



# Exquisite Certification And Audit Limited

8/F., Eton Tower, 8 Hysan Avenue, Causeway Bay, Hong Kong

Tel: 852 2180-6199

Email: info@exquisite-service.com

Website: https://exquisite-service.com/

## Application Form (New Certification / Recertification / Extension of Scope) 申請表格 (新認證 / 再認證 / 擴展認證範圍)

### Section I: General Information

#### 第一部分：基本資料

Company Name: 公司名稱:				
Address: 地址:				
Certified Address: 認證地址:	<input type="checkbox"/> Single site 單地點:			
	<input type="checkbox"/> Multi-site 多場所地點 (Please fill in Appendix 請填寫附錄)			
No. of site apply: 認證地點的數目:				
Boundaries of the management system: 管理系統的界限:	<input checked="" type="checkbox"/> Head Office 辦公室			
	<input type="checkbox"/> Project / service location 工程項目/ 服務地點			
	<input type="checkbox"/> Designated project / service location 指定工程項目/ 服務地點			
No. of project / service location: 項目 / 服務地點數目				Please specify at Section II 請在第二部份列明
Outsourcing work %: 外判工作比率:	<input type="checkbox"/> N/A 不適用	<input type="checkbox"/> Outsourcing <50% <input type="checkbox"/> 外包比例 < 50%	<input type="checkbox"/> Outsourcing 50%-70% <input type="checkbox"/> 外包比例 :50% - 70%	<input type="checkbox"/> Outsourcing >70% <input type="checkbox"/> 外包比例 > 70%
	Detail of outsourcing process(es): 列出外判工作內容:			
Phone No.: 電話號碼:				
Email: 電郵地址				
Contact Person: 聯絡人				
Apply Certification Standard: 申請標準				
Core Business Activities: 主要業務				
Process/Function/Operation Flow 行業流程、涉及部門及運作流程				
Human/Technical Resources/other				



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requirement /any relevant legal obligations 人事、技術要求、其他要求及行業相關法例		
New Certification /Recertification /Extension of Scope: 新認證/再認證/擴展認證範圍:		
Name of ISO Consultant: 顧問名稱		
Integrated Management System: 合併管理系統	<input type="checkbox"/> Yes 是	<input type="checkbox"/> No 不是
Expected Date for Certification: 預期認證的時間		
Language use: 所選用語言	<input type="checkbox"/> English 英文 <input type="checkbox"/> Chinese 中文 <input type="checkbox"/> Other 其他: _____	

Section II: Please provide project / service location information below.

第二部分: 請列出項目/服務地點, 以供參考。

No. 項目	Project / service location 項目 / 服務地點	Site Address 地址 (√與項目名稱相同)	Type 類別	Progress (%) 完成進度 (%)
1				
2				
3				
4				
5				

Section III: For ISO 9001 / ISO 27001 / ISO 20000 Certification application.

第三部分: 適合申請 ISO 9001 / ISO 27001 / ISO 20000 認證之公司填寫。

1. Number of prosecution in last year 過往一年的檢控數目:  QMS  ISMS  SMS
2. Number of customer complaint in last year 過往一年的客戶投訴數目:  QMS  ISMS  SMS
3. Number of information security in last year 過往一年資訊安全事故數目: \_\_\_\_\_
4. Effective No. of personnel\* 有效員工數目\*: \_\_\_\_\_
5. No. of shift work 輪班數目: \_\_\_\_\_
6. Number of security controls are excluded 哪些安全控制措施被排除在外: \_\_\_\_\_



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\* Effective No. of personnel for ISO 9001 / ISO 27001 / ISO 20000 consists of all personnel (permanent, temporary, and part-time) involved within the scope of certification including those working on each shift. When included within the scope of certification, it shall also include contractors / subcontractors' personnel performing work or work-related activities that are under the control or influence of the organization, that can impact on the organization's performance.

ISO 9001 / ISO 27001 / ISO 20000 有效人員包括所有參與認證範圍工作之員工(固定、臨時和兼職)和輪班員工，所有在公司監控下或可影響公司業務之承辦商或分銷商員工也應計算在內。

7. Please Tick the follow items:

請勾選以下項目：

Type(s) of business and regulatory requirements (select 1 out of 3) 業務類型和法規要求 (3選1)		
<input type="checkbox"/> non-critical business sectors and non-regulated sectors <input type="checkbox"/> 非關鍵業務和非監管業務	<input type="checkbox"/> Client has customers in critical business sectors <input type="checkbox"/> 貴公司客戶從事關鍵業務	<input type="checkbox"/> Client work in critical business sectors <input type="checkbox"/> 貴公司從事關鍵業務
Process and tasks (select 1 out of 3) 流程和任務 (3選1)		
<input type="checkbox"/> Standard processes with standard and repetitive tasks, lots of persons doing work <input type="checkbox"/> 大部分員工從事標準和重複性的流程	<input type="checkbox"/> Standard but non-repetitive processes, with high number of products or services <input type="checkbox"/> 標準但非重複的流程，能獲得大量的產品或服務	<input type="checkbox"/> Complex processes, high number of products and services, many business units <input type="checkbox"/> 業務部門眾多而且流程複雜，能獲得大量的產品和服務
Level of establishment of the MS (select 1 out of 3) 管理系統建立的級別 (3選1)		
<input type="checkbox"/> ISMS is already well established and/or other management systems are in place <input type="checkbox"/> 資訊保安管理系統和/或其他管理系統已經建立完善	<input type="checkbox"/> Some elements of other management systems are implemented, others not <input type="checkbox"/> 管理系統只有部分已在執行，其他還未建立	<input type="checkbox"/> No other management system implemented at all, the ISMS is new and not established <input type="checkbox"/> 基本沒有實施其他管理系統，資訊保安管理系統是全新，並且還未建立
IT infrastructure complexity (select 1 out of 3) IT基礎架構複雜度 (3選1)		
<input type="checkbox"/> Few or highly standardized IT platforms, servers, operating systems, databases, networks <input type="checkbox"/> 很少或沒有高度標準化的IT平台，伺服器，操作系統，數據庫，網絡	<input type="checkbox"/> Several different IT platforms, servers, operating systems, databases, networks <input type="checkbox"/> 擁有幾種不同的IT平台，伺服器，操作系統，數據庫，網絡	<input type="checkbox"/> Many different IT platforms, servers, operating systems, databases, networks <input type="checkbox"/> 擁有多種不同的IT平台，伺服器，操作系統，數據庫，網絡
Dependency on outsourcing and suppliers, including cloud services (select 1 out of 3) 對外包和供應商的依賴，包括雲端服務 (3選1)		
<input type="checkbox"/> Little or no dependency on outsourcing or suppliers	<input type="checkbox"/> Some dependency on outsourcing or suppliers, related to some but not all important	<input type="checkbox"/> High dependency on outsourcing or suppliers, large impact on important business activities



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<input type="checkbox"/> 很少或完全不依賴外包或供應商	<b>business activities</b> <input type="checkbox"/> 對外包或供應商只有部分的依賴，但並非與重要的業務有關	<input type="checkbox"/> 高度依賴外包或供應商，對重要業務的影響很大
<b>Information System development (select 1 out of 3)</b> <b>信息系統開發 (3選1)</b>		
<input type="checkbox"/> None or a very limited in-house system/application development <input type="checkbox"/> 沒有或非常有限度開發內部系統/應用程式	<input type="checkbox"/> Some in-house or outsourced system/application development for some important business purposes <input type="checkbox"/> 一些出於某些重要業務的需要而開發的內部或外包系統/應用程式	<input type="checkbox"/> Extensive in-house or outsourced system/application development for important business purposes <input type="checkbox"/> 針對重要業務的需要而開發大量內部或外包系統/應用程式

## Section IV: information on ISMS arrangements within the organization

第四部分：公司內有關 ISMS 安排的資訊

(For YES/NO questions, please mark your answer)

(是非題，請選擇您的答案)

1	Has a documented Statement of Applicability (SOA) been produced? 適用性聲明 (SOA) 是否已文件化？	<input type="checkbox"/> Yes <input type="checkbox"/> 是	<input type="checkbox"/> No <input type="checkbox"/> 不是
2	How many of the ISO 27001 controls are justified for exclusion? Please list exclusions. 有多少ISO 27001控件項被排除在外？請列出排除項目。		
3	Do you wish to include the location(s) of any third-party data centres in the scope statement? 您是否希望在範圍聲明中包括任何第三方數據中心的位置？ If yes, then those data centres shall be mentioned in the scope. This will require those data centres to be audited, which will require additional audit time. 如果是，則應在範圍內提及這些數據中心，這將需要對那些數據中心進行審核，並需要額外的審核時間。	<input type="checkbox"/> Yes <input type="checkbox"/> 是	<input type="checkbox"/> No <input type="checkbox"/> 不是
4	Does your organization operate in a regulated sector (e.g. bank, insurance, utility etc) or non-regulated sector? 您公司的運作是屬於受監管機構（例如：銀行，保險，公用事業等）的監管，還是不受監管？	<input type="checkbox"/> Yes <input type="checkbox"/> 是	<input type="checkbox"/> No <input type="checkbox"/> 不是
5	Would you describe your IT infrastructure? 您會怎樣描述您的 IT 基礎設施？ a) No of servers 伺服器數量 b) No of applications without internet facing 沒有使用網絡應用程式的數量 c) No. of applications with internet facing 使用網絡應用程式的數量 d) No. of network devices 網絡設備數量 e) No. of end user computer 終端用戶電腦數量 f) How many server room / data centre used? 多少伺服器機房/數據中心？	a) b) c) d) e) f)	
6	Would you describe your organisation as having limited (less than 5 application projects in a year) or significant application development for customer or internal use?	<input type="checkbox"/> Yes <input type="checkbox"/> 是	<input type="checkbox"/> No <input type="checkbox"/> 不是



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	您是否形容您的公司應用程式開發為有限的（一年少於 5 個應用程式項目開發）或只為客戶或內部使用的開發重要應用程式？	
7	How many processes / controls are performed by outsourcing or suppliers? 多少流程/控制是由外包或供應商執行？	

## Section V: Information on SMS arrangements within the organization

第五部分：公司內有關 SMS 安排的資訊

(For YES/NO questions, please mark your answer)

(是非題，請選擇您的答案)

Potential decrease factors 潛在可減因素		
1	A low rate of change to the SMS and the service SMS和服務的低變化率	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 是 <input type="checkbox"/> 不是
2	Previously demonstrated effective performance of the SMS e.g. previously certified with another accredited certification body. 先前證明了 SMS 的有效性能，例如：先前已獲得另一家認可的認證機構的認證。	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 是 <input type="checkbox"/> 不是
3	Combined audit of the SMS with one or more other relevant management systems SMS 與一個或多個其他相關管理體系的聯合審核	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 是 <input type="checkbox"/> 不是
4	Prior knowledge of the organization 對組織的先驗知識 e.g. already certified to another standard by the same certification body. 例如：已由同一認證機構認證為另一標準。	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 是 <input type="checkbox"/> 不是
5	A single, simple service 單一、簡單的服務	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 是 <input type="checkbox"/> 不是
6	Identical activities performed on all shifts, with appropriate evidence of equivalent performance on all shifts, e.g. service desk 在所有班次上執行相同的活動，並有適當的證據證明在所有班次上表現相同 例如：服務台	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 是 <input type="checkbox"/> 不是
7	A significant proportion of service management personnel carry out a similar simple function 大部分服務管理人員執行類似的簡單功能	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 是 <input type="checkbox"/> 不是
8	Single site with low number of personnel 人員數量少的單一據點	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 是 <input type="checkbox"/> 不是
9	A low level of reliance on other parties, such as suppliers, internal groups or customers acting as suppliers, involved in the provision of services. 對參與提供服務的其他方依賴程度較低，例如供應商、內部團體或充當供應商的客戶	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 是 <input type="checkbox"/> 不是



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Potential increase factors 潛在可加因素		
1	Complicated logistics involving multi-jurisdiction, multi-site working, in the same, or across a number of, time zone(s) 涉及多轄區、多地點工作、在同一時區或跨多個時區的複雜物流	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 是 <input type="checkbox"/> 不是
2	Complexity of language differences across different locations, e.g. personnel speaking in more than one language (requiring interpreter(s) or preventing individual auditors from working independently) 不同地點語言差異的複雜性，例如 說一種以上語言的人員（需要口譯員或阻止個別審計員獨立工作）	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 是 <input type="checkbox"/> 不是
3	Large size or complexity of the SMS scope, e.g. high number of services, personnel or locations, specialized services which are difficult to understand and maintain SMS 範圍的大尺寸或複雜性，例如 大量服務、人員或地點，難以理解和維護的專業服務	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 是 <input type="checkbox"/> 不是
4	High degree of legal and regulatory requirements affecting the client's SMS, e.g. intellectual property rights, privacy, food, drug, aerospace, nuclear 影響客戶 SMS 的高度法律和監管要求，例如 知識產權、隱私、食品、藥品、航空航天、核	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 是 <input type="checkbox"/> 不是
5	Different activities done in different shifts 不同班次完成的不同活動	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 是 <input type="checkbox"/> 不是
6	Temporary sites within the scope of the SMS for a specific audit 特定審核 SMS 範圍內的臨時場所	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 是 <input type="checkbox"/> 不是
7	Complex business processes performed within the scope of the SMS 在 SMS 範圍內執行的複雜業務流程	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 是 <input type="checkbox"/> 不是
8	A high level of reliance on other parties, such as suppliers, internal groups or customers acting as suppliers, involved in the provision of services 對參與提供服務的其他方（例如供應商、內部團體或充當供應商的客戶）的高度依賴	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 是 <input type="checkbox"/> 不是
9	Frequent addition of new services, removal of services, transfer of services or significant changes to services. 頻繁添加新服務、刪除服務、轉移服務或對服務進行重大更改。	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 是 <input type="checkbox"/> 不是

We understand that the information provided by us for certification purpose may be examined by Accreditation Bodies as part of their assessment process.

我們明白以上資料有機會被認可機構作為他們評核的一部份。



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Client Company Name 客戶公司名稱 :	
Client Representative 客戶代表:	
Title 職位:	
Date 日期:	
Company Chop & Signature 公司印章及簽署	

Please return the Application Form to Exquisite Certification and Audit Limited by email:

[info@exquisite-service.com](mailto:info@exquisite-service.com)

請把此申請表格以電郵 [info@exquisite-service.com](mailto:info@exquisite-service.com) 交回臻致認證有限公司。