



ITALIAN TRADE AGENCY

ICE – Italian Trade Commission

APPLICATION FOR INCLUSION ON ITALIAN TRADE AGENCY – HONG KONG OFFICE'S LIST CONTRACTORS/SUPPLIERS

Notes for completing this application form:

- *This form consists of three parts: **Part A (Applicant Information)** and **Part C (Declaration)** should be completed by all applicants. **Part B (Additional Information)** should be completed by exhibition/trade fair booth contractors/suppliers only.*
- *Tick as appropriate.*
- ** Delete whichever is inapplicable.*
- *Please attach annex(es) if space provided in this form is insufficient.*
- *The properly completed and signed form, together with the required supporting documents, should be submitted to the Italian Trade Agency – Hong Kong Office ("**ITA-HK**") by e-mail to hongkong@ice.it*

Part A – Applicant Information

Particulars of Applicant:

Applicant's name: _____

Type of entity: _____ Share Capital: _____

Place of incorporation: _____ Date of incorporation: _____

Business Registration No.: _____

Registered office address: _____

Email address: _____

Telephone no.: _____ Fax no.: _____

Website: _____

Details for delivery of request for quotation/tender documents (if different from registered office):

Delivery address: _____

Zip code (if applicable): _____ Email address: _____

Telephone no.: _____ Fax no.: _____

Applicant's representative:

Surname: _____ Given name: _____

Telephone no.: _____ Email address: _____

Position: _____

Goods and/or services provided:

Please select at least one category:

- Category A: Organization of exhibition and trade fairs
 - Category B: Supply of office equipment
 - Category C: Furniture and tools/machineries for office
 - Category D: Contractors services and renovation
 - Category E: Consultancy services and advisory (please specify type) _____
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Turnover in the last three years:

Year: _____ Turnover (currency): _____
Year: _____ Turnover (currency): _____
Year: _____ Turnover (currency): _____

Employees:

No. of employees: _____, of which, Managers: _____
Officers: _____
Technicians: _____
Other employees: _____

Other information:

Have you been working with ITA-HK or other Italian Government entities? *YES / NO

If yes, on which projects: _____

Other relevant information: _____

Supporting documents:

Attached to this form is a copy of the following documents:

- Valid Business Licence / Business Registration Certificate
- C.V. (in case of an individual applicant)
- Relevant professional certificates
- Specific licences, permissions, authorisations, consents and permits needed to provide the goods and/or services
- References from two previous customers and/or clients of the applicant in the last three years
- Valid ID document, such as ID Card or passport, of the director of the applicant and/or individual applicant signing this form
- Other relevant documents: _____

Please note that you are required to provide the documents listed above in order to be considered for inclusion on ITA-HK's list of approved contractors/suppliers.

Part B – Additional Information (to be completed by exhibition/trade fair booth contractors/suppliers only)

Company Structure

<i>Factory (area in sq m):</i>	<i>Office (area in sq m):</i>	<i>Warehouse (area in sq m):</i>
<i>Does your company have its own Design Dept?</i>		
YES	<input type="checkbox"/>	NO <input type="checkbox"/>

For construction work, your company will have :

<i>Own staff</i>	<input type="checkbox"/>	<i>Sub-contractor</i>	<input type="checkbox"/>
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For transportation of construction materials :

<i>Own transportation :</i>
<i>Employ trusted forwarder :</i>
<i>Name of Forwarder :</i>

Type of Processing

With what kind of format you operate?

<i>Rental (in %):</i>	<i>Sale (in %):</i>
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List of materials used for fittings:

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List of structures mainly used:

<i>Patented:</i>

List of available ready-to-use structures:

<i>Sufficient for area in sq m:</i>

List of other jobs in addition to trade fair activities:

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Experiences in the last 3 years

List of geographical locations where your company has operated:

List of geographical locations where your company would like to operate in the future:

Maximum setup area made:

<i>In which year:</i>
<i>Name of the fair:</i>
<i>Area in sq m:</i>
<i>Name of client:</i>

List of sub-contractors that you have worked with:

<i>Name of company:</i>
<i>Geographical location:</i>

Lists of major setup projects in the last 3 years:

<i>Name of event:</i>
<i>Area in sq m:</i>
<i>Details of job:</i>
<i>Name of client:</i>
<i>Location of the job:</i>
<i>Type of structure:</i>

Supporting documents:

Attached to this form are the following additional documents:

- Details of the abovementioned exhibition/trade fair booths set up by the applicant, including references, technical specifications, photographs and materials used
- Other relevant documents: _____

Please note that you are required to provide the documents listed above in order to be considered for inclusion on ITA-HK's list of approved contractors/suppliers as an exhibition/trade fair booth contractor/supplier.

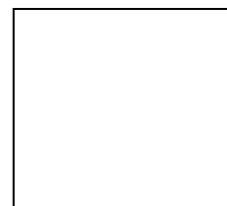
Part C – Declaration

I, _____ (name of director of applicant), *sole/a director of _____ (“**Applicant**”), hereby declare on behalf of the Applicant as follows:

1. The Applicant wishes, and hereby applies, to be included on the list of approved contractors/suppliers of the Italian Trade Agency – Hong Kong Office (“**ITA-HK**”).
2. I have read and understood, and the Applicant accepts and agrees to be bound by, ITA-HK’s Rules and Regulations for Selection of Contractors and Suppliers dated 03 March 2021 (“**Guideline**”).
3. I confirm that the Applicant meets the requirements for inclusion on ITA-HK’s list of approved contractors/suppliers as specified in the Guideline.
4. All the information provided in this form is true, accurate and complete to the best of my information, knowledge and belief.
5. The Applicant accepts that ITA-HK, and any third parties it engages, may make enquiries about the Applicant to verify the information provided in this form, and for such purpose, the Applicant:
 - (a) irrevocably authorize the relevant issuing authority of any document provided with this form to release full details about the Applicant to ITA-HK and/or any third party it engages;
 - (b) hereby releases and discharges ITA-HK from any and all claims or actions arising out of or in connection with ITA-HK’s verification of such information; and
 - (c) agrees to indemnify ITA-HK, its members, managers, directors, officers, employees, agents and insurers and hold each of them harmless from any and all actions, claims, demands, liabilities, damages, and expenses arising out of or in connection with ITA-HK’s verification of such information.
6. By signing and submitting this form, I acknowledge that I have agreed to, and obtained from each individual whose personal data is provided in this form his or her consent for, the collection and use of personal data in accordance with the Personal Information Collection Statement below.

Signature: _____

Date: _____



Applicant’s Chop

PERSONAL INFORMATION COLLECTION STATEMENT

This statement is to inform you of your rights under the Personal Data (Privacy) Ordinance (Cap. 486, Laws of Hong Kong).

Purposes of Collection

1. Please note that it is mandatory for you to provide the personal information (“**Personal Data**”) requested in this form. If you fail to provide the required data, your application may not be accepted.
2. Personal Data provided in this form will be used by ITA-HK for one or more of the following purposes:
 - a. verification of identity and background checks for procurement purposes;
 - b. consideration for inclusion on ITA-HK’s list of approved contractors/suppliers;
 - c. request for quotation/tender, evaluation and contract award;
 - d. complying with any laws, regulations or guidelines issued by regulatory or other authorities within or outside Hong Kong; and
 - e. any other purposes agreed by you.

Classes of Transferees

3. Personal Data collected will be included on ITA-HK’s list of approved contractors/suppliers and published on its website at www.ice.it and the Italian government’s official suppliers website at www.amministrazionetrasparente.it.
4. Personal Data may be disclosed or transferred to the following categories of persons or any one of them (whether within or outside Hong Kong) from time to time for the purposes set out above:
 - a. internal and external auditing bodies of ITA-HK;
 - b. legal advisers and other professional advisers engaged by ITA-HK;
 - c. persons to whom ITA-HK is under any obligations or requirements to disclose Personal Data by any laws, regulations or guidelines issued by regulatory or other authorities or law enforcement agency, or by any court or judicial body; and
 - d. persons to whom ITA-HK is required to disclose Personal Data by any policies and measures implemented by ITA-HK for prevention or detection of any unlawful activities or suspicious activities.

Access and Correction of Personal Data

5. Any individual to whom Personal Data belongs has the right to request access to and correction of his or her Personal Data provided in this form. Any such request should be made in writing to ITA-HK’s Personal Data Protection Officer at privacy@ice.it.