

MERCHANT MAINTENANCE FORM - HONG KONG

(Kindly complete the form in English 請以英文填寫此表格)

To: Merchant Maintenance Team 商戶服務部

American Express Merchant Number 美國運通商戶號碼 _____

Note 備註: 1. Merchant Number is 10 digits and starts with 981. If your request covers more than one Merchant Number, please attach a list and write "as per attached list" in the Merchant Number box. 商戶號碼以 981 開頭，一共 10 位數字。如果你的申請多於 1 個商戶號碼，請提供額外清單並在美國運通商戶號碼空格內注明「請參閱附件」。
2. Total 5 Pages (incl. cover note) 共 5 頁 (包括本頁)

REQUESTOR'S CONTACT INFORMATION 申請者聯絡資料

Name of Requestor 申請者的姓名 _____ Phone Number 電話號碼 _____

Email Address 電郵地址 _____ Effective Date 生效日期 _____

Note 備註: This email address is to update you on the progress of this request. 此電郵地址將用作向您跟進有關申請進度。
Effective date is the date of when the changes take effect into mentioned merchant account. 生效日期是指商戶資料更新的日期。

TYPES OF MAINTENANCE 更新資料的類型

- A. Update of General Merchant Information 更新一般商戶資料
- B. Update of Bank Account 更新銀行賬戶資料
- C. Update of Authorized Signatories 更新授權簽署人
- D. Update of Beneficial Owner Details 更新受益擁有人資料
- E. Update of Director and Management Details 更新董事及管理層資料

IMPORTANT 注意

1. If there are any changes with the first 8 digits of the business registration number, update of merchant account cannot be done. 如首 8 位商業登記號碼有所更改，此表格不能用作更新任何資料。
2. To help us complete your request, please make sure all relevant fields have been completed. 為確保完成您的申請，請於適當位置填寫正確資料。
3. An incomplete form or missing supporting documentation will delay the processing of your request. 如表格資料或證明文件不足將會延遲申請要求。
4. If the information has changed, kindly advise us in the check box. 如資料有所更改，請於適當方格內加上✓號。
5. If this form is **not signed by an Authorized Signer**, please provide either a copy of current Business Registration Certificate OR a copy of current bank document. 如此表格並非由授權簽署人簽署，請提供現時公司商業登記副本或任何一份銀行證明文件副本。
6. Bank document: A copy of Current Bank Statement (for privacy purposes, you may mask out any other transactions/balances), Current Pre-Printed Deposit Slip, Voided Cheque, Confirmation Letter from the Bank (signed by a bank officer). Bank document must display bank account number, payee name, bank name, and bank logo. 銀行證明文件: 銀行月結單副本(基於私隱考量，您可遮蓋其他交易和結餘)，入數單，無效支票，銀行發出證明信件(需有銀行負責人簽署)。銀行文件必需具備銀行戶口號碼，收款銀行賬戶名稱，銀行名稱，及銀行標誌。

A. UPDATE OF GENERAL MERCHANT INFORMATION 更新一般商戶資料

For update of Legal Entity Name 更新公司註冊名稱:

- Please provide a copy of Certificate of Incorporation (CR or CI) for validation of the new Legal Name.
請提供公司註冊證明書副本，以核實新公司名稱。
- If this form is **not signed by an Authorized Signer**, please provide either one of a copy of the current bank documents.
如此表格並非由授權簽署人簽署，請提供現時任何一份銀行證明文件副本。

- ☐ New Trading Name 新商店名稱 _____
(Maximum 38 characters, including spaces. 不能超過 38 個英文字母，包括空格)
- ☐ New Trading Address 新商店地址 _____
_____ District 區域 _____
- ☐ New Settlement Address 新辦公室地址 _____
(For Merchant Statements 以接收月結單) _____
_____ District 區域 _____
- ☐ New Correspondence Address 新通訊地址 _____
(If different from Trading/ Settlement Address 如與商店/辦公室地址不同) _____
_____ District 區域 _____
- ☐ New Legal Entity Name 新公司註冊名稱 _____
(Maximum 38 characters, including spaces. 不能超過 38 個英文字母，包括空格)
- ☐ Principal Place of Business 主要營業地點 _____
- ☐ Registered Address 公司註冊地址 _____
- ☐ New Tel Number 新電話號碼 _____ New Fax Number 新傳真號碼 _____
New Email Address 新電郵地址 _____
- ☐ Place Of Incorporation 註冊地點 _____ ☐ Date Of Incorporation 註冊日期 _____
- ☐ Entity Type 實體類型 _____ ☐ Industry Type 產業類型 _____
- ☐ Registration/Incorporation document type 註冊/成立文件類型 _____

B. UPDATE OF BANK ACCOUNT 更新銀行戶口資料

1. Please provide either one of a copy of the following bank documents 請提供以下其中一份銀行證明文件:

- New Bank Statement (for privacy purposes, you may mask out any other transactions/balances) 新銀行月結單 (基於私隱考量您可遮蓋其他交易和結餘)
- New Pre-Printed Deposit Slip 新入數單
- Bank Confirmation Letter (signed by a bank officer) 銀行發出證明信件(需有銀行負責人簽署)
- Voided Cheque (無效支票)

Note: Bank documents must display bank account number, payee name, bank name and bank logo. 備註: 銀行文件必需具備銀行戶口號碼，受款銀行賬戶名稱，銀行名稱，及銀行標誌。

2. If there are any changes in Legal Entity Name, please refer to Section A. 如公司註冊名稱有所更改，請參閱 A 部分。

3. If there are any changes in Payee Name, please provide a copy of New Business Registration Certificate. 如受款銀行賬戶名稱有所更改，請提供新公司商業登記證明副本。

- ☐ New Bank Name 新銀行名稱 _____
New Bank ID and Branch Code (6 digits) 新銀行及分行編號 (6 位數字) _____
New Bank Account Number 新銀行賬戶號碼 _____
Current Bank ID and Branch Code (6 digits) 現時銀行及分行編號 (6 位數字) _____
Current Bank Account Number 現時銀行賬戶號碼 _____
- ☐ New Payee Name 新受款銀行賬戶名稱 _____
(Name which is registered with the bank / appears on bank documents. Maximum 38 characters, including spaces. 受款銀行賬戶名稱會顯示在銀行文件上。不能超過 38 個英文字母，包括空格)

C. UPDATE OF AUTHORIZED SIGNATORIES 更新授權簽署人

1. Authorized Signatory must be 授權簽署人必須為:

- Director or above for a corporation, or an individual that has the delegated authority to act on behalf of the entity 公司董事或以上級別人士，或授權代表公司的個人
- Partner 合作夥伴
- Owner of the sole trader 獨資公司持有人
- Any other authorized individual to act on behalf of the entity according to the agreement/deed or equivalent document of an unincorporated body 根據協議/契據或非法團性質之組織的同等文件所授權代表公司的個人。

2. If the newly added Authorized Signatory is 如新增授權簽署人為:

- **A HK Permanent Resident**, please provide a copy of the current HKID. 香港永久居民，請提供身份證副本。
- **A Non-HK Permanent Resident**, please provide a copy of a current Passport (validity of 6 months). 非香港永久居民，請提供現時護照個人資料頁副本(六個月的有效期)。

☐ Add New Authorized Signatory 新增授權簽署人

Full Name 姓名 _____ Nationality 國籍 ID _____

Document type 證件類型 _____ ID Document number 證件號碼 _____

Date of Birth 出生日期 _____ Position in Company 職銜 _____

Residential Address 住址 _____

☐ Add New Authorized Signatory 新增授權簽署人

Full Name 姓名 _____ Nationality 國籍 ID _____

Document type 證件類型 _____ ID Document number 證件號碼 _____

Date of Birth 出生日期 _____ Position in Company 職銜 _____

Residential Address 住址 _____

☐ Add New Authorized Signatory 新增授權簽署人

Full Name 姓名 _____ Nationality 國籍 ID _____

Document type 證件類型 _____ ID Document number 證件號碼 _____

Date of Birth 出生日期 _____ Position in Company 職銜 _____

Residential Address 住址 _____

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

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 Authorized Signatories to be deleted 刪除現時的授權簽署人

(1) Full Name 姓名 _____ (2) Full Name 姓名 _____

(3) Full Name 姓名 _____ (4) Full Name 姓名 _____

D. UPDATE OF BENEFICIAL OWNER DETAILS 更新受益擁有人資料

1. Please provide details of any individual who controls or owns 25% or more of the voting rights or shares or who has the ultimate control of the entity. 凡持有 25%或以上表決權或股份的受益擁有人，必須提供個人資料。
2. The ownership may be indirect via another entity for example, a parent company, a trust or a holding company. 擁有權可以通過其它實體形式構成，例如母公司，信託公司或控股公司。
3. If the beneficial owner is 如受益擁有人為：
 - **A HK Permanent Resident**, please provide a copy of the current HKID. 香港永久居民，請提供身份證副本。
 - **A Non-HK Permanent Resident**, please provide a copy of a current Passport (validity of 6 months). 非香港永久居民，請提供現時護照個人資料頁副本(六個月的有效期)。

☐ Beneficial Owner 受益擁有人 1

Full Name 姓名 _____

Date of Birth 出生日期 _____ Nationality 國籍 ID _____

Document type 證件類型 _____ ID Document number 證件號碼 _____

Residential Address 住址 _____

☐ Beneficial Owner 受益擁有人 2

Full Name 姓名 _____

Date of Birth 出生日期 _____ Nationality 國籍 ID _____

Document type 證件類型 _____ ID Document number 證件號碼 _____

Residential Address 住址 _____

☐ Beneficial Owner 受益擁有人 3

Full Name 姓名 _____

Date of Birth 出生日期 _____ Nationality 國籍 ID _____

Document type 證件類型 _____ ID Document number 證件號碼 _____

Residential Address 住址 _____

☐ Beneficial Owner 受益擁有人 4

Full Name 姓名 _____

Date of Birth 出生日期 _____ Nationality 國籍 ID _____

Document type 證件類型 _____ ID Document number 證件號碼 _____

Residential Address 住址 _____

E. UPDATE OF DIRECTOR/ MANAGEMENT DETAILS 更新董事/管理層資料

1. Please provide the names of all Directors/ Partners/ Trustees (where applicable) if they are not Beneficial Owner. 請提供所有非受益擁有人的董事/合夥人/信託人的姓名(如適用)。
2. Should there be a need for further documentation, we will reach out to you accordingly. 如需提供更多文件，我們將與您聯繫。

☐ Full Name 姓名 _____ Date of Birth 出生日期 _____
Residential Address 住址 _____

☐ Full Name 姓名 _____ Date of Birth 出生日期 _____
Residential Address 住址 _____

☐ Full Name 姓名 _____ Date of Birth 出生日期 _____
Residential Address 住址 _____

Declaration 聲明

The signers indemnify and warrant American Express that they are duly authorized 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証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。簽署人同意接受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 hereby confirm that I have the authority to sign on behalf of the Merchant and, except to the updates specified in this form, there's no other change to the Merchant, and all information provided in this form is complete, true and accurate. 本人在此確認，商戶已授權本人代表簽署，除本表格中註明的更新外，商戶沒有其他變動及本表格中提供的所有信息均完整、真實及準確。



(Please sign here 請於此處簽署) x

Signatory's Name
簽署人姓名

Business Title
職銜

Date
日期

Company Stamp
公司蓋印