

## 更改商戶資料通知書



致： KPay Merchant Service Limited (“KPay”)

注意： 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。 2. 請以正楷填寫此表格，在適當方格內加上「✓」號。 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。	業務/法團所用名稱 (與商業登記證相同)	
	商戶編號 (MID)	8 5 2

更改營業地址     更改註冊地址     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)

更改後的地址	
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更改聯絡人資料

更改後的聯絡人資料	<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

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)

更改後的電郵地址	
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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)

更改後的銀行名稱	
更改後的賬戶名稱	
更改後的賬戶號碼	銀行號    分行號    銀行號碼

新增終端機

\_\_\_\_ 部 x 開戶費 HK\$2,000 = HK\$ \_\_\_\_\_ (繳款方式:  支票號碼: \_\_\_\_\_  轉數快參考編號: \_\_\_\_\_)

新增支付渠道服務計劃

支付寶     微信支付     Visa     萬事達卡     JCB     中國銀聯     銀聯雲閃付     其他:

綁定商用版八達通 - 手續費: HK\$ \_\_\_\_\_ (繳款方式:  支票號碼: \_\_\_\_\_  轉數快參考編號: \_\_\_\_\_)

其他更改

請註明	
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簽署

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。

X _____ 授權人簽署*	授權人姓名	
	授權人身份證明文件號碼	
	日期	

\*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%)

Internal use only	
Date and Time (Check)	Sign by (Full name)

# 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 To Road, Kwun Tong, Hong Kong (KPay Customer Service Team)". 2. Please complete in <b>BLOCK LETTERS</b> and "v" where appropriate. 3. The change will normally be processed within 5 business days from receipt of a duly completed Form.	Legal/ Registered	
	Name (Same as BR)	
	Merchant No. (MID)	8 5 2

**Change of Physical Address**    
  **Change of Legal Address**    
  **Change of Mailing Address**  
 (Please provide the new Business Registration Certificate or tenancy agreement or proof of address)

Address

**Change of contact details**

Contact details

Mr    Ms.    Mrs.    
 Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
 Title / Position \_\_\_\_\_ Contact Number \_\_\_\_\_

**Change of email address (The email is used for KPay Merchant App / KConnect login, receipt of daily report and company related information)**

Email address

**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.     Bank code     Branch code     Account no.

**Add POS Terminal(s)**

\_\_\_\_\_ Unit(s) x Activation Fee HK\$2,000 = **HK\$** \_\_\_\_\_ (Paid by:  Cheque: \_\_\_\_\_  FPS: \_\_\_\_\_)

**Add payment gateways**

Alipay    WeChat Pay    Visa    Mastercard    JCB    China UnionPay    UnionPay App    Others:

Linkup Octopus App for Business – Surcharge: **HK\$** \_\_\_\_\_ (Paid by:  Cheque: \_\_\_\_\_  FPS: \_\_\_\_\_)

**Others**

Please specify

**Signature**

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.

X \_\_\_\_\_

**Authorised Signature\***

Full name of Authorised Signor	
Identification Document no. of Authorised Signor	
Date	

\*The Authorized Signor must be the director / beneficial owner with ownership more than 25% of the Merchant.

**Internal use only**

Date and Time (Check) \_\_\_\_\_ Sign by (Full name) \_\_\_\_\_