eQuotation System (“EQS”) **Password Requisition Form (密碼申請表格)**

To 致 : GACSL Secretary 承辦商小組秘書
Sino Administration Services Limited 信和行政服務有限公司
(By Fax 傳真: 2319 3522 / By Email 電郵: gacsl@sino.com)

From 由 : _____
Name of Contractor / Supplier 承辦商/供應商名稱

Vendor Code : _____
承辦商/供應商編號

Reason for Request : _____
要求原因

Contact Number : _____
聯絡電話

Please re-confirm the email address to receive the new EQS password.
請確認收取新密碼之電郵地址

_____
Authorized Signature and Company Chop 簽署及公司印章
Full Name & Designation 姓名及職銜 :
Date 日期 :

Notes 註釋

- Request without signature and company chop is not accepted. 沒有簽署及公司印章之申請將不獲接納。
- The application will take at least 1-2 working days for processing. 申請需時最少一至兩個工作天。
- It is highly recommended to change your password regularly to protect your EQS account. After login, click ‘Change Password’. 為保障閣下的電子報價帳戶，請定期變更密碼。登入後，請按‘變更密碼’。