

Fill in Guidelines

- 1) If you register 20 addresses or below, please use this document to fill in the information.
- 2) If you need to register more than 20 addresses, please download the following document to fill in the information.

http://www.sf-express.com/hk/en/download/Supplementary-Agreement-for-Third-party-Payment_HK_EN.docx



Agreement for Paying Third Party Service Fee in Hong Kong (For Existing Customers)

This Agreement for Paying Third Party Service Fee in Hong Kong (hereinafter referred to as “**this Agreement**”) is signed by the following two parties on _____ (Date) .

Party A:

Company Name: _____
Settlement /Main Account Number: _____
Company Address: _____
Contact Number: _____
Contact Person: _____

Party B:

Company Name: S.F. EXPRESS (HONG KONG) LIMITED
Company Address: 9/F, Asia Logistics Hub - SF Centre, 36 Tsing Yi Hong Wan Road, Tsing Yi, N.T., Hong Kong

Party A and Party B had signed the “Hong Kong Company Credit Account Application Form” in relation to business cooperation/credit opening (hereinafter referred to as “**the Master Agreement**”). Under this Agreement, Party A agrees that when using the pickup and delivery services of Party B, any freight charge and value-added service fee, whether generated by Party A or a third party (as shipper or receiver), can be deducted from Party A’s credit account (pickup or delivery service is applicable to Mainland China, Hong Kong & Macau). Both parties, after thorough negotiation, and based on the equality and voluntary principle, reach the following supplemental agreement in relation to paying third party service fee by Party A:

1. Paying for a Third-party

1.1 During the term of this Agreement, if the credit account number provided by a third party, be it a shipper or a receiver, is consistent with the credit account number of Party A, all fees involved with the shipment (including but not limited to freight charge and value-added service fee) shall be charged to Party A’s credit account for global settlement. Party A’s credit account(s) are as follows:



(Please fill in the table with **all** credit account(s) details of Party A with S.F. Express. Insert more rows if necessary.)

Credit Account Number	Company Name	Effective Date

- 1.2 Party A agrees to pay all shipping and receiving fees to Party B for customers with fixed mailing addresses (including but not limited to freight charge and value-added service fee). For details of customer information sheet of fixed users, please refer to **Appendix 2**. If such customer(s) who have fixed mailing address(es) in **Appendix 2** will no longer be globally settled in accordance with this clause, Party A shall provide one month's prior written notice to Party B and re-sign another supplemental agreement regarding settlement method. If Party A delays in giving written notice, Party A shall still be responsible for the fees generated by the customer(s) of such address(es).
- 1.3 Party A undertakes that the shipping and receiving acts using Party A's credit account number shall be deemed as Party A's acts, and shall be bound by the service terms in the Master Agreement and the appendices and that Party A shall bear the risk of leakage of its credit account number therefrom and Party A shall not refuse to pay the fees for any reason.
- 1.4 Party B shall only provide Party A with settlement statements for the purpose of verifying fees and issuing receipts, and Party B shall not re-issue receipts to third party other than Party A.
- 1.5 If Party A fails to settle any payments in full and on time pursuant to the service terms in the agreements and the appendices (including but not limited to failure to pay the service fees in full and on time according to the service terms in the Master Agreement and the appendices; or the total monthly settlement fees of Party A does not reach HK\$10,000; or any other event of default as agreed in the Master Agreement), Party B has the right to terminate all services under this Agreement.



2. Termination

- 2.1 Either party has the right to terminate this Agreement upon 7 working days' prior written notice. According to the actual situation, both parties also have the right to terminate this Agreement with immediate effect by written notice.
- 2.2 Party A confirms that when using this service, Party B has informed Party A of the risk of using this service (namely **Appendix 1**), and Party A shall strictly protect its credit account number(s) and take appropriate measures to control the scope of use of the credit account number(s).

3. Contract Effect

- 3.1 This Agreement (and all appendices) is a supplemental agreement to the Master Agreement. In case of any discrepancy between this Agreement and the Master Agreement, the content agreed in this Agreement shall prevail. With respect to any content not agreed herein, the content agreed in the Master Agreement shall prevail. This Agreement is made in _____ counterparts, with each party holding _____ counterpart and shall take equal legal effect after signed and sealed by both parties.

4. Appendices

Appendix 1: Risk Warning Notice

Appendix 2: Customer Information Sheet of Fixed Users with respect to paying Third Party

5. Others

- 5.1 This Agreement consists of a Chinese and English version. In case of any discrepancies between the Chinese and English version, the Chinese version shall prevail.

Signed by:

Signed by:

(Signature with Company Chop)

(Signature with Company Chop)

For and on behalf of

For and on behalf of

Shipper Company Name (Party A)

S.F. Express (Hong Kong) Limited (Party B)

Date: _____

Date: _____



Appendix 1: Risk Warning Notice

Dear Customer,

Thank you for your trust in S.F. Express (Hong Kong) Limited (hereinafter referred to as “**SF**” or “**we**” or “**us**”) and choosing to become our credit account customer and partner. Now you require us to start providing a service of paying third party service fee (hereinafter referred to as “**Services**”), which might be accompanied by the following risks. If you choose to use the Services, you shall bear all the legal risks related thereto. Please read carefully:

1. Paying Third Party Service Fee

Definition: It means that Party A (namely your Company) provides its credit account(s) for use by third part(ies) including Party A’s affiliates and that Party A bears joint and several liability for the third party’s use of service of Party B (namely SF) using Party A’s credit account number, and Party A shall pay the service fee to Party B on behalf of the third part(ies).

2. Risk Warning

The use of the Services is accompanied by the risk of leakage of the customer’s credit account number, which shall be borne by you (unless it is verified that such leakage is attributable to SF’s related personnel). You shall not refuse to pay any freight charge and/or other expenses (for the list of fees, please refer to the monthly statements issued by SF from time to time) related to your shipping and receiving on any grounds including the customer’s credit account number is leaked, it is impossible to verify the user, the user is not your employee, the user is not an employer of the third party or the user is not an authorized person of the third party. Before the expiry payment day specified in SF’s monthly statement. you shall pay the full amount indicated in the settlement statement.

Declaration of _____ (Company Name):

We have read the above risk warning carefully and are willing to use the service of paying third party service fee and strictly observe the above provisions.

_____ (Company Name)

_____ (Company Chop & Authorized Signature)

Name and Title: _____

Date: _____



If Party A subsequently needs to apply to Party B for addition of any fixed users with respect to paying third party according to Party A's business actualities, Party A shall re-sign this appendix or sign a supplemental document and affix its official seal. Party A undertakes that the acts of shipping and receiving of the third party customers of the above addresses shall be deemed as Party A's acts and shall be bound by the service terms in the Master Agreement and the appendices.

_____ (Company Name)

_____ (Company Chop & Authorized Signature)

Name and Title: _____

Date: _____