

POLY AUCTION (HONG KONG) LIMITED
("POLY AUCTION (HONG KONG)")



ABSENTEE BID REGISTRATION FORM

Paddle No.:

Mail or Fax to:
 Poly Auction (Hong Kong) Limited
 Address: 703-708, 7/F, One Pacific Place
 88 Queensway, Admiralty
 Hong Kong
 Phone: (852) 2303 9899
 Fax: (852) 2303 9888

Bank: The Hongkong and Shanghai Banking Corporation Limited
 Account Name: Poly Auction (Hong Kong) Ltd.
 Account No: 004-848-360475-838
 SWIFT: HSBCHKHHHKH
 Bank Code: 004

Bank: Bank of Communications Co., Ltd. Hong Kong Branch
 Account Name: Poly Auction (Hong Kong) Ltd.
 Account No: 027-536-9-311-5318
 SWIFT: COMMHKHH
 Bank Code: 027

Client No. _____

Personal Account	Company Account
Last Name _____ First Name _____	Company Name _____
ID / Passport No. _____	Business Registration No. _____
Address _____	
City _____ Country _____ Postal Code _____	
Tel #1: _____ Tel #2: _____ Fax _____	
Email _____ Preferred language _____	

This Absentee bid registration must be sent to the customer service department at least three business days before the Auction Day. Poly Auction (Hong Kong) will confirm receipt of your Absentee Bid Registration by fax or recorded phone message etc. If you have not received definite reply within one working day, please send in the form again.

☐ **ABSENTEE BIDS**

Bidding will be conducted at the lowest possible price. If appropriate, your absentee bids will be roughly adjusted to the bidding increment of the Auctioneer as close as possible. "Buy" or unlimited bids will not be accepted and we do not accept "plus one" bids. Please place bids in the same order as in the catalogue.

If Poly Auction (Hong Kong) receives two or more absentee bids at the same bidding price, and during the Auction, such bidding prices are the highest bids for that Lot, then that Lot will belong to the Bidder whose absentee bid reaches Poly Auction (Hong Kong) first.

The Auctioneer can execute absentee bids directly on the Auction stage.

☐ **TELEPHONE BIDS**

Please indicate clearly the instant communication methods and instruments that you can be contacted during the auction period, we will phone you before the bidding of the Lot that you intend to bid for, the bidding information transmit by that instant communication instruments (whether or not it is transmitted by you personally) shall be considered as transmitted by you, and you shall bear all liability and responsibility (including but not limit legal liability and responsibility) for the actions taken by it.

All telephone bids may be recorded and kept at Poly Auction (Hong Kong)'s sole discretion, by opting for telephone bids, the Bidder agrees that its phone conversation will be recorded.

IMPORTANT REMINDER:

- Poly Auction (Hong Kong) does not accept any payment from any third parties (agent inclusive), nor cash in excess of HK\$80,000 (or its equivalent in other currencies), and that the invoice details cannot be changed and/or amended after the end of the Auction.
- Please provide certified true copies of the following documents:
 - Individuals: photo identity i.e. national identity card and/or passport, proof of current address (if the current address is not shown on the identity document), i.e. utility bill or bank statement.
 - Corporate clients: a certificate of incorporation and official documents listing directors and shareholders.
 - Agents and/or Acting Personnel: photo identity of the agent and/or acting personnel, identity document of the person/company that the agent and/or acting personnel acts on, original copy of signed and/or chopped authorization letter from the particular person/ company. Please note that Poly Auction (Hong Kong) Limited does not accept any payment from any third party and this also applies to agent. If you participate in the bidding on behalf of others, Poly Auction (Hong Kong) only accepts the payment of the principal.
- Poly Auction (Hong Kong) only accepts Absentee Bid Registration Form in this written format.

I hereby apply for and appoint Poly Auction (Hong Kong) to conduct bidding for the Lot(s) listed in this Absentee Bid Registration, and agree to the following terms:

1. I undertake that I have carefully read and accept the Conditions of Business, Important Notices, Important Notices about Bidding Registration and Important Notices about Payment of Poly Auction (Hong Kong) published in the catalogue, and agree to be bound by all the terms of the above mentioned provisions.
2. The disclaimer of absentee bid of the Conditions of Business of Poly Auction (Hong Kong) is indisputable, I shall not seek to establish the relevant responsibilities of Poly Auction (Hong Kong) and its staff for unsuccessful bidding or their inability to bid on my behalf regardless such is caused by negligence or other reasons.
3. I shall present this Absentee Bid Registration to Poly Auction (Hong Kong) at least three business days before the Auction Day, and complete the bidding registration according to the conditions and procedures announced by Poly Auction (Hong Kong). If Poly Auction (Hong Kong) has not received the amount corresponding to the Auction deposit that I have paid or Poly Auction (Hong Kong) has not verified and confirmed it within the period stipulated, this form shall be void.
4. The contract between the Buyer and Seller shall be concluded upon the striking of hammer by the Auctioneer. If the Lot is sold, I agree to pay in Hong Kong dollars the Hammer Price, a commission equivalent to 18% of the hammer price of each lot and any Buyer's expenses within 7 calendar days (including the day of sale), from the day of sale, and collect the Lot (packaging, moving expenses, transport costs, insurance expenses and/or export-related expenses etc. are at my expense) within thirty days after the end of the sale (including the day of sale). If I do not collect the lot within the deadline, then I shall pay storage fee at HK\$800/lot/month (even if the services is used for less than a month) and all other additional expenses such as insurance, packing and transport costs will be charged separately (even if the service is used for less than a month).

Sale No.	Lot No.	Lot Description	Highest Bid (Commission not including)
			HKD
			HKD
			HKD
			HKD
			HKD
			HKD
			HKD

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Deposit payment: ☐ Wire Transfer ☐ Cashier Order ☐ Cheque ☐ Credit Cards (VISA, MASTER, CUP, AE)

Handled by _____ Approved by _____ Date & Time _____

競投牌編號:

委託競投表格

郵寄或傳真至：

保利香港拍賣有限公司
地址: 香港金鐘道 88 號太古廣場 1 期 7 樓 703-708 室
電話: (852) 2303 9899
傳真: (852) 2303 9888

戶行: 香港上海匯豐銀行有限公司
戶名: 保利香港拍賣有限公司
號碼: 004-848-360475-838
SWIFT: HSBCHKHHHKH
銀行編號: 004

戶行: 交通銀行股份有限公司
戶名: 保利香港拍賣有限公司
號碼: 027-536-9-311-5318
SWIFT: COMMMHKKH
銀行編號: 027

客戶編號 _____

個人競投	公司競投
姓 _____ 名 _____	公司名稱 _____
身份證/護照編號 _____	商業登記編號 _____
地址 _____	
城市 _____ 國家 _____ 郵政編號 _____	
電話 #1 _____ 電話 #2 _____ 傳真 _____	
電郵 _____ 選擇語言 _____	

委託競投表格須於拍賣日前三個工作日或之前遞交客戶服務部。保利香港拍賣將以傳真或錄音電話等方式確認收到閣下之書面競投表格。若於一個工作日內還未有收到確實回覆，請重新遞交表格。

☐ 書面競投

- 競投將以盡可能低之價格進行。在適當情況下，閣下之書面競投價將會被大概調整至最接近拍賣官遞增之競投金額。
- “購買”或“無限價競投”將不被接納，及我們不接納“加一口價”競投標。請根據圖錄內之指示投標。
- 如保利香港拍賣就同一拍賣品收到兩個或兩個以上競投價相同的書面競投，而在拍賣時此等競投價乃該拍賣品之最高競投價，則該拍賣品會歸於其書面競投最先送抵保利香港拍賣之競投人。
- 拍賣官可直接於拍賣台上執行書面競投。

☐ 電話競投

- 請清楚注明於拍賣期間可聯絡閣下之即時通訊方式及工具，我們會於閣下擬競投之拍賣品競投前致電給閣下，該即時通訊工具所傳達之競投信息（無論是否為閣下本人傳達），均視為閣下所為，閣下應對其行為承擔所有責任（包括但不限於法律責任）。
- 本公司有絕對權利對所有電話競投錄音和保存。選擇電話競投即代表競投人同意其電話被錄音。

重要提示：

- 保利香港拍賣不接受包括代理人之內之任何第三方付款；不接受逾港幣八萬元（或等值貨幣）之現金款項；且發票資訊於拍賣會完結後將不能更改。
- 請閣下提供以下文件之經核證副本：
 - 個人：政府發出附有照片的身份證明文件（如居民身份證及/或護照），及現時住址證明（如身份證明文件未有顯示），如公用事業賬單及/或銀行月結單。
 - 公司客戶：公司商業登記證及股東證明文件。
 - 代理人：代理人附有照片的身份證明文件，代理人所代表之競投人士/公司之證明文件，以及該人士/公司簽發的授權書正本。敬請注意，保利香港拍賣不接受第三方付款- 此規定亦適用於代理人。如閣下代表他人參與競投，保利香港拍賣僅接受委託人之付款。
- 保利香港拍賣僅接受本書面格式的委託競投表格。

茲申請並委託保利香港拍賣就本申請表所列拍賣品進行競投，並同意如下條款：

- 本人承諾已仔細閱讀刊印於本圖錄上的保利香港拍賣業務規則、重要通告、競投登記須知及財務付款須知，並同意遵守前述規定之一切條款。
- 保利香港拍賣業務規則之委託競投之免責條款為不可爭議之條款。無論是由於疏忽或其它原因引致，本人不追究保利香港拍賣及其工作人員競投未成功或未能代為競投的相關責任。
- 本人須於拍賣日前三個工作日或之前向保利香港拍賣出具本委託競投表格。並根據保利香港拍賣公佈的條件和程序辦理競投登記手續。如在規定時間內保利香港拍賣未收到本人支付的相應金額的競投保證金，或保利香港拍賣未予審核確認的，則本表格無效。
- 買家及賣家之合約於拍賣官落槌時訂立。如拍賣成交，本人同意於拍賣會結束（含成交日）後七日內以港幣付清拍賣品之落槌價、相當於落槌價 18% 的佣金以及任何買家負責的各項費用。並於拍賣會結束（含成交日）後三十日內領取拍賣品（包裝及付運費、運輸及保險費用、出境費等自行承擔）。如本人逾期未提取拍賣品，則應支付八百港元 / 月 / 件的標準儲存費（不足一個月亦以一個月計算）。儲存費不包括其他額外費用，如保險和運輸費，其他額外費用將會另行收取。

拍賣編號	圖錄號	拍品名稱	最高競投價（未包含佣金）
			港幣
			港幣
			港幣
			港幣
			港幣
			港幣
			港幣

簽署: _____

日期: _____

本欄由保利香港拍賣專用

保證金付款方法: ☐ 電匯 ☐ 本票 ☐ 支票 ☐ 信用卡 (VISA / 萬事達 / 銀聯, 美國運通)

經辦

審核

日期及時間