

Self Assessment Worksheet (TO BE COMPLETED BY THE APPLICANT)

(Minimum score required is 15)

VENDOR INFORMATION		
Company name: _____		Contact person: _____
Address: _____		
Telephone no.: _____	Fax no.: _____	e-mail: _____
Major Product / Service: _____		
MARKING SCHEME AND GUIDELINES TO COMPLETE		
1. Year in Business Over 5 years 3 - 5 years 1 - 2 years Less than 1 year	3 points 2 points 1 point 0 point	Points Achieved
2. Company Structure Government Institute / Listed Limited Company / Subsidiary of a Group (Listed Limited Company) Private Limited Company Proprietary	2 points 1 point 0 point	
3. Business Capital (Paid up capital for limited company average business capital for unlimited company) Paid Up Capital/Average Monthly Bank Balance (HK\$) 1,000,000 or above 500,000 to 999,999 100,000 to 499,999 Below 100,000	3 points 2 points 1 point 0 point	
4. Company Property Factory / Godown / Firm (Self Owned) Factory / Godown / Firm (Self Owned under mortgage) Hire	2 points 1 point 0 point	
5. Employee Size <u>Manufacturer</u> <u>Trading Co.</u> Over 100 Over 30 51 - 100 21 - 30 1 - 50 1 - 20	3 points 2 points 1 point	
6. Business Nature Manufacturer Authorized Agent Others	3 points 2 points 1 point	
7. Financial Capacity a. <u>Earning per share (for limited company)</u> <u>Profitability (for proprietary)</u> - Positive with growth Over HK\$5,000,000 - Negative with growth HK\$1,000,000 - HK\$5,000,000 - No growth Under HK\$1,000,000 - No information No profit or no information b. Auditors Report Comment - Clean Report, True and Fair - Qualified - Adverse / No information	3 points 2 points 1 point 0 point 2 points 1 point 0 point	
8. Delivery Fleet (Self Owned & Operated) within Hong Kong Over 5 3 - 5 1 - 2 No	3 points 2 points 1 point 0 point	
9. Quality Systems Adopted ISO9000 series or equivalent Not Adopted / No information	1 point 0 point	
10 Environmental System Employed ISO14000 series or equivalent	1 point	

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MARKING SCHEME AND GUIDELINES TO COMPLETE		
Not Adopted / No information	0 point	
11 Major Customer		
Government / Bus Manufacturer / Public Utility	1 point	
Others	0 point	
12 Product Liability Coverage		
Yes	1 point	
No	0 point	
13 Industrial Safety Program Adopted		
Yes	1 point	
No	0 point	
14 Any business litigation in progress		
No	1 point	
Yes, please provide details	0 point	
TOTAL SCORES ACHIEVED (Max. 30) : _____		
*Will be available to visit KMB within 3 months : Yes / No		

Applicants who obtained the MINIMUM Fifteen (15) POINTS or more are invited to send an introduction letter to KMB together with the following supporting documentation :

	<u>Documents Check-List</u>	Please insert a " ✓ " for documents submitted
Q.2	Memorandum and Articles of Association (for body corporated only e.g. limited company)	_____
	Copy of Certificate of Incorporation (for limited companies)	_____
	Copy of valid Business Registration Certificate (for all companies)	_____
Q.3/7	Company Profile and Latest Annual Report or Profit & Loss A/C's Statement (for limited company)	_____
	Banker Reference Letter or Balance Sheet or Copy of Bank Statement showing the last 3 months transaction (for unlimited company)	_____
Q.6	Copy of Agency Agreement, if any	_____
Q.8	Copy of Vehicle Registration Document	_____
Q.9	Documentation evidence	_____
Q.10/11/14	Copy of Valid Certificates/documentation evidence	_____
Q.12	Major Clients List	_____
Q.13	Copy of Insurance Certificate	_____