



KONICA MINOLTA

KONICA MINOLTA BUSINESS SOLUTIONS (HK) LIMITED

GUIDANCE NOTES FOR CONTRACTORS, CONSULTANTS AND SUPPLIERS ON INFORMATION SECURITY CONFORMANCE

Konica Minolta Business Solutions (HK) Ltd. (“Konica Minolta”) is committed to providing the best service of design and development of office automation products to our customers in a timely, effective and cost-effective approach. In pursuing our quality services, we are also committed to fulfilling all customer’s requirements and complying with the applicable legislations as well as other applicable requirements.

We will achieve the above through the implementation of an Integrated Management System in compliance with ISO 9001 & ISO 27001 management systems.

We will provide adequate resources as well as training to all staff to ensure that the Integrated Management System is fully understood, effectively implemented and continually improved to achieve our quality objectives.

We strictly adhere to our Integrated Management System Policy and request all our Contractors, Consultants and Suppliers to follow the requirements as stipulated by the ISO standards as detailed below:

- Comply with all the relevant legislations and other requirements;
- All Contractors, Consultants and Suppliers should not disclose any Konica Minolta’s information to other parties without Konica Minolta’s acknowledgment; and
- All Contractors, Consultants and Suppliers should have acceptable level of information security in place to prevent any information loss and leakage.

Giving Shape to Ideas



KONICA MINOLTA

Please complete the following and return this signed Guidance Notes by email BHKG_Procurement@gcp.konicaminolta.com / by fax to 2565 2164.

To : Konica Minolta Business Solutions (HK) Ltd.

From: _____ (Company Name)

We understand the policies of Konica Minolta Business Solutions (HK) Ltd. and shall follow the Information Security requirements as stipulated above.

Signature & Company Chop

Name: _____

Title: _____

Date: _____