



CHANGE OF MERCHANT PARTICULARS INSTRUCTION FORM

更改資料指示表格

TO	EPSCO
ATTN	
FAX	3409 1652

Merchant Name 商戶名稱	Merchant No. 商戶編號
Contact Person 聯絡人	Telephone No. 電話號碼

Change of Telephone No. / Contact Person / Address 更改電話 / 聯絡人 / 地址

New Telephone No. 新電話號碼	New Contact Person 新聯絡人
New Notice / Billing Address 新通訊 / 收月結單地址 (Please delete if not appropriate 請刪除不適用)	
New Shop Address 新店地址	

Change of Store Name 更改店舖名稱

New Store Name 新店舖名稱 * Please provide new branch BR as supporting document 請提供已更改之分店商業登記證

Change of Bank Account Number for EPS Proceed 更改銀行戶口資料 Bank-in Account 銀行入數戶口 Autopay Account 自動轉賬扣數戶口

New Bank Name 新銀行名稱	FOR EPSCO USE ONLY		
New Bank Account No. 新銀行戶口號碼	Effective Date	CR	
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紀錄，或六個工作星期作自動轉賬扣數戶口更改紀錄，另請附上貴公司之銀行賬戶入數收據或月結單副本。	DR		
	Send DDA Form	YES	NO
	Action Taken	Date	

Change of Director(s) / Partner(s) / Company Chop 更改董事 / 合夥人 / 公司印章

Existing Director(s) / Partner(s) / Company Chop 現時董事 / 合夥人 / 公司印章

Signature Specimen 簽名式樣	Signature Specimen 簽名式樣	Signature Specimen 簽名式樣
Title 職銜:	Title 職銜:	Title 職銜:
Full Name 姓名:	Full Name 姓名:	Full Name 姓名:
I.D. No. 身份證號碼:	I.D. No. 身份證號碼:	I.D. No. 身份證號碼:

New Director(s) / Partner (s) / Company Chop (if any) 新董事 / 合夥人 / 公司印章

Signature Specimen 簽名式樣	Signature Specimen 簽名式樣	Signature Specimen 簽名式樣
Title 職銜:	Title 職銜:	Title 職銜:
Full Name 姓名:	Full Name 姓名:	Full Name 姓名:
I.D. No. 身份證號碼:	I.D. No. 身份證號碼:	I.D. No. 身份證號碼:

* Please attach copies of new director(s) / partner(s) I.D., Notification of Changes of Secretary and Director (D2) or the latest Annual Return. 請連同新董事 / 合夥人之身份證、秘書及董事資料更改通知書或最近期周年申報表之影印本一併交回。

For and on behalf of the Merchant (with Company Chop) (if any)
商戶代表簽署 (加蓋公司印章) (如適用)

FOR EPSCO USE ONLY	
Team Code	
SV	

X _____

Signature's Full Name (in block letter)
簽名式樣全寫 (請以英文大楷):

Title 職銜:

Date 日期: