



APPLICATION FOR

REGISTRATION AS SUPPLIER OF

SHUN TAK - CHINA TRAVEL SHIP MANAGEMENT LIMITED

We, Shun Tak - China Travel Ship Management Limited ("STCT"), maintain an open door policy for suppliers who can support our requirements for goods, services and new or improved products. If you are interested in becoming a supplier of STCT please complete in full an "Application for Registration as Supplier", which is available for download from this website and send it with all required documents (e.g. business registration certificate, business reference etc.) by registered post to the following address:

Shun Tak - China Travel Ship Management Limited
2/F, 95 Hing Wah Street West,
Lai Chi Kok, Kowloon,
Hong Kong

Attn : Ms. Lisa Lau
Procurement Manager
Procurement Department.



PROC013 REV3.0 (19/3/2014)



PART I - COMPANY DETAILS

1. Name of Company : _____
 _____ (hereinafter called the "Applicant")
2. Address : (2.a) Head Office : _____

- Tel No.: _____ Fax No.: _____
- (2.b) Website (if applicable) : _____
- (2.c) E-mail address (if applicable) : _____
3. Business Registration Certificate No. _____ Valid until : _____ (Please attach copy)
4. Brief Description of Company :
- (4.a) Year of establishment : _____ (4.b) Total no. of permanent staff : _____
- (4.c) Nature of business : _____
- (4.d) Annual Turnover (HK\$) : _____ (Please attach supporting documents)

PART II - ORGANIZATION

1. Key members of organization :

	Name	Name
(1.a) Managing Director		
(1.b) Directors		
(1.c) Proprietors		
(1.d) Partners		

2. Contact person(s) for matters relating to tenders / contracts :

Name	Official Title	Tel No.	E-mail

PART III - BUSINESS ACTIVITIES AND DOCUMENTS

1. Please indicate below the goods / services, which your company would like to be registered as a supplier of STCT, and mark the goods / services with an asterisk if they are currently being marketed by you as sole agent distributor or authorized dealer in Hong Kong.

(1.a) Type / name of products supplied / services provided

(1.b) Original supplier / manufacturer

(1.c) Please provide **a valid authorization letter** from the original supplier / manufacturer.

(1.d) Please provide **two sets of catalogue (printed copy)** for the items mentioned above.

2. Please name below two of your major customers from whom we may obtain business reference.

(2.a) Name :			
Address :			
Contact Person :		Tel No. :	
E-mail :		Fax No. :	

(2.b) Name :			
Address :			
Contact Person :		Tel No. :	
E-mail :		Fax No. :	



STCT reserves the right to contact the companies listed above direct for business references without informing the Applicant or its prior consent. By completing and submitting this application to STCT the Applicant hereby authorizes the companies listed above to provide business references in relation to the Applicant to STCT.

PART IV - Declaration

1. We / I understanding that it is the policy of STCT to require all its employees to avoid any conflict between their personal interests and the interests of STCT in dealing with suppliers and all other parties doing or seeking to do business with STCT. We / I shall exercise due diligent care to prevent any action or condition which may violate this policy of STCT. We / I agree and undertake to report to STCT any attempt by its employees to solicit advantages of any nature or to act in any manner contrary to the highest standard of business ethics and interest of STCT. This obligation shall apply to the activities of our / my employees, agents, representatives, vendors, subcontractors and third parties.

We / I understand that if we / I were / was found to have secured any order / contract from STCT by offering any pecuniary benefit or benefit in kind to any employee of STCT as an inducement or reward STCT shall be at liberty to cancel the order / contract and shall hold us / me liable for any loss or damages which STCT may thereby sustain.

2. We / I apply on behalf of the Appliant to register as supplier of the Shun Tak - China Travel Ship Management Limited.

Space for company chop

Authorized signature : _____

Name in block letters : _____

Designation : _____

Date : _____



**IMPORTANT
 NOTES**



**1. Collection
 of Data**

Information provided by the applicant will be used only for processing its application for registration as supplier of STCT. If the applicant's application has been unsuccessful, the data collected will be destroyed within three months after the outcome of your application is determined.



2. Enquiries

All enquiries regarding this Application for Registration as Supplier of Shun Tak - China Travel Ship Management Limited should be directed to :

Shun Tak - China Travel Ship Management Limited
 2/F, 95 Hing Wah Street West, Lai Chi Kok, Kowloon, Hong Kong.
 Attn : Ms. Lisa Lau
 Procurement Manager - Procurement Department.
 Tel: 852 2746 2705 Fax: 852 2540 4258