

資訊修改表 Information Amendment Form

客戶編號 _____ 客戶名稱 (英文) _____
Customer Number _____ Customer Name _____

更改註冊地址【郵政信箱恕不接受】 Amend Account Registered Address (Post Office Box is NOT accepted)

注：公司客戶 - 必須提供有效的商業登記證副本 For Corporate account customers - please submit the valid **Business Registration (BR)** copy

更改通訊地址【寄送油卡及發票之用】 Amend Correspondence Address (For Cards and Invoices delivery)

更改聯絡資料 Amend Contact Information

聯絡人 _____ 聯絡電話 _____ 電郵地址 _____
Contact Person _____ Contact Number _____ Email Address _____

申請人簽署及公司蓋章 _____ 日期 _____
Applicant Signature(s) and Company Chop _____ Date _____

填妥後，請將資料提交至：中石化(香港)油站有限公司
香港灣仔告士打道郵政信箱 28377 號 或 傳真至：2434-3927

Please send the form together with necessary documents to SINOPEC
(Hong Kong) Petrol Filling Station Co. Ltd

P. O. Box No.28377, Gloucester Road Post Office, Hong Kong
Attn: Retail Department OR Fax to 2434-3927

如需更改註冊地址，請提供以下文件
For amending registered address, please provide necessary documents as follow
公司客戶 **商業登記證** 副本
Corporate account **BR Copy**
個人客戶 **地址證明**
Personal account **Address Proof**

有關中石化卡月結單/發票之事項

繳費方法

本公司提供以下繳款方式，以供客戶選擇：

- 自動轉賬

請填妥「直接付款授權書」並交回中石化卡中心，辦妥後，月結單/發票款項將於每月 25 日，自動從指定銀行戶口 (儲蓄/往來賬戶) 扣除。辦理自動轉賬手續一般需時 4 至 8 個星期。

- 支票付款

請於付款到期日前最少三個工作天將劃線支票，寄到「香港灣仔港灣道 1 號會展廣場辦公室大樓 19 樓 (財務部：油卡付款)」。支票抬頭請註明「中石化(香港)油站有限公司」，並在支票背後寫上客戶編號及發票編號。期票恕不接受。

費用及收費

本公司對以下項目或服務收取費用：

- 月結單/發票/交易收據重印服務費

重印最近兩個月發出的月結單/發票/交易收據，費用為每份港幣 20 元。

重印三個月或之前發出的月結單/發票/交易收據，費用為每份港幣 30 元。

- 自動轉賬被拒/未能執行手續費

每次自動轉賬被拒或未能執行手續費為港幣 100 元。

- 補發新卡

因人為損壞而補發新卡，費用為每張港幣 20 元。
因遺失而補發新卡，費用為每張港幣 50 元。

語言

中英文版本如有差異，概以中文版本為準。

查詢

如欲查詢，請致電中石化客戶服務熱線 2827 4898 或電郵至 pfs.csc.xggs@sinopec.com。

Information About SINOPEC Card Statement / Invoice

Payment Methods

Customer may settle balance by the following methods:

- Autopay – Direct Debit Authorisation

Simply complete and return the Direct Debit Authorisation Form to SINOPEC Card Center and the amount due will be direct debited from your designated bank account (Savings / Current Account only) on 25th of each month. It takes 4 to 8 weeks processing time for autopay application.

- Cheque

Please send the cheque at least 3 business days before the Due Date, post to our office at: **19/F, Office Tower, Convention Plaza, 1 Harbour Road, Wanchai, H.K.(ATTN: Finance Dept.-Fuel Card Payment)**. Cheque should be crossed and made payable to "Sinopec (Hong Kong) Petrol Filling Station Company Limited.". Please write your Customer Number and Invoice Number at the back of the cheque. Post-dated cheque will not be accepted.

Fees and Charges

Our company will charge fees on the following items or services:

- Reprint Statement/Invoice/Transaction Receipt Fee

Reprint statement(s)/invoice(s)/transaction receipt(s) issued within the latest 2 months:

HK\$20 / copy

Reprint statement(s)/invoice(s)/transaction receipt(s) issued on or before latest 3 months:

HK\$30 / copy

- Autopay Reject Fee

Autopay Reject Fee will be HK\$100 per instance.

- Card Replacement Fee

Replacement due to damage of card: HK\$20 / card.

Replacement due to loss of card: HK\$50 / card.

Language

If there is any inconsistency or conflict between the English and Chinese versions, the Chinese version shall prevail.

Enquiries

For any enquiries, please contact our customer service hotline at 2827 4898 or email to pfs.csc.xggs@sinopec.com.