**附件三：报名文件格式**  
**Annex III: Format of Registration File**

**报名文件**  
**Registration file**

项目名称： 南沙大型城市综合体规划设计研究国际竞赛   
Name of Project: Nansha Mega Urban Complex Planning and Design Study International Competition

设计机构（联合体主体）名称： （盖章）  
Name of design agency (main agency of the consortium): (seal)

法定代表人（单位负责人）： （签字）  
Legal representative (company representative): (signature)

联合体成员名称： （盖章）  
Member of consortium: (seal)

法定代表人（单位负责人）： （签字）  
Legal representative (company representative): (signature)

日 期： 2023年 月 日   
Date: DD, MM, 2023

1. **设计机构信息表**  
   **Table of Information of Design Agency**

|  |  |  |
| --- | --- | --- |
| **序号** **Serial Number** | **项目** **Item** | **要求** **Requirements** |
| **1** | 报名设计机构（联合体）名称 Name of the design agency (consortium) |  |
| **2** | 设计机构注册名称 Registered name of the design agency |  |
| 设计机构注册地址 Registered address |  |
| 设计机构现时办公地址 Current office address |  |
| **3** | 设计机构网址 Website |  |
| **4** | 设计机构成立日期 Date of establishment |  |
| **5** | 设计机构类别：有限公司/合伙人/其他 Type: Limited company/partnership/other |  |
| **6** | 设计机构设计资格的种类/级别及获得时间 Type & level of design qualification and when it was obtained |  |
| **7** | 设计机构相关专业人员数目/其中具有相关执业资格的专业人员数目 Number of relevant professionals & the number of professionals with relevant professional qualifications |  |
| **8** | 设计机构类似项目的设计经验与相关业绩（自2018年1月1日至今） Design experience and relevant performance of similar projects (from 1 January 2018 to date) | 此处填写项目名称。如：\*\*规划设计（竞赛中标）（获\*\*设计\*\*等奖）、\*\*建筑设计（业主委托）、……。 Enter the project name here. For example: \*\*Planning and design (competition winner) (awarded \*\*Design\*\* prize), \*\*Architecture design (commissioned by the owner), ... |
| **9** | 拟投入本次竞赛的项目主创设计师及设计人员的组成名单 List of chief designer and design staff of this competition. | 1、分别列出项目主创设计师及各其他设计人员的姓名与职务、职称。项目主创设计师拟为1人。 1. List the names, positions, and titles of chief designer and each other design staff for the project respectively. There should be just one chief designer.  2、其他详细内容另外提供。 2. Other details should be provided separately. |
| **10** | 拟投入本次竞赛的项目主创设计师相关业绩（自2018年1月1日至今） Relevant performance of the project chief designer (from 1 January 2018 to date) | 此处填写项目名称。如：\*\*规划设计（竞赛中标）（获\*\*设计\*\*等奖）、\*\*建筑设计（业主委托）、……。 Enter the project name here. For example: \*\*Planning and design (competition winner) (awarded \*\*Design\*\* prize), \*\*Architecture design (commissioned by the owner), ... |
| **11** | 本项目联系人 Contact for this project | 姓名/职务： Name/Title:  手机： Mobile:  固话：传真： Landline: Fax:  电邮： E-mail : |
| **12** | 设计机构简介（200字以内） Brief description of the design agency (within 200 words) |  |
| **13** | 过去三年内有否诉讼/仲裁 Any litigation/arbitration within the last three years |  |
| **14** | 设计机构声明：表中所提供的资料是真实的、准确的。  Declaration by the design agency that the information provided in this form is true and accurate. | 授权代表签字：  Signature of authorized representative:  报名设计机构（盖章） Design agency (seal) |

【注明】**以联合体形式报名的各参赛成员，应分别填写该表，但在“1、报名设计机构（联合体）名称”中应填写所有参赛成员名称，并注明主体单位。**  
[Note] For each member of the entry as a consortium, the form should be completed separately, but in "1. Name of the design agency (consortium)", the names of all members of the entry should be filled in, and the main agency should be specified.

1. **正式报名确认函**  
   **Official Letter of Confirmation of Registration**

|  |
| --- |
| 南沙大型城市综合体规划设计研究国际竞赛技术服务单位： Nansha Mega Urban Complex International Competition Technical Services Provider:  我方 （*报名设计机构（联合体）名称*） 在此确认报名参加南沙大型城市综合体规划设计研究国际竞赛，由（姓名，单位，职务，职称，限一人） 担任本次参赛的主创设计师。我方承诺提供的所有报名资料完全真实、有效，并愿意对提供的所有报名资料承担相应的法律责任。 We, *(name of the design agency (consortium))*, confirm to register for the Nansha Mega Urban Complex Planning and Design Study International Competition, with (name, unit, position, title, only one person) as the chief designer of this competition. We claim that all the information provided in the application is completely true and valid, and we are willing to assume the corresponding legal responsibility for all the information provided in the application.  　　设计机构（联合体主体）法定代表人签名： Signature of the legal representative of the design agency (main agency of the consortium):  　　　　　设计机构（联合体主体）单位签章： Seal of the design agency (main agency of the consortium):  联合体成员一： Member one of the consortium: |

**说明：本表为正式确认报名竞赛的材料，必须有设计机构（或联合体主体单位）法定代表人的签名及单位签章。**  
**Note: This form is for the official confirmation of the registration competition, where the signature and seal of the legal representative of the design agency (or the main agency of the consortium) is a must.**

1. **联合体协议书（仅适用于以联合体形式报名的设计机构）**  
   **Consortium Agreement (only applicable to design agencies applying as a consortium)**

项目名称：南沙大型城市综合体规划设计研究国际竞赛  
Name of project: Nansha Mega Urban Complex Planning and Design Study International Competition

致

广州市规划和自然资源局  
Guangzhou Planning and Natural Resources Bureau

广州市城市规划编制研究中心  
Guangzhou Urban Planning and Research Centre

我方决定组成联合体共同参加以上竞赛项目，并承诺如下：  
We have decided to participate in the above competition as a consortium, and undertake the following.

1、 联合体各参赛成员以一个设计机构的身份共同参与竞赛，指定 为联合体的主体单位，并授权其代表联合体各参赛成员承担责任与接受指令。联合体主体单位在本次竞赛中签署的全部文件，联合体各成员均予以认可。  
1. Participating members of the consortium will participate in the competition as one design agency and is designated as the main agency of the consortium, and is authorized to assume responsibility and accept instructions on behalf of each participating member of the consortium. All documents signed by the main agency of the consortium in the competition will be recognized by all members of the consortium.

2、联合体各参赛成员在本竞赛中拟承担的工作和责任如下：  
2. The work and responsibilities to be undertaken by each participating member of the consortium in this competition are as follows.

（必须填写）  
(required)

3、联合体各参赛成员就本竞赛向竞赛主办单位承担连带责任。  
3. Each participating member of the consortium shall be jointly and severally liable to the organizer for this competition.

联合体主体单位：（盖章）   
Main agency in the consortium: (seal)

法定代表人：（签字或盖章）   
Legal representative:\_\_\_\_\_\_\_\_\_ (signature or seal)

委托代理人：（签字或盖章）   
Delegated agent: (signature or seal)

地址：   
Address:

邮政编码： 电话/传真：   
Postcode: Tel/Fax:

联合体参赛成员一：（盖章）   
Member one in consortium: (seal)

法定代表人：（签字或盖章）   
Legal representative:\_\_\_\_\_\_\_\_\_ (signature or seal)

委托代理人：（签字或盖章）   
Delegated agent: (signature or seal)

地址：   
Address:

邮政编码： 电话/传真：   
Postcode: Tel/Fax:

签订日期： 年 月 日  
Signed on: MM -DD -YYYY

1. **设计机构名称及资质说明**  
   **Name of design agency and qualification description**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **独立报名** **Independent registration** | | **联合体报名** **Consortium registration** | | | |
| 单位名称 Company name | | 组成单位名称 Name of the composition agency | | | 专业及负责工作内容 Responsible for |
|  | | 1 | （主体单位） (main agency) | |  |
| 2 | （联合体成员单位）  (member of the consortium) | |  |
| 本项目联系人 Contact for this project | 联系电话 Contact number | | | 传 真 Fax | 电子邮件 Email |
|  |  | | |  |  |
| 通讯地址 Correspondence address | | | | 邮政编码 Postal code | |
|  | | | |  | |
| **有关资质说明** **Qualifications** | | | | | |
|  | | | | | |

**注：“有关资质说明”需注明设计机构（含联合体成员）的设计资质及其它资质，资质认定的国家、机构，并附相关图片及资质证书复印件（盖章）。  
Note: The design qualifications and other qualifications of the design agency (including consortium members), and certifying countries and institutions should be specified in "qualifications" , and attach relevant pictures and copies of qualification certificates (seal).**

1. **设计机构简介及注册登记信息（境外设计机构由其在中国境内分支机构代表参赛的，应提供分支机构的股权结构说明）**  
   **(v) Brief description of the design agency and registration information (if the overseas design agency is represented by its branch in China, a description of the branch's shareholding structure should be provided)**

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**注：1.请简要说明设计机构情况，包括成立时间、业务范围、专业构成以及相关设计的专业特长；  
Note: 1. Please provide a brief description of the design agency, including the time of establishment, scope of business, professional composition and professional specialties of the relevant design.**

**2.须提供有关注册登记证书或执照复印件并盖章。  
2. A copy of the relevant registration certificate or licence must be provided and stamped.**

1. **法定代表人（负责人）证明书及法定代表人（负责人）授权委托书**  
   **Certificate of legal representative (person in charge) and power of attorney of legal representative (person in charge)**

（1）法定代表人（负责人）证明书及法定代表人授权委托书  
Certificate of legal representative (person in charge) and power of attorney of legal representative (person in charge)

**（适用于境内设计机构或联合体中的境内设计机构）**  
**(Applicable to domestic design agencies or domestic design agencies in a consortium)**

（　 ）第　 号  
( ) No.

|  |  |  |
| --- | --- | --- |
| 现任我单位　　　　　职务，为法定代表人（负责人），特此证明。 This is to certify that (name), (title) in our company, is the legal representative (person in charge) of our company.  有效期限： 自 至  Period of validity: from to  附：法定代表人（负责人）性别：　　年龄：　　身份证号码：  Enclosed: Legal representative (person in charge) Gender: Age: ID number:    注册号码：　　　　　　　　　　企业类型：  Registration No.: Type of business:  经营范围：  Business scope:  　　　　　　　　　　　　　　　　单位：　　　　　　（盖章） Company: (seal)   |  | | --- | | 身份证明材料（正面）粘贴处 ID documents (front) are affixed here  ID documents (front) are affixed here | | 身份证明材料（反面）粘贴处 ID documents (back) are affixed here  ID documents (back) are affixed here |   年 月 日 YYYY/MM/DD/ |

注：也可以用工商管理部门印发的统一格式。  
Note: The format issued by the business administration department can also be used.

**法定代表人（负责人）授权委托书**  
**Power of attorney for the legal representative (person in charge)**

（　 ）第　 号  
( ) No.

|  |  |  |
| --- | --- | --- |
| 兹授权　　　　　为我方委托代理人，其权限是：  We hereby authorize our attorney to act on our behalf with the following powers:    有效期限： 自 至  Period of validity: from to  附：代理人性别：　　年龄：　　　身份证号码：   Enclosed: Agent's gender: Age: ID number:  注册号码：　　　　　　　　　企业类型：  Registration No.: Type of business:  经营范围：  Business scope:  法定代表人（负责人）：　　　 （亲笔签名） Legal representative (person in charge): (handwritten signature)  授权单位：（盖章）  Authorized by: (seal)  年　 月　　日 MM-DD-YYYY   |  | | --- | | 身份证明材料（正面）粘贴处 ID documents (front) are affixed here  ID documents (front) are affixed here | | 身份证明材料（反面）粘贴处 ID documents (back) are affixed here  ID documents (back) are affixed here | |

注：也可以用工商管理部门印发的统一格式。  
Note: The format issued by the business administration department can also be used.

（2）**机构**负责人证明书及**机构**负责人授权书  
(2) Certificate of Head of Agency and Letter of Authorization of Head of Agency

**（适用于境外设计机构或联合体中的境外设计机构）**  
**(Applicable to foreign design agencies or foreign design agencies in a consortium)**

**机构负责人证明书**  
**Certificate of Head of Agency**

|  |
| --- |
| 现任我单位　　　　　职务，为单位负责人，特此证明。 This is to certify that (name) , (title), of our company, is the person in charge of the agency.  有效期限： 自 至  Period of validity: from to  附：单位负责人 性别：　　年龄：　　身份证号码：  Enclosed: Agent's gender: Age: ID number:  注册地：　 公司地址： 　　注册机关：  Place of registration: Company address: Registration authority:  注册号码：　　　　　　　　　　企业类型：  Registration No.: Type of business:  经营范围：  Business scope:  　　　　　　　　　　　　　　　　单位：　　　　　　（盖章） Company: (seal)  年 月 日 YYYY/MM/DD/  附有关身份证明材料复印件： Attach copies of relevant identification documents: |

**说明：格式仅供参考，也可自拟包含上述内容的其他格式。**  
**Note: The format is for reference only and other formats incorporating the above content may be prepared by yourself.**

**机构负责人授权书**  
**Power of Attorney for the Head of Agency**

|  |
| --- |
| 本授权书声明：注册于*（国家或地区的名称）*的*（公司名称）*的在下面签字的*（单位负责人姓名、职务）*代表本公司授权 *（公司名称）* 的在下面签字的*（被授权人的姓名、职务）*为本公司的合法代理人，就*（项目名称）*的参赛报名，以本公司名义处理一切与之有关的事务。 This power of attorney declares that the undersigned (name of responsible person, title) from (name of company), registered in (name of country or territory), on behalf of the Company, authorizes the undersigned (name of authorized person, title) of (name of company) to act as the legal agent of the Company in all matters relating to the entry of (name of project) in the name of the Company.  本授权书于 年 月 日签字生效，特此声明。 The power of attorney shall come into effect on MM DD YY. It is hereby stated.  机构负责人签字：  Signature of the person in charge of the institution:  被 授 权 人 签 字：  Signature of authorized person:  见 证 人 签 字：  Signature of witness:  见证人姓名和职务：  Name and title of witness:  见 证 人 单 位 名 称 ：  Name of witness's company:  见 证 人 地 址：  Address of witness:  附有关身份证明材料复印件： Attach copies of relevant identification documents: |

**说明：格式仅供参考，也可自拟包含上述内容的其他格式。**  
Note: The format is for reference only and other formats incorporating the above content may be prepared by yourself.

1. **主创设计师在职证明及全程参与承诺函**  
   **Certificate of employment of chief designer and Letter of commitment to participate in the whole competition**

**1.在职证明**  
1. Certificate of employment

|  |
| --- |
| *（格式自拟）* *(The format is self-drafted)* |

**注：竞赛委员会保留要求报名机构进一步提供包括且不限于社会保险记录等其他在职证明材料的权力。**

Note: The Competition Committee reserves the right to request the applicant to provide further proof of employment, including and not limited to social insurance records.

**2.全程参与竞赛承诺函**  
2. Letter of commitment to participate in the whole competition

|  |
| --- |
| 本机构（联合体）*（结构名称）（联合体主体单位、成员单位）*的在下面签字的*（主创设计师姓名、职务）*代表本机构（联合体）参与 南沙大型城市综合体规划设计研究国际竞赛 ，并就有关事项承诺如下： The undersigned (name and title of chief designer) from our agency (consortium) *(name of agency) (main members and all members in the consortium* represents this agency (consortium) in the Nansha Mega Urban Complex Planning and Design Study International Competition and undertakes the following in relation to matters.   1. 主创设计师将全程参与本次竞赛，包括并不限于参加技术文件发布会、现场踏勘、方案编制等工作。 1. The chief designer will participate in the whole competition, including and not limited to participation in the technical document release conference, field research and proposal preparation. 2. 如本机构（联合体）获得竞赛成果整合优化权，主创设计师将全程参与竞赛成果整合优化，包括并不限于配合参加承办单位要求的各项会议并进行汇报。 2. If our agency (the consortium) obtains the right to integrate and optimize the results of the competition, the chief designer will participate in the integration and optimization of the results of the competition, including and not limited to participating in the meetings and reporting required by the organizer.   本授权书于 年 月 日签字生效，特此声明。 The power of attorney shall come into effect on MM DD YY. It is hereby stated!  设计机构（联合体主体）： （盖章）  Design agency (principal agency of the consortium): (seal)  联合体成员单位一： （名称）  Member one in the consortium: (name)  联合体成员单位二： （名称）  Member two in the consortium: (name)  主创设计师： （签字）  Chief Designer: (Signature) |

1. **主创设计师个人详细履历及经验业绩（2018年1月1日至今）**  
   **Detailed curriculum vitae, experience and performance of the chief designer (January 1, 2018 to date)**

**1.主创设计师个人详细履历**  
1. Detailed curriculum vitae of the chief designer

|  |
| --- |
| *（限四页内）* *(within four pages)* |

**2.主创设计师经验与业绩汇总表**  
**2. Summary of the experience and performance of the chief designer**

|  |  |
| --- | --- |
| 项目名称 Project name | 项目简介（中文200字以内） Project brief (within 200 words in Chinese) |
| （项目1） (Project 1) |  |
| （项目2） (Project 2) |  |
| （项目3） (Project 3) |  |
| …… |  |
|  |  |
|  |  |

**注：可选取相关或同类的设计项目进行介绍；“项目简介”内容包括项目规模及设计特点简介、获奖情况等相关材料，应注明本公司参与该项目所承担的工作内容。**

**Note: Relevant or similar design projects can be selected for introduction. "Project brief" should introduce the scale and design features of the project, awards and other relevant materials.The work undertaken by your company in the project should be clarified.**

**3.主创设计师相关业绩证明**  
3. Proof of relevant performance of the chief designer

|  |
| --- |
|  |

**注：“相关业绩证明”材料按“主创设计师经验与业绩汇总表”逐一列举，包括代表性效果图纸（每个项目不超过3张）、该项目的主要设计人员名单、合同首页及签署页等相关内容复印件。  
Note: The "proof of relevant performance" materials should be listed in accordance with the "Summary of the experience and performance of the chief designer", including representative drawings (no more than 3 pieces of paper for each project), the list of main designers of the project and the photocopies of the first page and signature page of the contract.**

1. **设计机构同类项目的设计经验与相关业绩（自2018年1月1日至今）**  
   **Design experience and relevant performance of similar projects of design agencies (from January 1, 2018 to date)**

**1.经验与业绩汇总表（需设计机构或联合体所有成员盖章）**  
Summary table of experience and performance (to be sealed by the design agency or all members of the consortium)

|  |  |
| --- | --- |
| 项目名称 Project name | 项目简介（中文200字以内） Project brief (within 200 words in Chinese) |
| （项目1） (Project 1) |  |
| （项目2） (Project 2) |  |
| （项目3） (Project 3) |  |
| …… |  |
|  |  |
|  |  |

**注：可选取相关或同类的设计项目进行介绍；“项目简介”内容包括项目规模及设计特点简介、获奖情况等相关材料，应注明本公司参与该项目所承担的工作内容。  
Note: Relevant or similar design projects can be selected for introduction. "Project brief" should introduce the scale and design features of the project, awards and other relevant materials.The work undertaken by our company in the project should be clarified.**

**2、经验与业绩证明材料**  
**2、Proof of experience and performance**

|  |
| --- |
| *以下证明材料按“经验与业绩汇总表”逐一列举，包括代表性效果图纸（每个项目不超过3张）、该项目的主要设计人员名单、合同首页及签署页等相关内容复印件。* *Note: The following materials should be listed in accordance with the "Summary of the experience and performance of the chief designer", including representative drawings (no more than 3 pieces of paper for each project), the list of main designers of the project and the photocopies of the first page and signature page of the contract.* |

1. **参赛团队设计人员专业经验及业绩**  
   **Professional experience and performance of the design personnel of the participating teams**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 设计人员1 Designer 1 | | | | |
| 姓名 Name | 职称/职务 Title/position | 学位学历、毕业院校及专业背景 Degree Education, graduation institution and professional background | 工作年限 Years of Service | 拟在本次设计中担任的职务 Position in this design |
|  |  |  |  |  |
| 相关业绩和参与项目 Relevant performance and participation in projects |  | | | |
| 设计人员2 Designer 2 | | | | |
| 姓名 Name | 职称/职务 Title/position | 学位学历、毕业院校及专业背景 Degree Education, graduation institution and professional background | 工作年限 Years of Service | 拟在本次设计中担任的职务 Position in this design |
|  |  |  |  |  |
| 相关业绩和参与项目 Relevant performance and participation in projects |  | | | |
| （……） | | | | |
| 姓名 Name | 职称/职务 Title/position | 学位学历、毕业院校及专业背景 Degree Education, graduation institution and professional background | 工作年限 Years of Service | 拟在本次设计中担任的职务 Position in this design |
|  |  |  |  |  |
| 相关业绩和参与项目 Relevant performance and participation in projects |  | | | |

**注：1. 报名机构应提供设计人员的在职证明文件（复印件盖章）。竞赛委员会保留要求报名机构进一步提供包括且不限于社会保险记录等其他在职证明材料的权力。  
Note: 1. The registration agency should provide certificate of employment of the design staff (copy stamped). The Competition Committee reserves the right to request further proof of employment, including and not limited to social insurance records.**

**2. 在“相关业绩和参与项目”一栏，每位设计人员选取最具有代表性项目的3～5项。   
2. In "relevant performance and participation in projects", each designer should select three to five projects that are most representative of the competition.**