

TOPPAN FORMS



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Corporate Information of **TOPPAN FORMS (HK) GROUP**

Toppan Forms (Hong Kong) Group has been providing one-stop total information management solutions for our customers to handle their information asset.

Toppan Forms (Hong Kong) Group (TFHKG, hereafter) consists of 3 companies, including Toppan Forms (Hong Kong) Limited (TFHK, hereafter), Toppan Forms Card Technologies Limited (TFCT, hereafter) and Toppan Forms Computer Systems Limited (TFCS, hereafter). TFHK specializes in Forms Printing and Manufacturing, Direct Mailing Services, Back Office Services and Machinery Products. TFCT is sophisticated in Card Manufacturing, Bureau Services and Card Issuance Solutions while TFCS provides IT Solutions, Hardware, Software, Professional Services, Help-Desk Solution and so forth.

Toppan Forms (Hong Kong) Group is under T.F. Company Limited (TFCL, hereafter), which oversees all companies in Asia Pacific region. Empowered by parent company Toppan Forms Co., Ltd. (TFJ, hereafter), a listed company on the First Section of the Tokyo Stock Exchange since 1998 with extensive technology in business forms and data print service fields, Toppan Forms (Hong Kong) Group is committed to continue business growth and maintain competitiveness in the industry by constantly fine-tuning its products strategy and development of new business.

Apart from parent company's back up, Toppan Forms (Hong Kong) Group is also supported by a wide regional network, including Manson Computer Form Company Limited in Macau, Shenzhen Ruixing Printing Co., Ltd., Toppan Forms Information Systems (Shanghai) Ltd., Zhejiang Matsuoka Printing Co., Ltd., Toppan Forms (Singapore) Pte Ltd., Toppan Forms (Hong Kong) Limited in Taiwan, Data Products Toppan Forms Ltd. in Thailand, Toppan Forms (Colombo) Ltd. in Sri Lanka and CFM Toppan Forms (Malaysia) Sdn Bnd. in Malaysia.

Besides striving for the best in business growth and development, TFHKG also pays great attention to corporate social responsibility and actively takes part in conserving global environment by applying '4R Green Concept', Reduce, Reuse, Recycle and Return during production. Various environmental policies and measures are implemented at offices and production plants to minimize material loss and production energy, thus reducing the harmfulness to environment.

Global Office Network :



TOPPAN FORMS

Milestones of TOPPAN FORMS (HK) GROUP

- 2016
 - Toppan Forms (Hong Kong) Limited established Tuen Mun Production Plant as the second production site
 - Toppan Forms Card Technologies Limited is an authorized manufacturer of MasterCard Dual Interface Card in its wholly-owned, state-of-art production plant in Yuen Long
- 2013
 - Toppan Forms Computer Systems Limited certified ISO 20000-1:2011 IT Service Management
- 2012
 - Toppan Forms (Hong Kong) Limited celebrated 40 years excellence
- 2011
 - T.F. Company Ltd. transferred to Hong Kong as the regional headquarter of Toppan Forms Co., Ltd. (TFJ) and overseeing all companies in Asia Pacific region. Its affiliated companies include:
 - Hong Kong : Toppan Forms (Hong Kong) Limited
 - : Toppan Forms Card Technologies Limited
 - : Toppan Forms Computer Systems Limited
 - China : Toppan Forms Information Systems (Shanghai) Ltd.
 - : Shenzhen Ruixing Printing Co., Ltd.
 - Macau : Manson Computer Form Company Limited
 - Singapore : Toppan Forms (S) Pte Limited
 - Thailand : Data Products Toppan Forms Ltd.
 - Malaysia : CFM Toppan Forms (M) Sdn Bhd
 - Sri Lanka : Toppan Forms (Colombo) Ltd.
- 2010
 - Toppan Forms (Hong Kong) Limited acquired the FSC - COC certification
 - Toppan Forms Card Technologies Limited became an authorized Sony Felica Card Manufacturer in Hong Kong
- 2009
 - Toppan Forms (Hong Kong) Limited upgraded ISO 9001:2000 to ISO 9001:2008 Quality Management Certification
 - Toppan Forms Card Technologies Limited upgraded ISO 9001:2000 to ISO 9001:2008 Quality Management Certification
- 2008
 - Toppan Forms (Hong Kong) Group set up Toppan Forms Solution Centre in KITEC, accommodating the Total Solution in the market
 - Toppan Forms Computer Systems Limited became an authorized Channel Partner of SAP Business All-in-One solution
- 2007
 - Toppan Forms (Hong Kong) Limited certified ISO27001:2005 Information Security Management Systems
 - Toppan Forms Card Technologies Limited certified ISO27001:2005 Information Security Management Systems
 - Toppan Forms Computer Systems Limited certified ISO 27001:2005 Information Security Management Systems
- 2005
 - Toppan Forms Card Technologies Limited became an authorized personalizer of China UnionPay card and American Express card
 - Toppan Forms Card Technologies Limited became an authorized manufacturer and personalizer of American Express card (blue box product)
- 2004
 - Toppan Forms Card Technologies Limited became an authorized manufacturer of China UnionPay card
 - Toppan Forms Computer Systems Limited became an authorized Business Partner of SAP Business One Solution
- 2003
 - Toppan Forms (Hong Kong) Limited certified ISO 9001:2000 Quality Management
 - Toppan Forms Information Systems (Shanghai) Ltd. was established at Shanghai's Waigaoqiao Free Trade Zone
- 2002
 - Toppan Forms Card Technologies Limited expanded its factory's personalization center from 5,000 ft² to 15,000 ft²
- 2001
 - Toppan Forms Card Technologies Limited certified ISO 9001:2000 Quality Management
- 2000
 - Toppan Forms Card Technologies Limited became an authorized personalizer of VISA card & authorized manufacturer & personalizer of MasterCard IC products
- 1999
 - Toppan Forms Card Technologies Limited became an authorized personalizer of MasterCard
- 1998
 - Toppan Forms Card Technologies Limited became an authorized manufacturer of JCB card
- 1997
 - Toppan Moore (Hong Kong) Company Limited was renamed as Toppan Forms (Hong Kong) Limited
 - Datacard Toppan Moore Limited was renamed as Toppan Forms Card Technologies Limited
 - Toppan Moore Computer Systems Limited was renamed as Toppan Forms Computer Systems Limited
 - Toppan Forms Card Technologies Limited certified ISO 9002:1994 Quality Management
- 1995
 - Datacard Toppan Moore Limited became an authorized manufacturer of VISA card
- 1994
 - Datacard Toppan Moore Limited became an authorized manufacturer of MasterCard and Diners card
- 1991
 - Shenzhen Ruixing Papers Co., Ltd. in Greater China was established
- 1989
 - Manson Computer Form Company Limited was established
- 1988
 - Toppan Moore Computer Systems Limited was established
- 1982
 - Datacard Toppan Moore Limited was established
- 1978
 - Toppan Moore Paragon (S.E.A.) Limited was renamed as Toppan Moore (Hong Kong) Company Limited
- 1972
 - Toppan Moore Paragon (S.E.A.) Limited was established

TOPPAN FORMS (HK) LTD.

Toppan Forms (Hong Kong) Limited (TFHK, hereafter) was established in 1972 as a pioneer in Forms Printing and Manufacturing production and services. TFHK is not only a multinational company and market leader in business forms with enormous support from Japan Headquarters, but also a leading company in Business Process Outsourcing (BPO) with one-stop Back Office Data Capturing Solutions and strong references in Hong Kong SAR and banking & finance sectors.

TFHK provides Print Products Services (PPS), Data Management Services (DMS), Business Processing Outsourcing (BPO) as well as a full range of Machinery Products Sales (MPS) to cater specific needs of corporations in Hong Kong. Apart from core printing and manufacturing business, other supplementary services are developed to fulfill corporations' requirements, for example, Records Management, Corporate Gift & Premium Items as well as the latest Green Product Solutions.

To minimize corporate's risk of data leakage and the handling cost of customer's data, TFHK has established a private-owned production plant with 120,000sq.ft., in Yuen Long Industrial Estate equipped with the highest security and control. The plant equipped with ISO 9001 Quality Management Certification and ISO 27001 Information Security Management Systems Certification, guarantees the production process up to international quality and security standards. In addition, Data Management Service is processed in a separate secured area in which data security is assured.

Previewing the growing demand for records management, TFHK has established a Tuen Mun Production Plant with 6,000 sq.ft., offering corporates a highly security environment for their data and documents. Hence, the difficulties of physical data storage's exponential growth and high premise rental price that most corporates facing nowadays can be reduced. Besides, it also offers DMS services and Back Office services as a supporting site for Yuen Long Production Plant. The Tuen Mun Production Plant goes for production from June 2016.

As part of regional development, Shenzhen Ruixing Printing Co., Ltd. was founded in 1991 as a 100% subsidiary of Toppan Forms (Hong Kong) Limited, specializing in Form Printing, Manufacturing, Data Capturing Services. Manson Computer Form Company Limited (Manson, hereafter) in Macau was founded in 1989, providing business forms to the local government divisions. With technical and business supports from Toppan Forms (Hong Kong) Limited and Wo Kei Stationary, Manson has steadily developed a strong customer base and a variety of products. Today, Manson has spread its customer base from government sectors to finance, public utilities, hotels and casinos.

With the continuous support from customers, TFHK has been awarded '2015 Higher Digital Print Volume (Monochrome)' from Fuji Xerox (Hong Kong) Limited and 'Best Distributor Award - Asia Pacific 2015' from Neopost.

CERTIFICATION ISO 9001 Quality Management Certification



ISO 9001 : 2008
Certificate No. : CC 2429

CERTIFICATION ISO 27001 Information Security Management Systems Certification



ISO 27001 : 2013
Certificate No. : IS 515623
Data Management Services

CERTIFICATION FSC



TOPPAN FORMS CARD TECHNOLOGIES LTD.

Toppan Forms Card Technologies Limited (TFCT, hereafter) was established in 1982 specializing in all card solutions including Card Products, Instant Card Issuance, Personalization and Fulfillment Services, System Products, IC & RFID Products as well as Hardware & Software Maintenance Supports. TFCT is not only the authorized manufacturer and personalizer of VISA, MasterCard, China UnionPay, JCB, AMEX and SONY FeliCa cards in Hong Kong, but also the sole authorized manufacturer of Corporate Octopus Card in Hong Kong since 2013, offering one-stop Corporate Octopus Solutions. In 2016, TFCT is qualified to manufacture MasterCard Dual Interface Card in its wholly-owned production plant in Yuen Long Industrial Estate.

Entrust Datacard Corporation's (Datacard, hereafter) Central Issuance System is the major system applied for finance card issuance in the banking industry. Hence, being the sole distributor of Datacard products in Hong Kong, TFCT's card production accounts for majority of finance cards market in Hong Kong over the past years.

To provide professional card products and services, TFCT has set up a wholly-owned, state-of-the-art plant spanning 57,000 sq.ft., in Yuen Long Industrial Estate. The plant equipped with ISO 9001 Quality Management Certification and ISO 27001 Information Security Management Systems Certification, guarantees the production process up to international quality and security standards. The plant prevails TFCT from competitors in terms of security, production quality and turnaround time.

Following the success in Hong Kong market, Toppan Forms Information Systems (Shanghai) Ltd. was established in 2003 at Shanghai Waigaoqiao Free Trade Zone. The establishment brought TFCT card business a further step from a representative office to a key player in the ever-growing market in China.

Pushing forward the boundaries of leading-edge technology and innovation, TFCT has been awarded 'Instant Issuance Partner of the Year 2015' by Entrust Datacard Corporation. TFCT continues to shape the future of advanced technologies in card manufacturing industry and help corporates excel from their competitors and achieve business goals.



CERTIFICATION
ISO 9001
Quality Management Certification



ISO9001:2008
Cert. No. FM 36490
Card Manufacturing

CERTIFICATION
ISO 27001
Information Security Management
Systems Certification



ISO/IEC 27001:2013
Cert. No. IS 515217
Bureau Services



TOPPAN FORMS COMPUTER SYSTEMS LTD.

Toppan Forms Computer Systems Limited (TFCS, hereafter) was established in 1988 as a split-off company of Toppan Forms (Hong Kong) Limited providing IT Solutions, Hardware, Software, Professional Services, Help-Desk Solution and other related services.

TFCS is one of the most reputable business solution providers in Hong Kong, and also an authorized dealer, reseller and business partner for world-leading IT vendors such as Hewlett-Packard Enterprise, HP Inc., Huawei, H3C, Hitachi Data System, IBM, Lenovo, Cisco, Microsoft, Symantec, and more. With the strong support from remarkable partners, TFCS is committed to provide a variety of customized services and solutions from data encryption, security application, technical resources, software development, system and network supply, cloud-computing & professional services to maintenance support services, which helps corporates to achieve their business development goals in current technology-advanced-century.

Facing the ever-changing environment of IT industry and issues of cyber security in recent decades, TFCS cooperates with vendors to offer comprehensive security solutions in order to prevent corporates from cyber-attack in different levels, including networking, application, desktop and system, as well as backup level.

To offer customers with professional services and consultations, TFCS is equipped with ISO 27001 Information Security Management and ISO 20000-1 IT Service Management, ensuring the service quality is up to international standards. Besides, TFCS has set up a customer service center in Yau Tong with 9,600 sq.ft., to handle the enquiries and maintenance issues raised from customers. With professional IT experts and well-trained customer service representatives, Yau Tong Customer Services Center provides 24 hours help-desk support from Monday to Sunday throughout the whole year. The center is equipped with a self-developed Call Management System which meets IT Infrastructure Library (ITIL) Version 3 global requirements and a powerful VoIP phone system to monitor the incoming and outgoing calls. Concerning the language requirements of different corporates, multilingual operation is supported, for example Cantonese, English and Putonghua to minimize miscommunications.

Moreover, a warehouse in Tuen Mun has been established to cater for cloning or pre-installation service of servers, PCs or notebooks purchased by customers. With a professional logistics team, products can be delivered to the designated location on time to meet customers' needs.

With TFCS, corporates process over 20 years of IT experience in Hong Kong and access to over 30 top hardware and software brands at their fingertips. As a top-level business partner, TFCS provides professional services and solutions from major IT brands and leading specialists in their respective fields to empower corporate's business to another new height.

CERTIFICATION
ISO 20000-1
IT Service Management



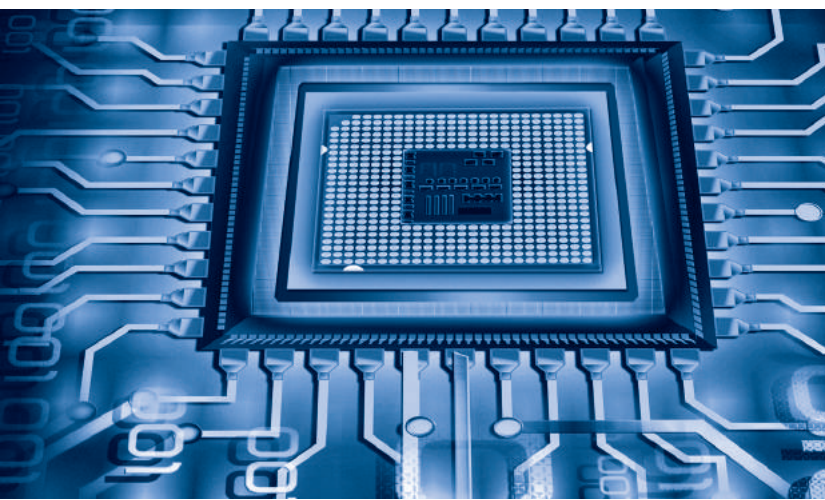
ISO/IEC 20000-1 : 2011
Cert. No. ITMS 596151
IT Service Management

CERTIFICATION
ISO 27001
Information Security Management
Systems Certification



ISO/IEC 27001:2013
Cert. No. IS 515625
Information Security Management

CERTIFICATION
ITIL



TOPPAN FORMS (HK) GROUP

One-stop Solution



Card Personalization / Fulfillment Services

With 17,500 sq.ft. Personalization Center, TFHKG is the largest Bureau Service provider in Hong Kong, offering comprehensive Card Personalization and Fulfillment Services from Chip Embedding to Lettershopping.



Card Manufacturing

TFCT is not only the authorized manufacturer and personalizer of VISA, MasterCard, China UnionPay, JCB, AMEX and SONY FeliCa cards in Hong Kong, but also the sole authorized manufacturer of Corporate Octopus Card in Hong Kong since 2013.



Data Verification

For any missing or uncertain information, Call Center Services can be provided with Inbound and Outbound Calls Verification Support. Clients' sales, marketing, customer support and inventory can also be managed by CRM system.



Retrieving / Security Disposal

Clients' information stored within the archive can be retrieved on demand and be accessed conveniently. Security Shredding and Disposal upon clients' requirement for paper document and hard drive are enabled.



1

Print Products / Material Pre-printing

A wide-range of print products and pre-print materials are available for Direct Mailing (DM) and Business Mailing (BM) to fulfill clients' needs.



2

Data Processing / Variable Data Printing

Mass Data Printing with personalization in full-color, highlighted color, black and white color to satisfy clients' requirements.



3

Lettershopping / Fulfillment Services

Both Manual Insertion and Automated Folding using Inserting Machine can be applied to Lettershopping / Fulfillment Services.



4

Data Capturing / Document Scanning / Data Entry

With high speed Document Scanning and Double Data Entry Services, documents can be captured and indexed in a well-constructed manner.



5

Document Storage / Big Data Analysis

A wide variety of IT infrastructure products are available for document storage. Clients can also store the documents at TFHKG's highly secured Warehouse. Big Data Analysis is offered to help clients reveal insights from the massive data.



TOPPAN FORMS (HK) GROUP

Industry Focus

Realizing the situations of different industries, Toppan Forms (Hong Kong) Group (TFHKG, hereafter) leverages on team synergy and unique competence to satisfy the specific needs of certain targeted industries.

Banking & Finance Solutions

To save the cost of document management, including document scanning, data entry and records management, TFHK provides Document Management and Back Office Solutions to bank and financial companies. Finance Card Issuance Solution, Gift Card and Prepaid Card Solution are offered by TFCT, facilitating bank and financial companies' clients to add value, pay bills and manage their spendings. On the other hand, TFCS supplies IT infrastructure, Virtual Desktop Infrastructure (VDI) Solution, Security and Backup Solution to solve challenges of office efficiency, operation and data protection.



Retail Solutions

Regarding a wide variety of customer loyalty programs launched by retail companies, Direct Mailing Promotion Service, Document Scanning and Data Entry of Membership Application Forms solutions from TFHK, definitely gives them the best solutions for loyalty program management and execution. Moreover, print products with different security features can be applied to coupons and tickets that are used as gifts for customers. Besides, TFCT's Instant Card Issuance Solution enables customers to use membership cards and obtain redemption immediately in the retail store. Mobile POS together with Inventory Management Solution, Digital Signage Solution, Transparent Display Solution and One Smart Digital CCTV Solution from TFCS allow retail shops to have a comprehensive management system and enhance their shops' performance.



Construction Solutions

TFHK offers A0 Blue Print Digitalization Scanning for corporates to better manage their documents while TFCT provides card solutions including Worker Card Products, Issuance Systems and Access Control Solution to corporates for monitoring and communicating with construction site workers effectively. Project Document Management Solution (PDMS) and Building Infrastructure Management (BIM) are introduced by TFCS, which allow corporates to digitalize and manage documents and turn information into useful insights. Up-to-date Mobility Solution as well as Cloud Solution are recommended to improve document storage and retrieval.



Business Contingency Solutions

As the largest bureau service provider in Hong Kong, TFCT allows corporates to launch their card issuance plan effortlessly by introducing Card Bureau Fulfillment Services. To reduce the cost and resources of storage, TFHKG offers highly secured warehouse which enables convenient access to information stored. Moreover, Cloud DR Solution is provided for a faster disaster recovery while Mobility Office Solution with Mobile Device offers a secure platform for communication.





TOPPAN FORMS (HK) GROUP

Partners

Here are partners of Toppan Forms (Hong Kong) Group (TFHKG, hereafter), which are leading manufacturers and distributors in respective industries, assuring TFHKG's solutions incorporate the latest innovation and technology.



TOPPAN FORMS (HK) GROUP

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