



Change of Merchant Contacts Instruction Form

(IEPS/ CBP/ PPS Shop&Buy) **Please delete as appropriate*

Company Name _____

Merchant No. _____

To	EPS Company (HK) Ltd	From	
Name		Name	
Email		Tel. No.	
Fax	3409 1468	Fax	

Merchant's Contact Update

Item	Name	Title	Tel. No. (Biz No. / Mobile No.)	Fax
Main Contact 更改主要聯絡人	Address		Email	
Statement Recipient 月結單收件人	Address		Email	
Finance Contact - Primary 財政部 - 主聯絡人	Address		Email	
Finance Contact - Secondary 財政部 - 副聯絡人	Address		Email	
Technical Contact - Primary 技術部 - 主聯絡人	Address		Email	
Technical Contact - Secondary 技術部 - 副聯絡人	Address		Email	
Customer Service Hotline 客戶服務熱線	Address		Email	
File Collection Contact - Primary 收取每日檔案 - 主聯絡人	Address		Email	
File Collection Contact - Secondary 收取每日檔案 - 副聯絡人	Address		Email	
File Collection Contingency Contact 緊急聯絡人	Address		Email	

Irregular Transaction Contact - Primary 不正規的交易 - 主聯絡人	Name	Title	Tel. No. (Biz No. / Mobile No.)	Fax
	Address		Email	
Irregular Transaction Contact - Secondary 不正規的交易 - 副聯絡人	Name	Title	Tel. No. (Biz No. / Mobile No.)	Fax
	Address		Email	

Business Registration Number (16-digit) 商業登記證號碼(16位數字)	School Certificate Number (At least 8 digit, if less than 8 digit please add "0" after the certificate number.) 學校登記號碼(最少8位數字, 如不足請加 "0" 於登記號碼之後)	Charity Organization (IRD Certificate 88) 慈善機構(IRD登記號碼88)
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SFTP Contacts / Merchant Portal Contacts

Item	Name	Title	Tel. No.	Hong Kong Mobile No.#	Fax
ATV Contact (Authorised Person for password release) - Primary 更改密碼更新委託人 - 主聯絡人 or/或 Merchant Portal (Transaction View & Download) 查閱及下載交易用戶	Email	User Account No. (For Merchant Portal Only)	Specimen - 用戶簽名式樣		
	Address		X		
ATV Contact (Authorised Person for password release) - Secondary 更改密碼更新委託人 - 副聯絡人 or/或 Merchant Portal (Transaction View) 查閱交易用戶	Name	Title	Tel. No.	Hong Kong Mobile No.#	Fax
	Email	User Account No. (For Merchant Portal Only)	Specimen - 用戶簽名式樣		
	Address		X		

For security reason
Please create a 4-digit password if only one authorized person is provided at above SFTP Contacts. EPSCO will use the same 4-digit password to verify the authorized person's identity and releasing Part B of the Mailbox Account Password over the phone.

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Authorized person will use both Part A (send by email) and Part B of the Mailbox Account Password to connect the ATV.

#Hong Kong Mobile No. is required for receiving an One-Time Password

For and on behalf of the Merchant (with **company chop**) (if any)

X

Signatory's Full Name (in BLOCK LETTERS) ▼

Title _____

Date _____
