

本署檔號：

Our Ref:

政府物流服務署  
Government Logistics Department

參與拍賣的競投人士登記申請書  
Application Form for Inclusion in the Registered Person List for Participation in Auctions

請詳細填寫本申請書及將所需文件交回：	
This form should be completed in FULL and returned together with the required documents to :	
香港柴灣創富道 11 號 政府物料營運中心閣樓 政府物流服務署 政府物流服務署署長收	Director of Government Logistics, Government Logistics Department, M/F, Government Logistics Centre, 11 Chong Fu Road, Chai Wan, Hong Kong
登記時間: 每個工作日 <sup>(註1)</sup> 0930 時至 1300 時 及 1400 時至 1700 時	
Registration Hours: from 0930 to 1300 hours and 1400 to 1700 hours on a working day <sup>(Note 1)</sup>	

\*如以個人名義競投，請填寫第一部分，如以機構或法人團體或非屬法團的團體名義競投，請填寫第二部分。

\*Please complete Part I for registration under the name of an individual and  
Part II for registration under the name of a firm or body corporate or unincorporate

第一部分 —— 以個人名義競投

**PART I —REGISTRATION UNDER THE NAME OF AN INDIVIDUAL**

1.	個人名稱 Name of Individual	英文姓名 Name in English	:	
		中文姓名 Name in Chinese	:	
2.	業務種類(如適用) Nature of business (if applicable)		:	
3.	商業登記證號碼(如適用) Business Registration Certificate No. (if applicable)		:	
4.	香港身份證號碼 / 護照號碼 Hong Kong Identity Card (HKID) No. / Passport No.		:	
5.	住址 Residential Address	英文 (English)	:	
		中文 (Chinese)	:	
6.	電話號碼 Tel. No.		:	
7.	傳真號碼 Fax No.		:	
8.	電郵地址 E-mail Address		:	
9.	與政府物流服務署的首選通訊方式 (請選剔 <input checked="" type="checkbox"/> 一方格) :	<input type="checkbox"/> 傳真	<input type="checkbox"/> 電郵	<input type="checkbox"/> 郵寄
	Preferred method of communication with GLD (Please tick <input checked="" type="checkbox"/> one box)	Fax	E-mail	Post
10.	與政府物流服務署的首選通訊語言 (請選剔 <input checked="" type="checkbox"/> 一方格) :	<input type="checkbox"/> 英文	<input type="checkbox"/> 中文	
	Preferred language of communication with GLD (Please tick <input checked="" type="checkbox"/> one box)	English	Chinese	
11.	請一併提交申請人的香港身份證或有效的護照副本及由申請日期起計最近三個月內發出的本地住址證明 <sup>(註 2)</sup> 副本，以供本署參考和存照。 Please attach a copy of a Hong Kong Identity Card or a valid Passport of the applicant, and a copy of proof of residential address in Hong Kong <sup>(Note 2)</sup> that was issued within the last three months from the application date for reference and record.			

本人欲申請納入政府物流服務署的已登記競投人士名單並:

I apply for inclusion in the Government Logistics Department (GLD) Registered Person List and:

- (i) 同意受政府物流服務署發布的標準拍賣條款及條件、警告及禁止參與拍賣會的機制<sup>(註3)</sup>、這份申請書「備註」所列的條款及條件、任何其他政府提出有關拍賣的條款及條件和政府於拍賣場地<sup>(註4)</sup>公佈的所有通告(如有)所約束; 及  
agree to be bound by the Standard Terms and Conditions of Auction Sale issued by GLD, the Warning and Debarment System for Auctions held by Government Logistics Department<sup>(Note 3)</sup>, Terms and Conditions under the Notes for Guidance of this application form, any other terms and conditions provided by the Government to apply to the auction, and all notice(s) published by the Government in the Auction Venue<sup>(Note 4)</sup> (if any); and
- (ii) 確認本人受政府發布的拍賣清單及任何有關拍賣會的通告所載列的條款及條件約束。  
acknowledge that the Auction List and any notices published by the Government in connection with the auction may also contain terms and conditions by which I am bound.

簽署: \_\_\_\_\_

Signature

姓名(正楷): \_\_\_\_\_

Name in block letters

日期: \_\_\_\_\_

Date

第二部分 —— 以機構或法人團體或非屬法團的團體名義競投

**PART II — REGISTRATION UNDER THE NAME OF A FIRM OR BODY CORPORATE OR UNINCORPORATE**

1.	機構或法人團體或非屬法團的團體名稱 Name of a firm or body corporate or unincorporate	英文 (English) :	
		中文 (Chinese) :	
2.	業務種類 Nature of business	:	
3.	商業登記證號碼 Business Registration Certificate No.	:	
4.	機構地址 Office Address:	英文 (English) :	
		中文 (Chinese) :	
5.	電話號碼 Tel. No.	:	
6.	圖文傳真號碼 Fax No.	:	
7.	電郵地址 E-mail Address	:	
8.	獲機構或法人團體或非屬法團的團體授權人士的姓名及其香港身份證或護照號碼 Name and HKID no./ passport no. of authorised person to act on behalf of the firm or body corporate or unincorporate	英文姓名: Name in English	_____
		中文姓名: Name in Chinese	_____
		香港身份證號碼 或護照號碼: HKID No./ Passport No.	_____
9.	與政府物流服務署的首選通訊方式(請選剔√一方格): Preferred method of communication with GLD (Please tick√ one box)	<input type="checkbox"/> 傳真 Fax	<input type="checkbox"/> 電郵 E-mail
		<input type="checkbox"/> 郵寄 Post	
10.	與政府物流服務署的首選通訊語言(請選剔√一方格): Preferred language of communication with GLD (Please tick√ one box)	<input type="checkbox"/> 英文 English	<input type="checkbox"/> 中文 Chinese

11.	<p>請一併提交下列文件，以供本署參考和存照： Please attach the following documents for reference and record:</p> <p>(i) 有效的商業登記證副本； a copy of a valid Business Registration Certificate;</p> <p>(ii) 機構或法人團體或非屬法團的團體授權書正本以證明其授權於上述項目(8) 的獲授權人士有權代表該機構或法人團體或非屬法團的團體； an original authorisation letter from the firm or the body corporate or unincorporate authorising the person named in Item (8) above to act on behalf of the firm or the body corporate or unincorporate;</p> <p>(iii) 上述項目 (8) 的獲授權人士的香港身份證或有效護照副本；以及 a copy of the HKID or a valid passport of the authorised person named in Item (8) above; and</p> <p>(iv) 標準拍賣條款及條件內拍賣條款第 7.2 段及/或第 7.4 段要求的有效無線電商牌照(放寬限制)及/或廢物處置牌照或出口許可證副本(如適用)。 a copy of a valid Radio Dealers Licence (Unrestricted) issued by the Communications Authority under the Telecommunications Ordinance (Cap. 106) and/or waste disposal licence or export permit specified in Paragraph 7.2 and/or Paragraph 7.4 of the Terms of Auction respectively of the Standard Terms and Conditions of Auction Sale, if applicable.</p>
	<p>我/我們謹代表上述機構或法人團體或非屬法團的團體申請納入政府物流服務署的已登記競投人士名單並： I/We apply on behalf of a firm or body corporate or unincorporate for inclusion in the GLD Registered Person List and:</p> <p>(i) 同意受政府物流服務署發布的標準拍賣條款及條件、警告及禁止參與拍賣會的機制<sup>(註 3)</sup>和這份申請書「備註」所列的條款及條件、政府任何其他有關拍賣的條款及條件和政府於拍賣場地<sup>(註 4)</sup>公佈的所有通告(如有)所約束；及 agree to be bound by the Standard Terms and Conditions of Auction Sale issued by GLD, the Warning and Debarment System for Public Auctions held by Government Logistics Department<sup>(Note 3)</sup>, Terms and Conditions under the Notes for Guidance of this application form, any other terms and conditions provided by the Government to apply to the auction, and all notice(s) published by the Government in the Auction Venue<sup>(Note 4)</sup> (if any); and</p> <p>(ii) 確認我/我們受政府發布的拍賣清單及任何有關拍賣會的通告內載列的條款及條件約束。 acknowledge that the Auction List and any notices published by the Government in connection with the auction may also contain terms and conditions by which I/we am/are bound.</p> <p style="text-align: right;">簽署: _____ <i>Signature</i></p> <p style="text-align: right;">獲授權人姓名(正楷): _____ <i>Name of Representative in block letters</i></p> <p style="text-align: right;">職銜: _____ <i>Designation</i></p> <p style="text-align: right;">日期: _____ <i>Date</i></p> <p>_____ (機構或法人團體或非屬法團的團體印鑑) (<i>Chop of the firm, body corporate or unincorporate</i>)</p>

**Office Use Only**

此欄只供本署職員填寫

Registration No.  
登記編號Remarks  
備註

註：

Note :

1. 工作日指星期一至星期五，但公眾假期或於香港八號或以上的熱帶氣旋警告信號懸掛或黑色暴雨警告信號或政府公布的「超強颱風後的極端情況」生效的任何一天（0900 時至 1730 時期間）除外。

Working day means Monday to Friday, other than a public holiday or a day on which Tropical Cyclone Warning Signal No. 8 or above is hoisted, or a Black Rainstorm Warning Signal or “extreme conditions after super typhoons” announced by the Government is/are in force for any time during 0900 to 1730 hours.

2. 本地住址證明須由下列機構發出的文件、收費單、結單或通知書，該證明須清楚顯示申請人姓名、地址、發函機構名稱及發函日期：

The proof of residential address in Hong Kong shall be a document, bill, statement or correspondence including the name and address of the applicant, the name of issuing organisation and the issue date issued by:

- (i) 政府決策局/部門 或司法機構(法庭)；

a Government bureau/department or the Judiciary;

- (ii) 公共機構 (如水 / 電 / 煤氣 / 中央石油氣的供應商 (不包括中央石油氣營運商))；

a utility company (e.g. water, electricity, town gas or domestic piped liquefied petroleum gas (LPG) suppliers (NOT including domestic piped LPG operators));

- (iii) 以下其中一間公營機構：

one of the following public organisations:

醫院管理局、香港房屋委員會、香港房屋協會或香港考試及評核局；

Hospital Authority, Hong Kong Housing Authority, Hong Kong Housing Society or Hong Kong Examinations and Assessment Authority;

- (iv) 銀行、持牌放債人、保險公司或強積金核准受託公司；

a bank, licensed money lender, insurance company or Mandatory Provident Fund Approved Trustee;

- (v) 固網電話 / 流動電話 / 收費電視 / 互聯網的服務供應商；或

a service provider of landline telephone, mobile phone, paid TV or internet service; or

- (vi) 本地大學或可頒受學位的高等教育院校。

a university or degree-awarding higher education institution in Hong Kong.

3. 標準拍賣條款及條件及警告及禁止參與由政府物流服務署舉辦的拍賣會的機制可於以下網站查閱和下載：

<https://www.gld.gov.hk/zh-hk/our-services/supplies/auction/>

有關文件亦可在下列地點索取

- (i) 香港北角渣華道 333 號北角政府合署 10 樓政府物流服務署接待處；或

- (ii) 香港柴灣創富道 11 號政府物料營運中心地下

The Standard Terms and Conditions of Auction Sale and the Warning and Debarment System for Auctions held by GLD are available for viewing and downloading from the following website:

<https://www.gld.gov.hk/en/our-services/supplies/auction/>

The documents can also be obtained from the following:

- (i) Government Logistics Department Reception Counter, 10/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong; or

- (ii) G/F, Government Logistics Centre, 11 Chong Fu Road, Chai Wan, Hong Kong.

4. 拍賣場地指香港柴灣創富道 11 號政府物料營運中心閣樓會議室或政府可能根據標準拍賣條款及條件內拍賣條款第 1 段(拍賣會)更改的其他地點。

Auction Venue means the Conference Room on the Mezzanine Floor of the Government Logistics Centre located at 11 Chong Fu Road, Chai Wan, Hong Kong or other venue as the same may be changed by the Government in accordance with Paragraph 1 (The Auction) of the Terms of Auction Sale of the Standard Terms and Conditions of Auction Sale.

**備註**  
**NOTES FOR GUIDANCE**

**甲部 -有關收集個人資料的目的**  
**Part A – Statement of Purpose**

**資料用途**  
**Purpose of Collection**

1. 填報在此表格內的個人資料，會供政府用以審批有關納入政府物流服務署（物流署）已登記競投人士名單（即已批准參與物流署舉辦的拍賣會人士的名單）的申請，以便已登記人士參與物流署舉辦的拍賣會及由此引起或附帶的所有其他用途（包括批審有關拍賣合約、解決拍賣引致的任何爭議、查核是否符合法例以及根據標準拍賣條款及條件內拍賣條款第 16 段（同意披露資料）披露資料）。

The personal data provided by means of this form will be used by the Government for consideration of the application for inclusion in the Government Logistics Department (GLD)'s Registered Person List (i.e. a list of persons approved to participate in auctions arranged by GLD), for participation in auctions arranged by GLD and all other purposes arising from or incidental to such (including for the award of contracts in connection with the auctions, resolution of any dispute arising from the auctions, checking of compliance with laws and the disclosure pursuant to Paragraph 16 (Consent to Disclosure) of the Terms of Auction of the Standard Terms and Conditions of Auction Sale.

2. 你須提供本申請表所要求的個人資料。假如你未能提供所需資料，你的申請可能不獲接納。

You shall provide the personal data as required by this form. If you fail to provide the required data, your application may be refused.

**個人資料轉介**  
**Transfer of Personal Data**

3. 物流署可能會向其他政府部門或非政府機構披露你在此表格內填報的個人資料，以作上述第 1 段所列的用途。

The personal data you provided by means of this form may be disclosed to other Government departments or non-Government organisations for the purposes mentioned in paragraph 1 above.

**查閱或改正個人資料**  
**Access to or Correction of Personal Data**

4. 如要查閱或改正個人資料，請向政府物流服務署個人資料私隱主任提出，地址為香港北角渣華道 333 號北角政府合署十樓。

Requests for access to or correction of personal data should be addressed to the Personal Data Privacy Officer, Government Logistics Department, 10/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong.

**撤回有關使用個人資料之同意**  
**Withdrawal of your Consent to the Use of your Personal Data**

5. 你有權以書面方式向個人資料私隱主任要求，撤回同意使用你的個人資料。如你已被納入已登記競投人士名單，當撤回同意使用你的個人資料時，你在已登記競投人士名單的名稱亦會被刪除。

You may withdraw your consent to our use of your personal data in writing to the Personal Data Privacy Officer. In case you have been successfully included in the Registered Person List, your name will also be removed from the List once your consent to our use of your personal data is withdrawn.

**重新評審已登記人士的資格**  
**Review of Registered Person' Status**

6. 政府有權因應任何可能影響個人、機構、法人團體或非屬法團的團體資格的新資料，對個人、機構、法人團體或非屬法團的團體作為物流署已登記人士的資格作出評審。此外，政府可隨時從物流署的已登記競投人士名單刪除任何人士、機構、法人團體或非屬法團的團體，而事前無須作出通知和賠償。

The Government reserves the absolute right to review the status of an individual, a firm, body corporate or unincorporate as a person admitted to the Registered Person List in the light of any new information that may affect such status and remove any individual, firm or body corporate or unincorporate from the Registered Person List at any time without prior notice and without compensation.

**乙部- 條款及條件**  
**Part B- Terms and Conditions**

1. 申請納入及持續包括在物流署已登記競投人士名單受標準拍賣條款及條件和這份「備註」所列的條款及條件(包括警告及禁止參與由物流署舉辦的拍賣會的機制)所規限。

Application for inclusion and continued inclusion in the Registered Person List will be on and subject to the Standard Terms and Conditions of Auction Sale and these Terms and Conditions under the Notes for Guidance, including the Warning and Debarment System for Auctions held by GLD.

2. 成功登記後，個人、機構、法人團體或非屬法團的團體將獲編配一個登記號碼，有關登記號碼用以識別參與任何物流署舉辦的拍賣會的已登記人士身分。

On successful registration, the individual, firm, body corporate or unincorporate (“Registered Person”) will be allotted with a registration number which will be used to identify the identity of the Registered Person for taking part in any auctions held by GLD.

3. 政府保留絕對權利拒絕任何個人或機構或法人團體或非屬法團的團體登記參與物流署舉辦的拍賣會，政府亦保留以下絕對權利：

The Government reserves the absolute right not to register any individual, firm or body corporate or unincorporate for the purpose of participating in the auction. The Government also reserves the absolute right to:

- (a) 在已登記競投人士名單刪除任何個人或機構或法人團體或非屬法團的團體名稱，因其登記資格是通過虛假、不準確或不正確的文件獲得；或

remove the name of any individual, firm or body corporate or unincorporate from the Registered Person List if the qualification of the individual, firm or body corporate or unincorporate for registration has been obtained by false or inaccurate statement or forged document; or

- (b) 根據標準拍賣條款及條件內拍賣條款第17段(禁止參與拍賣)，如已登記人士提交虛假、不準確或偽造文件以證明其符合登記成為已登記人士及/或參與拍賣的資格(包括競投人士需要根據香港法例要求，持有指定的牌照才可參與拍賣個別批次的物品)，該名已登記競投人士將會被禁止參與任何物流署舉辦或代政府舉辦的拍賣會；或

debar the Registered Person from participating in any auctions held by or on behalf of the Government in accordance with Paragraph 17 (Debarment) of the Terms of Auction of the Standard Terms and Conditions of Auction Sale in case the Registered Person has submitted any false or inaccurate statement or forged document for substantiating his eligibility for registration as a Registered Person and/or participation in the auction including to bid for the Lot(s) with Item(s) which is subject to any licensing requirements under the Laws of Hong Kong; or

- (c) 如任何已登記人士以機構或法人團體或非屬法團的團體名義登記，當其商業登記證有效期屆滿後，並未能向政府提供新的有效商業登記證副本，該機構或法人團體或非屬法團的團體名稱會在已登記競投人士名單上刪除。

remove the name of any firm or body corporate or unincorporate from the Registered Person List when the Registered Person is registered as an individual which is a sole proprietor, firm or body corporate or unincorporate and it fails to submit a copy of a valid Business Registration Certificate after the expiry of the relevant certificate previously provided to the Government.

4. 參與物流署舉辦的拍賣會，有關人士於拍賣日須：

To participate in a particular auction held by GLD, a person as at the Auction Date shall:

- (a) 被錄取於已登記競投人士名單；

be admitted to the Registered Person List;

- (b) 沒有被政府禁止參與拍賣；及

not be debarred by the Government from participating in the auction; and

- (c) 沒有觸犯標準拍賣條款及條件內拍賣條款第4.4段。

not have committed the breach in Paragraph 4.4 of the Terms of Auction of the Standard Terms and Conditions of Auction Sale.

5. 成為登記競投人士必須要以個人身份（年滿 18 歲或以上）或機構（包括合夥經營）或法人團體或非屬法團的團體作登記。機構須授權年滿 18 歲或以上人士代表其機構參與拍賣。

A Registered Person must be an individual aged 18 or above or a firm (including partnership) or a body corporate or unincorporate. The firm and the body corporate or unincorporate shall authorise a person, who shall be aged 18 or above, to represent it to participate in the auction.

6. 物流署可透過郵遞、傳真或電郵方式，向已登記人士發出任何通知或其他通訊。

Any notifications or other communications from GLD to the Registered Person may be sent by post, by fax or by email.

7. 物流署保留日後更改上述「備註」所列條款及條件的權利。任何相關的改動會在物流署網站刊登，並／或另行通知你。

GLD reserves the right to make further changes to these Terms and Conditions under the Notes for Guidance. Any such changes will be published on the website of GLD and/or separately notified to you.

8. 上述條款及條件的中文譯本如與英文版有異，一概以英文版為準。

In the event of any inconsistency between the English version and the Chinese version of Terms and Conditions, the English version shall prevail.