



**ADDITIONAL CARD/ CARD CHANGE/ PIN REISSUANCE/ CARD CANCELLATION FORM**

Account No: HK Account Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact No: \_\_\_\_\_ & Contact email: \_\_\_\_\_

**Part A- Additional Fleet Card or Change Car Number**

**[Must submit the copy of Vehicle Registration Document(s) or Driving License.]**

New Vehicle No.	Or	Driver Name (max 12 characters)	* Fuel Options	* Pin Option		*Odometer Reading (v)	Cancel Old Vehicle Card - Shell Card Number
				Self Selected (4-digit)	Computer Generated (v)		
	Or						
	Or						
	Or						

*Fuel Options	
2	Shell Fuel Save Unleaded & Lubricant
8	Shell Fuel Save Unleaded & V-Power & Lubricant
6	Shell FuelSave Diesel & Lubricant
3	Shell Fuel Save Unleaded, V-Power, Shell FuelSave Diesel & Lubricant

**Part B – Card Replacement or Change Shell Card Setting**

**[Card will be reissued except pin re-issue or card cancellation.] & [Please submit a copy of Vehicle Registration Document in order to change the fuel option.]**

Existing Shell Card No.	Vehicle No.	OR	Driver Name	Damaged (v)	Lost (v)	Expired (v)	*Change Fuel Options	*Pin Option			*Odometer (v)	Pin Re-issue (v)	Cancel Card (v)
								Self-selected (4 Digit)	OR	Computer Generated (v)			
		OR							OR				
		OR							OR				
		OR							OR				

**Attention !**

\* Please select either [Self Selected] or [Computer Generated] PIN for each card. Customers have to provide PIN before refueling. If customers do not provide information in the section, Shell will provide Computer Generated PIN.

\*If fuel option is not provided, the default card setting is option 8 or 6 according to Vehicle Registration Document.

\*Customer must provide odometer reading to the staff in the station every time before purchasing, if odometer reading is selected on the form.

\*We would like to advise customer to maintain a minimum of 1 (One) transaction per month to avoid cancellation of auto renew card.

Signature of Person in Charge and Company Chop      Date : \_\_\_\_\_  
For and on behalf of \_\_\_\_\_

Understand that all consumption by the above vehicle will be debited to my Shell Card Account. I agree and undertake to settle the same punctually in accordance with the terms and conditions of Shell Card.

**Please return the form and support document to us by:**  
**Fax : 2506 1019 or Email: generalcardrequests-hk@shell.com**  
NOTE: If the submission is received after office hour, the application will be processed on the next working day.

**Shell Card Customer Service office hours:**  
**Monday – Friday : 08:30 – 18:00**  
**Weekend & Public Holiday : Closed**  
**Shell Card Hotline: 2506 1000**