



Ref. no.: _____
(只供內部填寫)

更改會籍代表人資料表格
Changing Membership Representative Form

公司名稱
Company Name : _____ 會員編號
Membership No. : _____
聯絡人
Contact Person : _____ 電話
Tel no. : _____ 電郵
Email : _____

請於須要更新的項目方格加上“✓”號，並以中文及英文填寫資料，然後將表格電郵或郵寄至本會會籍部（地址：香港中環干諾道中 64 號廠商會大廈 6 樓 B 室），如資料齊備，本會將於 7 個工作天內處理有關申請。倘有查詢，請致電會員服務熱線（電話：2851 1555；電郵：sea6@cma.org.hk） Please specify the updated item(s) with a “✓” and provide the information in both Chinese & English if necessary. Please send the original form to Membership Department by email or mail. (Address: Unit B, 6/F, CMA Building, 64 Connaught Road Central, Hong Kong). It will take 7 working days to process the application with complete information. For enquiries, please call membership hotline (Tel : 2851 1555 ; Email : sea6@cma.org.hk) .

| | 會籍項目 Membership Particular | 現時記錄 Existing Record | 更新資料 Update Particular |
|--------------------------|--|-------------------------|---------------------------|
| <input type="checkbox"/> | 公司首名代表姓名(中)# Name of the 1 st Representative (Eng)# | 先生/小姐/女士* Mr/Ms/Mdm* | 先生/小姐/女士* Mr/Ms/Mdm* |
| | 公司首名代表職銜(中) Title of the 1 st Representative (Eng) | | |
| | 生日月份 Month of Birth | (無須填寫) | |
| | 更改首名代表原因 Reason for changing the 1 st representative (必須填寫) | | |
| <input type="checkbox"/> | 公司第二名代表姓名(中) Name of the 2 nd Representative (Eng) | 先生/小姐/女士* Mr/Ms/Mdm* | 先生/小姐/女士* Mr/Ms/Mdm* |
| | 公司第二名代表職銜(中) Title of the 2 nd Representative (Eng) | | |
| <input type="checkbox"/> | 公司第三名代表姓名(中) Name of the 3 rd Representative (Eng) | 先生/小姐/女士* Mr/Ms/Mdm* | 先生/小姐/女士* Mr/Ms/Mdm* |
| | 公司第三名代表職銜(中) Title of the 3 rd Representative (Eng) | | |

*請刪除不適用者 Please delete the inappropriate items

#1. 新註冊代表須另填具本會印鑑咭 The new representative will be required to fill in Member's Signature Card
#2. 倘會員企業欲申請更改首名代表，必須提供更改的原因及由現有代表及新申請代表於申請表上簽署。倘現有代表及新申請代表未能於表格上同時簽署，敬請另行提供書面信件予本會解釋有關原因 For applying change of the 1st representative, member shall state reason(s) and the application form has to be signed by both existing and new 1st representatives. If either the existing or the new 1st representative could not sign off the form, please provide a letter with explanation for the Association's consideration.

首名代表簽署及公司印鑑(現有代表)
Authorization Chop and Signature

首名代表簽署及公司印鑑(新申請代表)
Authorization Chop and Signature

日期
Date