|  |
| --- |
| 1. 在本網站登記及其後更新資料均為免費。每家公司只須就其提供的所有相關資訊科技服務，遞交**一份**登記表格。

The enrolment and subsequent information update for the SCP is free of charge. Each Company is required to submit **one** form only for enrolment of all related Information Technology (IT) services of the company.1. 申請者填妥本表格後，請連同第四部註明的證明文件和資料，電郵至slo\_ps@ogcio.gov.hk。

Applicant should complete this form and submit it together with the required supporting documents and information specified in Part IV to slo\_ps@ogcio.gov.hk.1. 除「公司中文名稱」外，請以英文填寫本表格。

Please complete all information in English, except for “Company Name in Chinese”.1. 政府資訊科技總監辦公室（本辦公室）當收到供應商社群入門網站申請書或更新表格後，會於三個工作天內以電郵形式確認收妥。如所須提供的資料正確無誤，本辦公室會於十個工作天內完成有關申請或資料更新。

The Office of the Government Chief Information Officer (OGCIO) would acknowledge by email upon receipt of SCP Enrolment or Information Update Form in three working days. If all the required information were provided properly, the enrolment or information update request would be completed in ten working days.1. 本辦公室保留不在本網站張貼供應商提供的所有資料的權利，並可全權酌情拒絕接受本辦公室認為網站不宜採納的申請。

OGCIO is not obliged to post all the submitted information onto the Portal, and has the sole discretion not to accept the application that is deemed not appropriate for inclusion in the Portal.1. 在本表格填報的資料將供政府在供應商社群入門網站使用。如有需要，本辦公室可能會向其他政府部門或非政府機構披露你在本表格填報的個人資料。除《個人資料(私隱)條例》訂明的豁免外，你有權要求查閱或改正個人資料。有關申請須以書面向資訊科技專業服務供應商聯絡經理提出。

The data provided by means of this form will be used by the Government for the inclusion in the SCP. The personal data you provided may be disclosed to other government departments and non-government organizations as may be necessary. Subject to exemptions under the Personal Data (Privacy) Ordinance, you have the right to request access to or correction of personal data. Such request should be addressed to the Supplier Liaison Manager, Professional Services. 1. 本辦公室可不時評審貴公司作為供應商的資格，及有權因本辦公室認為供應商未能提供有效的公司資料的情況下，隨時從供應商名單刪除貴公司。

OGCIO may from time to time review the Supplier’s status for registered in the Portal and reserves the right to remove the Suppliers from the Portal at any time when the required information provided was deemed invalid.1. 如欲登記成為政府物流服務署供應商，請參考政府物流服務署網站。

<https://www.gld.gov.hk/zh-hk/our-services/one-stop/supplier-corner/supplier-application>Please refer to website of the Government Logistics Department (“GLD”) for the Application for Inclusion in the GLD Supplier Lists.<https://www.gld.gov.hk/en/our-services/one-stop/supplier-corner/supplier-application> |

|  |
| --- |
| **申請類別TYPE OF APPLICATION**  |
| 請註明 ([x] ) 申請類別。Please indicate ([x] ) the type of application.[x]  首次登記New Enrolment (請填寫所有資料Please fill in all information.)[ ]  資料更新Information Update (“\*” 必須填寫 “\*”Mandatory Fields) |

|  |
| --- |
| 第一部 公司資料 PART I. COMPANY INFORMATION |
|

|  |  |
| --- | --- |
| \*公司名稱：\*Company Name: |  |
| 公司中文名稱 (如適用)：Company Name in Chinese (if applicable): |  |
| 地址： |  |
| Address: |  |
|  |  |
|  |  |
| 電話號碼：Telephone No.: |  |
| 傳真號碼：Fax No.: |  |
| 公司網址：Company Website: |  |
| 電郵地址：Email Address: |  |
| 公司總部是否設在本港?Is headquarter of the Company located in Hong Kong? |  [ ]  是/Yes [ ]  否/No |
| 公司是否在本港登記?Is the Company registered in Hong Kong? |  [ ]  是/Yes [ ]  否/No |

 |

|  |
| --- |
| 第二部 聯絡資料 PART II. CONTACT INFORMATION |
|

|  |  |
| --- | --- |
| 聯絡人：Contact Person: | [ ]  先生Mr. [ ]  太太Mrs. [ ]  女士Ms [ ]  小姐Miss [ ]  博士Dr. |
| 職位名稱：Job Title: |  |
| 電話號碼：Telephone No.: |  |
| 電郵地址：Email Address: |  |
|  |  |

 |

| **第三部 專注或專門提供的服務領域****PART III. AREAS OF SERVICE FOCUS OR SPECIALIZATION** |
| --- |
| 請註明 ([x] ) 貴公司專注或專門提供的資訊科技專業服務。Please indicate ([x] ) the area(s) of Information Technology (IT) professional services that your company focuses on or specializes in.[ ]  應用服務供應商 Application Service Provider[ ]  人工智能 Artificial Intelligence[ ]  區塊鏈 Blockchain Technology[ ]  業務分析 Business Analysis[ ]  業務智能／數據分析／預測分析 Business Intelligence/Data Analytics/Predictive Analytics[ ]  業務程序設計／重組 Business Process Design/Re-engineering[ ]  改革管理 Change Management[ ]  服務途徑管理 Channel Management[ ]  雲端運算 Cloud Computing[ ]  應變／持續計劃 Contingency/Continuity Planning[ ]  客戶關係管理／企業資源規劃／人力資源管理技術 Customer Relationship Management/Enterprise Resource Planning/Human Resource Management Technologies[ ]  網絡安全 Cyber Security[ ]  數據轉換／遷移 Data Conversion/Migration [ ]  數據開採／數據倉 Data Mining/Warehouse [ ]  數據復原／資料銷毀 Data Recovery/Information Erasure[ ]  數據庫管理 Database Administration and Management[ ]  桌上排版 Desktop Publishing[ ]  運作復原計劃及推行 Disaster Recovery Planning and Implementation [ ]  文件管理／電子資料管理 Document Management/Electronic Information Management[ ]  電子數據聯通／電子貿易 Electronic Data Interchange/Electronic Commerce[ ]  電子市場推廣顧問 e-Marketing Consultancy[ ]  設備管理 Facilities Management[ ]  可行性研究／技術研究 Feasibility Study/Technical Study[ ]  地理信息系統 Geographical Information System[ ]  圖形／多媒體發展 Graphics/Multimedia Development [ ]  小組軟件推行及管理 Groupware Implementation and Management[ ]  求助台支援 Helpdesk Support[ ]  物聯網 Internet of Things (IoT)[ ]  資訊科技基準研究 IT Benchmarking Study[ ]  資訊科技最佳實踐研究 IT Best Practices Study[ ]  資訊科技顧問 IT Consultancy[ ]  資訊科技促成的業務改革研究 IT-enabled Business Transformation Study[ ]  達成組織目標相關的資訊科技項目管理 IT Programme Management to Deliver Organizational Objectives or Objectives Similar in Nature[ ]  資訊科技策略發展／部門資訊科技計劃 IT Strategy Development/Departmental IT Plan[ ]  資訊科技訓練 IT Training [ ]  知識管理 Knowledge Management[ ]  定位信息系統 Location Based System[ ]  資訊科技促成的業務改革管理服務 Management of IT-enabled Business Change[ ]  資訊科技系統發展前期的管理服務 Management Services Prior to the Development of IT System[ ]  流動技術 Mobile Technologies[ ]  網絡推行 Network Implementation[ ]  網絡管理及操作 Network Management and Operation[ ]  網絡計劃及設計 Network Planning and Design [ ]  網絡支援 Network Support [ ]  辦公室系統推行 Office System Implementation[ ]  網上數據開採 Online Data-mining[ ]  計劃管理 Programme/Project Management [ ]  品質控制、保證及查核 Quality Control, Assurance and Audit[ ]  量子計算 Quantum Computing[ ]  無線射頻識別 Radio Frequency Identification (RFID)[ ]  風險管理 Risk Management[ ]  機器人程序自動化 Robotic Process Automation[ ]  保安入侵偵測 Security Intrusion Detection [ ]  保安管理設計及推行 Security Management Design and Implementation[ ]  保安監察及事故應變支援 Security Monitoring and Incident Response Support [ ]  保安風險評估及審計 Security Risk Assessment and Audit[ ]  軟件資產管理 Software Asset Management[ ]  系統分析和設計 System Analysis and Design[ ]  系統推行及系統集成 System Implementation and System Integration[ ]  系統維修及支援 System Maintenance and Support [ ]  系統管理及操作 System Management and Operation [ ]  網站寄放 Web Hosting [ ]  網站伺服器內容管理 Web Server Content Management [ ]  網站發展 Website Development [ ]  網站維修 Website Maintenance [ ]  無線／流動應用 Wireless/Mobile Application[ ]  工作流程管理 Workflow Management |

|  |
| --- |
| 第四部 證明文件及資料 PART IV. SUPPORTING DOCUMENTS AND INFORMATION |
| 請連同本表格一併遞交(並註明 [x] )下列文件和資料.Please submit (and mark [x] ) the following document(s) and information together with this form.[ ]  有效商業登記證的副本備註(i) （首次登記**必須提交**） A copy of valid business registration Note (i) (**Mandatory** for new enrolment)[ ]  公司的專業能力（首次登記**必須提交**） Professional Capabilities of the company(**Mandatory** for new enrolment)樣板 Template : (雙擊以打開檔案 **Double click to open the file**)[ ]  就獲批授合約／已完成的政府項目遞交的表格（如適用者） Submission Form for Projects Awarded by/Completed for the Government, where appropriate表格 Form： (雙擊以打開檔案 **Double click to open the file**)[ ]  政府項目成功案例（如適用者） Success Stories of projects completed for the Government, where appropriate樣板 Template：(雙擊以打開檔案 **Double click to open the file**) [ ]  由有關項目推行者發出的同意書（如適用者），表明准許公開其項目資料和成功案例供政府用戶及公眾參考備註(ii)。 The record(s) of consent and clearance, where appropriate, given by the project owners concerned for posting their project information and success stories for reference by government users and the public. Note (ii)  |

|  |
| --- |
| 第五部 聲明 PART V. DECLARATION |
| 1. 本人 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 現代表 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 (獲授權代表全名) (公司名稱)確認本表格第一、第二和第三部所提供的資料，以及第四部所列的夾附文件所提供的資料均屬真確和最新的資料，並同意允許香港特別行政區政府於政府互聯網及內聯網網站發布該等資料。備註(ii)1. I, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,** hereby confirm on behalf of

 **(Name of Authorized Representative)****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** that the information **(Name of Company)**provided in Part I, Part II and Part III, as well as those in the enclosed documents listed in Part IV, is correct and up-to-date and give consent to the HKSAR Government to publish the information on the Government Internet and Intranet websites Note (ii).1. 本人 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 現代表 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 (獲授權代表全名) (公司名稱)授權香港特別行政區政府於政府互聯網及內聯網網站，建立連接第一部所示網站的超文本連結，以供政府用戶和公眾使用。1. I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby on behalf of

 **(Name of Authorized Representative)****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,** give the HKSAR Government **(Name of Company)**the permission to build hyperlinks on the Government Internet and Intranet websites for linking to the website given in Part I, for the access by Government users and the public.

|  |  |  |  |
| --- | --- | --- | --- |
| 獲授權代表簽署Signature ofAuthorized Representative: |  | 日期Date: |  |

|  |  |  |
| --- | --- | --- |
| （公司印鑑）(Company Chop) | 獲授權代表名稱Name of Authorized Representative: |  |
| 職位名稱Job Title: |  |
| 電話號碼Telephone No.: |  |
| 電郵地址Email address: |  |

 |
| 備註 Notes: |
| 1. 資料經處理後，此商業登記證副本會被銷毀。

The copy of business registration will be destroyed after processing. |
| 1. 本辦公室會發布以下資料：

在政府互聯網網站* + 公司名稱
	+ 獲批授合約／已完成的政府項目
	+ 政府項目成功案例
	+ 連接公司網站的超文本連結

在政府內聯網網站* + 第一部的公司資料
	+ 第二部的聯絡資料
	+ 第三部註明的專注或專門服務領域
	+ 專業能力
	+ 獲批授合約／已完成的政府項目
	+ 政府項目成功案例
	+ 連接公司網站的超文本連結

供應商須取得項目推行者同意方可在上述網站公布其項目資料和成功案例供政府用戶及公眾參考(如適用者)。 | OGCIO will publish the following information:Government Internet website* + Company name
	+ Projects awarded by/completed for the Government
	+ Success stories of projects completed for the Government
	+ Hyperlink to the company website

Government Intranet website* + Company information in Part I
	+ Contact information in Part II
	+ Areas of service focus or specialization in Part III
	+ Professional Capabilities
	+ Projects awarded by/completed for the Government
	+ Success stories of projects completed for the Government
	+ Hyperlink to the company website

Supplier is required to obtain consent and clearance, where appropriate, from the project owners for posting their project information and success stories on the above websites for reference by the public and government users. |
|  |

### - End -