- | --- |
| Name *(in both Chinese and English)* |  |
| Hong Kong Identity Card / Passport\* No.  *(First 4 alphabet(s) and digits, e.g. A123)* |  |
| Designation *(in both Chinese and English)* |  |
| Experience *(No. of years and months)* |  |
| Attended training course provided for safety supervisor (Course name, course organizer and date of completion) |  |

*\*delete as appropriate*

|  |  |
| --- | --- |
| Name *(in both Chinese and English)* |  |
| Hong Kong Identity Card / Passport\* No.  *(First 4 alphabet(s) and digits, e.g. A123)* |  |
| Designation *(in both Chinese and English)* |  |
| Experience *(No. of years and months)* |  |
| Attended training course provided for safety supervisor (Course name, course organizer and date of completion) |  |

*\*delete as appropriate*

|  |  |
| --- | --- |
| Name *(in both Chinese and English)* |  |
| Hong Kong Identity Card / Passport\* No.  *(First 4 alphabet(s) and digits, e.g. A123)* |  |
| Designation *(in both Chinese and English)* |  |
| Experience *(No. of years and months)* |  |
| Attended training course provided for safety supervisor (Course name, course organizer and date of completion) |  |

*\*delete as appropriate*

**Part III: Integrity Management Policy** *(see Note 3)*

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

**Part IV: Other Company Information for Reference** (see *Note 4*)

|  |  |
| --- | --- |
| 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. Please supply a copy of the curriculum vitae of each Technical Staff member. Details of experience must be clearly stated in the curriculum vitae. For minimum number and qualification of Technical Staff employed by the contractor for admission, retention, confirmation and promotion, please refer to Appendix 3C of the CMH.
2. Please supply a copy of the curriculum vitae of each Qualified Safety Personnel. Details of experience must be clearly stated in the curriculum vitae. For minimum number, qualification and professions of Qualified Safety Personnel employed by the contractor for admission, retention, confirmation and promotion, please refer to Appendix 3C of the CMH and Chapter 3, Appendix III, para. 6(4) of the Construction Site Safety Manual.
3. 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.
4. The information in Part IV is provided for reference only.
5. 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 Technical Staff**

**At least 4 full time site supervisory staff in both building and building services/ electrical and mechanical discipline**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Type**  *(Technician / Site Supervisor / Draftman)* | **Name**  *(in both Chinese and English)* | **Hong Kong Identity Card / Passport\* No.**  *(First 4 alphabet(s) and digits, e.g. A123)* | **Designation**  *(in both Chinese and English)* | **Relevant Qualifications attained** | **Relevant Experience**  *(No. of years and months)* |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |

*\*delete as appropriate*