

TRADELINK SERVICE CHANGE FORM (Billing Related)

請以英文正楷填寫，並在適當的地方加上剔號 ☑。
Please complete in BLOCK Letters and tick ☑ where applicable.

客戶編號 CETS ID: _____

公司名稱 Company Name: _____

第一部分：更改帳單聯絡人及按金 PART 1 : CHANGE OF BILLING CONTACT AND DEPOSIT

新帳單聯絡人姓名 Name of New Billing Contact	電話號碼 Telephone No.	傳真號碼 Fax No.

現有按金金額 Existing Deposit	➔	新按金金額 New Deposit
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增加按金 Increase Deposit

經由自動轉帳 By Autopay	附支票 ¹ Cheque attached ¹ 電子支票 ¹ E-Cheque ¹	附入數紙 ² Pay-in slip attached ²	經由「轉數快」 ³ - 毋須填寫此表格 By Faster Payment System (FPS) ³ - Filling in this form is not required
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減少按金 Reduce Deposit

存入我們貿易通帳戶 Credit our Tradelink account	郵寄支票給我們 ⁴ Send a cheque to us by Post ⁴	直接存入本公司銀行戶口 - 銀行帳戶名稱與貿易通註冊之客戶名稱 必須相同 。 Direct Refund to our company Bank Account - Bank account name and customer name registered in Tradelink must be the same .	銀行編號 分行編號 帳戶號碼 Bank No. Branch No. Account No.
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第二部分：更改帳單週期 PART 2 : CHANGE OF BILLING CYCLE

每周 Weekly

每兩周 Bi-Weekly

每月 Monthly

第三部分：接受條款及細則 PART 3 : ACCEPTANCE OF TERMS AND CONDITIONS

據本人所知，上述資料全屬真確，請處理以上提交之更改資料。本人已閱讀、明白及接受於貿易通合約內條款及細則所訂之現行服務收費。任何指示、安排與交易均為貿易通的條款及細則所制約。此等條款及細則亦載於貿易通網站 www.tradelink.com.hk/pdf/tnc_chi.pdf。本人保存及/或繼續使用本戶口，即表示本人同意及接受此條款及細則。All of the above information is correct to the best of my knowledge. Please process the change as specified above. I have read, understood and accepted the current service rates and the Terms and Conditions. All instructions, arrangements and transactions are subject to and governed by the Terms and Conditions. Copies of such Terms and Conditions are available from www.tradelink.com.hk/pdf/tnc.pdf. My retention and/or continuance of use of the Account constitute my agreement and acceptance of the Terms and Conditions.

簽名 Signature (請選擇適當的部份 Please select the appropriate.) 服務登記負責人 Registration Authorizer 東主 Sole Proprietor	公司蓋章 Company Chop 公司董事 Company Director 股東 Partner	日期 Date (yyyy / mm / dd) (年 / 月 / 日)
姓名 (請用正楷) Name (in block letter) 請與身份證/護照相同 Same as HK ID card/passport.	電話號碼 Tel. No.:	

Notes to customers / 客戶備註:

- 支票或電子支票抬頭寫：「貿易通電子貿易有限公司」，請把支票連同本表格正本郵寄到本公司下列之地址。
若使用電子支票，請在電子支票「備註」欄註明「客戶編號」(CETS ID) 及「增加按金」字句，然後連同本表格電郵至 echqcs@tradelink.com.hk 便可。
Please make cheque /E-cheque payable to "Tradelink Electronic Commerce Ltd.". Please mail it with this original form to our address below. For E-cheque please email together with this form to echqcs@tradelink.com.hk. Please put [i] your cets id, and [ii] "add deposit" wordings in the remarks of the e-cheque.
- 直接把支票/現金存入我們在 香港上海滙豐銀行 帳號: 004-567-778360001，然後請把銀行入數紙及此表格傳真到 2199 5101 電郵至 cs@tradelink.com.hk。
Please pay in cheque/cash to our account no. 004-567-778360001 with HongKong and Shanghai Banking Corporation, and then, send the pay-in slip with this form to us by fax at 2199 5101 or email to cs@tradelink.com.hk.
- 請瀏覽網址 "tradelink.com.hk/fps_tc"，在「付款類別」一欄選擇「增加按金」，然後按照指示完成「轉數快」付款。按金金額將於完成「轉數快」付款後更新，客戶亦毋須填寫此表格。
Please visit webpage "tradelink.com.hk/fps", select "Increase Deposit" in the field "Payment Type" and follow the instructions to complete FPS payment. Deposit amount will be updated after FPS payment is completed, and filling in this form is not required.
- 簽發支票的行政費請閱覽於 www.tradelink.com.hk 內的收費目錄。
A Cheque Issuing Administrative Charge will be imposed, please refer to the price list at www.tradelink.com.hk.

請填妥表格並寄回以下地址: Please complete the form and mail to our address below:

貿易通電子貿易有限公司

香港葵涌和宜合道63號麗晶中心B座11樓。

Tradelink Electronic Commerce Limited 11/F, Tower B, Regent Centre, 63 Wo Yi Hop Road, Kwai Chung, HK

Email: cs@tradelink.com.hk Fax: (852) 2506 0388

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