

## Supplier Registration Form

- The details provided in this form will be used to evaluate your suitability to provide goods and/or services to the HSBC Group.
- All questions must be answered. Please do not leave blanks. You may use NONE, NOT APPLICABLE or N/A where appropriate.
- Unless otherwise instructed, answers must relate specifically to the business named in Section 1.
- Your response is being provided to HSBC Holdings plc, will be treated in strict confidence and will be disclosed to other members of the HSBC Group for the purposes of supplier evaluation or to process information on our behalf (in jurisdictions inside and outside the European Economic Area where there may be less stringent data protection laws). Wherever it is processed, your information will be protected by a strict code of secrecy and security which all members of the HSBC Group, their staff and any third parties are subject to and will only be used in accordance with our instructions.
- To ensure that we carry out instructions accurately, to help us to continually improve our service and in the interests of security, we may monitor and/or record your telephone calls with us.
- In this form, 'we' 'us' and 'our' refer to HSBC Holdings plc and HSBC Group means HSBC Holdings plc, its subsidiaries, associated and affiliated companies.

## 1. Business Details

Name of Business	
Address	
City	
Post/Zip Code	
Country	
Registered Number & Country of Registration	
D-U-N-S® Number (If known)	
Name of Parent Company or Group	
Date of formation of the Business	
Description of your core business	

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Business type; e.g. Public Limited Company, Limited Company, Sole Trader, Partnership, Limited Partnership, etc.				
For currency please enter 3 digit current Great British Pounds.	ncy code e.	g. USD for l	JS Dollars,	GBP for
Annual turnover; last three years	Year	Currency	Amount	
Pre-tax Profit; last three years				
·				
Insurance details:	Expires	Currency	Limit	
Employers Liability				
Public/Products Liability				
Professional Indemnity				
Is your business a customer of the	V	es		
HSBC Group?	' 		'	
Total number of permanent staff	L		L	
Total number of permanent staff	Managam		oion.	
Number of staff by skills set	Management/Supervision			
	Clerical/Support			
	Operation			
	Sales/Mar	keting		
Staff turnover as a percentage of total workforce (Attrition rate per annum)				
Other sites/offices:				
Please state location and select the type of site/office from the dropdown:				
Office (O); Manufacturing (M); Warehousing (W); or Distribution (D)				
Which products/services are normally sub-contracted?				
Details of major sub-contractors				

2.	Contact Details			
	Primary contact name			
	Telephone number			
	Fax number			
	email address			
	Business web site address			
3.	References			
	Details of two sources we may conta rendered by your Business.	act to seek	references in relation to service	es:
	Business name			
	Address			
	Contact name			
	Telephone number			
	Number of years providing goods/servi business	ces to the		
	Goods/Services provided			
	Business name			
	Address			
	Contact name			
	Telephone number  Number of years providing goods/servi	iona to the		
	business	ices to the		
	Goods/Services provided			
4.	International Network			
	HSBC Group's international network cand territories in Europe, the Asia-Pac Africa. A full list can be found at			

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5.

Please indicate below if you wish to be considered for providing goods and/or services to the HSBC Group in countries other than the primary location you have indicated above.

Region	Countries		
Americas			
Asia Pacific			
Europe			
Middle East & Africa			
If you wish to be consider USA please complete the	red for providing goods/services to the HS following:	SBC Group	in the
		Yes	No
Minority Owned Company	1		
Woman Owned Company	1		
Minority/Woman Owned O	Company		
People with Disabilities O	wned Company		
Second Tier Company (A minority, woman or other	supplier with sub-suppliers who are owned)		
Other, please state			
e-Procurement	_		
		Yes	No
Do you trade electronicall	w2	162	
If yes, what system is use			
this trading	d to ponorm		
Do you have your own we	ebsite for trading with customers?		
If so what is your URL (sit	te address)		
Do you trade electronicall	y for:		
Selling Products/Service	ces		
Buying Products/Servi	ces		
Submitting Invoices			
Participating in on-line	e-Auctions		
Do you have any expe	rience of Ariba products?		
Are you a registered A	riba Supplier (supplier.ariba.com)?		
If so what is your Ariba	Network ID?		

## 6. Environmental & Ethical Policy

		Yes	No
Do you have a written Health & Safety policy?			
Name, title and contact details of the person responsible for day to day health & safety issues in the Business			
Details of membership of safety organisations or professional bodies			
Do you assess the health & safety perfocontractors?	rmance of your sub-		
Do you hold quality assurance accredita	tion to ISO standard?		
Do you have a written environmental pol	licy?		
Do you have a certified environmental management system?			
If Yes:			
Under what system is it based? (e.g. ISO14001, EMAS)			
Is the system internally audited			
Is the system externally audited			
ENERGY – Do you measure the total en	nergy consumed?		
WASTE – Do you measure the most sign produce?	nificant waste streams you		
WATER – Do you measure water consu	mption?		
EFFLUENT – Do you measure volume a effluent?	and quality of process		
AIR – Do you measure air emissions?			
SUPPLY CHAIN MANAGEMENT – Do y performance of your suppliers?	ou audit the environmental		
PAPER – Do you use recycled paper?			
PLASTIC – Do you use recycled plastic packaging)?	in your products (other than		
CHEMICALS – Do you use chemicals the environment?	at are hazardous to the		

above.

If you are already a customer of the HSBC Group there is no requirement for you to complete the following, as we will continue to respect your current marketing preferences.
Members of the HSBC Group may exchange, use, analyse and assess relevant information held about you to give you information about products and services available from members of the HSBC Group, including those outside the UK.
Please tick the box if you <b>do</b> want to be contacted by HSBC Group for marketing purposes by electronic means such as email and text messaging service.
Please tick the appropriate box if you <b>do not</b> want to be contacted by HSBC Group for marketing purposes.
No telephone marketing
No other marketing promotion
By submitting this form, you agree that we can use your information in the way set out

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