1. **Basic information**

|  |  |  |
| --- | --- | --- |
| 1. | Name of company: |  |
|  |  |  |
| 2. | Company address: |  |
|  |  |  |
| 3. | Contact person: |  |
|  |  |  |
| 4. | Job title: |  |
|  |  |  |
| 5. | Contact email: |  |
|  |  |  |
| 6. | Contact phone number: |  |

…. Cont’d

1. **Pre-qualification criteria**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Pre-qualification criteria** | **Supporting document required** | **Provided or not?** |
| (a) | The company shall have been established in Hong Kong for not less than 2 years before the closing date of the Expression of Interest (EOI). | * Copy of company registered (CR) records from Companies Registry, HKSAR; and | Yes  *(Click the above box to confirm)* |
| * Copy of Business Registration (BR) Certificate issued by Business Registration Office | Yes  *(Click the above box to confirm)* |
| (b) | The company shall be currently providing the accounting or auditing services in Hong Kong. | * By self-declaration * No supporting document is required | Yes  *(Click the above box to confirm)* |
| (c) | The company shall have at least 3 directors or partners before the closing date of the EOI. | * Copy of company registered (CR) records from Companies Registry, HKSAR; and | Yes  *(Click the above box to confirm)* |
| * Company profile with organization chat | Yes  *(Click the above box to confirm)* |
| (d) | The company shall have at least 4 Certified Public Accountants (CPA) before the closing date of the EOI. These CPAs could be either the full-time or part-time in-house staff of the company. | * Copy of professional certificate for individual CPA according to the definition mentioned in the Part C of the Brief Notes. | Yes  *(Click the above box to confirm)* |
| * Copy of the curriculum vitae (CV) for individual CPA. | Yes  *(Click the above box to confirm)* |

***Note: The supporting documents mentioned above shall be provided together with this pre-qualification form and submitted to the URA on or before 12:00 noon of 8 November 2024.***