



SHELL HONG KONG LIMITED
Customer Service Tel No: 2506 1000
Office Hours: Monday to Friday 0800-1800

SHELL CARD CANCELLATION FORM 取消SHELL咭表格

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

DATE:

*COMPANY NAME 帳戶名稱:

* ACCOUNT NO
賬戶號碼 :

*PERSON IN-CHARGE EMAIL

* CONTACT NO
聯絡電話 :

聯絡人電郵地址 :

CANCEL CARD DETAILS 取消油咭資料

NO.	(✓) *REASON FOR CANCELLATION ((✓) *取消咭原因			CARD NUMBER * 油咭號碼*	Vehicle Registration Number/ Driver Name 車牌號 碼/ 司機姓名*
	NO LONGER IN USE 不再需要	DAMAGED 損壞	LOST / STOLEN 丟失/被盜		
1.					
2.					
3.					
4.					

***This form is only for blocking cards if need a replacement card please use the "Additional card/card change" Form.

****此表格僅用于為取消SHELL咭，如要申請補發新咭請填寫“新增油咭/更換油咭”表格

IMPORTANT NOTE 重要說明

- For urgent cancellation, please call Shell Card Customer Service 2506 1000. (You may cancel, or report lost card via Shell Fleet Hub www.fleethub.shell.com) 緊急取消SHELL咭，請致電客戶服務聯絡電話2506 1000。(您也可以透過 Shell Fleet Hub www.fleethub.shell.com 自行報失或取消油卡咭)
- Only request from registered email address is accepted. For any changes, please send us the Shell Card Change Customer Details Form to change the email address. 只接受註冊電郵的請求。如有任何更改，請向我們發送更改客戶詳細信息表格，以更換電郵地址。
- Incomplete forms will not be processed. 不完整的表格將不被處理。
- 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). 持咭人應確保任何已被取消的SHELL咭需被銷毀，此類銷毀應包括切割咭上的磁條/芯片(也適用於任何已報失或被盜但隨後被搵番的SHELL咭)。
- 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列。

SEND TO US 提交至

Please click on the "Submit" button and choose 'Continue' to auto-submit the form to us OR Manually Sent To Us By
EMAIL : blockcard-hk@shell.com
請點擊「提交」按鈕並選擇“繼續”自動將表格提交給我們或手動發送給我們電子郵件 : blockcard-hk@shell.com