



Change of Merchant Particulars Instruction Form

更改資料指示表格

Note 注意: Please complete this form in English BLOCK LETTERS (請以英文正楷填寫本表格)

TO	EPSCO
ATTN	
FAX	3409 1468

Merchant Name 商戶名稱		Merchant No. 商戶編號
Contact Person 聯絡人 (Mr/Ms/Mrs)	Telephone No. 電話號碼	Fax No. 傳真號碼

Part 1 Change of Bank Account Number for IEPS/CBP/PPS Shop&Buy Proceed 更改銀行戶口資料

<input type="checkbox"/> Effective Date 生效日期: Date / <input type="checkbox"/> With immediate effect 即時生效			
New Bank Name 新銀行名稱	Please allow 7 working days for change of Bank-in Account and 6 working weeks for change of Autopay Account from the date of receipt of this instruction for the Banks to update your records. Besides, please provide Company Bank Account Pay-in slip or Statement's Copy. 由收到此指示之日起, 銀行需時七個工作天作入數戶口更改記錄, 或六個工作星期作自動轉賬扣數戶口更改記錄, 另請附上貴公司之銀行賬戶入數收據或月結單副本。		
New Bank Account No. 新銀行戶口號碼			
<input type="checkbox"/> Bank-in Account 銀行入數戶口		Effective Date 生效日期: Date	
<input type="checkbox"/> Autopay Account 自動轉賬扣數戶口		<input type="checkbox"/> Stop existing A/C immediately 即時停止現時扣數戶口 <input type="checkbox"/> Use existing A/C until new A/C set up 繼續使用現時扣數戶口, 直至成功設立新自動轉賬戶口	
FOR EPSCO USE ONLY			
Send DDA Form		Yes	No
Action Taken		Date	

Part 2 Change of Company Registration Name (Please provide Business Registration Certificate, Certificate of Incorporation or relevant information) 更改商戶註冊名稱(請附上貴公司之商業登記證, 公司註冊證書或其他相關資料)

English 英文
Chinese 中文
Change of Company Name (English) to be appeared in our record (max length: 35 characters space inclusive) 更改在易辦事公司記錄的商戶名稱(英文)連空格最多 35 個位
Change of Company Name (Chinese) to be appeared in our record (max length: 20 characters) 更改在易辦事公司記錄的商戶名稱(中文)最多 20 個字

Part 3 Change of Merchant Name (English) to be appeared on receipt record for CBP merchants 更改在收據上的商戶名稱(英文)

a) Existing merchant Name (English) 現時收據上的商戶名稱(英文)	New Merchant Name (English) max length: 15 characters space inclusive 新商戶名稱(英文)連空格最多 15 個位
b) Existing Merchant Name (Chinese) 現時商戶名稱(中文)	New Merchant Name (Chinese) max length: 7 characters space inclusive 新商戶名稱(中文)最多 7 個字

Part 4 Change of Merchant Full Name (English) in Voice Response Unit (VRU), Internet & PPS Leaflet for IEPS Merchants 更改在繳費靈電話錄音, 互聯網或宣傳單張上的商戶名稱(不適用於 PPS Shop & Buy 商戶)

a) Existing merchant Name (English) 現時商戶名稱(英文)
New Merchant Name (English) max length: 70 characters space inclusive 新商戶名稱(英文)連空格最多 70 個位

b) Existing Merchant Name (Chinese) 現時商戶名稱(中文)

New Merchant Name (Chinese) max length: 20 characters space inclusive 新商戶名稱(中文)最多 20 個字

Part 5 Change of bill description for IEPS merchants only 更改賬單名稱只適用於繳費靈商戶

English (max length: 25 characters x 4 lines space inclusive) 英文(連空格最多 25 個位 x 4 行)

Chinese (max length: 12 characters x 3 lines) 中文(最多 12 個位 x 3 行)

Part 6 Add/Revise* of Bill Type for IEPS merchants only 增加/更改*賬單類別只適用於繳費靈商戶
(Please delete if not appropriate 請刪除不適用)

New Bill Type (English) 新賬單類別 (英文) Max length: 30 characters space inclusive 連空格最多 30 個位

01	06
02	07
03	08
04	09
05	

New Bill Type (Chinese) 新賬單類別(中文) Max length: 20 characters space inclusive 最多 20 個位

01	06
02	07
03	08
04	09
05	

Part 7 Change* Account Number Checking Algorithm for IEPS merchants only 更改*戶口號碼程式只適用於繳費靈商戶

Part 8 Change of Minimum/ Maximum amount 更改最低/ 最高過數限額

Minimum amount 最低過數限額 :

Maximum amount 最高過數限額 :

Part 9 Others 其他 :

**Remarks: the existing recurring payments will be purged due to the respective changes, please notify your customers prior to enhancement release so to eliminate any late payments.*

For and on behalf of the Merchant (with company chop)
商戶代表簽署(加蓋公司印章)

X
Signatory's Full Name (in BLOCK LETTERS) 簽署人全名(請以英文大楷)

Title 職銜

Date 日期 Date

For EPSCO Use Only	
SV	
Endorsed by (Optional)	