



FILL IN YOUR COMPANY DETAILS (MARKED * IS COMPULSORY) 填寫公司詳細信息 (標記*為必填)

COMPANY NAME 賬戶名稱*:

ACCOUNT NO 賬戶號碼* : HK

PIC NAME 負責人姓名*:

CONTACT NO 聯絡電話*:

1. This form is only for blocking cards. For card replacement, please use the **Shell Card Request Form**. 此表格僅用於取消油咭，如需補發新咭請填寫**申請蜆殼咭表格**。 (<https://bit.ly/33WPLOa>)
2. Shell Card will be cancelled immediately upon request received, and pre-booking cancellation date is not accepted. 蜆殼咭於收到請求後會被即時取消，並不接受任何預設取消日期。
3. For urgent cancellation, please process via **Shell Fleet Hub** (<https://www.fleethub.shell.com>) or contact Shell Card Customer Service 2506 1000. 緊急報失或取消蜆殼咭，請透過 **Shell Fleet Hub** (<https://www.fleethub.shell.com>) 處理或致電客戶服務熱綫 2506 1000。

NO 號碼	REASON FOR CANCELLATION (✓)* 取消原因 (✓)*			Vehicle Number 車輛登記號碼	SHELL CARD NUMBER (19 DIGIT) * 蜆殼咭號碼 (19位數字) *
	NO LONGER IN USE 不再需要	LOST 遺失	STOLEN 盜竊		
1.					
2.					
3.					
4.					
5.					

IMPORTANCE NOTE 重要說明

1. Only request from registered email address is accepted. To change the email address, please fill up the **Shell Card Change Customer Details Form** (<https://bit.ly/33WPLOa>) and return to us by email. 只接受註冊電郵的申請。如需更換電郵地址，請填寫**更改客戶詳細信息表格** (<https://bit.ly/33WPLOa>) 並以電郵方式交回。
2. An electronic copy of a completed application form will be deemed to have the same legal effect as its original and your application will be processed accordingly. 以電郵形式遞交申請表格 或電子申請表，其副本將被視為具有與正本申請相同法律效力以供本公司處理其申請。
3. Incomplete form will not be processed. 不完整的表格將不被處理。
4. The Principal Cardholder shall ensure that any cancelled Card is destroyed, and such destruction shall include cutting the magnetic stripe/chip on the Card (this also applies to any Cards that have been reported as lost or stolen but are subsequently recovered). 持咭人應確保銷毀已被取消的蜆殼咭，此類銷毀應包括切割咭上的磁條/芯片 (也適用於已報失或被盜竊但隨後被找尋到的蜆殼咭)。
5. Please visit <http://www.shell.com.hk/shellcard> under the "Shell Card" section for Term & Conditions and Data Privacy. 請參閱 <http://www.shell.com.hk/shellcard> 內之“車隊咭”版面以查閱條款及細則同私隱條例。

Please email the application form to
請將表格電郵至
generalcardrequests-hk@shell.com