



Shell 咭網上服務及電子發票申請 / 用戶資料更新表
 SHELL CARD ONLINE & E-INVOICE / CHANGE
 USER DETAILS REQUEST FORM

日期
DATE:

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公司資料 COMPANY INFORMATION (Compulsory 必須填寫)

公司名稱 Company Name :

Shell 咭賬戶號碼 Shell Card Account No. :

1.	HK	6.	HK
2.	HK	7.	HK
3.	HK	8.	HK
4.	HK	9.	HK
5.	HK	10.	HK

請為您的Shell 咭網上服務管理員填寫此欄, 以便獲配使用網上服務。請注意所有賬戶只限一位管理員
 Please complete this section for your **SCOL** administrator who will be given access to online services. Note All accounts can only register for an administrator

<input type="checkbox"/>	SECTION A – NEW USER REGISTRATION FOR SHELL CARD ONLINE (SCOL) & E-invoice 選項A: Shell 咭網上服務及電子發票新用戶申請
REQUIREMENT 所需資料	DETAILS 資料
Full Name 全名	
Designation 職位	
Contact Number 聯絡電話	
Email Address 電郵地址	

Important Note: You will be automatically enrolled on invoicing when you apply for an SCOL access. E-invoices can be retrieved via SCOL. Please check in the box if you require paper invoices and statements
 重要: 當申請Shell 咭網上服務時, 您亦會自動登記選擇使用電子發票功能, 於Shell 咭網上服務下載電子發票。如您想獲取紙張發票, 請別選以下方格

I want to receive paper invoices and statements. I acknowledge and agree that a monthly fee of HK\$15 is chargeable for each invoice and statement
 本人選擇收取紙張發票及月結單, 並確認及同意貴司收取每張紙張發票及月結單每月港幣\$15之費用

我同意並遵守所有條款及細則, 有關條款及細則及私隱政策聲明可於此網頁瀏覽

We agree to be bound by the terms contained in your General Terms and Conditions (the Agreement) and our privacy statement, which can be found at:

<http://s07.static-shell.com/content/dam/shell-new/local/country/hkg/downloads/pdf/shell-fleet-terms-and-conditions.pdf>



<input type="checkbox"/> SECTION B – SHELL CARD ONLINE (SCOL) CHANGE USER DETAILS REQUEST 選項 B Shell 咭網上服務用戶資料更新	
NEW USER DETAILS 新用戶資料	
Full Name 全名	
Designation 職位	
Contact Number 聯絡電話	
Email Address 電郵地址	
REASON FOR CHANGE: 更改原因	
<input type="checkbox"/> Previous user has left the company 上一個用戶已離職	
<input type="checkbox"/> Previous user is no longer in charge of Shell Card Management 上一個用戶已不再負責Shell 咭管理	
<input type="checkbox"/> Others (please specify) 其他 (請詳述) : _____	

授權 及 同意 AUTHORIZATION & CONSENT

* SIGNATURE 簽署 : _____

* NAME 名稱 : _____

* DESIGNATION 職位 : _____

* OFFICIAL COMPANY STAMP 請蓋上公司蓋章

Note: Incomplete form will not be processed 注意：未填寫完整之表格將不獲處理

電郵 EMAIL: generalcardrequests-hk@shell.com

傳真 FAX : 2506 1019

我同意並遵守所有條款及細則，有關條款及細則及私隱政策聲明可於此網頁瀏覽

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