

Highways Department

**List of Approved Suppliers of Materials and
Specialist Contractors for Public Works**

Application for Inclusion in the List - Questionnaire

Please read the “Contractor Management Handbook” issued by Development Bureau and “Guidelines for Applicants in Completing the Questionnaire” carefully before completing this questionnaire. If the space provided is insufficient, additional sheets shall be attached to this questionnaire for amplification.

1. Category

Class*

Trade name of the product under application*

Manufacturer of the product and its address*

2. Registered name of company
(See Guideline No. 2)

3. Registered address of company

4. Date of formation of company

5. Business Registration Certificate No.

Date of Expiry

6. The company is

- * a. a body corporate under the Companies Ordinance, or
- * b. a partnership (unincorporated), or
- * c. a sole proprietorship (unincorporated).

7. Previous name(s) of company with dates, if any.

8. Name(s) of ultimate holding company, subsidiaries or associated companies, if any.

9. Name(s) of top management (i.e. President, Chairman, Director, Managing Director, Executive Director or General Manager, etc.) and length of service with company.

Name	Designation	Length of service with company

10. Names, qualifications and experience of top management, professional and technical staff in resume form. (See Guideline No. 4)

11. Directly employed work force. (See Guideline No. 4)

Trade	Number of staff

12. Details of office(s), works area(s) and workshop(s). (See Guideline No. 5)

	Address	Approximate area
Office		
Workshop		
Works area		

13. List of plant and equipment. (See Guideline No. 6)

Plant/equipment	Owned/hired	Quantity

14. Full details of the products or proprietary systems under application including type, manufacturer, materials, mechanical properties and proof of compliance with relevant British Standards or equivalent. Technical and performance data should also be provided if appropriate. (See Guideline No. 7)

15. A detailed description of the method of carrying out the category of works. (See Guideline No.8)

16. Relevant projects completed in the past 3 years and currently being undertaken by the company. (See Guideline No. 9)

# Project Title	Date of commencement	Date of completion	Value of relevant works	Name and address of the consulting engineers (architects or clients if there is no consulting engineer)

17. References from consulting engineers, architects or clients for relevant projects completed in the past 3 years. (See Guideline No.10)

I certify that all the information provided above is true and correct to the best of my knowledge. The following documents are enclosed herewith:

- a. a copy of the Business Registration Certificate,
- * b. a copy of the Certificate of Incorporation under Companies Ordinance,
- * c. a copy of the Memorandum and Articles of Association,
- d. an organization chart,
- e. resumes of top management, professional and technical staff,
- f. qualifications and experience of skilled workers employed,
- g. layout plans of offices, works areas and workshops with principal dimensions and showing location of major equipment/ facilities,
- h. details of plant and equipment owned and hired,
- i. details of products or proprietary systems under the application,
- j. description of method of carrying out the category of works,
- k. details of works carried out in the past 3 years and currently in hand,
- l. references from consulting engineers, architects or clients for relevant projects completed in the past 3 years,
- * m. certificates,
- * n. others (please specify).

Signature _____

Name _____

Designation _____

Date _____

- * Delete as appropriate
- # with Contract Number, if any, and description of works