

Application Reference: _____

(Official use: to be assigned by the Secretary of the Working Group)

O&M Branch Service Provider List

Application Form

Name of Company : (should be identical to the Business Registration Certificate/Certificate of Incorporation)	
Full Office Address : (in English)	
Contact Person and Post :	
Organization Chart and Particulars of Key staff :	(Please submit the information with separate sheets) (see Note 1(iii))
Telephone No. :	
Fax No. :	
Email :	
Category of the List you would like to apply for :	<p>(Please tick only one of the three categories as appropriate. A separate application should be used if you would like to apply for more than one category.)</p> <p><input type="checkbox"/> Category: Condition Surveys (Please select either one of the followings or both)</p> <p style="padding-left: 40px;"><input type="checkbox"/> Pressurized Pipes</p> <p style="padding-left: 40px;"><input type="checkbox"/> Gravity Pipes</p> <p><input type="checkbox"/> Category: Replacement and Rehabilitation (R&R) Works (Please select either one of the followings or both)</p> <p style="padding-left: 40px;"><input type="checkbox"/> Pressurized Pipes</p> <p style="padding-left: 40px;"><input type="checkbox"/> Gravity Pipes</p> <p><input type="checkbox"/> Category: Desilting Works</p>

I certify that the information provided is correct.

Signature and Company Chop: _____

Name in Block Letter: _____

Designation: _____

Date: _____

(dd/mm/yyyy)

Important Notes :

1. This Form should be duly completed and returned **by mail** to the Secretary, Working Group on Management of O&M Branch Service Providers at 9/F, Drainage Services Tower, 8 Ying Wah Street, Cheung Sha Wan, Kowloon, together with:
 - (i) Copy of Business Registration Certificate;
 - (ii) A detailed account of past working experience/job references of your company and particulars of your key staff demonstrating compliance with the admission criteria; and
 - (iii) Organization chart of the company (please declare if there are any subsidiaries / parent company to which your company belongs);
2. Failure to attach the above information to the application will lead to rejection of the application.
3. Service providers on the list are subject to regulating actions for their poor performance.
4. The admission application will be vetted by a designated officer nominated from the district divisions for subsequent endorsement by the Working Group on Management of O&M Branch Service Providers. Applicants will be informed of the decision of the said working group which will be final and non-disputable.
5. The selection of service providers for inviting quotations and the issue of invitations will follow Stores and Procurement Regulations (SPR) 280 which sets out the minimum number of service providers to be invited. Invitations may be issued to all or only some of the service providers on the list subject to the prevailing circumstances including but not limited to the number of services providers on the list and the invitation mechanism of the O&M Branch.