

# MERCHANT INFORMATION AMENDMENT FORM 商戶資料更改表格

DBS Bank (Hong Kong) Limited 星展銀行(香港)有限公司

Level 8 Two Harbour Square 180 Wai Yip Street Kwun Tong Kowloon

九龍觀塘偉業街 180 號 TWO HARBOUR SQUARE 8 樓

Merchant Hotline 商戶熱線: 3668 0100



- Notes 註: 1. Please complete in BLOCK Letters and tick where appropriate. 請用正楷填寫及在適當的方格內加上剔號。  
 2. Instruction will normally be processed within 3 business days upon receipt of this completed form.  
 指示一般會於銀行收到本已填寫之表格後三個工作天內完成處理。  
 3. We may contact you within 7 business days if necessary. 如有需要，我們會於七個工作天內聯絡商戶有關更改事宜。

## I. Merchant Details 商戶資料

Date 日期

Company Name (in English) 公司名稱 (以英文填寫)		
Contact Person 聯絡人姓名	Contact Telephone Number 聯絡電話號碼	Merchant ID 商戶號碼

## II. Amendment Details 更改事項

<b>A. <input type="checkbox"/> Address 地址:</b>		<b>Effective Date 生效日期:</b> _____
<input type="checkbox"/> Shop Address 店舖地址* <input type="checkbox"/> Mailing Address 郵寄地址^ <input type="checkbox"/> Both Shop and Mailing Addresses 店舖及郵寄地址*^		<small>* Please attach updated Business Registration copy 請附上已更新的商業登記証副本</small> <small>^ Please attach address proof e.g. electricity bill, notification of Location of Registers 請附上地址證明，例如電費單、登記冊備存地點通知書</small>
Room/Flat 號數 _____	Floor 層數 _____	Block 座數 _____
Name of Building 大廈名稱 _____	District 地區 _____	
Number and Name of Street/Road 門牌號數及街道名稱 _____	<input type="checkbox"/> Hong Kong 香港 <input type="checkbox"/> Kowloon 九龍 <input type="checkbox"/> New Territories 新界	
<b>B. <input type="checkbox"/> Contact 聯絡人資料:</b>		<b>Effective Date 生效日期:</b> _____
<input type="checkbox"/> Contact Person 聯絡人姓名 _____		<input type="checkbox"/> Telephone number 電話號碼 _____
<b>C. <input type="checkbox"/> Company information 公司資料:</b>		
<input type="checkbox"/> Change Company Trading Name 更改公司營業名稱 <small>(Please attach updated Business Registration copy 請附上已更新的商業登記証副本)</small>		
<input type="checkbox"/> Others, please specify 其他，請說明 _____		
<b>For change of business registration number or owners of sole proprietorship / partnership, please contact your Relationship Manager. 有關更新商業登記証號碼或更改獨資業務 / 合夥業務的擁有人，請聯絡你的客戶經理。</b>		
<b>D. <input type="checkbox"/> Terminate Merchant Account Services 終止商戶戶口服務:</b>		<b>Effective Date 生效日期:</b> _____
Reason for Termination 終止戶口原因	<input type="checkbox"/> Business / Outlet Closed 業務 / 店舖結業 <input type="checkbox"/> Annual Fee 年費原因	<input type="checkbox"/> Change Banker 轉換收單行 <input type="checkbox"/> Others, please specify 其他，請說明 _____
<small>For Change of Direct Credit Bank Account or From Cheque to Direct Credit 更改直接存款銀行戶口或由支票轉為直接存款          Please contact your Relationship Manager to obtain the Letter of Authorization. Complete it and return to the Bank with the supporting document e.g. bank statement within the last 3 months or cheque copy.          請聯絡你的客戶經理索取授權信，填妥後連同證明文件，例如：最近三個月內之銀行月結單或支票副本交回本行</small>		

## III. Signature 簽署

Signature(s) and Company Chop 簽署及公司蓋章 For and on behalf of   Signature(s) and Company Chop 簽署及公司蓋章	銀行專用 For Bank Use Only	
	Ops maker:	Ops checker:
	Remarks:	
	Date:	