

## Company Information Change Form 更改公司資料表格

- Note: 1. Please complete this form in BLOCK LETTER and delete whichever inapplicable (\*). 注意: 1. 請以正楷填寫, 並刪去不適用者(\*).
2. Please fill in company name as it is shown in Business Registration Certificate including punctuation marks, abbreviation and full words. If the company does not have any Chinese / English name, please add "N/A" in the right field. 2. 公司名稱必須與商業登記證顯示相同, 包括標點符號、縮寫及全寫; 如商業登記內沒有中文或英文名稱, 請加 "N/A" 於該欄內。
3. Please check box where appropriate. 3. 請於合適之方格內填上 "X".

Service Type 服務種類	<input type="checkbox"/> Import/Export Declaration (TDEC) 進/出口報關	<input type="checkbox"/> Dutiable Commodities Permit (DCP) 應課稅品許可證	<input type="checkbox"/> Electronic Manifest (EMAN) 電子艙單
Organisation / Personal* Name 機構 / 個人* 名稱	(English) (中文)		
Customer ID 商貿易賬戶			
<input type="checkbox"/> <b>Change of Company Name 更改公司名稱</b> <span style="float: right; font-size: small;">(Only applicable to company name change with same Business Registration No. 只適用於同一商業登記號碼之公司名稱更改)</span>			
New Company Name 新公司名稱	(English) (中文)		
Effective Date 生效日期			
Please provide Copy of 請提供資料副本	<ul style="list-style-type: none"> <li>- New Business Registration Certificate 新 "商業登記證"</li> <li>- Certificate of Incorporation on Change of Name (for Limited Company only) 公司更改名稱註冊證書 (只適用於有限公司)</li> <li>- ID document of Company Director / Sole Proprietor / Partner of the owner if Authoriser Signature is any one of them. 如授權人簽署為公司董事/東主/股東, 請提供其有效之身份證明文件。</li> </ul>		
<input type="checkbox"/> <b>Change of Contact Person 更改聯絡人</b>			
Contact Person English Name 聯絡人中文姓名	(Mr/Mrs/Ms/Miss*) (先生/太太/女士/小姐*)		
Telephone No. 聯絡電話	(Office 辦公室)	Fax No. 傳真號碼	
	(Mobile 流動電話)	E-mail 電子郵箱	
Effective Date 生效日期			
<input type="checkbox"/> <b>Change of Address 更改地址</b> <span style="float: right; font-size: small;">(Only local address is accepted 只適用於本地)</span>			
New Registered Address 新登記地址	Flat Number, Floor, Block Number, Name of Building 大廈名稱、座號、樓層、單位		
For Organisation – It should be the same as the address stated in the BR Certificate. For Person – Only local address is accepted. 機構地址-須與商業登記證上的地址相同。 個人地址-只接受本地地址。	Name of Estate, Street and Number / Lot Number 地段號數/街道名稱及門牌號數、屋邨名稱		
Remarks: 1) Registered address will be used as the contact address and the address in the TDEC message sent to the Government as the initial setup in the system (For TDEC only). 2) P.O. Box is not allowed.	Name of Town / District / Village 市鎮/地區/鄉村名稱		
注意: 1) 登記地址將會用作為通訊地址及預設為傳送給政府之進/出口報關信息內的地址(只限於進/出口報關)。 2) 不接納郵政信箱為登記地址	Hong Kong / Kowloon / New Territories 香港/九龍/新界	Country/Territory Code 國家/地區代碼	
Effective Date 生效日期			
<input type="checkbox"/> <b>Change of System Setup 更改系統設定</b>			
1. Mode of Receiving Government Initiated Message 接收政府訊息之方式	<input type="checkbox"/> Platform of Service Provider 服務供應商平台	<input type="checkbox"/> Fax 傳真	
	<input type="checkbox"/> E-Mail 電郵	<input type="checkbox"/> Post 郵寄	
2. Language of Receiving Government Initiated Message 接收政府訊息之語言	<input type="checkbox"/> English Only 只限英文	<input type="checkbox"/> Simplified Chinese & English 簡體中文及英文	
	<input type="checkbox"/> Traditional Chinese & English 繁體中文及英文	<input type="checkbox"/> No Preference 沒有偏好	
Effective Date 生效日期			
<input checked="" type="checkbox"/> <b>Registration Authoriser Signature 登記授權人簽署</b>			
Declaration: The above information provided in this application is true and accurate in all respects including data changes starting from the above effective date. We/I have read, understood and hereby agreed to be bound by the terms and conditions of "Ge-TS" service. 聲明: 本公司/本人同意上述資料真確無誤。所需改動將於上述之日期方始生效。本公司/本人已閱讀、清楚明白及同意接受"商貿易"合約內之有關條款及細則。			
Registration Authoriser Name or Name of Company Director / Sole Proprietor / Partner* 登記授權人名稱 或 授權公司董事 / 東主 / 股東* 名稱		Registration Authoriser Signature or Authoriser Signature of Company Director / Sole Proprietor / Partner* with Company Chop 登記授權人簽署 或 授權公司 董事 / 東主 / 股東* 簽署及公司蓋章	
Date 日期 (dd 日日 / mm 月月 / yy 年年)			

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Please complete this form and return with all necessary documents to the following address 請填妥此表格及連同所需文件交回到下列地址:  
Level 10, Cyberport 2, 100 Cyberport Road, Hong Kong  
香港數碼港道 100 號數碼港 2 座 10 樓  
Attention: Ge-TS Customer Service Department / 商貿易客戶服務部 收