

TOPPAN FORMS

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, 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

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, 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 : 2015
Certificate No. : CC 2429

CERTIFICATION
ISO 27001
Information Security Management
Systems Certification



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

CERTIFICATION
FSC



MIX
Paper from
responsible sources
FSC® C074528



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

