



**SHELL FLEET HUB 服務及電子發票申請用戶資料更新表**  
**SHELL FLEET HUB & 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 Fleet Hub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 **SHELL FLEET HUB** administrator who will be given access to online services. *Note* All accounts can only register for an administrator

SECTION A – NEW USER REGISTRATION FOR **SHELL FLEET HUB** & 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 e-invoicing when you apply for a SHELL FLEET HUB access.

E-invoices can be retrieved via SHELL FLEET HUB.

Please check  in the box if you require paper invoices and statements

重要: 當申請Shell Fleet Hub服務時, 您亦會自動登記選擇使用電子發票功能, 於Shell Fleet Hub上服務下載電子發票。如您想獲取紙張發票, 請剔選以下方格

**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"/> <b>SECTION B – SHELL FLEET HUB CHANGE USER DETAILS REQUEST 選</b> <b>選項 B Shell Fleet Hub 上服務用戶資料更新</b>	
<b>NEW USER DETAILS 新用戶資料</b>	
Full Name 全名	
Designation 職位	
Contact Number 聯絡電話	
Email Address 電郵地址	
<b>REASON FOR CHANGE: 更改原因</b>	
<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

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