

企业数据审查所需证明文件包括：

Supporting documents required for Corporate Vetting:

1. 有效商业登记证副本；
A copy of valid Business Registration Certificate;
2. 商业登记册内的数据/公司注册证书副本；
A copy of Information on Business Register/Certificate of Incorporation;
3. 注册公司的周年申报表副本；
A copy of NAR1-Annual Return of Incorporation;
4. 表格第 1(a)号副本 – 商业登记规例 (个人在本港营业商业登记申请书)
A copy of FORM 1(a) – Business Registration Regulations (Application by an individual for registration of business(es) carried on by him in Hong Kong)
5. 授权房委会向香港警方查核公司董事/持有人/合伙人有关刑事判罪纪录的授权书正本及有关人士身份证副本；
Original copy of Authorization to Housing Authority submitted by Corporate Director / Sole Proprietor / Partnership with copy of Hong Kong Identity Card for the purpose of criminal record checking by the Hong Kong Police;

备悉：所有证明文件需要上载至名册管理信息系统，并且于系统内更新企业数据。

Note: All supporting documents shall be uploaded onto COMIS, and the Corporate Information shall be updated if applicable.

资历审查所需证明文件包括：

Supporting documents required for Technical Vetting:

6. 有效商业登记证副本；
A copy of valid Business Registration Certificate;
7. 商业登记册内的数据/公司注册证书副本；
A copy of Information on Business Register/Certificate of Incorporation;
8. 申请人的工场/商铺/办事处/营业地点的地址证明，例如租约副本；
Proof of address of the applicant's workshop/shop/office/business place, such as tenancy agreement;
9. 可证明申请人银行现金存款及/或可运用的银行透支余额合共不少于港币 240 万元的证明文件，例如银行月结单；
A copy of supporting documents to prove that the applicant has an amount of cash at bank and/or available balance of bank overdraft facility at a total sum of not less than \$2.4 million, e.g. monthly bank statement;
10. 申请人具备至少五年装修工程经验及其中过去三年，每年进行装修工程总值不少于港币 320 万元的纪录。申请人可使用附件的表格填写申报；及
A copy of supporting documents to prove that the applicant has at least 5 years' experience in decoration works and the total value of works carried out by the applicant would not be less than \$3.2 million in each of the past three years. Applicant may undertake it by filling the attached form; and
11. 申请人过去三年至少承办一份价值不少于港币 64 万元的工程合约副本。
A copy of decoration contract to prove that the applicant has undertaken at least one contract of value not less than \$0.64 million in the past three years.

备悉： 所有证明文件需要上载至名册管理信息系统

Note: All information provided shall be uploaded onto COMIS