

Date :

Kindly complete the form in English
請以英文填此表格

To : Merchant Maintenance Team 商戶服務部

Name of Merchant contact person 商戶聯絡人姓名	For Internal Use Only: Consultant : <input type="checkbox"/> Case No: <input type="checkbox"/> Memo	
Merchant fax number 商戶傳真號碼	American Express Fax Number 美國運通傳真號碼	800 965 071

American Express Merchant Number : 9 8 1

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Total 2 Pages (incl. cover note) 共 2 頁 (包括本頁)

YOUR CURRENT INFORMATION MAINTAINED WITH AMERICAN EXPRESS
If your information has changed, kindly advise us in the check boxes below
貴商戶於美國運通記錄內的現有資料* 如資料有更改, 請於適當方格內加上 號

Company Name :
公司名稱 (As printed on business registration form 須與商業登記上之公司名稱相符)

Trading Name / Shop Name :
商舖名稱 (If differs from Company Name 如與公司名稱不同)

Phone Number 電話號碼 : (852) Fax Number 傳真號碼 : (852)

CHANGE OF BANK ACCOUNT 銀行戶口資料更新
* Please attach a copy of your new bank support * 請提供銀行證明文件副本
** Should your bank account name change & there is no change of ownership, please attach a copy of your Business Registration Form as well ** 如擁有權不變但須更新銀行賬戶名稱, 請同時提供商業登記副本。
(Bank supports - either a bank deposit slip / voided cheque / top part of your bank statement / confirmation letter from the bank showing the bank logo, printed account number, and payee name for verification of your new bank account details)
(銀行證明文件-包括銀行入數單 / 無效支票 / 銀行月結單的上半部份 / 確認新銀行戶口資料的銀行核實信)

New Bank Name 新銀行名稱 :

New Bank Branch Address 新銀行分行地址 :

New Bank Account Name / New Payee Name:
新銀行戶口受款人姓名 (Company Name in which account is held 銀行賬戶公司名稱)

New Bank ID 新銀行 / Branch Code 分行編號 :

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New Bank Account Number 新銀行賬戶號碼 :

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GENERAL MERCHANT INFORMATION 一般商戶資料
Please select the appropriate box to update your new merchant details 請於適當方格內加上 號, 並提供更新資料

Change of Trading Name / Shop Name 商舖名稱更新
New Trading Name 新商舖名稱 :

Terminal provided by American Express 美國運通終端機 Terminal provided by other bank (Please call bank to initialize new trading name) 其他銀行終端機 (請聯絡銀行更新商戶名稱)

Change of Registered Company Name (Please provide a copy of Certificate of Incorporation (CR or CI) for validation of the new Company Name) 註冊公司名稱更新(請提供公司註冊證明書副本,以核實新公司名稱)



New Registered Company Name 新登記之公司名稱 :.....
Change of Physical Address (Trading Location) 更新商舖地址

New Trading Address 新商舖地址:, **City** 區域 :.....

New Tel Number : **New Fax Number:**
新電話號碼 新傳真號碼

Terminal provided by American Express 美國運通終端機 **Terminal provided by other bank (Please call bank to initialize new physical address)** 其他銀行終端機 (請聯絡銀行更新商戶地址)

Change of Settlement Address (For Merchant Statements) 更新辦公室地址
New Settlement Address 新辦公室地址:, **City** 區域 :.....

Change of Correspondence Address (if different from Physical / Settlement address)
更新通訊地址 (如與商舖/辦公室地址不同)
New Correspondence Address 新通訊地址:, **City** 區域 :.....

To add New Authorised Signatories (**If you are not the authorised signatory please provide a copy of current Business Registration Form or bank support as per our records such as deposit slip / voided cheque / top part of your bank statement showing the bank logo, printed account number, and payee name for validation*) 新增簽署人(*如閣下並非授權簽署人, 請提供現時商業登記副本或銀行證明文件以作核實,如入數單/無效支票銀行月結單的上半部份)

(1) **Name of New Authorised Person** 新授權人名稱:.....
Business Title 職銜 :

Identity Card Number (I / D):..... **Signature:**
身份證號碼 簽署

(2) **Name of New Authorised Person** 新授權人名稱:,
Business Title 職銜:

Identity Card Number (I / D):..... **Signature:**
身份證號碼 簽署

NB: If new signatory replaces an existing signatory, please ensure the signatory to be deleted is detailed below

註: 如新簽署人將代替現有簽署人, 請將現時簽署人從記錄中刪除, 如下:

Existing Authorised Signatories to be deleted 請刪除現時的授權簽署人
(1) **Name** 姓名:,
(2) **Name** 姓名:

Declaration 聲明

The signers indemnify and warrant American Express that they are duly authorised by the merchant company to deal with American Express all relevant matters relating to the acceptance of American Express Card. The signers agree to be bound by American Express terms and conditions for Card Acceptance. Details of the terms and conditions have been provided to the merchant with account set up materials or will be provided to the merchant when it sign up a new merchant acceptance contract with American Express due to change of ownership. The signers agree to accept the American Express Card unconditionally and not to charge Cardmembers any fees for using the Card

簽署人向美國運通保證有關商戶已授權他們與美國運通相討所有有關接納運通的事宜。簽署人同意受接納美國運通卡的條款及細則限制。有關條款細則詳情已連同商戶戶口開立之資料一併提供予商戶;或該詳情將會於商戶因更改擁有權而簽署新的接納運通卡特約商戶合約時提供予商戶。簽署人同意無限制條件下接納運通卡, 及不會向運通卡會員因憑卡消費而徵收費用。

I confirm that there have been no changes to the ownership of the business.

本人確認本公司的擁有權並無改變。

(Please sign here 請於此處簽署) x

Signatory's Name & Company Stamp

簽署人姓名及公司蓋印

Business Title

職銜



American Express Int'l, Inc.,
(Incorporated with Limited Liability in U.S.A)
18/F Cityplaza 4,
12 Taikoo Wan Road,
Taikoo Shing, Hong Kong
Hotline: 2277 2277
Fax: 800 965 071