(Form 2)

Operational Structure

1. Career History and Achievements of the General Manager and Responsible Person

X/Y

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | | Date of Birth | |  |
| Field of Expertise |  | | | | |
| Role | General Manager / Staff Member | | | | |
| Qualifications |  | | | | |
| Track Record and Details of Similar Work | Project Name (Contract Period) | Client | | Details of Responsibilities | |
|  |  | |  | |
|  |  | |  | |
|  |  | |  | |
|  |  | |  | |
| Current Duties | (number of cases, scope, period, etc.) | | | | |

[Notes and Instructions]

1. Mark the applicable role and submit a separate form for each General Manager and each Staff Member.

2. For Staff Members, prepare the required number of forms, and in the ‘X/Y’ field, indicate the person's number (X) and the total number of staff (Y).

3. Attach copies of documents certifying the stated qualifications.

4. For ‘Track Record and Details of Similar Work,’ list contract achievements as specified in Section 2(8) of the Application Guidelines. (Multiple entries may be provided if applicable.)

5. Up to five entries may be listed for ‘Track Record and Details of Similar Work.’

6. Attach supporting documents under ‘Track Record and Details of Similar Work’ (e.g., contracts, organization charts) to verify that the work performed was of a similar nature.

7. Under ‘Current Duties,’ enter the number and types of projects currently undertaken, as well as those expected during the contract period.

2. Corporate Work History

|  |  |  |
| --- | --- | --- |
| Track Record of Similar Work | | |
| Project Name (Contract Period) | Client | Overview of Work |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

[Notes and instructions]

1. For ‘Track Record of Similar Work,’ list contract achievements as specified in Section 2(8) of the Application Guidelines. (Multiple entries may be provided if applicable.)

2. Up to five entries may be listed for ‘Track Record of Similar Work.’

3. Record the achievements of the entire company, including both the head office and branch offices.

4. Attach documents evidencing the contract (e.g., contracts or other materials that confirm the work was of a similar nature).