

Appendix 5: Forms to be filled out by Candidates (Form 1, Form 2)

Form 1: (to be filled out by individual Candidate)

Name		Valid ID Certificate Number	
Mailing Address			
Telephone		Fax	
E-mail			
Authorized Contact Person	Name		
	Mailing Address		
	Telephone		
	Fax		
	E-mail		
A brief description of Candidate's professional achievement and qualifications (additional pages may be attached in case the space is not sufficient):			
A brief description of Candidate's history of involvement in medal design or relevant relief design or packaging design (additional pages may be attached in case the space is not sufficient.):			
A statement of relevant experiences and respective witness thereof, and case description of past achievements (comments from an independent third party shall be included; additional pages may be attached in case the space is not sufficient.)			
Remarks			

Explanations about the Form and submission of relevant documents:

1. Formation of the Candidate

If a Candidate is a combination of two or more individuals, or of individual(s) plus legal entities or other organizations, please indicate in the "Remarks" column of this form and this form shall be submitted to BOCOG along with Form 2 which shall be filled out by the legal entities or other organizations.

2. Optional Items

The "A brief description of Candidate's professional achievements and qualifications" and the "comments from an independent third party" are optional.

All the other items are required.

3. Evidencing Documents and Legal Documents to be Submitted Together With the Form

- (1) Identification certificates of Candidates (photocopy of ID card or passport);
- (2) Power of Attorney;
- (3) Letter from the Candidates;
- (4) Letter of Undertaking for Assignment of Intellectual Property Rights;
- (5) Other credential certificates or explanatory documents as Candidates consider necessary.

4. The Statement of relevant experiences and respective witness thereof, and the case description of past achievements.

(1) A Candidate should briefly describe in writing the design he had been involved in, or the resulted works of such events that he has worked on, including names and dates of such events, and his/her contributions, individually or collectively, to such events.

(i) The Medal designed for grand international sports events or domestic sports games at national level;

(ii) The Medal designed for other sports events;

(iii) The design and relevant scale design.

For each design, at least two reference letters shall be provided, which shall indicate the witnesses' names, titles, their employers' names, addresses, telephone numbers, fax numbers and their duties in the events/working relationships with the Candidate. Among the references for each design, at least one of them must be the Candidate's client or supervisor. Each event and the witness shall be given separately. BOCOG may determine at its own discretion on how to contact the witnesses.

(2) In order to demonstrate his design capability, a Candidate is allowed to select from his past

works a successful case, and make a brief written statement about its content as well as the creation process. The statement shall include a description of the activity or event on which the proposal was made and the Candidate's specific responsibilities therein; at least two witnesses (one of which shall be the Candidate's client or supervisor) and their contact information shall be provided. BOCOG may determine at its own discretion how to contact the witnesses.

5. Candidates may decide by themselves whether to provide supporting documents

A Candidate may decide by himself/herself to provide a maximum of two volumes print materials as supporting documents. The print materials include promotional booklets etc.

The print materials shall be limited to two volumes and can describe the major achievements of the Candidate. No complicated or lengthy booklets are encouraged nor required. The print materials shall clearly bear the Candidate's name, explanatory headings, and witness thereof.

BOCOG shall decide at its own discretion how to examine and evaluate all the supporting documents.

6. Current Engagements and Commitments of the Candidate

Candidates shall give due considerations to their current engagements and long-term commitments to third parties. The engagements and commitment mainly refer to any existing commitments that may affect Candidate's performance of future work.

Form 2: (to be filled out by legal entities or other organizations)

Name			
Legal Address			
Registration Time			
Mailing Address			
Telephone		Fax	
E-mail			
Authorized Contact Person	Name		
	Mailing Address		
	Telephone		
	Fax		
	E-mail		
A brief description of Candidate's professional achievement and qualifications(additional pages may be attached in case the space is not sufficient.):			
A brief description of Candidate's history of involvement in medal design or relevant relief design or packaging design (additional pages may be attached in case the space is not sufficient.):			
A statement of relevant experiences and respective witness thereof, and case description of past achievements (comments from an independent third party shall be included; additional pages may be attached in case the space is not sufficient.).			
Remarks			

Explanations about the Form and submission of relevant documents:

1. Formation of the Candidates

If a Candidate is a combination of two or more legal entities or other organizations, or individual(s) plus legal entities or other organizations, please indicate in the "Remarks" column of this Form and this form shall be submitted to BOCOG along with Form 1 which shall be filled out by the individuals.

2. Optional Items

The "A brief description of Candidate's professional achievements and qualifications" and the "comments from an independent third party" are optional

All the other items are required.

3. Credentials to be submitted together with the Form

(1) Business License or Certificate of Registration (photocopy affixed by the seals of the issuing institution);

(2) Code Certificate of Legal Entity;

(3) ID certificate of the legal representative (a copy with the legal representative's signature);

(4) Other credential certificates or explanatory documents as the Candidates consider necessary.

4. Legal Documents to be Submitted Together with the Form

(1) Power of Attorney;

(2) Letter from the Candidate;

(3) Letter of Undertaking for Assignment of Intellectual Property Rights.

5. The Statement of similar experiences and respective witness thereof, and the case description of past achievements

(1) A Candidate should briefly describe in writing the design he had been involved in, or the resulted works of such events that he has worked on, including names and dates of such events, and his/her contributions, individually or collectively, to such events.

(i) The Medal designed for grand international sports events or domestic sports games at national level;

(ii) The Medal designed for other sports events;

(iii) The numismatic coin design and relevant relief design.

For each design, at least two reference letters shall be provided, which shall indicate the witnesses' names, titles, their employers' names, addresses, telephone numbers, fax numbers and their duties in the case or specific relationships with the Candidate. Among the witnesses for each design, at

least one of them must be the Candidate's client or supervisor. Each event and the witness shall be specified separately. BOCOG may determine at its own discretion how to contact the witnesses.

(2) In order to demonstrate his design capability, a Candidate is allowed to select from his past works a successful case, and make a brief written statement about its content as well as the creation process. The statement shall include a description of the activity or event on which the proposal was made and the Candidate's specific responsibilities therein; at least two witnesses (one of which shall be the Candidate's client or supervisor) and their contact information shall be provided. BOCOG may determine at its own discretion how to contact the witnesses.

6. Candidates may decide by themselves to provide supporting documents.

A Candidate may decide by himself/herself to provide a maximum of two volumes print materials as supporting documents. The print materials include promotional booklets etc.

The print materials shall be limited to two volumes and representational. No complicated or lengthy booklets are encouraged nor required. The print materials shall clearly bear the Candidate's name, explanatory headings, and witness thereof.

BOCOG shall decide at its own discretion how to examine and evaluate all the supporting documents.