

更改商戶資料通知書

致： KPay Merchant Service Limited (“KPay”)



<p>注意:</p> <p>1.填寫表格前，請詳細閱讀以下條款，並請將填妥之表格正本及有關證明文件的副本寄回「九龍觀塘鴻圖道35號天星中心31樓 (KPay客戶服務部)」收。</p> <p>2.請以正楷填寫此表格，在適當方格內加上「√」號。</p> <p>3.資料更改一般會於收到填妥的表格後 5 個工作天內處理。</p>		<p>業務/法團所用名稱 (與商業登記證相同)</p>																																																							
		<p>商戶編號 (MID)</p>		<table><tr><td>8</td><td>5</td><td>2</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>												8	5	2																																							
8	5	2																																																							
<p><input type="checkbox"/> 更改營業地址 <input type="checkbox"/> 更改註冊地址 <input type="checkbox"/> 更改通訊地址 (更改地址須同時提供商業登記證/租約/地址證明)</p>																																																									
<p>更改後的地址</p>																																																									
<p><input type="checkbox"/> 更改聯絡人資料</p>																																																									
<p>更改後的聯絡人資料</p>		<table><tr><td><input type="checkbox"/> Mr.</td><td><input type="checkbox"/> Ms.</td><td><input type="checkbox"/> Mrs.</td><td colspan="10">姓氏</td><td colspan="3">名字</td></tr><tr><td colspan="15">職銜 / 職位</td><td colspan="1">聯絡電話號碼</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>														<input type="checkbox"/> Mr.	<input type="checkbox"/> Ms.	<input type="checkbox"/> Mrs.	姓氏										名字			職銜 / 職位															聯絡電話號碼										
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職銜 / 職位															聯絡電話號碼																																										
<p><input type="checkbox"/> 更改聯絡電郵 (此電郵會用作KPay商戶手機應用程式/KConnect登入賬號、接收結算報表及公司相關資訊)</p>																																																									
<p>更改後的電郵地址</p>																																																									
<p><input type="checkbox"/> 更改收款銀行賬戶 (須同時提供最近3個月內的銀行文件，文件須清楚顯示銀行名稱、賬戶名稱及賬戶號碼)</p>																																																									
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<p>更改後的賬戶名稱</p>																																																									
<p>更改後的賬戶號碼</p>		<table><tr><td colspan="3">銀行號</td><td colspan="3">分行號</td><td colspan="6">銀行號碼</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>														銀行號			分行號			銀行號碼																																			
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<p><input type="checkbox"/> 線下收款服務 (終端機適用)</p>																																																									
<p><input type="checkbox"/> 新增終端機</p>		<p><input type="checkbox"/> ____ 部 x 開戶費HK\$2,000 = HK\$ ____ (繳款方式: <input type="checkbox"/> 支票號碼: ____ <input type="checkbox"/> 轉數快參考編號: ____)</p>																																																							
<p><input type="checkbox"/> 新增支付渠道服務計劃</p>		<p><input type="checkbox"/> 支付寶 <input type="checkbox"/> 微信支付 <input type="checkbox"/> Visa <input type="checkbox"/> 萬事達卡 <input type="checkbox"/> JCB <input type="checkbox"/> 中國銀聯 <input type="checkbox"/> 銀聯雲閃付 <input type="checkbox"/> 其他:</p> <p><input type="checkbox"/> 綁定商用版八達通 – 手續費: HK\$ ____ (繳款方式: <input type="checkbox"/> 支票號碼: ____ <input type="checkbox"/> 轉數快參考編號: ____)</p>																																																							
<p><input type="checkbox"/> 無卡收款服務 (收款連結適用)</p>																																																									
<p>更改後的客戶服務熱線</p>		<p><input type="checkbox"/> 更改網店商標 (格式要求: 96px*96px, JPEG或PNG檔, 不超過2MB) 電郵至cs@kpay-group.com</p>																																																							
<p>更改後的客戶服務電郵</p>																																																									
<p><input type="checkbox"/> 其他更改</p>																																																									
<p>請註明</p>																																																									
<p>簽署</p>																																																									
<p>本人/吾等確認以上所提供的資料均屬真確，並同意接受KPay的有關條款及細則約束。如有虛假不實，本人/吾等將承擔全部責任。</p>																																																									
<p>✕</p> <p>授權人簽署*</p>		<table><tr><td>授權人姓名</td><td colspan="13"></td></tr><tr><td>授權人身份證明文件號碼</td><td colspan="13"></td></tr><tr><td>日期</td><td colspan="13">DD / MM / YYYY</td></tr></table>														授權人姓名														授權人身份證明文件號碼														日期	DD / MM / YYYY												
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<p>*授權人必須為商戶之董事或實益擁有人(個人持份比例多於25%)</p>																																																									

CHANGE OF MERCHANT INFORMATION FORM



To: KPay Merchant Service Limited ("KPay")

Note: 1.Please read all the following terms before signing and return the completed form true copy with attachments (if any) to "31/F, Fun Tower, 35 Hung ToRoad, Kwun Tong, Hong Kong (KPay Customer Service Team)". 2.Please complete in BLOCK LETTERS and "✓" where appropriate. 3.The change will normally be processed within 5 business days from receiptof a duly completed Form.		Legal/ Registered Name (Same as BR)																				
		Merchant No. (MID)	8	5	2																	
<input type="checkbox"/> Change of Physical Address <input type="checkbox"/> Change of Legal Address <input type="checkbox"/> Change of Mailing Address (Please provide the new Business Registration Certificate or tenancy agreement or proof of address)																						
Address																						
<input type="checkbox"/> Change of contact details																						
Contact details		<div><input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. Last Name First Name</div> <div>Title / Position Contact Number <div></div></div>																				
<input type="checkbox"/> Change of email address (The email is used for KPay Merchant App / KConnect login, receipt of daily report and company related information)																						
Email Address																						
<input type="checkbox"/> Change of beneficial bank account (Please provide bank document issued with last 3 months; bank name, account name and account no. must be clearly specified)																						
Bank name																						
Account name																						
Account no.		<div>Bank code Branch code Account no.</div> <div><div></div><div></div><div></div>—<div></div><div></div><div></div>—<div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>																				
<input type="checkbox"/> Offline Payment Service (Applicable for POS terminal)																						
<input type="checkbox"/> Add POS Terminal(s)		<input type="checkbox"/> ___ Unit(s) x Activation Fee HK\$2,000 = HK\$ _____ (Paid by: <input type="checkbox"/> cheque: _____ <input type="checkbox"/> FPS: _____)																				
<input type="checkbox"/> Add payment gateways		<input type="checkbox"/> Alipay <input type="checkbox"/> WeChat Pay <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> JCB <input type="checkbox"/> China UnionPay <input type="checkbox"/> Others:																				
		<input type="checkbox"/> Linkup Octopus App for Business – Surcharge HK\$ _____ (Paid by: <input type="checkbox"/> cheque: _____ <input type="checkbox"/> FPS: _____)																				
<input type="checkbox"/> Card-Not-Present Payment Service (Applicable for Payment Link)																						
Customer service hotline		<input type="checkbox"/> Request change of online store logo (File format: 96px*96px, JPEG or PNG file, <2MB) Email to cs@kpay-group.com																				
Customer service email																						
<input type="checkbox"/> Others																						
Please specify																						
Signature																						
<p>I/We, the Merchant, confirm that the information given above is true and complete and, agree to be bound by the applicable terms and conditions of KPay. I/We, the Merchant, agree to take full liability for any loss arising out of making a false declaration.</p> <div><div><div>✕</div><div>_____</div><div>Authorised Signature*</div><div>*The Authorized Signor must be the director / beneficial owner with ownership more than 25% of the Merchant.</div></div><div><table><tr><td>Full name of Authorised Signor</td><td></td></tr><tr><td>Identification Document no. of Authorised Signor</td><td></td></tr><tr><td>Date</td><td>DD / MM / YYYY</td></tr></table></div></div>																	Full name of Authorised Signor		Identification Document no. of Authorised Signor		Date	DD / MM / YYYY
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Identification Document no. of Authorised Signor																						
Date	DD / MM / YYYY																					

Internal use only			
Date and time check		Sign by (full name)	