個人月結客戶專用
For Personal Credit Account Use

香港個人月結客戶資料更改表格
Hong Kong Personal Credit Account Customer Information Amendment Form

個人月結號碼 Personal Credit Account No.:
月結帳戶持有人姓名 Credit Account Holder Name:

請在適當空格內加入「✓」號 (Please「✓」the appropriate box)：

☐ *更改地址 Change of Address*

注意事項 Remarks：
必須提交顯示月結帳戶持有人姓名的最近三個月之有效**住宅地址證明副本**
Effective **Residential Address Proof** dated within the latest three months for the credit account holder **MUST** be provided

英文 English ：

中文 Chinese ：

☐ [1] *更改聯絡人資料 Change of Contact Person(s) Information*

	姓名 Name	電話 Telephone No.	手提電話 Mobile No.	電郵地址 Email Address 請以英文正楷填寫 Please use English block letters	傳真 Fax	[3] 電子賬單管理員 E-Bills Administrator
聯絡人 Contact Person						☐
[2] 財務聯絡人 Financial Contact Person						☐

☐ 本人不欲收到任何市場推廣或宣傳之訊息 I do not wish to receive promotional materials from S.F. Express.

順豐速運可能將客戶提供的資料用於本公司或本公司之業務夥伴作市場推廣及宣傳之用途。
The above information may be used by S. F. Express or S.F. Express's business partners for promotional purposes.

#備註 Remarks:

[1] **以上更改資料將取代原有紀錄。**The original records will be replaced by the above changes.
[2] **財務聯絡人的電郵地址將收到由本公司發出的電子賬單，如您需要新增超過一個電子賬單電郵地址，可自行於表格內填寫。**The email address of Financial Contact Person will receive the E-Bills issued by S.F. Express. If you are required to add more than one E-Bills email address, please fill in the above table.
[3] **電子賬單上將顯示一位管理員的資料，請指定一位聯絡人成為管理員並在方格內加上「✓」號。**The contact information of the Administrator will be shown on E-bills. Please assign one contact person to be administrator and enter「✓」in the box.

生效日期 Effective Date*:
(*必須填寫 Required)

☐ **即時生效# With Immediate Effect**

☐ **由 From** _____ / _____ / _____ **開始**
年 Year 月 Month 日 Day

注意事項 Remarks：
必須提供月結帳戶持有人**香港身份證副本**
A copy of credit account holder's **Hong Kong Identity Card MUST** be provided

X

_____ **簽署 Signature**

_____ **申請日期 Date of Application**

請將已填妥表格及所須文件傳真至(852) 29592202或郵寄至香港青衣青衣航運路36號亞洲物流中心-順豐大廈9樓順豐速運(香港)有限公司-銷售部，並註明「更改個人月結客戶資料」
Please fax the completed form and the required document(s) to (852) 29592202or mail to S.F.Express (Hong Kong) Limited-SalesDepartment, 9/F, Asia Logistics Hub–SF Centre, 36 Tsing Yi Hong Wan Road, Tsing Yi, Hong Kong.Pleasekindlymark"Personal Credit Account Customer Information Amendment".

#本公司將在收到完整的表格及所須文件後兩至三個工作天內完成您的申請（不包括星期六、日及公眾假期）。
The application will be completed within two to three working days (excluding Saturday, Sunday and public holiday) upon receipt of the completed form and required document(s).

如有任何查詢，請致電本公司客戶服務熱線 (852) 2730 0273 或電郵至 852smd@sf-express.com。
For any enquiries, please contact our Customer Service Hotlines at (852) 2730 0273 or email to 852smd@sf-express.com.