

7 November 2024

Dear Sir / Madam,

**Tender Reference No. HKTOEM/2024/013**  
**Invitation to Tender for the Media Buying and Planning**  
**Services Provider for the**  
**Bank of China Hong Kong Tennis Open 2025**

You are invited to submit a tender for the Media Buying and Planning Services Provider for the Bank of China Hong Kong Tennis Open 2025 (“**the Event**”) as specified in the tender documents.

1. Your tender proposal should be submitted, **in copies specified in the tender**, in **two separate sealed envelopes** with labels as specified in paragraph 2 below, no later than **12:00 noon on 18 November 2024** (Hong Kong time) into the tender box located at the office of **Hong Kong, China Tennis Open Association Limited (“HKCTA”) - Room 1021, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong.** Tenders submitted after the above time or tenders deposited at a place other than that stated above will **NOT** be considered.
2. The labels for the two sealed envelopes shall be specified as follows:
  - a. Label with “Technical Proposal for Media Buying and Planning Services Provider for the Bank of China Hong Kong Tennis Open 2025”
  - b. Label with “Fee Proposal for Media Buying and Planning Services Provider for the Bank of China Hong Kong Tennis Open 2025”
3. The tenderer shall provide the completed “Company information” as provided in Annex 3 of the tender invitation.
4. In the event of Typhoon Signal No. 8 or above, or Black Rainstorm Warning is hoisted on the tender closing date, the closing time will be automatically postponed to the same time of the next working day.
5. Neither HKCTA nor any of its related party is bound to accept any proposal it may receive.
6. It should be noted that HKCTA will not be responsible for the reimbursement of any cost incurred by you for the preparation of the submission.

7. NO interview session will be arranged for this tender.
8. All tender documents can be downloaded from the Hong Kong, China Tennis Association (HKCTA) website: <http://www.tennishk.org/en/about-us/tender-information>.
9. For queries regarding this tender invitation and/or tender process, please contact Ms. Edith LUN at 2504 8266 or via email: [procurement.hkto@tennishk.org](mailto:procurement.hkto@tennishk.org).

Yours sincerely,



Chris Lai  
Director

Encl.

**Tender Reference No. HKTOEM/2024/013**  
**Invitation to Tender for the Media Buying**  
**and Planning Services Provider for the**  
**Bank of China Hong Kong Tennis Open 2025**

**Please adhere the following labels on separate sealed envelopes of your submitted tender.**

**“Confidential”**

**Technical Proposal**

**Hong Kong, China Tennis Association Limited**  
**The Tender Box**  
**Room 1021, 1 Stadium Path,**  
**So Kon Po, Causeway Bay, Hong Kong**

**Ref: No.: HKTOEM/2024/013**  
**Media Buying and Planning Services Provider for the**  
**Bank of China Hong Kong Tennis Open 2025**

**Name of Tenderer: \_\_\_\_\_**

**Closing Time and Date: 12:00 noon on 18 November 2024**

**“Confidential”**

**Fee Proposal**

**Hong Kong, China Tennis Association Limited**  
**The Tender Box**  
**Room 1021, 1 Stadium Path,**  
**So Kon Po, Causeway Bay, Hong Kong**

**Ref: No.: HKTOEM/2024/013**  
**Media Buying and Planning Services Provider for the**  
**Bank of China Hong Kong Tennis Open 2025**

**Name of Tenderer: \_\_\_\_\_**

**Closing Time and Date: 12:00 noon on 18 November 2024**

# Tender Documents for Media Buying and Planning Services Provider for the Bank of China Hong Kong Tennis Open 2025

## **Employer**

Hong Kong, China Tennis Association & its subsidiaries (“HKCTA”)  
Room 1021, 1 Stadium Path, So Kon Po,  
Causeway Bay,  
Hong Kong

Nov 2024

## 1. Introduction

With the goals of furthering tennis development in Hong Kong and offering a pathway for local players, as well as boosting the city's status as an international events, Hong Kong, China Tennis Association and its subsidiaries ("HKCTA") will be staging three professional tennis tournaments as part of a 'Hong Kong Tennis Series' from September 2024 to January 2025, encompassing a new WTA 125 event and returning WTA 250 and ATP 250 events. Each tournament will be held at Victoria Park Tennis Stadium in Causeway Bay. The series will comprise of the following tournaments: a. Prudential Women's Challenge 2024 - WTA 125 event ("WTA 125") (29 September to 6 October 2024); b. Prudential Hong Kong Tennis Open 2024 - WTA 250 event ("WTA 250") (26 October to 3 November 2024); c. Bank of China Hong Kong Tennis Open 2025 - ATP 250 event ("ATP 250") (29 December 2024 to 5 January 2025). The Tournaments will receive their operating funding primarily through their respective titles sponsors Prudential Hong Kong and Bank of China (Hong Kong), support from the HKSAR Government, and various co-sponsors. HKCTA wishes to engage experienced marketing and communications agencies for ATP 250 event and invites applicants to submit proposals and quotations according to the outlined scope of work, which is divided into seven distinct sections.

## 2. The Tournaments

### **Bank of China Hong Kong Tennis Open 2025 (ATP 250)**

The Bank of China Hong Kong Tennis Open will return for its second edition after a highly successful inaugural event earlier this year, which was the first ATP Tour level event to be held in Hong Kong since 2002. The Tournament, which is supported by title sponsor Bank of China (Hong Kong) and the Hong Kong Government is positioned as a high-profile, major international event featuring global stars and the highest level of professional tennis, and it proved to be a major draw for sports fans in the region at its first edition. It takes place in the first week of the ATP's 2025 season and is followed by the Australian Open in Melbourne two weeks later, making it a key event in the Grand Slam preparation for players.

The Tournament showcases the professionalism, power and passion of the ATP players competing as well as the excitement and dynamism of ATP tennis itself, in alignment with ATP's "This is Tennis" campaign, whilst highlighting the fun and festivity of the event for sports lovers and the general public. The event aims to 'connect' - connect Hong Kong with the global community through a high-profile international event, connect Hong Kong with the ATP Tour and men's tennis, connect Bank of China with current and potential new customers, and connect with sports fans both local and overseas.

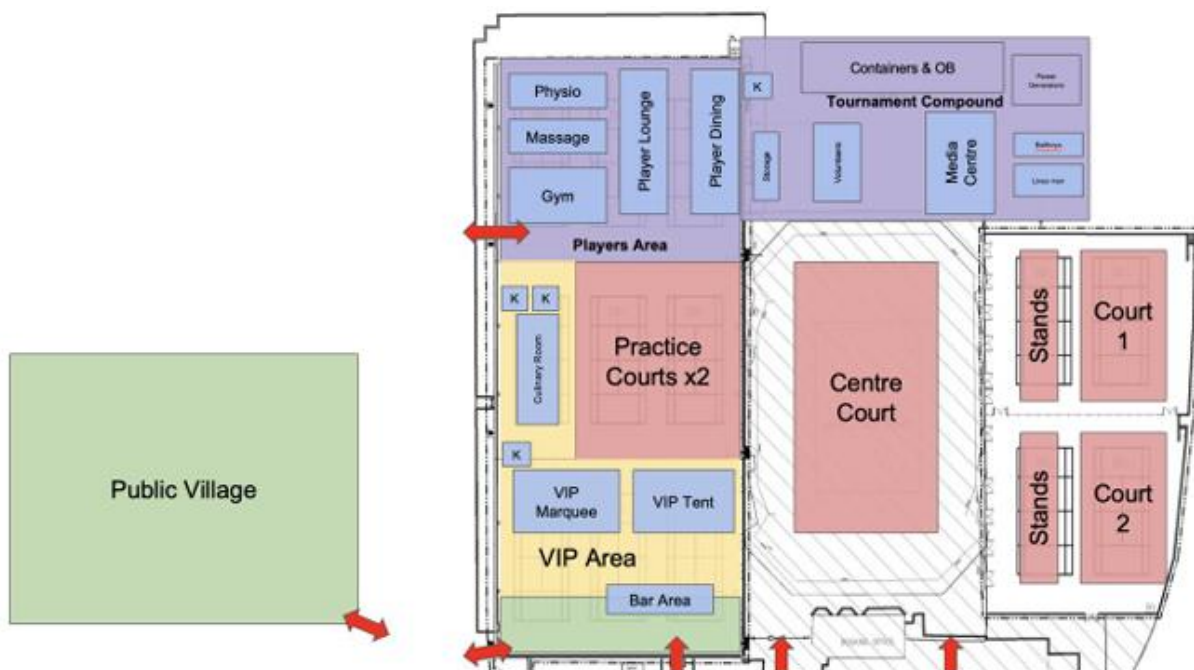
'Festivity' and entertainment with an atmosphere of fun & joy are key components of the Event which wishes to also reach a youth demographic and connect with individuals from the next generation. Additionally, HKCTA and the Tournament wish to connect with the local community and encourage participation in tennis and sports generally through CSR events and the Tournament Village, whilst

also advancing elite player development through active participation in the Tournament and inspiring future generations of players.

The ATP 250 level tournament will be held at Victoria Park Tennis Stadium from **29 December 2024 to 5 January 2025** Victoria Park with the main stadium and two additional show courts used to play matches, as well as 2 courts allocated as practice courts (and 6 additional practice courts allocated at Causeway Bay Sports Ground). Matches for the qualifying rounds on 29 & 30 (morning) December and all matches on courts 1 & 2 will be free of charge, with paid ticketing for main draw Centre Court matches starting on the afternoon of 30 December onwards (detailed match schedule and ticketing details will be finalised at a later stage). It will feature a 28 player singles draw, 16 team doubles draw, as well as a 16 player qualifying singles draw.

The free-entry Tournament Village will be built at the Victoria Park Central Lawn, which is close to the stadium, providing activities and entertainment to ticket holders and the general public. The Village will embrace the fun/festivity/carnival aspects of the Tournament theme with its entertainment offerings alongside local Hong Kong elements. The Tournament’s VIP areas will follow a similar layout to the WTA 250 with indoor and outdoor VIP areas, and a separate ‘Culinary Room’ experience, but have additional external player areas located behind the practice courts on courts 1-3.

Tentative Floorplan (structures not to scale)



The tentative tournament schedule is as follows:

29 December (Sunday) – 30 December (Monday)

Singles Qualifying (16 draw – 12 matches)

30 December (Monday) – 5 January (Sunday) Singles Main Draw (28 draw – 27 matches)

30 December (Monday) – 5 January (Sunday) Doubles Main Draw (16 draw – 15 matches)

Matches for Main Draw are likely to be played between 2pm and 11pm:

	<b>Mon Dec 30</b>	<b>Tue Dec 31</b>	<b>Wed Jan 1</b>	<b>Thur Jan 2</b>	<b>Fri Jan 3</b>	<b>Sat Jan 4</b>	<b>Sun Jan 5</b>
<b>MATCH STARTING TIME* (TBC)</b>	2 pm	2 pm	2 pm	2 pm	1 pm	1 pm	1 pm

\*Gates will normally open 1 hour before the commencement of matches.

### 3. Value Proposition of Hong Kong Tennis Season

HKCTA’s long-term goal for the tournament series is to stage high-profile, world-class international tournaments that showcase the best of men’s and women’s professional tennis, capturing the imagination of the local community as well as a global audience and shining a spotlight on Hong Kong and its status as an events, tourism and financial hub. The Tournaments aim to connect Hong Kong globally whilst promoting tennis to the people of Hong Kong and encouraging sports and a healthy lifestyle through joyful, entertainment filled spectacles. Through Tournament activities and the matches themselves, we aim to boost interest in tennis, expand our spectator fan base, and develop players at the grassroots and professional level in Hong Kong. It is HKCTA’s goal to continuously improve the overall spectator experience and we strive for new ways to achieve this through tournament enhancements and upgrades. The Tournaments are also positioned as ‘green’ and environmentally friendly, with an emphasis on sustainability. As such, the events are part of the Environmental Protection Department’s (EPD) “Green Event Pledge” and have pledged to use recycled materials where possible, to recycle materials used in the Tournaments and reduce waste and consumption of one-off items. Please refer to:

[https://www.wastereduction.gov.hk/sites/default/files/green\\_event/GreenEvent\\_Guidebook\\_Eng.pdf](https://www.wastereduction.gov.hk/sites/default/files/green_event/GreenEvent_Guidebook_Eng.pdf) for more information.

### 4. Purpose of the Tender

HKCTA is looking for interested service provider(s) to provide all media buying and planning services in relation to the strategic planning, promotion of the event and solicitation of ticket sales. The purpose of the Tender is to solicit proposals to establish a contract with a qualified media buying and planning service provider (the “Company” or “Service Provider”) that can provide comprehensive and cost-effective media plan for the Tournament to further enhance ATP 250’s public awareness both locally and internationally and to boost spectators’ interest and hence attendance/ticket sales for the tournament.

#### Key Deliverables

- Media planning, scheduling and cost negotiation with media platform owners
- Measurable reach, frequency and engagement

- ROI, No. of clickable views, etc.
- Key visual adaptations for the listed advertising channels, but not limited to the listed channels.
- Layout adjustments if needed to perfectly fit into different advertising channels
- Test print arrangements
- Monitor any standby advertising space (if the ad space fit the promotion of the event)

## 5. Tender and Proposal Contents

Tender and proposal submitted should include the following:

- **Company Background** - Including credentials / experience in similar events and testimonials (if any)
- **Staffing and Resources** – Team Structure including number of staff and experience of the proposed team should be provided. Resources allocated to the event, including any outsourcing of contracted work (in such case background and credential details of such 3<sup>rd</sup> party / parties) should also be provided. Team members who are fresh graduates or otherwise possess no prior relevant experience will not be accepted to take charge of any individual projects, and all manpower allocation plans shall be submitted and endorsed by HKCTA.
- **Service Provider's experience** in similar international sports events, including company role in such events
- **Proposal of agreement term** for 1, 2 or 3 years is welcomed, but not obligatory.
- **Technical Proposal** - In relation to the Media Buying and Planning services, the scope of services is divided into the following categories:
  - a. Overall Advertising Planning (without any price figures)
  - b. Media Plan

### Detailed Scope of Services:

#### Overall Advertising Planning

With reference to the proposed media plan for the Event, the Service Provider is requested to provide their professional advice / insights and develop an overall comprehensive media plan that will develop brand awareness and deliver the relevant messages to the dedicated target market / audience. The Service Provider is also required to design the ads for individual media placement so that HKCTA can get the most effective advertising in each market. In contemplating the strategy, the Service Provider should bear in mind the following principles:

Cost-effectiveness and measurable success through digitisation: Over the past few years, marketing efforts of PHKTO have heavily relied on traditional media platforms. For example, significant budget has been spent on print media and outdoor media. The management team believes that there is room for improvement in introducing a more systematic and measurable approach to manage the ATP 250 campaign. HKCTA is seeking strategic insights to digitise our



marketing platform providing measurable ROI and insightful analytics for continuous development.

#### Media Plan

- Recommendation on Media mix
- Media booking, scheduling and liaison
- Planning, negotiation and execution of media promotions

#### Reporting Requirement for the Service provider:

The Selected Service Provider needs to submit required reports as requested by HKCTA in a timely manner. A list of relevant and major reports includes the following:

- a. Post-media buy Report (both print / digital and OOH) – to be submitted within 7 days after the tournament
- b. Media-Buy Report (Hard copy – Print) – to be submitted within 7 days after the tournament
- c. Any relevant reports provided by 3<sup>rd</sup> party media agency (if any);

#### Procurement Requirement for All Services Rendered by Sub-Contractors:

With the objective of ensuring openness, fairness and value for money, the selected Service Provider, when procuring sub-contractors who are in any way involved in the Event, shall exercise the utmost prudence in selecting the sub-contractor and ensure that such procurement is carried out in an open, unbiased, fair and competitive manner. Service Provider should provide document proof on such exercise. Please find the table below as reference for the procurement procedures required by HKCTA.

**Please note that the below procedure shall only apply in cases where the selected service provider procures media placements for optional items and have not been quoted for in the service provider’s financial proposal.**

Monetary Level	Quotation/ Tender obtained	Approving Authority
< HK\$ 50,000.00	At least 2 quotations	Acceptance of an offer can only be approved by another officer not lower than the rank of the officer calling the quotations
Between HK\$50,000.00 to HK\$1,430,000.00	At least 5 written quotations	Acceptance of an offer can only be approved by another officer not lower than the rank of the officer calling the

		quotations
>HK\$1,430,000.00	Adopt open and competitive tendering procedures and accept the lowest conforming bids	Appoint a tender board of not less than 3 persons to consider and decide on the acceptance of tender or advise on the acceptance of tenders

If the service provider cannot obtain the required number of quotations or the lowest conforming bid is not selected, full justification must be given and properly documented.

## 6. Budget and Fee Proposal

The planned budget for this contract should include all 3<sup>rd</sup> party fees and production fees. The total amount in any case should NOT exceed HK\$3.2 million. Tenderers should include all mandatory items in the below table in their fee proposal as well as a selected number of suggested items. Details as below:

Target Audience: Covered Primary & Secondary target		
Media	Format	Remarks
<b>Print</b>		
Headline Daily	Full page 4C, ROP	Format proposed by Tenderer
Skypost	Full page or quarter page, 4C, ROP	Format proposed by Tenderer
AM730	Full page or quarter page, 4C, ROP	Format proposed by Tenderer
Oriental Daily	Full page 4C, ROP	Format proposed by Tenderer
HKET	Zero or 1 Cover, standby	Format proposed by Tenderer
Sing Tao Daily	Zero or 1 Cover, standby	Format proposed by Tenderer
Oriental Daily	Zero or 1, any format	Format proposed by Tenderer
South China Morning Post	Full page or quarter page, 4C, ROP	Format proposed by Tenderer
South China Morning Post	Package	Mandatory
Sing Tao Daily	Zero or 1 Full page 4C, ROP	Format proposed by Tenderer
U Magazine	Zero or 1 Full page 4C, ROP	Format proposed by Tenderer
Weekend Weekly	Zero or 1 Full page 4C, ROP	Format proposed by Tenderer
<b>OOH</b>		
MTR 12-sheet panels	Zero or ≥ 50 x trackside	Format proposed by Tenderer
MTR Escalator display	Zero or ≥ 50 x panels	Format proposed by Tenderer
MTR other display format	Zero or ≥ 5 x panels	Format proposed by Tenderer
Bus Body	Zero or ≥ 30 x bus body	Format proposed by Tenderer
Bus Shelter	Zero or > 1 x Flagship Bus Shelter Domination	Format proposed by Tenderer
Tram Wrap	Zero or ≥ 5 x Tram	Format proposed by Tenderer
Tram Shelter	Zero or ≥ Tram Shelter Domination	Mandatory
Outdoor giant display	Zero or > 1 x item	Format proposed by Tenderer

Cross harbour tunnel	Zero or ≥ 1 x Billboard, standby. min 1 week	Format proposed by Tenderer
Western Harbour tunnel	Zero or ≥ min 1 week	Format proposed by Tenderer
Outdoor billboard	Zero or ≥ 1 x panel	Mandatory
K11 Shopping mall	Zero or ≥ 1 x Billboard, standby. min 1 week	Format proposed by Tenderer
Other shopping malls	Zero or ≥ 1 x panel	Format proposed by Tenderer
Grant billboard around the city, if any	Zero or ≥ 1 x Billboard, standby. min 1 week	Format proposed by Tenderer
Digital TV	Zero or ≥ 1 week	Mandatory
<b>Digital</b>		
Paid Search: Google	1 week or ≥ 1 week	Mandatory
Paid Search: Bing (Yahoo)	1 week or ≥ 1 week	Mandatory
Digital Display Network	Zero or ≥ 3 days	Mandatory
Mobile Advertising	Zero or ≥ 3 days	Mandatory
Programmatic/digital banner	Zero or ≥ 10 days	Mandatory
YouTube Advertising	Zero or ≥ 10 days	Format proposed by Tenderer
Sportsroad	Zero or ≥ 1 article	Format proposed by Tenderer
<b>Social Media</b>		
Facebook Ads	10 days	Mandatory
IG Ads	10 days	Mandatory
WeChat Ads	Zero or ≥ 5 days	Format proposed by Tenderer
Xiaohongshu	Zero or ≥ 5 days or 5 posts	Format proposed by Tenderer
<b>Optional Item</b>		
<b>Please propose any other media means you deem fit.</b>	<b>Please propose.</b>	<b>Format proposed by Tenderer</b>
<b>Agency fee</b>	<b>For whole project</b>	
<b>Total Amount</b>	<b>Not more than \$3,200,000</b>	

**Note: The above media plan is subject to change and we may include other media formats as deemed appropriate.**

The Service Provider in its quotation and final invoice **MUST** provide itemized breakdown with details of costs and charges. Clear breakdown such as the following must be provided:

- Advertising cost for every single advertisement;
- commission fee;
- administration, delivery and service charges;
- 3<sup>rd</sup> party costs;
- production costs (if any).

## 7. Tender Selection Criteria

The selection of the winning proposal will be based on the respective applicants' score out of 100 for the following areas:

Ability to meet the scope of work:	20%
Qualifications and Experience	20%
Demonstrated capability	20%
Price (exclude optional items)	40%

The criteria that will be used to assess the Company's Ability to meet the scope of work will be as follows:

- a) Demonstrate strategies (with detailed objectives and schedules) to maximise the awareness, both locally and internationally, as well as increasing spectator attendance

The criteria that will be used to assess the Company's Qualifications and Experience will be as follows:

- a) Company's experience in relevant events
- b) Qualifications and expertise of staff involved in this event

The criteria that will be used to assess the Company's Demonstrated capability will be as follows:

- a) Examples of relevant past projects in international and/or sports events showing the ability to develop and execute a media buying plan that excelled in driving awareness & ticket sales and created positive impressions
- b) Any references / testimonials provided

## 8. Others

### Offering Gratuities

- a) Company shall not, and shall procure that his employees, agents and sub-contractors shall not, offer an advantage as defined in the Prevention of Bribery Ordinance, (Cap 201) in connection with the tendering and execution of the Media-Buy Services contract(s).
- b) Failure to so procure or any act of offering advantage referred to in (a) above committed by Company or by an employee, agent or sub-contractor of the tenderer shall, without affecting the Company's liability for such failure and act, will result in its tender being invalidated.

### Anti-Collusion

- a) Company shall not communicate to any person or entity other than HKCTA the amount of any tender, adjust the amount of any tender by arrangement with any other person, make any arrangement with any other person about whether or not he or that other person should or should

not tender or otherwise collude with any other person in any manner whatsoever in the tendering process. Any breach of or noncompliance with this sub-clause by Company shall, without affecting the Company's liability for such breach of rules and laws or non-compliance, invalidate the tender.

- b) Sub-clause (a) of this Clause shall have no application to the Company's communications in strict confidence with his own insurers or brokers to obtain an insurance quotation for computation of tender price and communications in strict confidence with his consultants / sub-contractors to solicit their assistance in preparation of tender submission.
- c) Company shall submit to HKCTA a duly signed warranty in the form set out in Annex 2 to the effect that he understands and will abide by these clauses. The warranty shall be signed by a person authorized to sign the contract on Company's behalf.
- d) Any breach of any of the representations and/or warranties by Company may prejudice Company's future standing as a HKCTA and its affiliate's contractor.

#### License

- a) Media-Buy Services Provider shall secure and pay for any such licenses and comply fully with any and all applicable laws, ordinances and regulations for the services provided under the Media-Buy Services agreement(s).
- b) Media-Buy Services Provider shall be liable to all damage to any property in the event venue arising from the provision of offsite catering service due to the negligence of the tenderer or its employees.

#### Insurance

- a) Media-Buy Services Provider shall take out and maintain adequate public liability insurance with a reputable insurance company to cover all of its liabilities under ordinances, statute or at common law in respect of personal injury to or death of any person and loss of damage to property, whether real or personal, as a result of the provision of the services under the Media-Buy Services agreement(s) with a minimum limit of HK\$50 Million per incident.
- b) Media-Buy Services Provider shall take out and maintain Employee's Compensation Insurance to cover all of its liabilities under the ordinance, statute or at common law for all persons employed by Media-Buy Services Provider in the provision of services under the Media-Buy Services agreement(s).

### **9. Expression of Interest**

Company shall submit to the Hong Kong, China Tennis Association Limited a duly signed Expression of Interest in the form set out in Annex 1 to confirm that the information provided in all the submitted documents are true, complete, accurate and not misleading.

## **10. Terms & Conditions**

All tender applications satisfying the requirements of this request for proposals will be evaluated to establish which of the applicants' proposals would best fulfill the needs of HKCTA and the Event. This tender document, however, does not commit the HKCTA to award a contract, to pay any costs incurred in the preparation of the tender application or a contract for the goods and/or services offered. HKCTA reserves the right to accept or reject any or all tender applications received as a result of this tender document, to negotiate with all qualified tenderers or to cancel this tender, if it is in the best interests of the HKCTA to do so. The decision of the HKCTA shall be final.

## Annex 1: Expression of Interest

\_\_\_\_\_ wishes to register interest and apply to be a  
(insert name of organisation)

supplier of the Bank of China Hong Kong Tennis Open 2025. I confirm that the information given in the submitted proposal documents are true, complete, accurate and not misleading.

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Annex 2 - Warranty

To: Hong Kong, China Tennis Association Limited

Dear Sir/Madam,

### Warranty

1. By submitting a proposal, the applicant represents and warrants that in relation to the proposal for Media-Buy Services Provider for the Bank of China Hong Kong Tennis Open 2025,
  - i. it has not communicated and will not communicate to any person or entity other than the Hong Kong, China Tennis Association the amount of any proposed price;
  - ii. it has not fixed or will not fix the amount of any proposed price by arrangement with any person;
  - iii. it has not made and will not make any arrangement with any person as to whether it or that other person will or will not submit a proposal; and
  - iv. it has not otherwise colluded and will not otherwise collude with any person in any manner whatsoever in the request for proposal process.
  
2. In the event that the applicant is in breach of any of the representations and/or warranties in Clause (1) above, Hong Kong, China Tennis Association Limited shall be entitled to, without compensation to any person or liability on the part of the Hong Kong, China Tennis Association:
  - i. reject the proposal submitted;
  - ii. if the Hong Kong, China Tennis Association Limited has accepted the proposal, withdraw its acceptance of the proposal; and
  - iii. if the Hong Kong, China Tennis Association Limited has entered into the contract with the applicant, terminate the contract.
  
3. The applicant shall indemnify and keep indemnified the Hong Kong, China Tennis Association Limited against all losses, damages, costs or expenses arising out of or in relation to any breach of any of the representations and/or warranties in Clause (1) above.
  
4. Clause (1) shall have no application to the applicant's communications in strict confidence with its own insurers or brokers to obtain an insurance quotation for computation of the proposed price, or with its professional advisers, and consultants or sub-contractors to solicit their assistance in preparation of proposal submission. For the avoidance of doubt, the making of a bid by a bidder to



the Hong Kong, China Tennis Association Limited in public during an auction will not by itself be regarded as a breach of the representation and warranty in Clause (1)(i) above.

5. The rights of the Hong Kong, China Tennis Association Limited under Clauses (2) to (4) above are in addition to and without prejudice to any other rights or remedies available to it against the applicant.

Authorized Signature & Company Chop: \_\_\_\_\_

Name of Person Authorized to Sign (in Block Letters): \_\_\_\_\_

Name of Applicant in English (in Block Letters): \_\_\_\_\_

Date: \_\_\_\_\_

### Annex 3: Company Information

- 1 Name of Company (English) : \_\_\_\_\_  
(Chinese) : \_\_\_\_\_
- 2 Registered Office : \_\_\_\_\_  
\_\_\_\_\_
- Postal Address : \_\_\_\_\_  
(If different from above) \_\_\_\_\_
- 3 Web-site : \_\_\_\_\_
- 4 Business Registration Certificate No. : \_\_\_\_\_  
(Please attach a copy)
- 5 Date of Commence of Business : \_\_\_\_\_
- 6 Contact Person
- (a) Name : \_\_\_\_\_
- (b) Title & Department : \_\_\_\_\_
- (c) Direct line : \_\_\_\_\_
- (d) Email address : \_\_\_\_\_

**Signed for and on behalf of the Company :**

- Signature and Company Chop : \_\_\_\_\_
- Name in Block Letters : \_\_\_\_\_
- Position : \_\_\_\_\_
- Date : \_\_\_\_\_