

企業資料審查所需證明文件包括：

Supporting documents required for Corporate Vetting:

1. 有效商業登記證副本;
A copy of valid Business Registration Certificate;
2. 商業登記冊內的資料/公司註冊證書副本；
A copy of Information on Business Register/Certificate of Incorporation;
3. 註冊公司的周年申報表副本；
A copy of NAR1-Annual Return of Incorporation;
4. 表格第 1(a)號副本 – 商業登記規例（個人在本港營業商業登記申請書）
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. 同意向香港警方查核公司董事/持有人/合夥人有關刑事判罪紀錄的授權書正本及有關人士身份證副本；
Original copy of Authorization submitted by Corporate Director / Sole Proprietor / Partnership with copy of Hong Kong Identify Card for the purpose of criminal record checking by the Hong Kong Police;
6. 所有資料提供需要上載至名冊管理資訊系統，且在需要時於系統內更新企業資料；
All information provided should be uploaded to COMIS, and the Corporate Information should be updated if applicable;

資歷審查所需證明文件包括：

Supporting documents required for Technical Vetting:

7. 有效商業登記證副本;
A copy of valid Business Registration Certificate;
8. 商業登記冊內的資料/公司註冊證書副本;
A copy of Information on Business Register/Certificate of Incorporation;
9. 申請人的工場/商舖/辦事處/營業地點的地址證明，例如租約副本;
Proof of address of the applicant's workshop/shop/office/business place, such as tenancy agreement;
10. 可證明申請人銀行現金存款及/或可運用的銀行透支餘額合共不少於港幣 240 萬元的證明文件，例如：銀行月結單；
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;
11. 申請人具備至少五年裝修工程經驗及其中過去三年，每年進行裝修工程總值不少於港幣 320 萬元的紀錄。申請人可使用附件的表格填寫申報；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
12. 申請人過去三年至少承辦一份價值不少於港幣 64 萬元的工程合約副本。
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.