

**Distance Business Programme (“D-Biz Programme”)**

**Enrolment Form for IT Service Providers**

**Important Notes**

1. This enrolment form (“Form”) is used for enrolment to the IT Service Providers Reference List (“Reference List”) under the D-Biz Programme. Please read the “Guidance Notes for IT Service Providers” (the “SP Guide”) carefully before completing this Form.
2. Please ensure all requisite supporting documents are submitted in order. Otherwise, the Secretariat will not further process the enrolment application.
3. The Government and the Secretariat have the sole discretion not to accept such enrolment that is deemed not appropriate for inclusion in the Reference List.
4. **Inclusion in the Reference List does not imply any endorsement, warranty or guarantee of a service provider and/or its product or services by the Government and/or the Secretariat. A service provider on the Reference List shall not represent or claim itself as a pre-approved or pre-qualified service provider under D-Biz Programme when marketing and promoting its business, products or services to the potential applicants of D-Biz Programme.**
5. **Inclusion in the Reference List does not constitute any warranty or guarantee by the Government or the Secretariat that a service provider will be selected and engaged by any applicant under D-Biz Programme.**
6. The Government and the Secretariat have the right to disclose, without further reference to the service provider, whenever it considers appropriate, information provided by the service provider in, and in connection with, its enrolment for service provider under D-Biz Programme as stipulated under the section “Handling of Information” of the SP Guide. In submitting this Form, each service provider shall irrevocably and unconditionally authorise the Government and the Secretariat to make and consent to the Government and the Secretariat making any of the aforesaid disclosure. By submitting an application, a service provider is regarded to have agreed to, and to have obtained from each individual whose information (including personal data) is provided in the application, his/her consent for the disclosure, use and further disclosure by the Government and the Secretariat of the information (including personal data) for the purposes set out above.

7. This Form is divided into the following sections:

Part A	Particulars of the Service Provider
Part B	Service Information
Part C	Other Supporting Information
Part D	Declaration and Undertakings

8. Personal Data Collection Statement

(i) Purpose of Collection

The personal data and other related information provided by you in this application form will be used by the Government and the Secretariat solely for the purposes of processing your application. The provision of personal data and other related information in this application form is voluntary.

However, if you do not provide adequate and accurate data, we may not be able to process your application.

(ii) Transfer of Personal Data

Your enrolment form, other related information and supporting documents may be provided to various departments of the Government and the Secretariat for auditing and verification purposes. The Government and the Secretariat will disclose your personal data when required to do so by law or in response to requests from law enforcement agencies, or if explicit consent to such disclosure is given by you.

(iii) Access to Personal Data

For data access and correction, please email to us at [dbizsp@hkpc.org](mailto:dbizsp@hkpc.org).

Sample

**Part A – Particulars of the Service Provider**

Please complete this Part according to the Business Registration (“BR”) Certificate issued by the Inland Revenue Department. Application will be rejected in case of discrepancies between the information provided below and information contained in the service provider’s valid BR Certificate.

* Company Name (English)	
* Company Name (Chinese)	
* Address	
Company Website	
* Contact Person	
* Title	
* Phone (and WhatsApp if available)	
* Email	
* Number of person(s) employed	+ <a href="#">[upload]</a>
* BR Certificate No. <sup>1</sup>	+ <a href="#">[upload]</a>

(\*mandatory field)

**Part B – Service Information**

* IT Solutions Offered (Can choose more than one solution)	<input type="checkbox"/> 1. Online business <input type="checkbox"/> 2. Online order taking and delivery, and smart self-service system <input type="checkbox"/> 3. Online customer services and engagement <input type="checkbox"/> 4. Digital customer experience enhancement <input type="checkbox"/> 5. Digital payment / mobile point of sale <input type="checkbox"/> 6. Online / cloud-based financial management systems <input type="checkbox"/> 7. Online / cloud-based human resources management systems <input type="checkbox"/> 8. Remote document management, cloud storage and remote access services <input type="checkbox"/> 9. Virtual meeting and conference tools <input type="checkbox"/> 10. Virtual team management and communications <input type="checkbox"/> 11. Cybersecurity solutions <input type="checkbox"/> 12. Other online / custom-built / cloud-based business support systems
* Description of services or solutions relevant to the D-Biz Programme	

(\*mandatory field)

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1 Valid Business Registration issued by the Business Registration Office of the Inland Revenue Department

Additional compulsory requirements for (can select both): <input type="checkbox"/> 1. system integrator or non-subscription based solution/platform provider <input type="checkbox"/> 2. subscription based solution / platform provider	
(Compulsory for 1) A set of 2 job references (for each solution category selected) completed during the last 18 months (one job reference can cover multiple solution categories) <sup>2</sup>	
Job reference set 1 for IT Solution category <input type="checkbox"/> 1, <input type="checkbox"/> 2, <input type="checkbox"/> 3, <input type="checkbox"/> 4, <input type="checkbox"/> 5, <input type="checkbox"/> 6, <input type="checkbox"/> 7, <input type="checkbox"/> 8, <input type="checkbox"/> 9, <input type="checkbox"/> 10, <input type="checkbox"/> 11, <input type="checkbox"/> 12	
Job Reference 1: (i) A complete set of client contract or purchase order from the client (must show scope of work and deliverables) <u>AND</u> (ii) proof of project completion (e.g. final acceptance document, final payment, etc.) from the client	+ [upload]
Job Reference 2: (i) A complete set of client contract or purchase order from the client (must show scope of work and deliverables) <u>AND</u> (ii) proof of project completion (e.g. final acceptance document, final payment, etc.) from the client	+ [upload]
+ Additional Reference Set	
(Compulsory for 2) A set of contracts or purchase orders for at least two active customers who have subscribed to the solution / platform for at least 6 months	
Set 1 of contracts or purchase orders for IT Solution category <input type="checkbox"/> 1, <input type="checkbox"/> 2, <input type="checkbox"/> 3, <input type="checkbox"/> 4, <input type="checkbox"/> 5, <input type="checkbox"/> 6, <input type="checkbox"/> 7, <input type="checkbox"/> 8, <input type="checkbox"/> 9, <input type="checkbox"/> 10, <input type="checkbox"/> 11, <input type="checkbox"/> 12	
Customer 1 Contracts or purchase orders	+ [upload]
Customer 2 Contracts or purchase orders	+ [upload]
+ Additional Set	

(\*mandatory field)

**Part C – Other Supporting Information (Optional)**

Company introduction (e.g. upload of information / webpage or video links to introduce the company)	+ [upload]
If you are a recognized implementation partner of any IT service provider, please indicate.	+ [upload]
IT related award(s) received in the last three years	+ [upload]
Other supporting documents	+ [upload]

<sup>2</sup> The relevant job reference document proof (i.e. client contract / purchase order / proof of project completion, etc.) must be under the service provider's name, i.e. entity name or trade name as stated on the business registration form

**Part D – Declaration and Undertakings**

I, as the authorised representative of the IT Service Provider, hereby declare and undertake the following:-

1. The Service Provider has read and fully understands the Guidance Notes for IT Service Providers (the “SP Guide”) and all important and explanatory notes as set out in this Form.	<input type="checkbox"/>
2. The Service Provider shall comply with all requirements, terms and conditions set out in the SP Guide and such other requirements and directions as specified from time to time by the Government and the Secretariat.	<input type="checkbox"/>
3. All information provided in this Form as well as the accompanying information and supporting documents submitted by the Service Provider are true, valid and accurate and reflect the status of affairs as at the date of submission. The Service Provider shall inform the Secretariat immediately in writing if there are any changes to the above information.	<input type="checkbox"/>
4. The Service Provider understands and agrees that the Secretariat will base on the information and supporting documents provided by it to process this enrolment. The Service Provider also acknowledges and understands that in the event that any information and/or supporting documents is found untrue, incomplete, inaccurate or misleading, the Secretariat reserves the right to reject this enrolment and/or remove the Service Provider from the Reference List, and subject the case to legal proceedings.	<input type="checkbox"/>
5. The Service Provider acknowledges and understands that any person who by any deception dishonestly obtains for the Service Provider or another any pecuniary advantage (including but not limited to knowingly or wilfully makes a false declaration, statement, misrepresents or conceals any information in this enrolment) shall be guilty of an offence and shall be liable on conviction upon indictment to imprisonment.	<input type="checkbox"/>
6. The Service Provider has obtained consent from all relevant persons/entities for the disclosure, use and further disclosure by the Government and the Secretariat of their information/personal data.	<input type="checkbox"/>
7. The Service Provider agrees that the Government and the Secretariat shall have the right to disclose, without further reference to the Service Provider, whenever it considers appropriate, information provided by the Service Provider in, and in connection with, its application for enrolment on the Reference List under D-Biz Programme as stipulated under the section “Handling of Information” of the SP Guide. In submitting this Form, the Service Provider irrevocably and unconditionally authorises the Government and the Secretariat to make and consents to the Government and the Secretariat making any of the aforesaid disclosure.	<input type="checkbox"/>
8. The Service Provider agrees that the Government and the Secretariat shall have the right to publicise its company information, including Company Name and Company Website, on the D-Biz Programme official website, in case its enrolment is approved by the D-Biz Programme Vetting Committee. The purpose of publishing the company information is to offer relevant market information for enterprises’ reference. Such company information will be displayed by the solution categories the Service Provider have chosen during the application. Changes to the aforesaid information will not be entertained, as they form the basis for application assessment. The Programme Secretariat reserves the right to update or remove any data displayed if deemed necessary. Also, IT Service Providers on the Reference List should not be taken as service providers’ endorsement or recommendation by the Government or the Programme Secretariat. Whether or not the applicants engage Service Providers on the Reference List will not affect the application outcome.	<input type="checkbox"/>

<p>9. The Service Provider shall ensure that it has no association, connection or relationship with D-Biz Programme applicant(s) or grantee(s) nominating and engaging it in terms of management and ownership. The Service Provider and any person/staff authorised by the Service Provider to handle or in any way to be involved in the quotation or tender exercise for the procurement of goods and services shall have no actual or potential conflict of interest; or otherwise will not participate in the procurement process.</p>	<input type="checkbox"/>
<p>10. The Service Provider understands that the Secretariat has the right to determine whether the Service Provider is eligible for inclusion in the Reference List, and the decision of the Secretariat shall be final.</p>	<input type="checkbox"/>
<p>11. The Service Provider acknowledges that should it be included in the Reference List, its subsequent performance will be monitored and may be taken into account when its future quotations or tenders submitted to the Government are evaluated.</p>	<input type="checkbox"/>
<p>12. The Service Provider acknowledges and agrees that the Government and the Secretariat shall not be held liable to any and all losses or damages of whatever nature (including but not limited to, loss of revenue, profit, business opportunity or goodwill) sustained by the Service Provider arising from or in connection with this application and/or inclusion or non-inclusion in the Reference List.</p>	<input type="checkbox"/>
<p>13. Under the Competition Ordinance (Cap. 619 of the Laws of Hong Kong), bid-rigging is serious anti-competitive conduct. The Service Provider understands that the Government and the Secretariat may, at its discretion, report all suspected instances of bid-rigging to the Competition Commission (the "Commission") and provide the Commission with any relevant information, including but not limited to information on its quotation or tender and its personal information.</p>	<input type="checkbox"/>
<p>14. The Service Provider shall observe the Prevention of Bribery Ordinance (Cap. 201 of the Laws of Hong Kong) ("PBO") and will prohibits its employee(s), agent(s), supplier(s), and other personnel who are in any way involved in provision of the service under D-Biz Programme from offering to or soliciting or accepting from any person any money, gifts or advantage as defined in the PBO in provision of the service under D-Biz Programme. Should any such offence is committed by the Service Provider or its employee(s), agent(s), supplier(s) or other personnel who are in any way involved in provision of the services under D-Biz Programme, the Secretariat will remove the Service Provider from the Reference List and subject the case to legal proceedings (e.g. report to ICAC).</p>	<input type="checkbox"/>
<p>I, as the authorised representative of the Service Provider, hereby authorise the Government and the Secretariat to use and handle all information (including but not limited to personal data) provided in this application, including the disclosure of the information in relation to this application to other parties, in accordance with the section "Handling of Information" of the SP Guide.</p>	<input type="checkbox"/>