

香港公司月結客戶資料更改表格
Hong Kong Company Credit Account Customer Information Amendment Form

公司月結號碼 Company Credit Account No.:
公司名稱 Company Name:

請在適當的方格內加上「✓」號，並填寫新資料。Please enter 「✓」 in the appropriate box(es) and fill in the new particulars in the space provided.

1 更改聯絡人資料 Change of Contact Person(s) Information

	姓名 Name	電話 Telephone No.	手提電話 Mobile No.	電郵地址 Email Address <small>請以英文正楷填寫 Please use English block letters</small>	傳真 Fax	³ 電子賬單管理員 E-Bills Administrator
聯絡人 Contact Person						<input type="checkbox"/>
² 財務聯絡人 Financial Contact Person						<input type="checkbox"/>

本公司不欲收到任何市場推廣或宣傳之訊息。We do not wish to receive promotional materials from S.F. Express.

順豐速運可能將客戶提供的資料用於本公司或本公司之業務夥伴作市場推廣及宣傳之用途。
The above information may be used by S. F. Express or S.F. Express's business partners for promotional purposes.

#備註 Remarks:

¹ 以上更改資料將取代原有紀錄。The original records will be replaced by the above changes.

² 財務聯絡人的電郵地址將收到由本公司發出的電子賬單，如您需要新增超過一個電子賬單電郵地址，可自行於表格內填寫。The email address of Financial Contact Person will receive the E-Bills issued by S.F. Express. If you are required to add more than one E-Bills email address, please fill in the above table.

³ 電子賬單上將顯示一位管理員的資料，請指定一位聯絡人成為管理員並在方格內加上「✓」號。The contact information of the Administrator will be shown on E-bills. Please assign one contact person to be administrator and enter 「✓」 in the box.

更改公司名稱及/或公司更改地址 Change of Company Name and/or Address

中文名稱 Company Name in Chinese :
英文名稱 Company Name in English :
中文地址 Address in Chinese :
英文地址 Address in English :

更改公司名稱及/或公司地址之注意事項：

- 1) 必須提供新公司的商業登記證副本
- 2) 新公司必須承擔舊公司之帳戶的應付金額
- 3) 必須同時填寫中文及英文的公司名稱及/或公司地址

Notification for changing the company name and/or company address:

- 1) A copy of new company's Business Registration Certificate **MUST** be provided.
- 2) The new company is liable for the outstanding payment of the previous company.
- 3) The company name and/or company address both in Chinese and English **MUST** be filled in.

<p style="text-align:center; margin:0;">X</p> <p style="margin:0;">授權人簽名及公司印鑒 (新公司) Authorized Signature and Company Chop (The New Company)</p>	<p style="margin:0;">簽署日期 Date of Signature</p>
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生效日期 Effective Date*:

即時生效#
With Immediate Effect

由 From _____ / _____ / _____ 開始

(*必須填寫 Required)

年 Year 月 Month 日 Day

#備註 Remarks:

順豐速運將在收到完整的表格及所須文件後的兩至三個工作天內完成您的申請 (不包括星期六、日及公眾假期)。

The application will be completed within two to three working days (excluding Saturday, Sunday and public holiday) upon receipt of the completed form and required document(s).

請將已填妥的表格及所須文件郵寄至香港青衣青衣航運路 36 號亞洲物流中心 - 順豐大廈 9 樓 順豐速運 (香港) 有限公司 - 銷售部，並註明「更改公司月結客戶資料」。

Please mail the completed form and the required document(s) to S.F. Express (Hong Kong) Limited - Sales Department, 9/F, Asia Logistics Hub - SF Centre, 36 Tsing Yi Hong Wan Road, Tsing Yi, Hong Kong. Please indicate "Company Credit Account Customer Information Amendment" on the envelop.

<p style="margin:0;">X</p> <p style="margin:0;">申請日期 Date of Application</p>	<p style="margin:0;">公司授權人簽名及公司印鑒 Authorized Signature and Company Chop</p>
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如有任何查詢，請致電本公司客戶服務熱線 (852) 2730 0273 或電郵至 852smd@sf-express.com。

For any enquiries, please contact our Customer Service Hotlines at (852) 2730 0273 or email to 852smd@sf-express.com.