

Instructions: Below information must be filled by Factory Representative only and will be considered as an accurate declaration. To report any negative findings, please contact Ethics & Integrity Department by phone **+86 185 8822 5709** (Hotline & Wechat) or by email at ethical@asiaqualityfocus.com for immediate assistance.

指导: 以下信息务必只能由工厂代表填写，并将被视为一份准确的说明。

如有任何负面发现需要告知，请电联廉政部门：**+86 185 8822 5709 (微信同号)**，或电邮至 ethical@asiaqualityfocus.com。

Inspection Conditions / 验货情况:

AQF representative arrival time: AQF 工作人员到达时间:	_____ : _____	AQF representative departure time: AQF 工作人员离开时间:	_____ : _____
I am informed and accept all the AQF representative findings and results during the inspection. 本人已被告知并接受 AQF 工作人员验货过程中的所有发现与结果。			<input type="checkbox"/> Yes/是 <input type="checkbox"/> No/否

Samples Management / 样品管理:

All golden samples were available and provided. 验货过程中所有标准样品已备好。	<input type="checkbox"/> Yes/是 <input type="checkbox"/> No/否	I have been informed to not open the parcel sealed by AQF representative containing golden or production samples and store or send them as per AQF representative instructions. 本人已被告知不能打开任何 AQF 工作人员密封的包裹，包括标准样品或产品样品，并按 AQF 工作人员指导储存或寄送。	<input type="checkbox"/> Not applicable/不适用 <input type="checkbox"/> Yes/是 <input type="checkbox"/> No/否
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Code of Conduct / 行为准则:

Benefits / 福利	Yes / 是	No / 否
Please declare if AQF representative requested for any benefits such as money or gift during the service. 请声明 AQF 工作人员在服务中是否索要过任何福利，如金钱或礼物。	<input type="checkbox"/>	<input type="checkbox"/>
Please declare if following benefits were offered to AQF representative. 如有提供 AQF 工作人员以下福利请注明。		
Meal / 餐饮	<input type="checkbox"/>	<input type="checkbox"/>
Transportation / 交通	<input type="checkbox"/>	<input type="checkbox"/>
Money / 金钱	<input type="checkbox"/>	<input type="checkbox"/>
Gift / 礼物	<input type="checkbox"/>	<input type="checkbox"/>
Accommodation / 住宿	<input type="checkbox"/>	<input type="checkbox"/>
Other benefits / 其他福利	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details if other benefits were provided / 如有提供其他福利请提供细节详情:		

The company stamp or signature below acknowledges that all above information have been stated by me, the Representative of the company where the service has been performed by AQF. I have read, understood and accepted the AQF conditions field of services. By adhering to this policy, it becomes a contractual agreement between both parties.
 以下公章或签名表示确认上述所有信息由本人（AQF 实施服务公司之代表）陈述。本人阅读了并且理解和接受 AQF 服务条例。为坚守此条例，它将成为双方责任间的契约协议。

_____ Company name / 公司名字	_____ Representative name / 代表名字	_____ Title / 职位
_____ Company Stamp / 公司公章	_____ Signature / 签名	_____ Date / 日期