



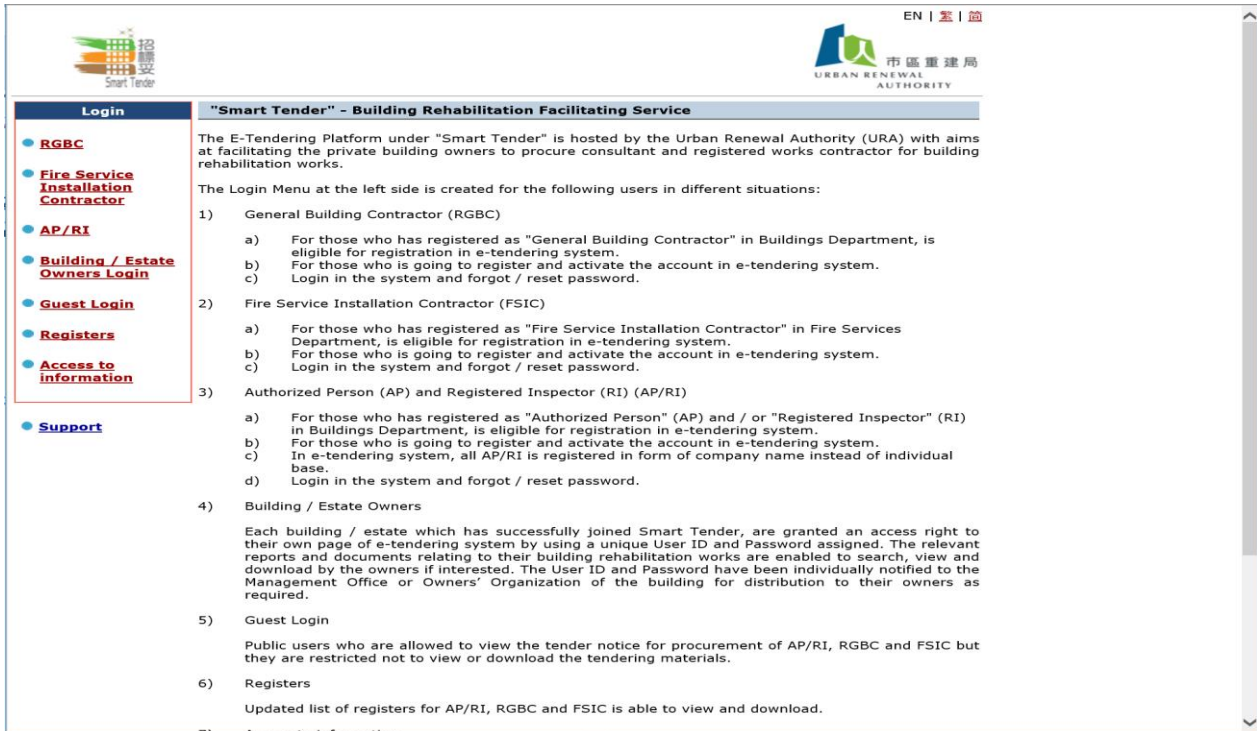
Quick Guide
For
Authorized Person (AP) and Registered
Inspector (RI) (AP/RI)
Registration of Smart Tender

RELEASE NO. 1.0

AP / RI Registration 認可人士或註冊檢驗人員註冊

Step 1: Open Internet Explorer to enter Smart Tender website

開啟網路瀏覽器並輸入招標妥網址



The screenshot shows the Smart Tender website interface. The top right corner features the Urban Renewal Authority logo and the text "EN | 英 | 簡". The main heading is "Smart Tender" - Building Rehabilitation Facilitating Service. Below this, a paragraph explains that the E-Tendering Platform is hosted by the Urban Renewal Authority (URA) to facilitate private building owners in procuring consultants and registered works contractors for building rehabilitation. A "Login" menu is visible on the left, with the "AP/RI" option highlighted. The main content area lists six user categories and their respective registration and login procedures:

- General Building Contractor (RGBC)**
 - For those who has registered as "General Building Contractor" in Buildings Department, is eligible for registration in e-tendering system.
 - For those who is going to register and activate the account in e-tendering system.
 - Login in the system and forgot / reset password.
- Fire Service Installation Contractor (FSIC)**
 - For those who has registered as "Fire Service Installation Contractor" in Fire Services Department, is eligible for registration in e-tendering system.
 - For those who is going to register and activate the account in e-tendering system.
 - Login in the system and forgot / reset password.
- Authorized Person (AP) and Registered Inspector (RI) (AP/RI)**
 - For those who has registered as "Authorized Person" (AP) and / or "Registered Inspector" (RI) in Buildings Department, is eligible for registration in e-tendering system.
 - For those who is going to register and activate the account in e-tendering system.
 - In e-tendering system, all AP/RI is registered in form of company name instead of individual base.
 - Login in the system and forgot / reset password.
- Building / Estate Owners**

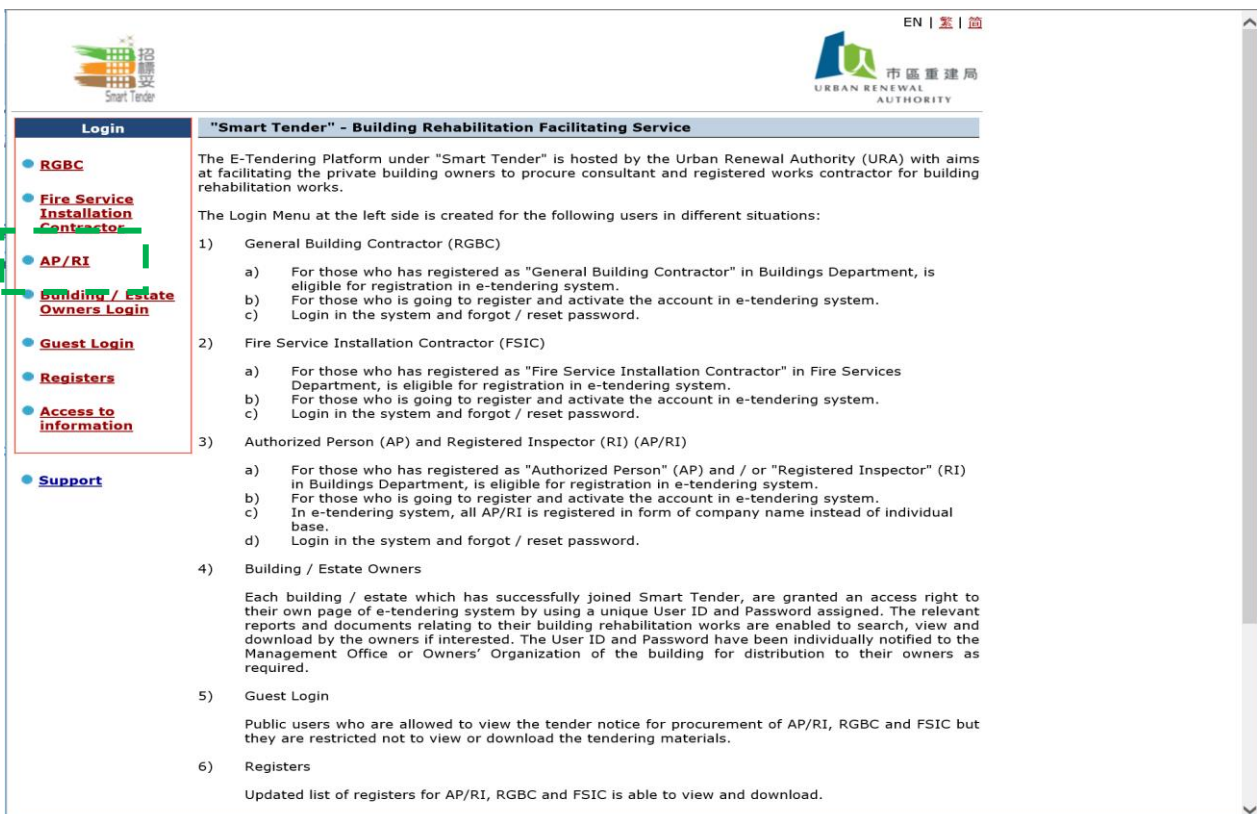
Each building / estate which has successfully joined Smart Tender, are granted an access right to their own page of e-tendering system by using a unique User ID and Password assigned. The relevant reports and documents relating to their building rehabilitation works are enabled to search, view and download by the owners if interested. The User ID and Password have been individually notified to the Management Office or Owners' Organization of the building for distribution to their owners as required.
- Guest Login**

Public users who are allowed to view the tender notice for procurement of AP/RI, RGBC and FSIC but they are restricted not to view or download the tendering materials.
- Registers**

Updated list of registers for AP/RI, RGBC and FSIC is able to view and download.

Step 2: Click "AP/RI"

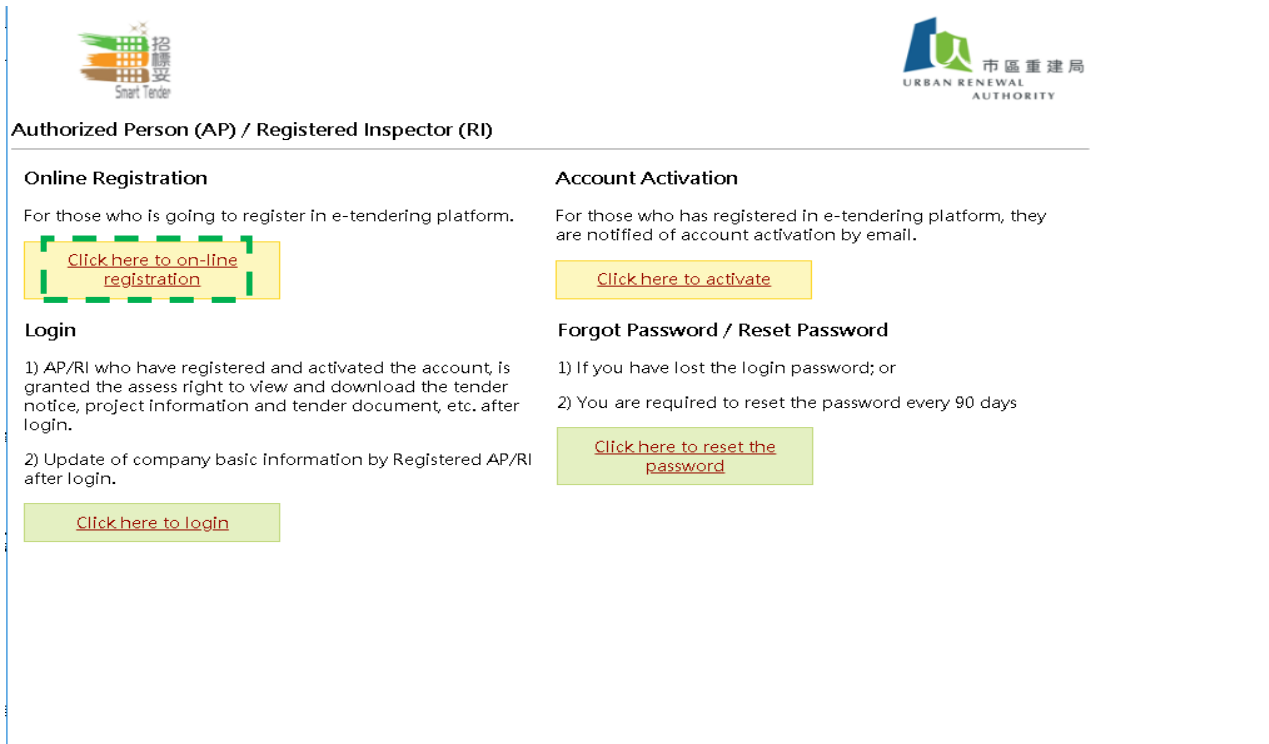
點擊“認可人士或註冊檢驗人員”



This screenshot is identical to the one above, showing the Smart Tender website interface. The key difference is that the "AP/RI" option in the "Login" menu on the left is highlighted with a green rectangular box, indicating the next step in the registration process.

Step 3: Click “Click here to on-line registration”

點擊“按此進行網上註冊程序”



Authorized Person (AP) / Registered Inspector (RI)

Online Registration
For those who is going to register in e-tendering platform.
[Click here to on-line registration](#)

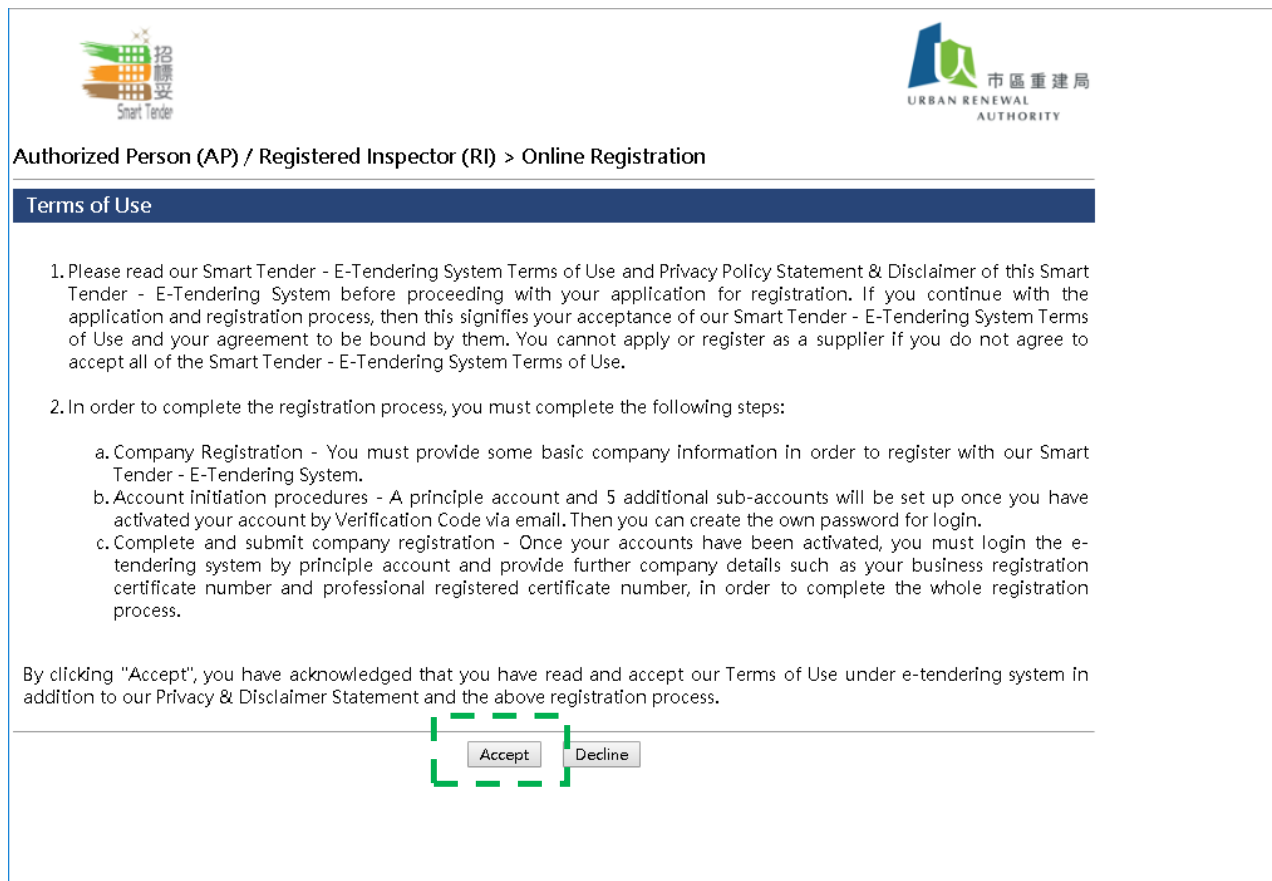
Account Activation
For those who has registered in e-tendering platform, they are notified of account activation by email.
[Click here to activate](#)

Login
1) AP/RI who have registered and activated the account, is granted the assess right to view and download the tender notice, project information and tender document, etc. after login.
2) Update of company basic information by Registered AP/RI after login.
[Click here to login](#)

Forgot Password / Reset Password
1) If you have lost the login password; or
2) You are required to reset the password every 90 days
[Click here to reset the password](#)

Step 4: Read Terms of Use and click “Accept”

細閱條款及細則後點擊“同意”



Authorized Person (AP) / Registered Inspector (RI) > Online Registration

Terms of Use

1. Please read our Smart Tender - E-Tendering System Terms of Use and Privacy Policy Statement & Disclaimer of this Smart Tender - E-Tendering System before proceeding with your application for registration. If you continue with the application and registration process, then this signifies your acceptance of our Smart Tender - E-Tendering System Terms of Use and your agreement to be bound by them. You cannot apply or register as a supplier if you do not agree to accept all of the Smart Tender - E-Tendering System Terms of Use.

2. In order to complete the registration process, you must complete the following steps:

- a. Company Registration - You must provide some basic company information in order to register with our Smart Tender - E-Tendering System.
- b. Account initiation procedures - A principle account and 5 additional sub-accounts will be set up once you have activated your account by Verification Code via email. Then you can create the own password for login.
- c. Complete and submit company registration - Once your accounts have been activated, you must login the e-tendering system by principle account and provide further company details such as your business registration certificate number and professional registered certificate number, in order to complete the whole registration process.

By clicking "Accept", you have acknowledged that you have read and accept our Terms of Use under e-tendering system in addition to our Privacy & Disclaimer Statement and the above registration process.

[Accept](#) [Decline](#)

Step 5: Input contractor's information on the Online Registration form, fields with red asterisk are mandatory. Click "Next" to continue.

在網上註冊表格輸入所需的承建商資料，紅色星號資料是必需輸入。完成輸入後點擊“下一步”

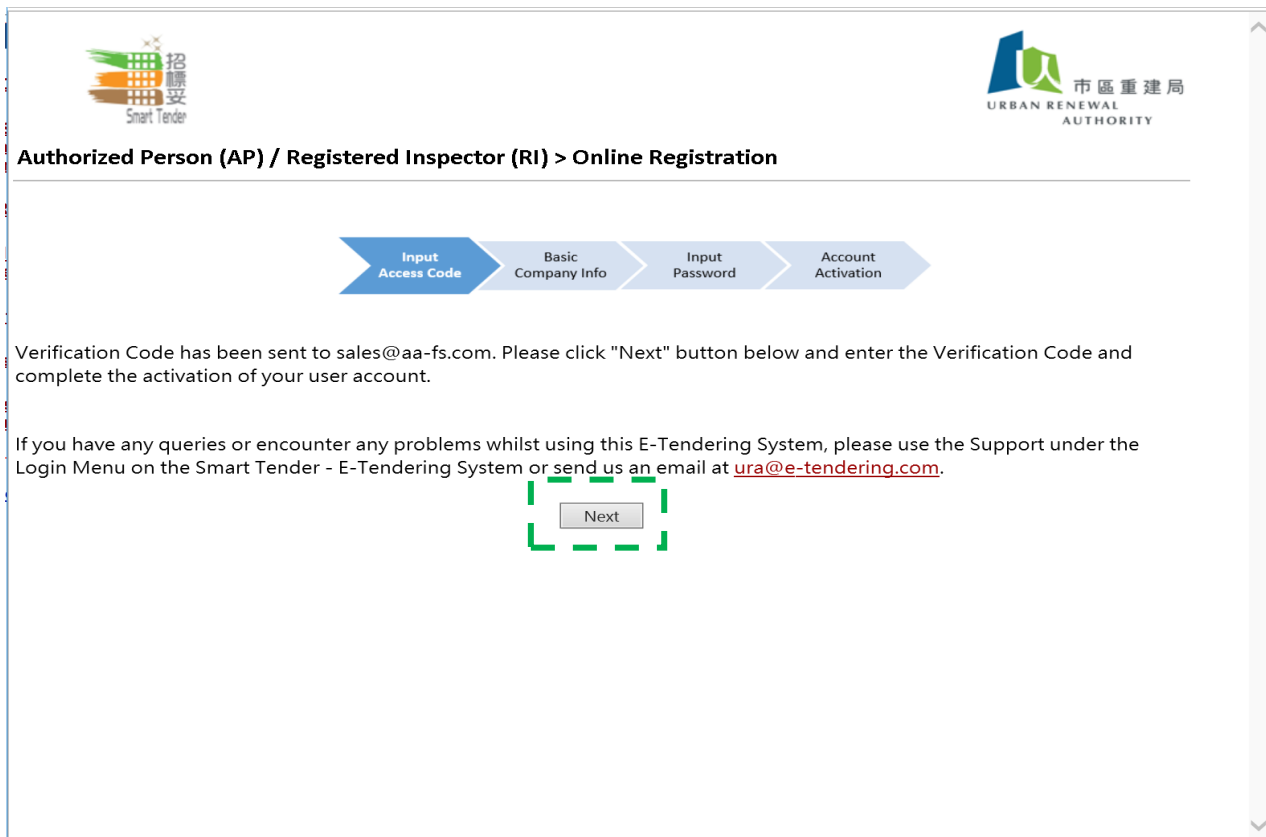
* Required Field

Consultant Information	
Company Name *	<input type="text"/> (English) <input type="text"/> (Chinese) <small>(The AP/RI is registered in the e-tendering platform in name of company instead of individual basis. The company name must be exactly the same as the full legal name shown on your company's most up-to-date incorporation documents, such as your certificate of incorporation, business registration certificate or any equivalent documents, in terms of spelling, special characters and spacing. Unmatched company name will result in re-registration instead of amendment.)</small>
Corresponding Address *	<input type="text"/> <input type="text"/>
Registered Country *	Hong Kong
Business Registration Certificate Number *	<input type="text"/>
Professional Categories *	(a) Authorized Person's Register Type : <input type="radio"/> Authorized Person (List of Architects) <input type="radio"/> Authorized Person (List of Engineers) <input type="radio"/> Authorized Person (List of Surveyors) Name of Authorized Person : <input type="text"/> Registrar Number : <input type="text"/> E-mail Address : <input type="text"/> (b) Inspectors' Register Type : <input type="radio"/> Inspector's Register (List of Architects)
Business Registration Certificate Number *	<input type="text"/>
Professional Categories *	(a) Authorized Person's Register Type : <input type="radio"/> Authorized Person (List of Architects) <input type="radio"/> Authorized Person (List of Engineers) <input type="radio"/> Authorized Person (List of Surveyors) Name of Authorized Person : <input type="text"/> Registrar Number : <input type="text"/> E-mail Address : <input type="text"/> (b) Inspectors' Register Type : <input type="radio"/> Inspector's Register (List of Architects) <input type="radio"/> Inspector's Register (List of Engineers) <input type="radio"/> Inspector's Register (List of Surveyors) Name of Authorized Person : <input type="text"/> Registrar Number : <input type="text"/> E-mail Address : <input type="text"/>
E-mail Address *	<input type="text"/> <small>(Please ensure the email address in name of company instead of individual one as the tender invitation will be issued to the above email address notifying you the tendering information. It also avoids missing the above notification from staff turnover issue.)</small>
Primary Contact Information	
Name *	<input type="text"/>
Position *	<input type="text"/>
Tel No. *	(Hong Kong) <input type="text"/>
Fax No. *	(Hong Kong) <input type="text"/>

CAUTION : Click the "Next" button ONCE only.
After clicking "Next", an email with your Verification Code will be sent to the e-mail address you have provided. You will need to enter your Verification Code on the next page in order to submit your application for registration.

Step 6: System has sent a verification code to registered email address

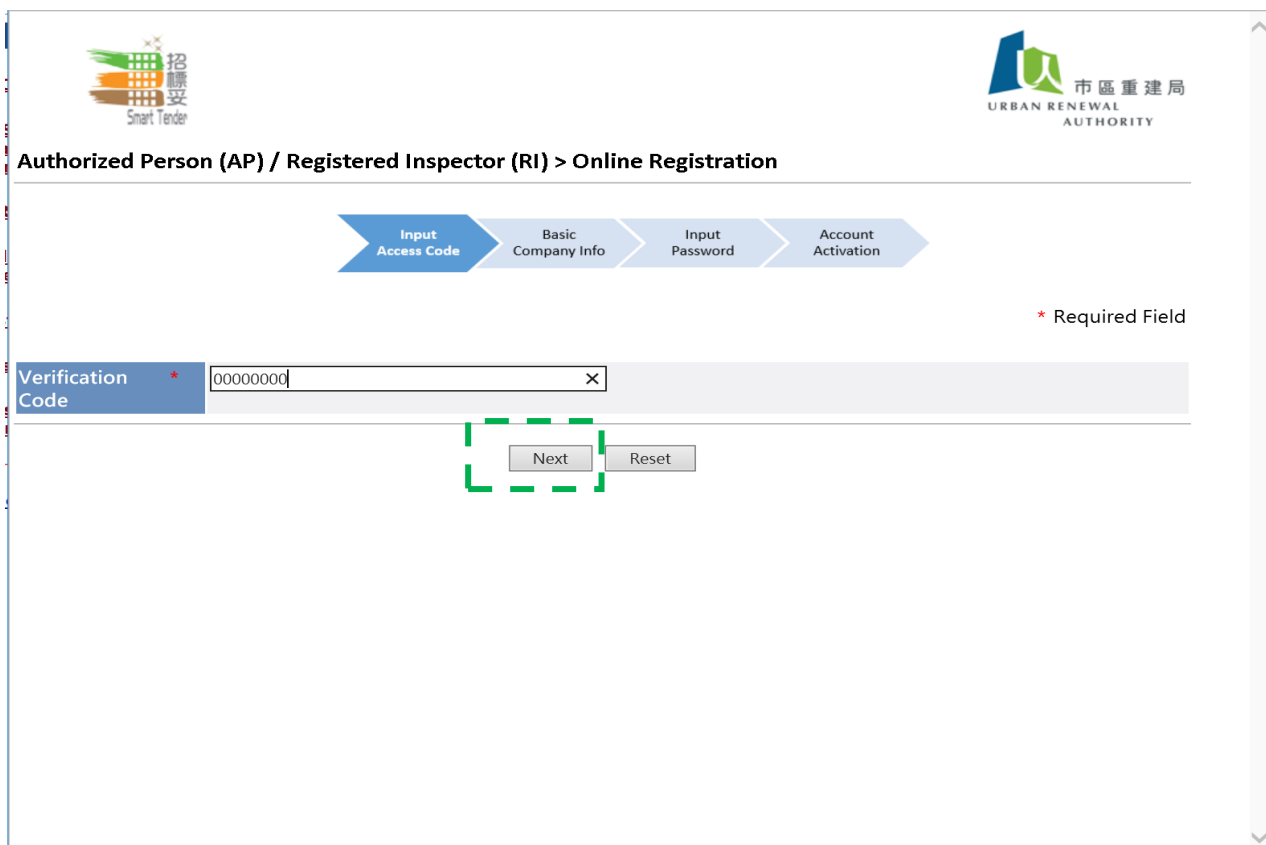
系統已將驗證碼發送到註冊電郵地址，點擊“下一步”



The screenshot shows the 'Authorized Person (AP) / Registered Inspector (RI) > Online Registration' page. At the top left is the 'Smart Tender' logo, and at the top right is the 'URBAN RENEWAL AUTHORITY' logo. Below the logos is a progress bar with four steps: 'Input Access Code' (highlighted in blue), 'Basic Company Info', 'Input Password', and 'Account Activation'. The main text reads: 'Verification Code has been sent to sales@aa-fs.com. Please click "Next" button below and enter the Verification Code and complete the activation of your user account.' Below this text is a support notice: 'If you have any queries or encounter any problems whilst using this E-Tendering System, please use the Support under the Login Menu on the Smart Tender - E-Tendering System or send us an email at ura@e-tendering.com.' At the bottom center, a 'Next' button is highlighted with a green dashed box.

Step 7: input verification code and click “Next” to continue

輸入驗證碼後點擊“下一步”



The screenshot shows the same registration page as in Step 6. The progress bar remains the same. The main text is now: 'Verification Code * [00000000] [X]'. A red asterisk indicates a required field. Below the text is a support notice: 'If you have any queries or encounter any problems whilst using this E-Tendering System, please use the Support under the Login Menu on the Smart Tender - E-Tendering System or send us an email at ura@e-tendering.com.' At the bottom center, two buttons are visible: 'Next' and 'Reset'. The 'Next' button is highlighted with a green dashed box.

Step 8: Company registration completed, click “Next” to continue

登記完成，點擊“下一步”

Authorized Person (AP) / Registered Inspector (RI) > Online Registration

Input Access Code → **Basic Company Info** → Input Password → Account Activation

Thank you for complete the company registration. A principal account and 5 additional sub-accounts' user ID has been sent to sales@aa-fs.com. Please click "Next" to create your Principal Account's password.

If you have any queries or encounter any problems whilst using this E-Tendering System, please use the Support under the Login Menu on the Smart Tender - E-Tendering System or send us an email at ura@e-tendering.com.

Next

Step 9: Create password, click “Submit” to continue

(Your password should be case sensitive and composed of random letters, digits and punctuation, password will expire after 90 days)

設置密碼後，點擊“遞交”

(密碼須包含數字、英文（大寫或小寫）及鍵盤上的特殊符號，每 90 天需要重設登入密碼)

Authorized Person (AP) / Registered Inspector (RI) > Online Registration > Create Password

Input Access Code → Basic Company Info → **Input Password** → Account Activation

* Required Field

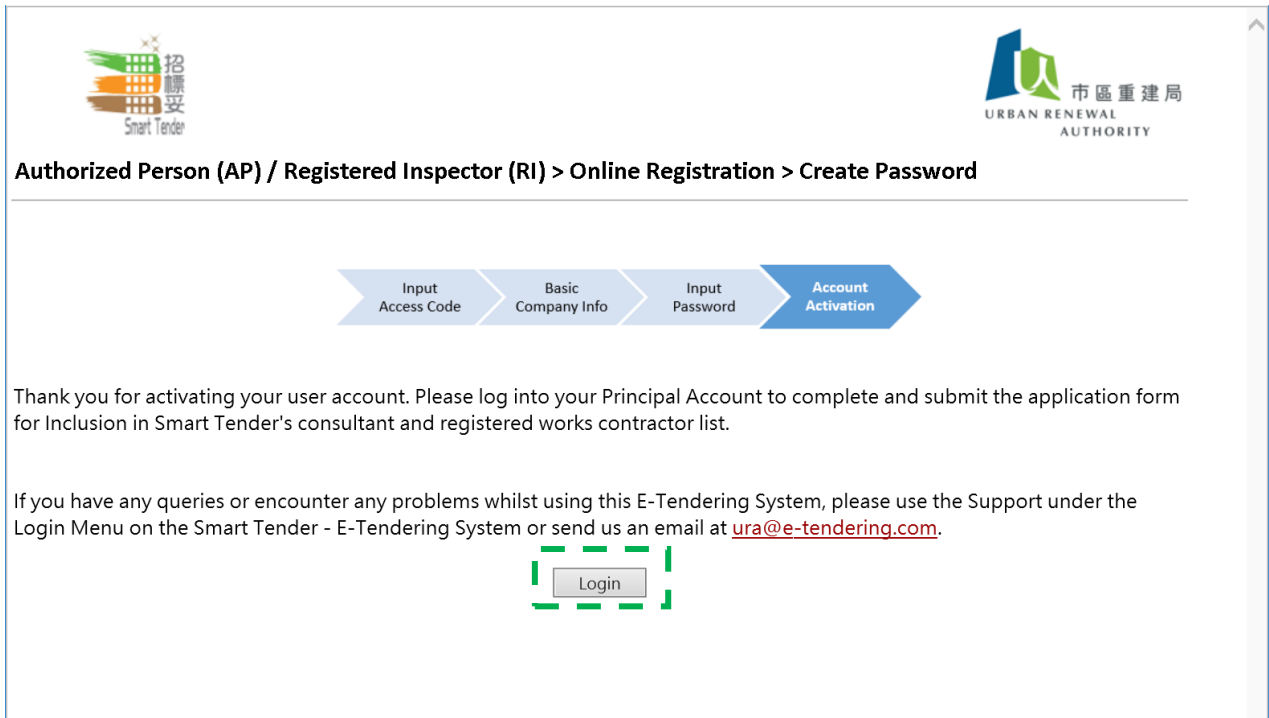
User Information

User ID	2000013180
New Password *	●●●●●●●● (8-16 characters) (Your password should be case sensitive and composed of random letters, digits and punctuation.) (Password will expire after 90 days.)
Re-input New Password *	●●●●●●●●

Submit **Reset**

Step 10: Click “Login” to login to Smart Tender system

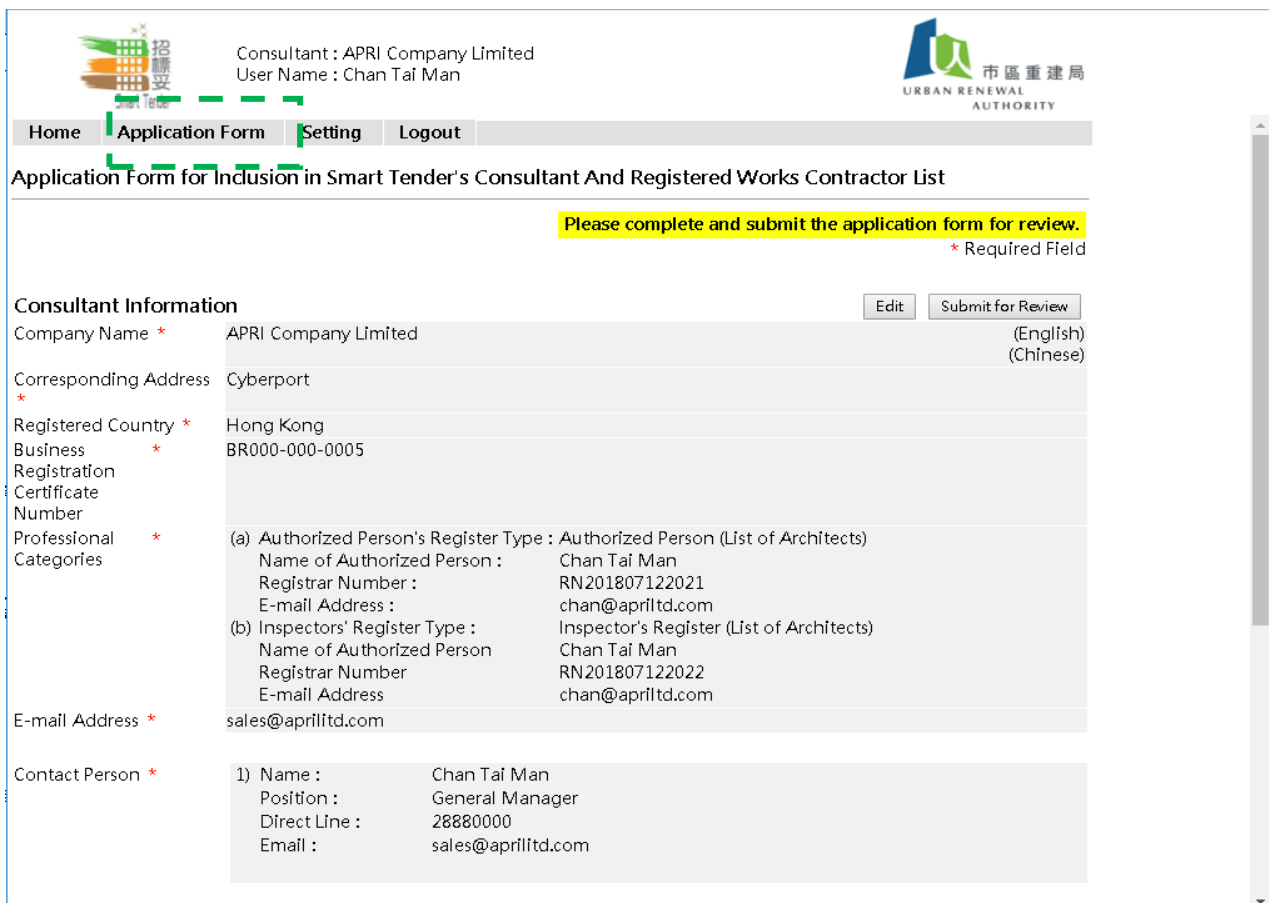
點擊“登入”，登入到招標妥系統



The screenshot shows the 'Authorized Person (AP) / Registered Inspector (RI) > Online Registration > Create Password' page. At the top left is the 'Smart Tender' logo, and at the top right is the 'URBAN RENEWAL AUTHORITY' logo. A progress bar indicates the steps: 'Input Access Code', 'Basic Company Info', 'Input Password', and 'Account Activation'. Below the progress bar, a message reads: 'Thank you for activating your user account. Please log into your Principal Account to complete and submit the application form for Inclusion in Smart Tender's consultant and registered works contractor list.' A second message says: 'If you have any queries or encounter any problems whilst using this E-Tendering System, please use the Support under the Login Menu on the Smart Tender - E-Tendering System or send us an email at ura@e-tendering.com.' A 'Login' button is highlighted with a green dashed box.

Step 11: Click “Application” to open application form to provide further required documents

點擊“申請表”，提交所需文件。

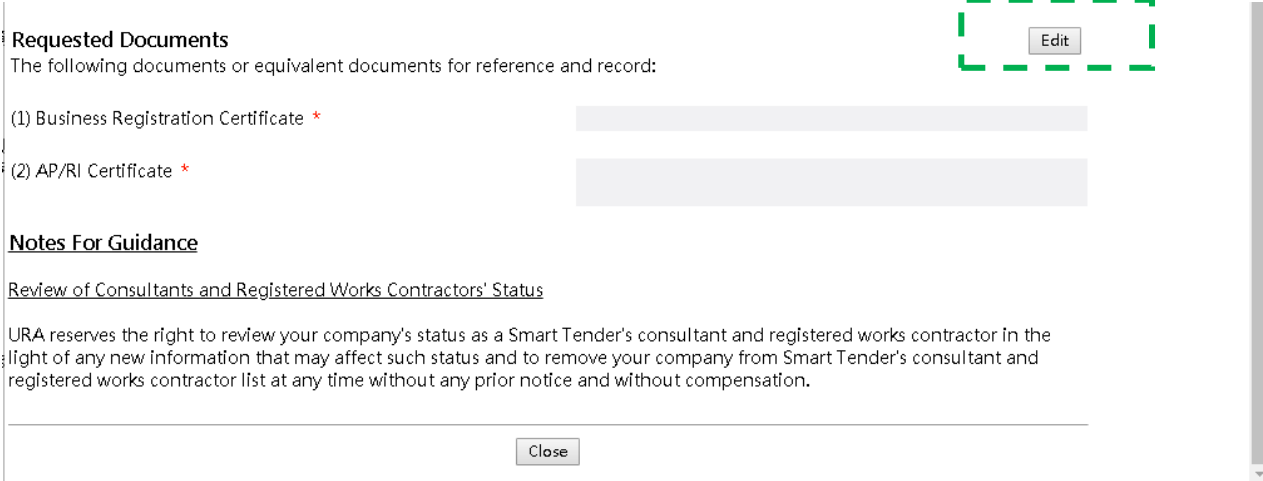


The screenshot shows the 'Application Form for Inclusion in Smart Tender's Consultant And Registered Works Contractor List' page. At the top left is the 'Smart Tender' logo, and at the top right is the 'URBAN RENEWAL AUTHORITY' logo. The user information is displayed as 'Consultant : APRI Company Limited' and 'User Name : Chan Tai Man'. A navigation menu includes 'Home', 'Application Form', 'Setting', and 'Logout'. A yellow highlighted box contains the text: 'Please complete and submit the application form for review.' followed by '* Required Field'. The form is titled 'Consultant Information' and includes fields for 'Company Name', 'Corresponding Address', 'Registered Country', 'Business Registration Certificate Number', 'Professional Categories', 'E-mail Address', and 'Contact Person'. The 'Professional Categories' field is expanded to show two options: (a) Authorized Person's Register Type and (b) Inspector's Register Type, each with associated details like Name, Registrar Number, and E-mail Address. 'Edit' and 'Submit for Review' buttons are visible at the top right of the form.

Field	Value
Company Name *	APRI Company Limited (English) (Chinese)
Corresponding Address *	Cyberport
Registered Country *	Hong Kong
Business Registration Certificate Number *	BR000-000-0005
Professional Categories *	(a) Authorized Person's Register Type : Authorized Person (List of Architects) Name of Authorized Person : Chan Tai Man Registrar Number : RN201807122021 E-mail Address : chan@apriltd.com (b) Inspector's Register Type : Inspector's Register (List of Architects) Name of Authorized Person : Chan Tai Man Registrar Number : RN201807122022 E-mail Address : chan@apriltd.com
E-mail Address *	sales@apriltd.com
Contact Person *	1) Name : Chan Tai Man Position : General Manager Direct Line : 28880000 Email : sales@apriltd.com

Step 12: Click “Edit”

點擊“更改”



Requested Documents

The following documents or equivalent documents for reference and record:

(1) Business Registration Certificate *

(2) AP/RI Certificate *

Notes For Guidance

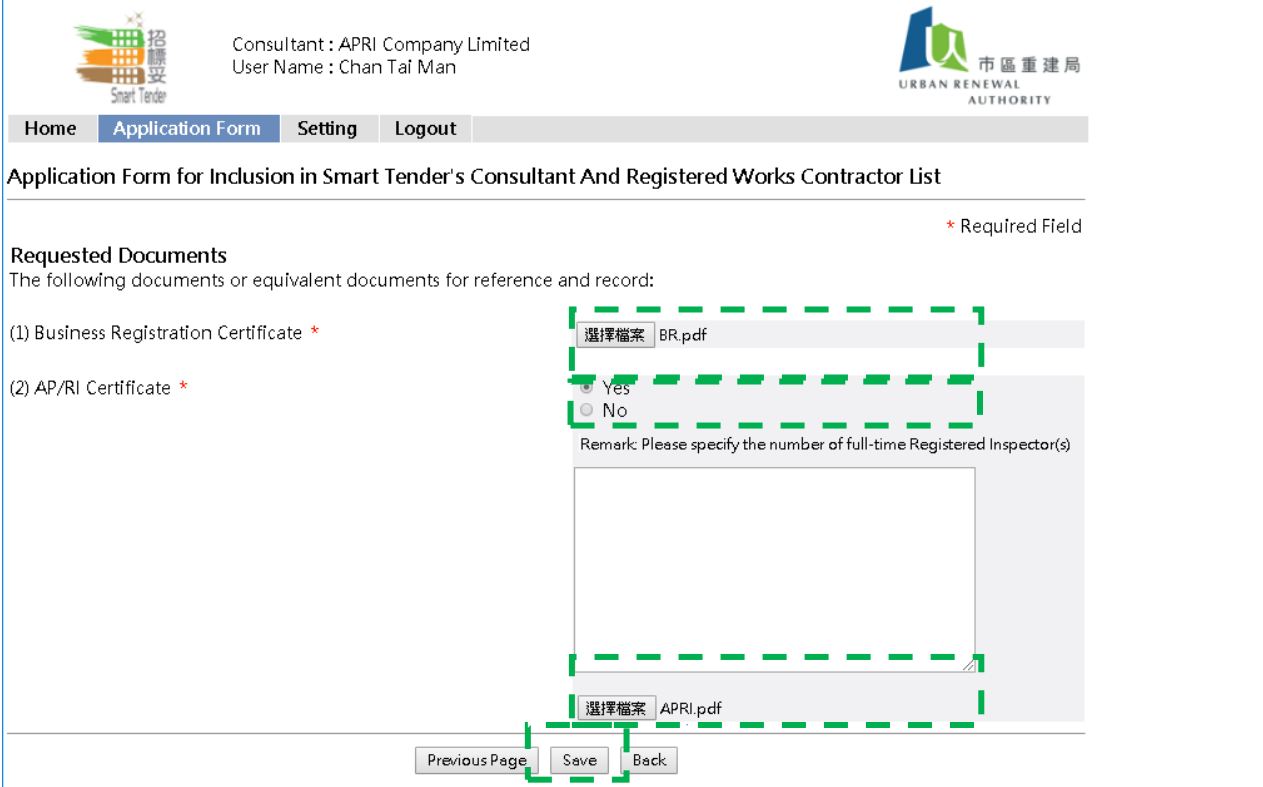
Review of Consultants and Registered Works Contractors' Status

URA reserves the right to review your company's status as a Smart Tender's consultant and registered works contractor in the light of any new information that may affect such status and to remove your company from Smart Tender's consultant and registered works contractor list at any time without any prior notice and without compensation.

Close

Step 13: Upload Requested Documents and specify the number of full-time Registered Inspector(s) on the text input area click “Save” to continue.

提供文件及在文字輸入方格輸全職註冊檢驗人員數，完成後點擊“儲存並繼續”



Consultant : APRI Company Limited
User Name : Chan Tai Man

Home Application Form Setting Logout

Application Form for Inclusion in Smart Tender's Consultant And Registered Works Contractor List

* Required Field

Requested Documents

The following documents or equivalent documents for reference and record:

(1) Business Registration Certificate *

(2) AP/RI Certificate *

Remark: Please specify the number of full-time Registered Inspector(s)

Previous Page Save Back

Step 14: Click “Submit for Review”

點擊“提交評審”



Consultant : APRI Company Limited
User Name : Chan Tai Man

Home Application Form Setting Logout

Application Form for Inclusion in Smart Tender's Consultant And Registered Works Contractor List

Please complete and submit the application form for review.
* Required Field

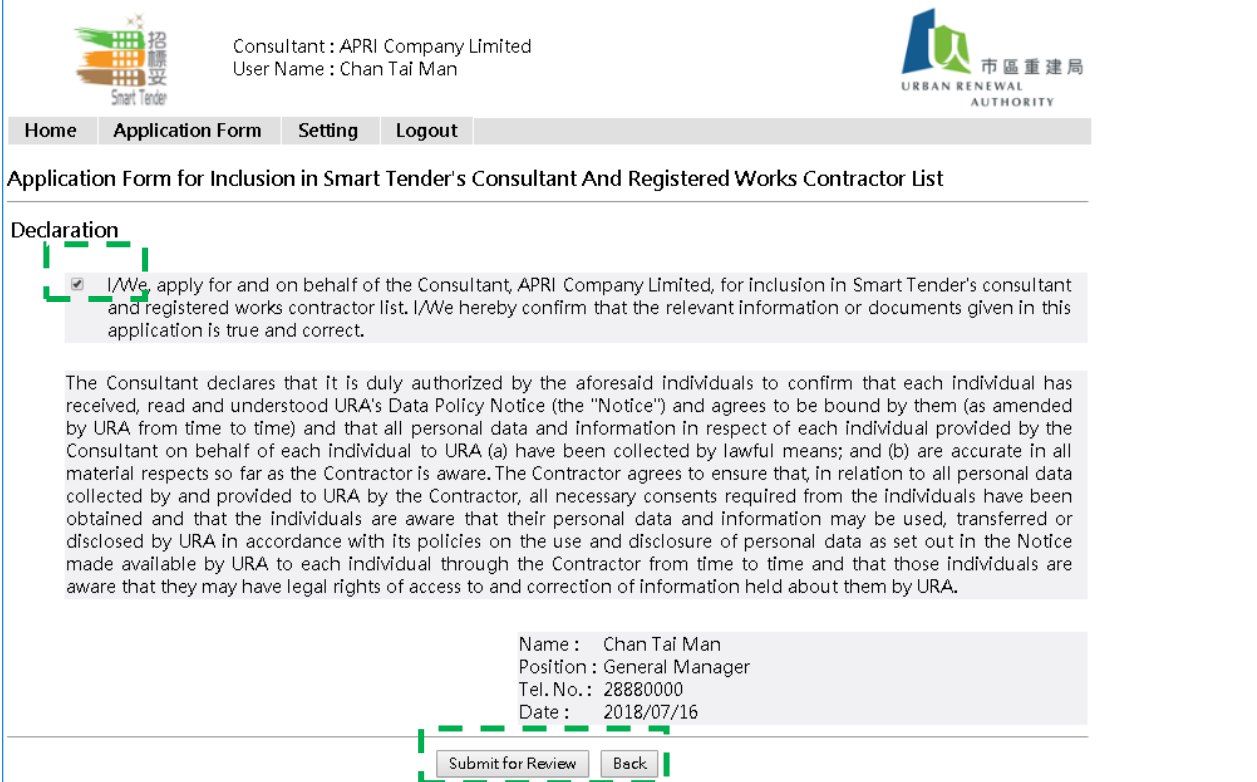
Consultant Information

Company Name *	APRI Company Limited
Corresponding Address *	Cyberport
Registered Country *	Hong Kong
Business Registration Certificate Number *	BR000-000-0005
Professional Categories *	(a) Authorized Person's Register Type : Authorized Person (List of Architects) Name of Authorized Person : Chan Tai Man Registrar Number : RN201807122021 E-mail Address : chan@apriltd.com (b) Inspectors' Register Type : Inspector's Register (List of Architects) Name of Authorized Person : Chan Tai Man Registrar Number : RN201807122022 E-mail Address : chan@apriltd.com
E-mail Address *	sales@apriltd.com

Edit Submit for Review

Step 15: Tick the box under Declaration, Click “Submit for Review”

扣選聲明下的方格，點擊“提交評審”



Consultant : APRI Company Limited
User Name : Chan Tai Man

Home Application Form Setting Logout

Application Form for Inclusion in Smart Tender's Consultant And Registered Works Contractor List

Declaration

I/We, apply for and on behalf of the Consultant, APRI Company Limited, for inclusion in Smart Tender's consultant and registered works contractor list. I/We hereby confirm that the relevant information or documents given in this application is true and correct.

The Consultant declares that it is duly authorized by the aforesaid individuals to confirm that each individual has received, read and understood URA's Data Policy Notice (the "Notice") and agrees to be bound by them (as amended by URA from time to time) and that all personal data and information in respect of each individual provided by the Consultant on behalf of each individual to URA (a) have been collected by lawful means; and (b) are accurate in all material respects so far as the Contractor is aware. The Contractor agrees to ensure that, in relation to all personal data collected by and provided to URA by the Contractor, all necessary consents required from the individuals have been obtained and that the individuals are aware that their personal data and information may be used, transferred or disclosed by URA in accordance with its policies on the use and disclosure of personal data as set out in the Notice made available by URA to each individual through the Contractor from time to time and that those individuals are aware that they may have legal rights of access to and correction of information held about them by URA.

Name : Chan Tai Man
Position : General Manager
Tel.No.: 28880000
Date : 2018/07/16

Submit for Review Back

Step 16: System displays message “Your company’s status is under review”

系統示意“您的申請正在評審中”

Smart Tender Consultant : APRI Company Limited
User Name : Chan Tai Man

市區重建局
URBAN RENEWAL AUTHORITY

Home Application Form Setting Logout

Application Form for Inclusion in Smart Tender's Consultant And Registered Works Contractor List

Your company's status is under review.

Consultant Information

Company Name *	APRI Company Limited	(English) (Chinese)
Corresponding Address *	Cyberport	
Registered Country *	Hong Kong	
Business Registration Certificate Number *	BR000-000-0005	
Professional Categories *	(a) Authorized Person's Register Type : Authorized Person (List of Architects) Name of Authorized Person : Chan Tai Man Registrar Number : RN201807122021 E-mail Address : chan@apriltd.com (b) Inspectors' Register Type : Inspector's Register (List of Architects) Name of Authorized Person : Chan Tai Man Registrar Number : RN201807122022 E-mail Address : chan@apriltd.com	
E-mail Address *	sales@apriltd.com	
Contact Person *	1) Name : Chan Tai Man Position : General Manager Direct Line : 28880000 Email : sales@apriltd.com	

Step 17: System will send email notification to registered email address after the application review has been completed.

申請評審完成後，系統會發送通知至已註冊電郵地址。

Smart Tender Consultant : APRI Company Limited
User Name : Chan Tai Man

市區重建局
URBAN RENEWAL AUTHORITY

Home Application Form Setting Logout

System Message - Search Results (Record 1 - 1 of 1)

New Search

From	Subject	Received
1. Smart Tender - E-Tendering System	Supplier Registration - Submit for Approval	2018/07/16 13:53

Keyword: Search on Results

Page: 1



Contractor : A&A Fire Service Limited
User Name : Peter Chan



[Home](#) [Setting](#) [Logout](#)

System Message - View

From	Smart Tender - E-Tendering System	Received	2018/07/15 20:11
Subject	Completion of Supplier / Contractor Registration		
Message	<p>Dear Sir/Madam,</p> <p>Thank you for submitting your outstanding company details and requested information as part of the registration process. We confirm that the registration process has now been completed and you are now fully registered as a Supplier / Contractor with the URA TENDER Website.</p> <p>For any further information or enquiries, please contact our Helpdesk at telephone no. (852) 8109 1811 during office hours (Mon. to Fri. 09:00 - 18:00, Hong Kong time) or send us an email at enquiry@e-tendering.com.</p> <p>Yours sincerely, Urban Renewal Authority</p> <p>Web : http://smarttender.buildingrehab.org.hk</p> <p>This email was generated automatically by the system. Please do not reply to this message.</p> <p>Disclaimer: The sender does not accept any liability for any errors or omissions in the contents of this email that may arise as a result of the email transmission. Although the sender has used its reasonable efforts to ensure that this email and any attachments do not contain any viruses, the recipient is responsible for checking that no viruses exist, and the sender does not accept any liability for any loss or damage caused by any virus contained in this email or any attachments.</p> <p>Confidentiality: This email and any attachments are confidential. If you are not the intended recipient, you</p>		