

Please complete and return by post/fax/email to The Bank of East Asia, Limited - Lending Operations Department  
填妥表格後請以郵寄或傳真或電郵至東亞銀行有限公司- 信貸營運部

Address: 4/F Bank of East Asia Mongkok Building 638-640 Nathan Road, MongKok, KLN, HK  
地址: 香港九龍旺角彌敦道 638-640 號東亞銀行旺角大廈 4 樓

Fax No.: 3608 6047  
傳真號碼:

Email Address: lccmcs@hkbea.com Merchant Services Hotline (Mon-Fri: 9:00a.m. – 8:00p.m.) Except Public Holidays  
電郵地址: 商戶服務熱線(星期一至五: 早上 9 時至晚上 8 時) 公眾假期除外

Tel No.: 2211 1056  
電話號碼

**Notes 注意事項:**

- Please avoid sending duplicate adjustment forms to prevent double handling.  
請勿雙重遞交表格，以免重複處理。
- Please provide a copy of a supporting document (e.g. sales slip, invoice)  
請附上有關證明文件之副本(如：銷售單、發票等)
- The transaction adjustment will be completed within 4 working days following the receipt of this completed form and required documents.  
賬項調整將於收到已填妥之表格及所需文件後 4 個工作天內完成。

Merchant Name 商戶名稱 \_\_\_\_\_ Merchant Number 商戶編號 \_\_\_\_\_

Contact Person 聯絡人 \_\_\_\_\_ Contact Tel. No 聯絡電話號碼 \_\_\_\_\_

Please put a "✓" in the appropriate box. 請於適當空格內加上「✓」。

Original Transaction Information 原本交易資料		(Note: All fields in this section must be completed 請完成本節中的所有欄位)		
Card Type 卡類別	<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard	<input type="checkbox"/> JCB	<input type="checkbox"/> UnionPay
Transaction Date 交易日期	_____	Transaction Time 交易時間	_____	
Transaction Amount 交易金額	_____	Approval Code 授權編號	_____	
Card Number 卡號碼*	_____	*Please provide at least the last four digits 請提供至少最後 4 位號碼		
Card Expiry Date 卡到期日**	_____ / _____	Terminal ID (TID) 終端機編號	_____	
**Please provide if it has 請提供如有卡到期日資料 (mm / yy)				
Adjustment Information 調整資料				
<input type="checkbox"/> Refund* 退款*(TC41)	<input type="checkbox"/> Capture 追收 (TC40)	<input type="checkbox"/> Tips Adjustment 小賬調整	<input type="checkbox"/> DCC 即時外幣兌換	Amount 金額 _____
Adjustment Reason 調整原因： _____				
<b>*For Refunds Only 只適用於退款</b>				
I/We would like to pay the amount in the following way: (Please put a "✓" in the appropriate box. Amount will be deducted from Merchant Account if no instruction is given.) 本人/本公司同意使用下列方式支付該金額 (請於適當空格內加上「✓」。如未指明，金額將從商戶賬戶中扣減。)				
<input type="checkbox"/> Cheque 支票 (Please provide the cheque 請附上支票)				
<input type="checkbox"/> Deduct from designated BEA bank account on record at Merchant Account 從商戶賬戶中已登記之指定東亞銀行賬戶內扣減				
<input type="checkbox"/> Deduct from Merchant Account 從商戶賬戶中扣減				
If there are insufficient amounts to offset the refund amount, the refunds will not be processed or the payment will not be executed until the outstanding balance has been repaid in full. 若款項不足以抵銷退款金額，本行將不會辦理該退款或執行付款直至所有欠款清還為止。				

For and on behalf of Merchant 商戶代表

\_\_\_\_\_  
Authorised Signature(s) with Company Chop  
授權簽署連同公司蓋章

Date 日期 \_\_\_\_\_