

Application for a registered account as an approved vendor / service provider

1. We may, in our sole discretion and at any time, without notice or any liability to you, add to, amend, cancel or remove the application and registration process for a Registered Account on our list.
2. AVSECO has the right, in its sole discretion, to accept or decline any application to open a Registered Account.
3. You agree that in order to apply for a Registered Account, you must:
 - i) be a duly registered and/or established business, institution or legal entity under applicable law;
 - ii) establish your Registered Account in your full legal name as shown on your most up-to-date certificate of incorporation or business registration certificate, or any legally recognized equivalent document in your place of incorporation;
 - iii) provide us with your full principal office address and contact details, including an email address; and
 - iv) provide us with any other information or documents that may be required by us from time to time.
4. We may require you, at any time (whether before or after the establishment of your Registered Account), to provide any other information as required by us, or as required by applicable law or a competent government body, and you must comply with our request promptly and fully.

Monitoring Supplier Performance

1. A supplier who repeatedly fails to achieve a satisfactory performance or fails to respond to our invitation for quotations in the past 12 months will be referred to our Manager (Administration) for endorsement of suspension/removal from the active vendor list.
2. Wherever required, warning letters may be issued to the supplier(s) with unsatisfactory performance/response.

AVIATION SECURITY COMPANY LIMITED
Supplier Questionnaire

Company Name: _____ Contact Person: _____

Address: _____

Tel. No: _____ E-mail: _____

Fax No: _____ Homepage: _____

Business Registration No.: _____
(Please attach a photocopy)

Bank Name: _____ Bank A/C no.: _____

Payment Term: _____

1. Have you previously supplied services to our company? Yes / No*

If yes, please describe below the services provided:

2. Are you listed in any Government Approved Lists? If so, please specify your work scope below: Yes / No*

3. Are you registered to ISO 9001 or any equivalent / similar standard? Yes / No*
If yes, please provide a copy of your ISO Certificate & Quality Policy Statement.

4. Declaration of Interest
Is any member of AVSECO associated with any financial or other interest in your company either directly or indirectly through members of his/her family? Yes / No*

If Yes, please give details below:

Name: _____ ID Card No.: _____ Relationship: _____

5. For individuals and companies providing professional advice and service, do you carry Professional Indemnity Insurance? If yes, please state the amount insured.

Yes - HK\$ _____ / No*

Signed: _____ Date: _____

Name: _____ Position: _____

* Please delete where appropriate

Internal Use Only	
Account code: _____	
Questionnaire checked by Procurement Officer	Application assessed by Manager (Administration)
	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected
_____ Name & Signature Date:	_____ Name & Signature Date: