

澳門生產力暨科技轉移中心  
CENTRO DE PRODUTIVIDADE E TRANSFERÊNCIA DE TECNOLOGIA DE MACAU  
MACAU PRODUCTIVITY AND TECHNOLOGY TRANSFER CENTER

編號 Number \_\_\_\_\_ / \_\_\_\_\_

**國際管理系統標準認證資助申請表**  
**Application Form for Incentive Subsidy Scheme for Certification to**  
**International Management System Standards**

1 企業名稱 **Company Name:**

1.1 中文 in Chinese: \_\_\_\_\_

1.2 英文 in English: \_\_\_\_\_

2 地址 **Address:** \_\_\_\_\_

3 電話 **Telephone:** \_\_\_\_\_ 4 傳真 **Fax:** \_\_\_\_\_ 5 電郵 **Email:** \_\_\_\_\_

6 聯絡人 **Contact Person:** \_\_\_\_\_ 7 職位 **Position:** \_\_\_\_\_

8 業務性質 **Nature of Business:** \_\_\_\_\_

9 員工總數 **Total Number of Employees:** \_\_\_\_\_

10 申請認證標準 **Certification Standard to be applied:**

10.1  ISO 9001      10.2  ISO 14001      10.3  SA 8000      10.4  OHSAS18001

10.5  HACCP      10.6  WRAP      10.7  Qualicert Service Certification

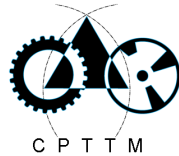
10.8  ISO 22000      10.9  ISO 20000      10.10  ISO 27001

11 擬認證範圍 **Scope to be certified:**

12 擬認證地點 (若超過一個認證地點, 請註明) **Site to be certified (if more than one sites, please state):**

13 每一認證地點內的員工數 **Number of employees at each site to be certified:**

14 有否輪班制, 多少班? **Is there a shift system, how many shifts?**



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15 擬選擇之認證機構 Certification Body to be selected:

16 擬選擇之顧問公司 Consulting Company to be selected:

17 預算審核日期 Expected Date of Assessment: \_\_\_\_\_

18 補充資料 Supplementary Information:

申請人姓名

申請人簽名

職位/企業蓋章

Applicant's Full Name:

Applicant's Signature:

Position/Company Seal:

日期 Date: \_\_\_\_\_

此欄由本中心填寫 To be Completed by CPTTM

收件人 Received by: \_\_\_\_\_ 日期 Date: \_\_\_\_\_

尚欠文件 Documents Outstanding: \_\_\_\_\_ 收妥日期 Receipt Date: \_\_\_\_\_

批准 Approved

不批准 Not Approved

理由 Reasons: \_\_\_\_\_

經優質管理委員會審閱 Reviewed by Quality Management Committee: \_\_\_\_\_ 日期 Date: \_\_\_\_\_



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申請人需呈交資料包括:

Documentos a ser apresentados pelo requerente:

Documents to be submitted by the applicant:

1. 申請人(公司代表)之身份證明文件影印本
  - Fotocópia do documento de identificação do requerente (representante da empresa)
  - Photocopy of the identification document of the applicant (the representative of the enterprise)
2. 有效商業及動產登記局〔最近3個月內發出之證明〕影印本
  - Fotocópia do Certidão da Conservatória dos Registos Comercial e Automóvel Válida (3 meses)
  - Photocopy of the enterprise's valid registration (recently issued within 3 months) at the "CONSERVATÓRIA DOS REGISTOS COMERCIAL E DE BENS MÓVEIS" (Office of Commercial and Chattel Registration)
3. 行業執照〔例如：廠牌〕— 如適用
  - Fotocópia do Alvará - Título de Registo Industrial ou Comercial da actividade exercida (se aplicável)
  - Photocopy of the Licence for the authorized scope of activity(s) of the enterprise (e.g. Título de Registo Industrial for manufacturing establishment) if applicable
4. 營業稅開業申報表(M/1 格式)
  - Fotocópia do Contribuição Industrial Declaração de Início de Actividade (M/1)
  - Photocopy of the Contribuição Industrial Declaração de Início de Actividade (e.g. the Contribuição Industrial Declaração de Início de Actividade)
5. 最近一張社會保障基金供款憑單影印本(本地員工及外地僱員<如適用>)
  - Fotocópia do último mapa - guia de pagamento do Fundo de Segurança Social(Ambos os funcionários locais e estrangeiros<se for o caso>)
  - Photocopy of the most recent payment slip for the Social Security Fund(Both Local and foreign employee<if applicable>)