

## 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


Business type; e.g. Public Limited Company, Limited Company, Sole Trader, Partnership, Limited Partnership, etc.

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For currency please enter 3 digit currency code e.g. USD for US Dollars, GBP for Great British Pounds.

Annual turnover; last three years

Year	Currency	Amount

Pre-tax Profit; last three years


Insurance details:

Employers Liability  
Public/Products Liability  
Professional Indemnity

Expires	Currency	Limit

Is your business a customer of the HSBC Group?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Total number of permanent staff

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Number of staff by skills set

Management/Supervision	
Clerical/Support	
Operational	
Sales/Marketing	

Staff turnover as a percentage of total workforce (Attrition rate per annum)

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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?

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Details of major sub-contractors

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**2. Contact Details**

Primary contact name

Telephone number

Fax number

email address

Business web site address


**3. References**

Details of two sources we may contact to seek references in relation to services rendered by your Business.

Business name	
Address	
Contact name	
Telephone number	
Number of years providing goods/services to the business	
Goods/Services provided	

Business name	
Address	
Contact name	
Telephone number	
Number of years providing goods/services to the business	
Goods/Services provided	

**4. International Network**

HSBC Group's international network comprises over 9,500 offices in 79 countries and territories in Europe, the Asia-Pacific region, the Americas, the Middle East and Africa. A full list can be found at <http://www.hsbc.com>

Primary operating location(s) of your business (i.e. country/region/global)

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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 considered for providing goods/services to the HSBC Group in the USA please complete the following:

	Yes	No
Minority Owned Company	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Woman Owned Company	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Minority/Woman Owned Company	<input checked="" type="checkbox"/>	<input type="checkbox"/>
People with Disabilities Owned Company	<input type="checkbox"/>	<input type="checkbox"/>
Second Tier Company (A supplier with sub-suppliers who are minority, woman or other owned)	<input type="checkbox"/>	<input type="checkbox"/>
Other, please state	<input type="text"/>	

**5. e-Procurement**

	Yes	No
Do you trade electronically?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, what system is used to perform this trading	<input type="text"/>	
Do you have your own website for trading with customers?	<input type="checkbox"/>	<input type="checkbox"/>
If so what is your URL (site address)	<input type="text"/>	

Do you trade electronically for:

Selling Products/Services	<input type="checkbox"/>	<input type="checkbox"/>
Buying Products/Services	<input type="checkbox"/>	<input type="checkbox"/>
Submitting Invoices	<input type="checkbox"/>	<input type="checkbox"/>
Participating in on-line e-Auctions	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any experience of Ariba products?	<input type="checkbox"/>	<input type="checkbox"/>
Are you a registered Ariba Supplier (supplier.ariba.com)?	<input type="checkbox"/>	<input type="checkbox"/>

If so what is your Ariba Network ID?

**6. Environmental & Ethical Policy**

	Yes	No
Do you have a written Health & Safety policy?	<input type="checkbox"/>	<input type="checkbox"/>
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 performance of your sub-contractors?	<input type="checkbox"/>	<input type="checkbox"/>
Do you hold quality assurance accreditation to ISO standard?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a written environmental policy?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a certified environmental management system?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes:		
Under what system is it based? (e.g. ISO14001, EMAS)		
Is the system internally audited	<input type="checkbox"/>	<input type="checkbox"/>
Is the system externally audited	<input type="checkbox"/>	<input type="checkbox"/>
ENERGY – Do you measure the total energy consumed?	<input type="checkbox"/>	<input type="checkbox"/>
WASTE – Do you measure the most significant waste streams you produce?	<input type="checkbox"/>	<input type="checkbox"/>
WATER – Do you measure water consumption?	<input type="checkbox"/>	<input type="checkbox"/>
EFFLUENT – Do you measure volume and quality of process effluent?	<input type="checkbox"/>	<input type="checkbox"/>
AIR – Do you measure air emissions?	<input type="checkbox"/>	<input type="checkbox"/>
SUPPLY CHAIN MANAGEMENT – Do you audit the environmental performance of your suppliers?	<input type="checkbox"/>	<input type="checkbox"/>
PAPER – Do you use recycled paper?	<input type="checkbox"/>	<input type="checkbox"/>
PLASTIC – Do you use recycled plastic in your products (other than packaging)?	<input type="checkbox"/>	<input type="checkbox"/>
CHEMICALS – Do you use chemicals that are hazardous to the environment?	<input type="checkbox"/>	<input type="checkbox"/>

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 **do** 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 **do not** 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 above.