

Office Customer Only 公司客戶專用

Notification of change

Please “✓” in appropriate 請在適當 填上 “✓”

- Request for **change of Company name** 要求**更改公司名稱**
Please provide below documentary proof 必需提供以下資料:

- New and Existing Company Chop 新舊公司蓋章 **and 及**
 New and Existing Company Business Registration copy 新舊公司商業登記証副本

- Request for **change of Company address and other information**, 要求**更改公司地址 及 其他資料**
Please provide below documentary proof 必需提供以下資料:

- Company Chop 公司蓋章 **or 或** Company Business Registration copy 公司商業登記証副本

Customer Name 客戶名稱: (Existing)
(New)

Outlet No. 客戶編號: _____

Bill-to No. 月結帳號: _____ (for credit customer only)

Correspondence Address: _____
郵寄地址

Delivery Address: _____
送貨地址

Phone No. 電話號碼: (Office) / (Mobile)

Fax 傳真號碼: _____

Email 電郵地址: _____

Effective Date 生效日期: _____

Signature 簽署: _____

Authorized Person 負責人: _____

Position 職位: _____

Date 日期: _____

Company Chop(s) 公司蓋章

For change of outlet information, please fill in the form and return to us

- **By Mail:** Swire Coca-Cola HK – At-Work and Home Department
17-19 Yuen Shun Circuit, Siu Lek Yuen, Shatin, New Territories.
- **By Fax:** 2686 6957
- **Via Email:** HK-eshop.CS@swirecocacola.com

Notice 注意: Please submit this form together with corresponding documentary proof 請連同所需證明文件一同遞交

1. Requisition of change will be processed within 4 working days upon receipt of necessary document/ proof.
2. Please note failure to provide supporting proof will result in possible delay.
3. Photo copy and copy made by mobile phone are both accepted, digital image can be submitted via email.
4. E-coupons are non-refundable if customer is relocated to remote locations or inaccessible areas on buildings or floors not directly accessible by elevator.
5. For enquiries, please contact Bonaqua Service Hotline at 2210 3311.

1. 閣下之申請將在收到相關證明文件後 4 個工作天內生效。
2. 如閣下未能提供相關證明文件，有關之申請將可能延誤，敬請留意。
3. 閣下可以以電郵形式遞交證明文件之影印本或由手提電話拍攝之影像給本司。
4. 顧客如更改地址至偏遠或不能到達的地區或沒有升降機直達的樓宇或樓層，電子券將不獲退還。
5. 如有任何查詢，請致電「飛雪」客戶服務熱線 2210 3311。