

Information Change Notice 更改客戶資料通知 (*必須填寫)

*Merchant ID 商戶號碼:
*Merchant Name 商戶名稱:
*Contact Person 聯絡人: *Contact No. 聯絡電話:
*Effective Date 生效日期:

**Request will be handled within 3 business days upon receipt 申請會於本公司收到表格後 3 個工作天內辦理

☐ A) Address Change 更改地址

Our company would like to change the following address (es) 本公司現要求更改地址如下:

☐ All 全部 / ☐ Correspondent Address 辦事處地址 / ☐ Shop Address 營業地址

Enclosed please find the **copy of updated valid Branch or Business Registration Certificate of your record.

**請附上有效之商業登記證副本以供核實。

New Address 新地址: Shop 鋪 / Room 室 _____ Floor 樓 _____ Block 座 _____ Phase 期 _____
Building / Centre / Mansion 大廈 _____
District 區域 _____ HK 香港 / Kln 九龍 / N.T. 新界

☐ B) Others Information Add/Change 增加/更改其他資料

New Contact No. 新聯絡電話: New Fax No. 新傳真電話:

☐ Authorized E-mail(s) for receiving Merchant e-statement service (A maximum of two email address(s) can be registered.)

授權以電郵方式收取商戶電子月結單 (只可登記兩個電郵地址)

1) New Email 新電郵地址:

2) New Email 新電郵地址:

New Contact Person 新聯絡人: MR 先生 / MS 小姐

**Please refer T&C for merchant e-statement service 請參閱商戶電子賬單服務條款及細則

☐ C) Payment Account Change 更改入賬戶口號碼

Our Company would like to change / add the Auto Pay account records.

本公司現要求更改入賬銀行及戶口號碼如下

Bank Name 銀行名稱:

Account Number 戶口號碼:

Enclosed please find the **copy of bank statement / bank book / counterfoil of bank account change.

**請附上有效之銀行月結單 / 存摺 / 支票存根副本以供核實。

Remarks (Other Arrangement) 備註 (其他更改):

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Terms & Conditions for Merchant E-Statement Service:

1. The Merchant E-Statement Service is a discretionary service and is provided for convenience only. Industrial and Commercial Bank of China (Asia) Limited (the "Bank") may terminate or vary the Merchant E-Statement Service or revise these Terms and Conditions at any time without prior notice.
2. The Bank shall have no liability for any failure to provide, or for merchant's failure to receive, the Merchant E-Statement. Merchant should take responsibility to ensure that the computer or any device is compatible to the service and is able to receive the Merchant E-Statement at all times.
3. Merchant understands and agrees that the Merchant E-Statement is not encrypted and will include details pertaining to the merchant account. The Bank will not be responsible for any misuse of the Merchant E-Statement by merchant or anyone else and merchant is responsible for maintaining the security of its equipment used to receive the Merchant E-Statement.
4. The html access of e-statement will only be valid for 3 months, please save it to your reliable source if you need to keep the record.
5. In case of any dispute, the decision of the Bank shall be final and conclusive.
6. In case of any discrepancies between the English and Chinese versions of these terms and conditions, the English version shall prevail.

商戶電子賬單服務條款及細則：

1. 商戶電子賬單服務是一項自由選擇的服務且僅為提供便利之用。中國工商銀行（亞洲）有限公司(下稱<本行>)可以隨時取消或變更商戶電子賬單服務，或更改本條款及細則而不需作另行通知。
2. 本行對未能提供或商戶未能收到商戶電子賬單一概不負上任何責任。商戶應自行負責確保接收商戶電子賬單服務的電腦或其他任何設備與服務相容，並能隨時收到商戶電子賬單服務。
3. 商戶同意商戶電子賬單未經加密且會包括商戶賬戶有關的資料。商戶應負責確保接收商戶電子賬單服務之設備的安全性，對於商戶或其他任何人濫用商戶電子賬單服務的行為，本行概不負擔任何責任。
4. 商戶電子賬單登錄權限為三個月，如商戶需保留賬單紀錄，請自行下載及保全。
4. 如有任何爭議，本行保留最終決定權。
5. 本條款及細則之中英文版內容如有差異，一概以英文版為準。

X _____

Authorized Signature (s) & Company Chop 商戶簽署及蓋章

** Please sign with company chop and return this form together with the required documents (if applicable) to us by fax (25338811) / post or email us at merchant@icbcasia.com. If you have any questions, please email us or contact our Merchant Service Hotline at 25338258.

請將此表格加上簽名及蓋章，並連同所需文件（如適用），一同傳真（25338811）、郵寄或電郵(merchant@icbcasia.com) 至本公司。如有任何疑問，請以電郵或聯絡商戶服務熱線 25338258。