

顧問公司資料記錄表
Consultant Information Data

日期
Date _____

A. 公司詳情 Company Details

公司名稱
Company Name: (中文) _____
(English) _____

地址 大廈: _____
街道: _____
地區: _____ 區域: _____
(中環 / 灣仔 / 旺角 / 觀塘等) (香港 / 九龍 / 新界等)

Address Building: _____
Street: _____
District: _____ Region: _____
(Central / Wan Chai / Mong Kok / Kwun Tung, etc.) (Hong Kong / Kowloon / New Territories, etc.)

公司電話號碼 公司傳真號碼 公司網址
Company Telephone: _____ Company Fax: _____ Web Site: _____

聯絡人士 / 職位 電話 / 手提電話號碼
1. Contact Person / Position: _____ Phone / Mobile: _____
直接傳真號碼(如有請提供) 電子郵件地址(如有請提供)
Direct Fax (if any): _____ Email (if any): _____

聯絡人士 / 職位 電話 / 手提電話號碼
2. Contact Person / Position: _____ Phone / Mobile: _____
直接傳真號碼(如有請提供) 電子郵件地址(如有請提供)
Direct Fax (if any): _____ Email (if any): _____

B. 公司結構 Company Structure

* Delete as appropriate 刪除不適用者

公司類別 * 合股 / 有限 / 無限
Form of Company: * Partnership / Limited / Unlimited

政府認可承判商 Yes 是 No 否 類別
Government approved list Category: _____

商業登記證編號 公司成立日期
Business Registration No.: _____ Date of Incorporation: _____
(請呈交最新副本 Please attach latest copy)

C. 公司經驗 Company Experience

* Please attach the supporting documents 請連同相關之附屬文件一併提交

- 你是否能提供貴公司過往 5 年之工作經驗或工程案例? 是 Yes 否 No
1 Can you provide job experience or job references of your company for the past 5 years?
- 貴公司以往有否直接與總承建商一起工作? 是 Yes 否 No
2 Has your company worked directly with main contractors before?
- (請於上述工程參考內註明 Please indicate at the above job reference list)

D. 公司背景 Company Background

- 貴公司成立了多少年?
1 How many years has your company established? _____
- 直屬員工人數
2 Number of direct staff _____
- 技術人員人數
3 Number of technical staff _____
- 專業人員人數
4 Number of professional staff _____

E. 品質管理 Quality Management

- 貴公司有否取得 ISO 9001 品質管理系統認證？ 是 Yes 否 No
- 1 Has your company obtained ISO 9001 Quality Management System certification?
- 貴公司有否建立一套管理產品或服務品質的系統？ 是 Yes 否 No
- 2 Has your company developed a system to manage the quality of your product or service?
- 貴公司有否委派專人全職負責品質事宜？ 是 Yes 否 No
- 3 Has your company appointed full time staff responsible for quality issue?
- 貴公司有否取得前客戶的推薦信？ 是 Yes 否 No
- 4 Has your company obtained any recommendation letter from your previous clients?

F. 環境 / 能源管理 Environmental / Energy Management

- 貴公司在過往 3 年內沒有因觸犯環保法規而被定罪。 是 Yes 否 No
- 1 Your company did not receive any conviction for breach of environmental regulation in the past 3 years.
- 貴公司有否取得 ISO 14001 環境管理系統認證？ 是 Yes 否 No
- 2 Has your company obtained ISO 14001 Environmental Management System certification?
- 貴公司有否委派專人全職負責執行環保的工作？ 是 Yes 否 No
- 3 Does your company appoint full time staff solely responsible for environmental duties?
- 貴公司有否取得 ISO 50001 能源管理系統認證？ 是 Yes 否 No
- 4 Has your company obtained ISO 50001 Energy Management System certification?

G. 安全管理 Safety Management

- 貴公司有否建立一套符合 OHSAS 18001 / ISO 45001 或工廠及工業經營(安全管理)規例的安全管理系統？ 是 Yes 否 No
- 1 Has your company developed a safety management system that complies with OHSAS 18001 / ISO 45001 or Factories and Industrial Undertakings (Safety Management) Regulation?
- 貴公司在過往 3 年內沒有因觸犯安全法規而被定罪。 是 Yes 否 No
- 2 Your company did not receive any conviction for breach of safety regulation in the past 3 years.
- 貴公司有否委派專人全職負責安全事宜？ 是 Yes 否 No
- 3 Has your company appointed full time staff responsible for safety issue?

H. 可持續發展 Sustainability

- 貴公司有否推行過任何關愛員工的措施(如康樂活動、進修資助等)？ 是 Yes 否 No
- 1 Has your company implemented any staff caring initiatives (e.g. staff recreation activities, support of staff continuing education)?
- 貴公司有否推行過任何環境保育的措施(如綠色辦公室、植樹計劃)？ 是 Yes 否 No
- 2 Has your company implemented any environmental conservation initiatives (e.g. green office, tree planting scheme)?
- 貴公司有否推行過任何服務社區的措施(如商界展關懷、慈善捐贈)？ 是 Yes 否 No
- 3 Has your company implemented any community initiatives (e.g. caring company, charitable donation)?
- 貴公司有否推行過任何企業管治的措施(如委任非執行董事、建立員工行為守則)？ 是 Yes 否 No
- 4 Has your company implemented any corporate governance initiatives (e.g. appointment of non-executive directors, establishment of code of conduct)?

I. 工作範圍 Work Scope

請註明貴公司所能提供的專業顧問服務範圍：

Please indicate here below the consultancy services that your company can provide to us:

簽名：

Signature :

名字 / 職位：

Name / Position :