

GEG VENDOR QUALIFICATION AND REGISTRATION 銀娛供應商認證及登記表格

Instructions & Submission Checklist 所需文件之清單及指引

Step 1: Refer to the VQR Main Form

步驟1: 參照主表格

- Part I to IV – Fill out company information
填寫第一至第四部份之企業相關資料
- Part II – Payment & Banking Information MUST be in English. For Macau Vendors, please provide HKD bank account details if you choose HKD as billing currency. For Mainland China or Taiwan Vendors, you may fill in Chinese where applicable in order to match with your bank account reference.
請務必以英文填寫第二部份 - 付款與銀行信息。澳門供應商如用港幣作為結算貨幣，請提供港幣銀行帳戶資料。中國內地或台灣供應商，如適用可以中文填寫以確保與銀行帳戶證明資料一致。
- Part III – Client Reference to be completed with AT LEAST ONE (1) client reference
Please provide proof of consent obtained from client for the transfer of such data to GEG if the client is a China entity.
Attention to Mainland China Vendor, please ensure your bank account can receive foreign fund transfer.
至少提供一位客戶資料作為第三部份之客戶諮詢。如客戶為中國實體公司，請提供授權證明同意將資料傳輸給銀娛。
中國內地供應商請注意，請確保所提供的銀行帳戶可接收境外匯款。
- Read carefully & understand the Important Notice section within this document
仔細閱讀並理解本文檔中的重要通知部分
- Sign Declaration & Authorization in Part V
在第五部分聲明及背景調查授權簽名

Step 2: Endorse by signing the following Appendices

步驟2: 簽署以下附件

- Appendix B. Confidentiality Undertaking (initial on every page)
附件B 保密承諾 (每一版需要提供簡簽)
- Appendix D. General Safety Rules (for conducting any scope of work in GEG premises)
附件D 一般安全規則及指引 (只適用於需進入銀娛範圍工作)
- Appendix E. Food Delivery Standards and Declaration (for Food & Beverages Vendors ONLY)
附件E 食品送貨標準與聲明 (只適用於食品供應商)

Step 3: Prepare the necessary business registration and supporting documents according to the table next page based on your business registered country and setup.

步驟3: 根據下表公司註冊地提交所需文件

Step 4: Return the completed VQR Main Form and submit all required documents to your GEG Procurement representative/contact personnel.

步驟4: 填妥表格後，請連同上表所列之所需文件一併交回到銀娛採購部相關負責人

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.

For the purpose of this paragraph, "Vendors" shall mean the vendor, its shareholders, directors, subsidiaries and affiliates.

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。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. 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。

4. 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。

5. 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.
- 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.
- a. 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. 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。

6. Personal Data Collection Statement 個人資料收集聲明

The vendor, its parent company, and any of its subsidiaries may be requested to supply GEG (which expression shall mean and include Galaxy Entertainment Group Limited and any of its subsidiaries) with personal information of any of each company's shareholders (holding 5% share capital or more), company officers and directors, in particular their name and identification document copies (Vendor's Key People "Personal Data"). Vendor may refuse to provide certain personal information, but this may result in GEG being unable to enter into any commercial dealings with vendor.

The purposes for which Personal Data will be used are as follows:

- i. Determining whether any conflict of interests exist;
- ii. Assessing suitability of the Vendor by running background checks on past or pending litigation in Macau or other relevant jurisdictions in relation to the Vendor's Key People;

供應商，其母公司及其任何附屬公司可能被要求向銀娛（其表述並包括銀河娛樂集團有限公司及其任何子公司）提供每間公司的股東個人信息（持有 5% 股權或以上），公司主要負責人及董事，特別是他們的姓名和身份證明文件副本（供應商的關鍵人物“個人資料”）。供應商可能拒絕提供某些個人信息，但這可能導致銀娛無法與供應商進行任何商業交易。

個人資料的使用目的如下：

- i. 確定是否存在任何利益衝突；
- ii. 通過對澳門或其他相關司法管轄區有關賣方關鍵人物的過去或未決訴訟進行背景調查，評估賣方是否適合；

7. General Safety Rules/Guidelines for Contractor 承判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 D to signify its acceptance and agreement to such Rules/Guidelines.

任何供應商/承判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同時遞交已簽署的承判商須遵守的一般安全規則/指引（即附件 D）表示接受並同意遵守該規則/指引。

8. Environmental/Safety Management & Standards 環境/安全管理與標準

Vendor is required to be able to comply and provide evidences of relevant environmental requirements as follow:

- i. Statement of environmental values and commitments
- ii. Environmental certificate or award, environmental measures & enforcement programs (e.g. Energy Savings Trust, Fairtrade, OHSAS 18001, BS8800, International Labor Organization, etc.).
- iii. Environmental or Quality management system compliant to public standards such as ISO14001 or equivalent
- iv. Compliance to environmental purchase specifications recommended by the Environmental Production Department of Macau SAR Government where applicable (Macau SAR Government EPD website: <http://www.dspa.gov.mo/greenpurchasingguide/tc03.htm>)
- v. Adherence to GEG's environmental specifications

供應商必須能夠遵守並提供與環保相關的要求如下:

- i. 環保價值與承諾聲明
- ii. 環保證書或獎項, 環保措施及執行計劃 (例如節能信託・公平貿易・OHSAS 18001・BS8800・國際勞工組織等)
- iii. 符合公共標準 (例如 ISO14001 或同等標準) 的環境或質量管理體系
- iv. 符合澳門特別行政區政府環境生產部門建議的環境採購規範如適用 (澳門特別行政區政府環保局網站: <http://www.dspa.gov.mo/greenpurchasingguide/tc03.htm>)
- v. 遵守銀娛的環境規範

9. 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。

10. 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

Documents for Submission 請連同以下文件之副本一併交回 (Remarks: M = Mandatory 必要的 I = If Applicable 如適用)					
Documents 文件	Conditions 條件	Place of Company Registered 公司註冊地			
		Macau 澳門	Hong Kong 香港	China 中國	Others 其他
Certidão do Registo Comercial/Business Registration Certificate/Certificate of Incorporation(for foreign companies only) (within the validity period or issued within the past 6 months) 商業登記證明/企業法人營業執照/公司註冊證書(只適用於外國公司) (在有效期內或簽發日期在最近六個月內)	In the event that the Major Shareholder is a company, a copy of Business Registration Certificate must be provided. 如主要股東為公司, 請提供貴司與該公司的商業登記證明	M	M	M	M
Declaração de Início de Actividade M/1 M/1 格式 - 開業/更改申報表	Macau AND Non-Macau Companies rendering Services physically in Macau S.A.R. 澳門和非澳門登記的供應商在澳門提供服務	M	I	I	I
Conhecimento de cobrança M/8 M/8 格式 - 營業稅 - 徵稅憑單	Macau AND Non-Macau Companies rendering Services physically in Macau S.A.R. 澳門和非澳門登記的供應商在澳門提供服務	M	I	I	I
ID copy of Shareholders (5% or above), Chief Executives and Directors. 主要股東 (持有 5%以上股權), 公司負責人及董事的身份證副本	In the event that the Major Shareholder is a company, a copy of ID of Major Shareholders (5% and above), Chief Executives and Directors must be provided. 如主要股東為公司, 請提供貴司與該公司的主要股東(持有 5%以上股權), 公司負責人及董事的身份証副本	M	M	M	M
Annual Return Form (e.g. NAR1) 周年申報表 (例如 NAR1)	In the event that the Major Shareholder is a company, a copy of Annual Return Form must be provided. 如主要股東為公司, 請提供其周年申報表		M		
Appendix B – Confidentiality Undertaking 附錄 B - 由獲授權人士簽署的保密承諾	Signed by an authorized signatory and initialed on every page (需於每頁簡簽)	M	M	M	M
Appendix D – General Safety Rules (signed by an authorized signatory) 附錄 D - 一般安全規則及指引 (由授權人簽署)	ONLY for vendor or its subcontractor /forwarder physically work/enter/deliver within GEG properties. 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	I	I	I	I
Appendix E – Food Delivery Standards and Declaration signed by an authorized signatory. 附錄 E- 食品配送標準和聲明 (由授權人簽署)	ONLY for Food & Beverage Vendors 僅適用於澳門銀河酒店食品供應商	I	I	I	I
Bank Account Reference (Statement/Bank Book Front Page) 銀行帳戶證明 (銀行帳單/存摺首頁)	Showing the details below: 證明需包括以下資料: 1)Bank Account Holder Name 帳戶名稱 2)Bank Account Number 帳戶號碼	M	M	M	M
Sole Distributor/Wholesaler/Distribution Authorization Letter 產品獨家代理/總經銷信函/分銷許可証	Issue by Authorized Manufacturer or Products Owner company. 由授權製造商或產品擁有權公司發出	I	I	I	I
Machinery and Equipment List 機械設備表		I	I	I	I
Quality Assurance Certificate and/or Procedures 品質保證證書或程序	Example: ISO Standards, Industrial License, Six Sigma, Q-Mark, M-Mark, etc. 例如: ISO 標準, 工業准照, 六西格瑪, Q 嘜或 M 嘜認證等	I	I	I	I
Product Liability Insurance Certificate 產品責任投保證書		I	I	I	I