

**RESTRICTED**

**Application Form**

**Part I : Details of the Company**

1. Name of Company :	
2. (a) Business Registration No. (Hong Kong) <sup>(1)</sup> :	
(b) Expiry date :	
(c) Date of first registration in Hong Kong :	
3. Nature of business :	
4. Address :	
5. Tel. No. :	6. Fax No. :
7. Website :	8. Email :
9. (a) Years of establishment overseas (if applicable) :	
(b) Affiliations (if applicable) :	
(i) Name of organisations affiliated with :	
(ii) Nature of business of the organisations affiliated with :	

**Part II : Organisation and staff<sup>(2)</sup>**

<p>1. Members of organisation holding executive functions :</p> <p style="text-align: right;"><u>Name</u></p> <p>(a) Managing director* :</p> <p>(b) Directors* :</p> <p>(c) Owners/Proprietors* :</p> <p>(d) Partners* :</p>
<p>2. Total no. of persons currently employed :</p> <p>(a) Full-time :</p> <p>(b) Part-time :</p>
<p>3. No. of full-time key functional personnel of the company :</p> <p>(a) Project Managers (PM) or equivalent :</p> <p>(b) Research Managers/Research Executives (RM/RE) or equivalent :</p> <p>(c) Fieldwork Managers/Supervisors (FM/Supr) or equivalent :</p> <p>(d) Other designations (please specify) :</p>

\* Delete where inappropriate

4. Qualifications of each of the full-time key functional personnel of the company :

<u>Post</u>	<u>Name</u>	<u>Qualifications</u>	<u>Years of experience</u> (in respect of level of responsibility currently held)
(a) PM or equivalent			
(b) RM/RE or equivalent			
(c) FM/Supr or equivalent			
(d) Other designations (please specify)			

5. No. of full-time enumerators employed by the company :

6. Persons to contact on matters relating to tenders/contracts :

<u>Name</u>	<u>Official capacity</u>	<u>Tel. No.</u>
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**Part III : Experience of Company in Conducting Statistical Surveys <sup>(3)</sup>**

1. Experience in conducting the following types of surveys in the past three years :

Number of surveys conducted  
by type of data collection method used

<u>Type of statistical surveys conducted</u>	<u>Face-to-face interviews</u>	<u>Telephone interviews</u>	<u>Others</u> (please specify)
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(a) Surveys on business undertakings

(i) Sample size < 1 000

(ii)  $1\ 000 \leq \text{Sample size} \leq 5\ 000$

(iii) Sample size > 5 000

(b) Surveys on households/individuals

(i) Sample size < 1 000

(ii)  $1\ 000 \leq \text{Sample size} \leq 5\ 000$

(iii) Sample size > 5 000

(c) Others (please specify)

2. Names and addresses of organisations for whom your company has conducted statistical surveys in the past 12 months and who would be prepared to provide, if required, references in respect of the service contracts which your company has undertaken with them :

<u>Name</u>	<u>Address</u>	<u>Contact person</u>	<u>Name of statistical survey conducted</u>
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**Part IV : Certification**

1. I confirm on behalf of my company that the information given above is correct and complete, and that my company has no record of bankruptcy or involvement in business fraud or unethical practice.

2. I apply on behalf of my company to register as a contractor for conducting statistical surveys.

Signature : \_\_\_\_\_

Name in block letters : \_\_\_\_\_

Designation : \_\_\_\_\_

(Space for company chop) Date : \_\_\_\_\_

- Notes :
- (1) A copy of a valid Business Registration Certificate should be attached for reference and record where applicable.
  - (2) Details regarding the company profile (together with the organisation and management structure of the local/overseas establishment of the company) should be provided in separate sheets. A copy of the company's annual report may be provided where appropriate.
  - (3) A list of statistical surveys (categorised by type) conducted by the company in the past three years should be provided in a separate sheet.
  - (4) The data you provide by means of this form may be disclosed to and used by other government departments/bureaux in connection with the procurement of services relating to the contracting out of statistical surveys.