



GEG PROCUREMENT VENDOR QUALIFICATION AND REGISTRATION FORM

The following form contains the requirements of becoming a GEG vendor.

THIS IS ONLY FOR YOUR REFERENCE.

銀娛採購 供應商認證及登記表格

以下表格是成為銀娛供應商的要求

此表格謹供參考



Vendor Qualification & Registration Form

供應商認證及登記表格

Requestor Name:	Vendor Code : _____
Date:	<i>(To be assigned by Finance after registration process)</i>
Please check appropriate box: <input type="checkbox"/> New Registration <input type="checkbox"/> Vendor Info Update -> Existing Vendor Code: _____	

Please complete and return to GEG Procurement within 14 working days from date of issue.

請於簽發日期起十四個工作天內填妥並交回銀娛採購。

PART I (第一部分)

Vendor Classification 供應商類別			
A) Supply Products Only (i.e. does not render any service) 只限於提供商品 <input type="checkbox"/>	B) Render Services Only In Macau 只限於本地提供服務 <input type="checkbox"/>	C) Supply Products And Render Services In Macau 提供商品與服務 <input type="checkbox"/>	
Vendor General Information 供應商基本資料			
Company Name 公司名稱			
English 英文:			
Portuguese 葡文:			
Chinese 中文:			
Street Address 營業地址:			
Street Address 2 營業地址 2:			
City 城市:		State/Province 洲/省:	
ZIP/Postal Code 郵政編號:		Country 國家:	
Company Telephone Number 公司電話號碼:			
Company Website 公司網址:			
Business Registration Number 商業登記號碼 (not applicable to individual 不適用於以個人為公司類型)			
Year Incorporated 成立年份:			
Name of Parent Company / Group 母公司/ 集團名稱:			
Nature of Business 業務性質:			
Type of Company 公司類型			
<input type="checkbox"/> Private Limited 有限公司 <input type="checkbox"/> Partnership 合夥/無限公司 <input type="checkbox"/> Sole Proprietorship 獨資經營			
<input type="checkbox"/> Publicly Listed 上市公司 <input type="checkbox"/> Individual 個人			
If Publicly Listed, Name of Stock Exchange: 如屬上市公司, 請提供交易所名稱:		Stock Exchange Indicator: 股票代號:	
Freight INCOTERM: 貿易條款:			
<input type="checkbox"/> DDP GEG Receiving Dock (Default) 貨送到銀娛收貨區包括所有運費, 保險和稅款(默認)		<input type="checkbox"/> Others 其他 _____ (please specify 請列明)	
Contacts 聯絡表			
	Chairman / CEO 公司負責人 (Mr./Ms)	Primary Sales Account Contact 營業代表 (一) (Mr./Ms)	Secondary Sales Account Contact 營業代表 (二) (Mr./Ms)
Name 姓名			
Title in Company 公司職銜			
Company Direct Line 公司直線電話號碼			
Mobile No. 手提電話號碼			
Fax No. 傳真號碼			
E-mail address 電郵地址			

Contacts 聯絡表				
	Tender Contact 投標書聯絡人	Order Acknowledgement Contact 採購訂單確認人	Customer Service Contact 客戶服務	
Name 姓名				
Title in Company 公司職銜				
Company Direct Line 公司直線電話號碼				
Mobile No. 手提電話號碼				
Fax No. 傳真號碼				
E-mail address 電郵地址				
Provide details of Major Shareholders (5% or above), Company Officers and Directors of the Vendor, its Parent Company and any Subsidiary Company (This is a mandatory field and must be completely filled out otherwise the form will be returned). 請列出持有供應商 5% 以上股權之主要股東，其母公司及子公司的主要負責人及董事 (這是一個必填項，且必須填寫完整，否則表格將被退回.)				
Name 姓名	Company 公司	Position 職位	Number of Shares 持股量	Macau Resident (Y or N) 澳門居民 (是或否)
Provide details of any civil or criminal Litigation that the Vendor, its Major Shareholders (5% or above), its Company Officers and Directors and those of the Parent company and any Subsidiary or its Parent Company has been involved within the past ten (10) years (This is a mandatory field. Please indicate N/A if not applicable) 請提供供應商、其負責人及董事、其 5% 以上股權之主要股東、母公司及子公司及該等公司的主要負責人及董事，過去十年涉及的刑事或民事訴訟的資料 (這是一個必填項，如果沒有任何訴訟，請填上“不適用”)				
Court Name/Jurisdiction 法院名稱/隸屬國家或地區	Case Number/Date 案件編號/日期	Nature of Litigation 訴訟性質	Outcome 結果	
Provide details of any relatives or close friends or associates of the Vendor, its Major shareholders (5% or above), Company Officers or Directors working for GEG or subsidiary companies of GEG (This is a mandatory field. Please indicate N/A if not applicable) 請提供貴公司之主要股東、公司主要負責人及董事的親屬、要好朋友或關聯人士受聘於銀河娛樂或其附屬公司的資料 (這是一個必填項，如果沒有，請填上“不適用”)				
Name 姓名	Company 公司	Position 職位	Number of Shares 持股量	

PART II (第二部分)

Account Details 帳戶資料			
Account Receivable Representative Details (if applicable) 收款代理人資料 (若適用)			
Account Receivable Representative Name 收款代理人姓名:			
Title 職銜:			
Account Receivable Representative Address 收款代理人地址:			
E-mail Address 電郵地址:			
Telephone Number 電話號碼:			
Payment Method (Please select only one) 付款方式 (請只選擇一項)			
<u>Credit Term</u>		Note: Payment will be settled only after satisfactory receipt of goods/services based on corresponding invoice 備註: 付款條件為貨物或服務驗收及收到相關發票	
掛帳數期: <input type="checkbox"/> 30 Days 月結三十天 <input type="checkbox"/> 45 Days 月結四十五天 <input type="checkbox"/> Others 其他 _____			
<u>Billing Currency</u>			
結算貨幣: <input type="checkbox"/> MOP 澳門幣 <input type="checkbox"/> HKD 港幣 <input type="checkbox"/> Others 其他 _____			
<u>Payment Method 付款方式</u>			
<input type="checkbox"/> Bank Auto-Pay 銀行轉賬 <input type="checkbox"/> Cheque /Bankdraft 支票/ 匯票 <input type="checkbox"/> T/T (Telegraphic Transfer) 電匯			
[Note: T/T is applicable for overseas vendor(s) only. 註: 電匯只適用於海外供應商。]			
For receiving payments by Bank auto-pay and Cheque/Bankdraft, please complete the information below:			
如需以銀行轉賬支票/ 匯票形式結算, 請填妥以下資料欄			
<input type="checkbox"/> Industrial and Commercial Bank of China (Macau) Limited (ICBC) 澳門工商銀行			
<input type="checkbox"/> Bank of China (BOC) 澳門中國銀行 <input type="checkbox"/> OCBC Wing Hang Bank Limited 華僑永亨銀行			
Beneficiary Name 賬戶名稱: _____			
Currency of Bank Account 賬戶幣值: _____			
Please complete the table below 請填妥以下資料欄			
Bank Name 銀行名稱:			
Bank Address 銀行地址:			
Bank Country: 銀行所屬國家:		SWIFT Code 銀行代碼:	
Bank Account Number 帳戶號碼:		Account holder 帳戶持有人:	
Contact Person for receiving T/T advice 電匯通知書聯絡人: _____			
Telephone Number 電話:		Fax Number 傳真:	

PART III (第三部分)

Client References (GEG will contact the following companies for reference check)			
客戶諮詢 – 請提供貴公司之客戶資料 (本公司將聯繫以下的公司作背景調查)			
1. Company Name 公司名稱:			
Address 地址:			
Contact (Name & Title) 聯絡人(姓名及職銜):			
Telephone & Fax No 電話及傳真號碼: (Tel)		(Fax)	
Email Address 電郵地址:			
Years of Business Connection 交易年期:			
2. Company Name 公司名稱:			
Address 地址:			
Contact (Name & Title) 聯絡人(姓名及職銜):			
Telephone & Fax No 電話及傳真號碼: (Tel)		(Fax)	
Email Address 電郵地址:			
Years of Business Connection 交易年期:			
3. Company Name 公司名稱:			
Address 地址:			
Contact (Name & Title) 聯絡人(姓名及職銜):			
Telephone & Fax No 電話及傳真號碼: (Tel)		(Fax)	
Email Address 電郵地址:			
Years of Business Connection 交易年期:			

PART IV (第四部分)

Product / Service Information 產品 / 服務資料	
Core Product /Service 主要產品 / 服務項目:	
Year the Product/Service was established 產品和服務提供年份:	
Total Number of Permanent Staff (mandatory field) 全職員工總人數 (必填項):	
Total Working Capital 公司營運資金:	
Company Type 公司類型: <input type="checkbox"/> Manufacturer 生產商 <input type="checkbox"/> Wholesaler/Retailer/OEM Service Provider (Please submit distribution authorization letter) 批發商/零售商/OEM 服務提供商 (請提供產品獨家代理/總經銷信函/分銷許可証) <input type="checkbox"/> Service Provider 服務提供商	
Transportation Fleet Size 運輸車隊數目: <input type="checkbox"/> Own 自置 / <input type="checkbox"/> Lease 租賃	
Overseas Vendors Only 只適用於海外供應商	No. of Years in Export Business 出口業務年資:
	Countries of Export 出口國家包括:
	Nominated Shipping Agent (if any) 委託之付運公司 (如適用):

Company Profile (公司概況)	
Please state your company information in detail (attach additional pages if needed) 請就以下各點提供詳盡資訊 (如需要, 請另附頁)	
1. Provide Company Background Introduction, History and Strategic Direction 闡述公司簡介, 歷史和發展方向:	
2. Describe Core Products/Services in detail and their competitive advantage in the Industry 詳細描述主要產品或服務:	
3. State pertinent financial information such as Sales Revenues, Profits and Assets in the Last 12 months 在過去十二個月內相關的財務資訊, 如收益, 利潤和資產:	
4. Describe After-Sales Service Support Program 售後服務計劃 :	
5. Industry-Related Certificate Awarded/s (if any) 相關行業證書 (如有):	
Factory/Facility Information (If applicable) 廠房/工場資料 (如適用)	
Name of Factory/Facility 工廠或工場名稱:	
Address 地址:	
Factory/Facility Floor size 廠房/工場面積:	
No. of Managerial Staff 管理人員數目:	
No. of Worker 工人數目:	
No. of Quality Controller 品質檢查人員數目:	
Quality Assurance System 品質保證系統: <input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有 If Yes, please specify 如有,請詳述: _____	

Part V. (第五部分)

Important Notice 重要通知

1. **Prevention of Bribery 防止賄賂**

All staff members of GEG have been instructed to strictly adhere to the requirements of the applicable law relating to the prevention of bribery. You are requested to report to the Commission Against Corruption (CCAC) of Macao should any employee of GEG be found having committed any offence of corruption under the said law. Moreover, should any vendor or contractor be found having committed or is believed to have committed any offence of corruption under the said law, GEG shall be entitled to immediately terminate all outstanding contract(s) without entitling the vendor or contractor any compensation or claim for loss. 所有銀娛員工已被指示須嚴守防止賄賂法律的有關規定。若貴公司發現本公司任何員工有違反上述法律，請向澳門廉政公署舉報。

再者，若有證據或理由相信任何供應商或承辦商違反上述法律，本公司有權即時與該供應商或承辦商斷絕所有商業往來之權利。該供應商或承辦商無權向銀娛追討因上述原因以致合約被終止帶來的任何損失或相關賠償。

2. **Declaration of Conflict of Interests 利益申報**

To avoid any conflict of interests, vendors are requested to declare any close personal or business relationship with any director, staff and handling agents of GEG. Vendors shall also declare whether he has any interest, shareholdings (legal or beneficial), control, involvement or participation (of whatsoever manner and extent) in any businesses or activities, whether directly or indirectly, in Macau SAR or elsewhere, which are similar or competing with the activities of GEG (“Disclosed Activities”) and shall provide all relevant information and material of such Disclosed Activities as per GEG’s request from time to time.

為避免存在任何利益衝突，供應商須申報其與銀娛董事、職員或代理之任何私人或商業關係。供應商還應聲明是否有任何利益、股權（法定或受益）、控制、介入或（無論以任何方式和程度）直接或間接地參與在澳門特區或其他地方與銀娛競爭或類似的任何商業或活動（“公開活動”），並按照銀娛不時的要求提供此類公開活動的所有相關信息和材料。

For the purpose of this paragraph, “Vendors” shall mean the Vendor, its shareholders, directors, subsidiaries and affiliates.

就本段而言，「供應商」是指賣方、其股東、董事、子公司和附屬公司。

3. **Vendor Master Terms and Conditions 供應商主協議書**

The vendor and GEG shall execute a **Vendor Master Terms and Conditions** with a set of terms and conditions which are attached as Appendix A hereto prior to any order placed by GEG. The Vendor is required to sign and return, together with this Vendor Registration Form, the **Vendor Master Terms and Conditions** (Appendix A) to signify its acceptance and agreement to the same shall apply to all orders placed to the vendor by GEG from then onward.

在訂購前，供應商及銀娛須簽署請購單連同如附件 A 的請購單條款及細則。供應商需於提交本表格時同時遞交已簽署的供應商主協議書（即附件 A），表示接受及同意遵守供應商主協議書條款及細則，並承認該等條款及細則將適用於日後所有銀娛向其訂購的貨物或服務。

4. **Governing Law 法律約制**

All GEG contracts shall be governed by and construed in accordance with the Laws of the Macau Special Administrative Region (“Macau SAR”). The vendor shall perform all GEG contracts in a proper and lawful manner and shall under no circumstances do anything which will violate the Laws of the Macau SAR.

所有銀娛合約均受澳門特別行政區法律約束並以其詮釋。 供應商承諾尊重及依法履行所有與銀娛訂立的合約，並不會抵觸任何相關的澳門特別行政區法例。

5. **Performance Evaluation 服務表現評估**

GEG is entitled to request performance evaluation from your customer reference listing in Part III.

銀娛有權向 貴公司於上述第三部分提供之客戶資料 查詢 有關貴公司之服務表現評估。

6. **Confidentiality of Information 資料保密**

a. The information collected via this process will be solely used for assessment purpose and it will be kept strictly confidential.

此申請表格搜集之所有資料，銀娛將予保密並只作評估之用途。

b. The Vendor shall undertake, by signing and returning the Confidentiality Undertaking attached as Appendix B, not to disclose any and all confidential information of and about GEG.

供應商需於提交本表格時同時遞交已簽署的保密承諾（即附件 B），承諾對任何及所有銀娛的及與其有關的保密資訊。

7. **General Safety Rules/Guidelines for Contractor 承辦商須遵守的一般安全規則/指引**

Vendor/Contractor who has to enter GEG to perform work or services within the properties must fully comply with the Macao Industrial Safety Laws and GEG Safety guidelines. The Vendor is required to sign and return, together with this Vendor Registration Form, General Safety Rules/Guidelines for Contractor attached as Appendix C to signify its acceptance and agreement to such Rules/Guidelines.

任何供應商/承辦商凡需要進入銀娛物業內進行工作或服務必須完全遵守澳門工業安全法律和銀娛相關的安全準則。供應商需於提交本表格時同時遞交已簽署的承辦商須遵守的一般安全規則/指引（即附件 C），表示接受並同意遵守該規則/指引。

8. Change of Information provided 資料變更

To ensure that all information provided in this form is true and accurate throughout the subsistence of the contracts made between vendors and GEG, vendors are required to inform GEG and update the information provided immediately upon any change thereof.

供應商必須在透過本表格提供的任何資料有所變更時立即通知銀娛及更新有關的資料，以確保所有資料在與銀娛之間合約關係存在的時候均為真確無誤。

9. Vendor Tax Registration Document for Macao Tax 供應商稅務登記文件

Vendor must follow the classification hereunder and provide the required details and supporting documents.

供應商必須遵從下列分類提供相關文件及明細

Vendor Classification 供應商類別	Vendor Industry 供應商行業	Business Registration Certificate And Certificate of Incorporation (if applicable) 商業登記証和公司註冊證書 (如適用)	Macau M1 Form -Industrial Tax Registration Form 澳門 M1 開業申報書 - 行業稅務登記表	Macau M8 Form – Industrial Tax Receipt 澳門 M8 營業稅徵稅憑單- 行業稅務單據
Supply Products(i.e. does not render any service) 只限於提供商品	Please specify 請說明 _____	Yes 是	No (For Company Not Registered in Macau) 否 (非澳門註冊公司)	No (For Company Not Registered in Macau) 否 (非澳門註冊公司)
			Yes (For Macau Registered Company) 是(澳門註冊公司)	Yes (For Macau Registered Company) 是(澳門註冊公司)
b) Render Services Only In Macau 只限於本地提供服務	Please specify 請說明 _____	Yes 是	Yes (For Company Not Registered in Macau) 是(非澳門註冊公司)	Yes (For Company Not Registered in Macau) 是 (非澳門註冊公司)
			Yes (For Macau Registered Company) 是(澳門註冊公司)	Yes (For Macau Registered Company) 是(澳門註冊公司)
			*No (For Company NOT Registered in Macau AND Services NOT physically rendered in Macau) 否 (非澳門註冊公司及非在本地提供服務)	*No (For Company NOT Registered in Macau AND Services NOT physically rendered in Macau) 否 (非澳門註冊公司及非在本地提供服務)
c) Supply Products And Render Services In Macau 提供商品與服務	Please specify 請說明 _____	Yes 是	Yes (For Company Not Registered in Macau) 是(非澳門註冊公司)	Yes (For Company Not Registered in Macau) 是 (非澳門註冊公司)
			Yes (For Macau Registered Company) 是(澳門註冊公司)	Yes (For Macau Registered Company) 是(澳門註冊公司)
			*No (For Company NOT Registered in Macau AND Services NOT physically rendered in Macau) 否 (非澳門註冊公司及非在本地提供服務)	*No (For Company NOT Registered in Macau AND Services NOT physically rendered in Macau) 否 (非澳門註冊公司及非在本地提供服務)

***Subject to review and concurrence by Galaxy
需要銀河的審核和同意**

Part VI. (第六部分)

Documents for Submission 請連同以下文件之副本一併交回

Area where Vendor was Registered 供應商註冊地區	Mandatory Document 必須提交以下文件
A. Macau 澳門	1, 2, 5, 13, 14 & 15
B. Hong Kong 香港	3, 4, 5, 13, 14, 15, 1(M1) & 2(M8) (M1 & M8 only if applicable, please see No. 8 in Part V, M1 和 M8 只給適用的供應商, 請參考第五部份的第 8 點)
C. China 中國大陸	2, 5, 13, 14, 15, 1(M1) & 2(M8) (M1 & M8 only if applicable, please see No. 8 in Part V, M1 和 M8 只給適用的供應商, 請參考第五部份的第 8 點)
D. Other Countries 其他國家	3, 5, 13, 14, 15, 1(M1) & 2(M8) (M1 & M8 only if applicable, please see No. 8 in Part V, M1 和 M8 只給適用的供應商, 請參考第五部份的第 8 點)
1. Declaração de Início de Actividade M1 開業申報書	10. Machinery and Equipment List 機械設備表
2. Conhecimento de cobrança M8 營業稅 - 徵稅憑單/稅務登記 (中國大陸)	11. Quality Assurance Certificate and/or Procedures 品質保證證書或程序
3. Certificate of Incorporation(if applicable) 公司註冊證書 (如適用)	12. Product Liability Insurance Certificate 產品責任投保證書
4. Annual Return Form submitted to Government (e.g. NAR1, Not applicable to Macau & China) 向政府提交的周年申報表 (例如 NAR1, 不適用於澳門和中國)	13. Vendor Master Terms and Conditions (attached as Appendix A hereto) signed by an authorized signatory and initialed on every page 由獲授權人士簽署的供應商主協議書的條款及細則 (附件 A), 需於每頁簡簽

5. Certidão do Registo Comercial/Business Registration Certificate (within the validity period or the issue date within the past 6 months) 商業登記證明/企業法人營業執照（中國大陸）（在有效期內或簽發日期在最近六個月內）	14. Confidentiality Undertaking (attached as Appendix B hereto) signed by an authorized signatory and initialed on every page 由獲授權人士簽署的保密承諾（附件 B），需於每簡簽
6. Proof of Financial Standing (Recent 3 years' Financial Reports) 財務狀況證明(近 3 年的財務報告)	15. A sample of your Invoice 發票樣本一份
7. Bank Reference 聯繫及銀行書面證明	16. General Safety Rules (attached as Appendix C hereto) signed by an authorized signatory. – For vendor or its subcontractor/forwarder needs to enter GEG properties for work/delivery. 一般安全規定（附錄 C）由授權簽字人簽署。 - 僅適用於供應商或其分包商/運輸公司需要進入 GEG 工作/送貨。
8. Company Annual Report 公司年報	17. Food Delivery Standards and Declaration (attached as Appendix F hereto) signed by an authorized signatory. – For Galaxy Macau food vendors only. 食品配送標準和聲明（附錄 F）由授權簽字人簽署- 僅適用於澳門銀河酒店食品供應商。
9. Sole Distributor/Wholesaler/Distribution Authorization Letter 產品獨家代理/總經銷信函/分銷許可証	

Part VII (第七部分)

Declaration 聲明

By signing below, I hereby declare that the information submitted is true and accurate. I have read through and will comply with the requirements stipulated under Important Notice.

特此聲明本公司所申報之資料全屬真實。本公司清楚及承諾將會履行重要通知的規定。

Authorization 授權

By signing below, I authorize Galaxy (which expression shall mean and include Galaxy Entertainment Group Limited or any of its subsidiaries, whichever is applicable) to verify any of the information provided by me, and conduct a check of records, references and any other relevant information with the relevant individual and/or organizations, including, due to the nature of Galaxy's business activities, other gaming operators and related individuals, entities and/or authorities. I authorize all individuals and organizations that may provide information relevant to this background check to disclose such information to Galaxy or its affiliates. I hereby release Galaxy and all persons from liability on account of such disclosure.

本人在下方簽名，正式授權銀河（"銀河"一詞指銀河娛樂集團有限公司並包括其任一子公司），就本人所提供的有關資料向有關個人及/或組織進行調查及對有關的記錄、推薦及其他所有資料作出核對；有鑑於銀河的商業活動的性質，被諮詢的將包括其他幸運博彩經營者及其相關的人士，個體及/或有關當局。本人授權一切可提供相關資料之個人或組織對銀河或其關聯公司披露該等資料，本人亦聲明豁免對一切公開該等資料之個人或組織的責任。

For the purpose of Law 8/2005 of the Macau Special Administrative Region, I hereby expressly authorize Galaxy or its affiliates to process, to use, to store and to treat automatically or manually, as it may be required by Galaxy, all the personal data provided by me and other information obtained through this authorization form.

為遵循澳門特別行政區第 8/2005 號法規，本人現授權銀河或其關聯公司在需要的情況下處理、利用、儲存並以自動方式或經人手處理所有本人的個人資料和其他由本人所提供的資料

Authorized Signature and Company Chop

簽署及公司蓋章

Name 姓名:

Date 日期: