

友華發展有限公司 China Friend Development Limited

香港中華廠商聯合會會員 ESSO 記賬咭申請表格

Member of The Chinese Manufacturers' Association of Hong Kong

Esso card Application Form (CMA) A/C: _____

公司名義申請				個人名義申請			
公司名稱 Company Name				申請人名稱 Name of Applicant			
中文 Chinese:				中文 Chinese: 陳大文			
英文 English:				英文 English: CHAN TAI MAN			
請於適當位置加上✓號 Put a (✓) in the appropriate Box				請於適當位置加上✓號 Put a (✓) in the appropriate Box			
<input type="checkbox"/> 有限公司 Limited				<input checked="" type="checkbox"/> 先生 Mr.			
<input type="checkbox"/> 私人公司 Proprietorship				<input type="checkbox"/> 太太 Mrs.			
<input type="checkbox"/> 合夥公司 Partnership				<input type="checkbox"/> 小姐 Ms.			
聯絡電話 Contact No.:				聯絡電話 Contact No.: 3338 9900			
手提號碼 Mobile Phone No.:				手提號碼 Mobile Phone No.: 9988 9988			
傳真號碼 Fax No.:				傳真號碼 Fax No.: 2345 6789			
公司登記地址 Company Registered Address:				香港住址 HK Residential Address:			
				九龍XX街X號XX苑XX閣X座X樓X室			
商業登記證號碼 Business Registration No.:							
公司註冊證號碼 Cert. of Incorporation No.:							
負責人姓名				身份證號碼 H.K.I.D. Card No.:			
Name of Person in charge of Business				A1234567(9)			
中文姓名 Name in Chinese:							
英文姓名 Name in English:				職業 Occupation:			
職位 Position:				經理			
賬單郵寄地址 (如與上址不同):							
Correspondence Address (If different):							
電郵地址 E-mail address: ctm@gmail.com							
廠商會會員編號 CMA Membership no.: XXXXX							
	車牌號碼	電油	柴油		車牌號碼	電油	柴油
	Vehicle No.	Petrol	Diesel		Vehicle No.	Petrol	Diesel
1	XX0000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3		<input type="checkbox"/>	<input type="checkbox"/>
2		<input type="checkbox"/>	<input type="checkbox"/>	4		<input type="checkbox"/>	<input type="checkbox"/>

第二聯絡人姓名及關係: 黃小娟(太太)

Second contact and relationship:

第二聯絡人電話: 9123 4567

Second contact No.:

現職公司 (個人登記用)

Current Job(For Personal Applicant Only)

公司名稱 Company Name: 大大發展有限公司

地址 Address: 中環XX街XX商業大廈X樓X室

電話 Contact No.: 3456 6543

申請所需文件 Documents required

☐ 香港車輛登記文件副本 (包括所有填報之車輛) { Photocopy of All Vehicle registration document }

☐ 申請人之香港身份證副本 { Photocopy of applicant's HKID card. }

☐ 申請人之駕駛執照副本 { Photocopy of applicant's Driving Licence. }

☐ 商業登記證及公司註冊證書 副本 { Photocopy of BR and CI }

☐ 近三個月的香港住址證明 { Photocopy of applicant's address proof within the last 3 months }

☐ 填妥的直接付款授權書正本 { Original completed and signed of Direct Debit Authorization Form }

☐ 保證書 (如申請人不是車主本人) Guarantee Form { For vehicles not registered under applicant's }

填妥表格後請連同所需文件寄往 < 新界沙田安耀街 2 號新都廣場 7 樓 10 室 > , 查詢電話: 26681332

After completing the form, please send it together with the required documents to Unit 10, 7/F, Metropole Square, 2 On Yiu Street, Shatin, N.T., Hong Kong, Enquiry Tel No.: 26681332

申請人簽署 Applicant's declaration

本人茲申請開戶及發予記賬咭, 並保證上述資料全部正確無誤, 及授權貴公司取得有關本人之資料。本人定必依照貴公司規定於月結單內所訂明之繳費日或之前清繳全部款項。本人明白使用記賬咭的條款及細則, 將詳列於隨咭附上的文件內, 並明白使用該咭將被視為接受該條款及細則。本公司保證所收集的個人資料, 只可用作申請記賬咭用途。

For my application of Fleet Card and the opening an account, I hereby confirm all information provided in this application is correct and that I have read through the above Personal Information Collection Statement and Agree to the use of my personal information for the said purpose. China Friend Development Limited is authorized to obtain my information. I will settle all charges on or before invoice due date. I also understand and acknowledge the terms and conditions of the use of Fleet Card. China Friend Development Limited confirms the use of my personal data will be only used for the application of Fleet Card.



Signature

申請人簽署

21-8-2020

Date

申請日期

寫字樓專用:

付款期 : 月結 _____ 天內 ☐ 自動轉賬

折扣 : ☐ 無 ☐ 有 _____

營業員 : _____ 日期: _____

批核 : _____ 日期: _____

Personal Information Collection Statement 收集個人資料聲明

1. China Friend Development Limited (“**China Friend**”) for the purpose of operating the Fleet Card programme and providing ongoing services to the Customers from time to time, may collect the following personal data and information from the Customer: name, address, telephone number, email address and vehicle registration number and other relevant date (“**Personal Data**”). If the Customer fails or refuses to provide the Personal Data, China Friend may reject its application or terminate its participation in the Fleet card Programme, and may terminate any or all services provided to the Customer. The Customer expressly consents that China Friend is entitled to obtain Personal Data relating to the Customer from any third parties at any and all times, including without limitation conducting checks with any third party for the purpose of ascertaining whether the Customer is a member or participant of any other promotional programme operated by China Friend or any other programme in which China Friend is one of the providers.

友華發展有限公司為了操作記帳咭計劃及為了向其客戶持續提供服務的目的，友華發展有限公司可以向其客戶收集以下個人資料姓名、地址、電話號碼、電郵地址和車輛登記編號及其他所有有關客戶的個人資料（以下簡稱“客戶的個人資料”）。如果客戶未能提供客戶的個人資料，或拒絕提供客戶的個人資料，友華發展有限公司可以拒絕該客戶參加記帳咭計劃的申請，及有權停止向該客戶提供任何服務。客戶謹此明確表示同意友華發展有限公司有權於任何時候向第三者取得客戶的個人資料，此舉目的包括為了查考客戶是否參與友華發展有限公司所操作的其他推廣計劃；或為了查考客戶是否參與友華發展有限公司作為其中一個操作單位的其他推廣計劃。

2. The Customer agrees that the Personal Data may be used for the purposes of (i) creating, maintaining the Customer's account and managing Customers' continued participation in the Fleet Card Programme and all other matters relating to the Fleet Card Programme; (ii) verifying Customers' eligibility to participate in the Fleet Card Programme; (iii) verifying Customers' identities; (iv) providing Customers with services and benefits under the Fleet Card Programme; (v) contacting Customers about their account and suspension/ termination of the Fleet Card Programme (if applicable) and providing customer services from time to time; (vi) promoting its petroleum, lubricant and service station retail businesses and (vii) for statistical analysis and market researches which are conducted to enhance the services of China Friend to the Customer.

客戶同意友華發展有限公司可以使用客戶的個人資料作以下用途：(i) 開立及維持客戶的記帳咭計劃戶口；會員持續參與計劃及管核記帳咭計劃有關的所有其他事情；(ii) 核實客戶是否符合參加記帳咭計劃之資格；(iii) 核實客戶的身份；(iv) 向客戶提供記帳咭計劃下的服務和優惠；(v)與客戶聯絡，商討其戶口的事務及記帳咭的暫停/終止（如適用），及不時為提供客戶服務的目的，與客戶聯絡；(vi) 推廣友華發展有限公司之汽油、潤滑油以及加油站的零售業務；和 (vii) 用作統計分析和市場研究，這些分析和研究有助提升友華發展有限公司對客戶的服務質素。

3. The Customer agrees that China Friend may use the Personal Data to provide to the Customer marketing materials and latest marketing information (“**Marketing Materials**”) from time to time relating to its loyalty programs, discount card programs, private label card programs, fleet card programs, other petroleum products related programs developed by China Friend. The Customer expressly consents that China Friend may transfer the Personal Data to its Affiliates (“**China Friend's Affiliates**”) for the purpose of providing Marketing Materials to Customers. The Customer acknowledges that China Friend's Affiliates may change from time to time and China Friend is not obliged to confirm to the Customer who the Affiliates are. The Customers may require China Friend or any of the China Friend's Affiliates to cease to use the Personal Data for direct marketing purposes.

客戶同意友華發展有限公司可以使用客戶的個人資料，以不時向客戶提供營銷資料及最新的市場推廣資訊（以下簡稱“**營銷資訊**”），讓友華發展有限公司向客戶推介特惠計劃、折扣咭計劃、私人客戶咭計劃、車隊咭計劃及其他與石油產品有關的計劃，客戶明確表示同意友華發展有限公司可以將客戶的個人資料交給友華發展有限公司的關聯公司（以下簡稱“友華發展有限公司**的關聯公司**”），以便向客戶提供營銷資訊。客戶確認友華發展有限公司的關聯公司可能不時改變，而友華發展有限公司無須向客戶確認友華發展有限公司的關聯公司的身份，而客戶可以要求友華發展有限公司或友華發展有限公司的關聯公司停用客戶的個人資料。

4. Because of the special business nature of China Friend, the Customer (on his/her/its own behalf and on behalf of any of its members, officers or employees if applicable) hereby authorizes China Friend to obtain from, provide or transfer any of the Personal Data, within or outside Hong Kong, with: (a) Affiliates or third parties that provide administrative, payment, collection, business and operational support to China Friend and its Affiliates for the purposes set out at paragraphs 1, 2 and 3 above; (b) any proposed or actual partner, participant, assignee or transferee of all or any Part of China Friend's operation or business (including without limitation the Fleet Card Programme); and (c) any Affiliates, for the purposes as set out in paragraph 3 above. In addition, China Friend may disclose the Personal Data in order to comply with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486) (the “**Ordinance**”) or where otherwise required by law.

因為友華發展有限公司的業務特質，客戶代表自己及代表客戶的任何成員或股東、行政人員或僱員（如適用）授權友華發展有限公司在香港境內或境外，向下列人士取得、提供或轉移任何個人資料：(a)（為以上第 1 段、第 2 段和第 3 段列載目的）其關聯公司及向友華發展有限公司及其關聯公司提供行政、付款、收款、業務和營運支援之第三方；(b) 友華發展有限公司的全部或任何部分營運或業務（包括但不限於記帳咭計劃）之任何建議或實際夥伴、參加者、受讓人或承讓人；和 (c)（為以上第 3 段列載目的）其任何關聯公司。友華發展有限公司可根據個人資料（私隱）條例（香港法例第 486 章）（以下簡稱“**私隱條例**”）或在其他法例要求下披露客戶的個人資料。

5. Where the Customer provides Personal Data or other information on behalf of its members, officers, employees or other persons (“**Data Subject**”) to China Friend in connection with the Fleet Card Programme, the Customer warrants that it has complied with the Ordinance in relation to the provision of the Data Subject's personal data to China Friend and has obtained the prior written consent of the Data Subject for the Customer to provide such Personal Data and information to China Friend for the purposes set out in paragraphs 1, 2 and 3 above and has either (a) notified the Data Subject of the possibility that the data would be disclosed to third parties for the purposes set out in paragraphs 1, 2 and 3 above prior to or at the time of collecting the data; or (b) obtained the prior written consent of the Data Subject to the disclosure of the data to China Friend and the persons/entities referred to in paragraph 4 above for the purposes set out in paragraphs 1, 2 and 3 above.

如果客戶代表其成員、行政人員、僱員或其他人士（以下簡稱“**資料當事人**”）就記帳咭計劃或友華發展有限公司的其他服務向友華發展有限公司提供個人資料或其他資訊，客戶保證其符合條例中有關其向友華發展有限公司提供資料當事人的個人資料的規定，並已事先獲得資料當事人的書面同意，以令客戶可為以上第 1 段、第 2 段和第 3 段列載目的向友華發展有限公司提供該個人資料或資訊，客戶並確認在收集資料時或之前已通知資料當事人 (a) 有可能因為以上第 1 段、第 2 段和第 3 段列載目的，而向第三方披露資料當事人的個人資料；或 (b) 已通知資料當事人客戶將會因為以上第 1 段、第 2 段和第 3 段列載目的，向友華發展有限公司和以上第 4 段所述人士/團體披露其資料，並獲得資料當事人的事先書面同意。

6. Under the Ordinance, Customers may request access to or correction of any Personal Data by written notice to China Friend by Fax (26681320); Email (info@chinafriendhk.com) or by Mail (Unit 10, 7/F, Metropole Square, 2 On Yiu Street, Shatin, N.T., Hong Kong).

根據私隱條例的規定，客戶有權要求查閱和改正其個人資料，如欲提出要求，可以傳真（號碼為：26681320）；電郵（地址：info@chinafriendhk.com）或郵寄（地址：新界沙田安耀街 2 號新都廣場 7 樓 10 室）送達本公司。

7. “Affiliates” shall mean all entities which have close business connections with China Friend or entities which provide administrative, business and operational support or services to China Friend.

『關聯公司』指所有和友華發展有限公司有密切業務關係的團體，或向友華發展有限公司提供行政、業務和營運支援或服務之所有團體。

I hereby confirmed that I have read through the above Personal Information Collection Statement and **Agree** to the use of my personal information for the said purpose.

本人已細閱以上收集個人資料聲明並**同意**貴公司使用本人之個人資料作以上陳述用途。



Signature 簽名

21-8-2020


Date 日期

友華發展有限公司 China Friend Development Limited 香港中華廠商聯合會會員 ESSO 記賬咭申請表格 Member of The Chinese Manufacturers' Association of Hong Kong Esso card Application Form (CMA) A/C: _____							
公司名義申請				個人名義申請			
公司名稱 Company Name 中文 Chinese: 大大發展有限公司 英文 English: Tai Tai Development Ltd				申請人名稱 Name of Applicant 中文 Chinese: 英文 English:			
請於適當位置加上✓號 Put a (✓) in the appropriate Box <input checked="" type="checkbox"/> 有限公司 Limited <input type="checkbox"/> 私人公司 Proprietorship <input type="checkbox"/> 合夥公司 Partnership				請於適當位置加上✓號 Put a (✓) in the appropriate Box <input type="checkbox"/> 先生 Mr. <input type="checkbox"/> 太太 Mrs. <input type="checkbox"/> 小姐 Ms.			
聯絡電話 Contact No.: 3456 6543 手提號碼 Mobile Phone No.: 9288 8888 傳真號碼 Fax No.: 2335 5332				聯絡電話 Contact No.: 手提號碼 Mobile Phone No.: 傳真號碼 Fax No.:			
公司登記地址 Company Registered Address: 中環XX街XX商業大廈X樓X室				香港住址 HK Residential Address:			
商業登記證號碼 Business Registration No.: XXXXXXXX							
公司註冊證號碼 Cert. of Incorporation No.: XXXXXX							
負責人姓名 Name of Person in charge of Business 中文姓名 Name in Chinese: 陳大文 英文姓名 Name in English: CHAN TAI MAN				身份證號碼 H.K.I.D. Card No.:			
職位 Position: 經理				職業 Occupation:			
賬單郵寄地址 (如與上址不同): Correspondence Address (If different):							
電郵地址 E-mail address: ctm@gmail.com							
廠商會會員編號 CMA Membership no.: XXXXX							
	車牌號碼 Vehicle No.	電油 Petrol	柴油 Diesel		車牌號碼 Vehicle No.	電油 Petrol	柴油 Diesel
1	XX0000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3		<input type="checkbox"/>	<input type="checkbox"/>
2		<input type="checkbox"/>	<input type="checkbox"/>	4		<input type="checkbox"/>	<input type="checkbox"/>

第二聯絡人姓名及關係: 李美麗 (秘書) Second contact and relationship: 第二聯絡人電話: 6298 8926 Second contact No.:
現職公司 (個人登記用) Current Job (For Personal Applicant Only)
公司名稱 Company Name:
地址 Address:
電話 Contact No.:

申請所需文件 Documents required <input type="checkbox"/> 香港車輛登記文件副本 (包括所有填報之車輛) { Photocopy of All Vehicle registration document } <input type="checkbox"/> 申請人之香港身份證副本 { Photocopy of applicant's HKID card. } <input type="checkbox"/> 申請人之駕駛執照副本 { Photocopy of applicant's Driving Licence. } <input type="checkbox"/> 商業登記證及公司註冊證書 副本 { Photocopy of BR and CI } <input type="checkbox"/> 近三個月的香港住址證明 { Photocopy of applicant's address proof within the last 3 months } <input type="checkbox"/> 填妥的直接付款授權書正本 { Original completed and signed of Direct Debit Authorization Form } <input type="checkbox"/> 保證書 (如申請人不是車主本人) Guarantee Form { For vehicles not registered under applicant's } 填妥表格後請連同所需文件寄往 < 新界沙田安耀街 2 號新都廣場 7 樓 10 室 > , 查詢電話: 26681332 After completing the form, please send it together with the required documents to Unit 10, 7/F, Metropole Square, 2 On Yiu Street, Shatin, N.T., Hong Kong, Enquiry Tel No.: 26681332

申請人簽署 Applicant's declaration 本人茲申請開戶及發予記賬咭, 並保證上述資料全部正確無誤, 及授權貴公司取得有關本人之資料。本人定必依照貴公司規定於月結單內所訂明之繳費日或之前續清全部款項。本人明白使用記賬咭的條款及細則, 將詳列於隨咭附上的文件內, 並明白使用該咭將被視為接受該條款及細則。本公司保證所收集的個人資料, 只可用作申請記賬咭用途。 For my application of Fleet Card and the opening an account, I hereby confirm all information provided in this application is correct and that I have read through the above Personal Information Collection Statement and Agree to the use of my personal information for the said purpose. China Friend Development Limited is authorized to obtain my information. I will settle all charges on or before invoice due date. I also understand and acknowledge the terms and conditions of the use of Fleet Card. China Friend Development Limited confirms the use of my personal data will be only used for the application of Fleet Card.
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蓋公司印  Signature 申請人簽署	21-8-2020 Date 申請日期
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寫字樓專用:			
付款期	: 月結 _____ 天內	<input type="checkbox"/> 自動轉賬	
折扣	: <input type="checkbox"/> 無	<input type="checkbox"/> 有 _____	
營業員	: _____	日期:	_____
批核	: _____	日期:	_____

Personal Information Collection Statement 收集個人資料聲明

1. China Friend Development Limited (“**China Friend**”) for the purpose of operating the Fleet Card programme and providing ongoing services to the Customers from time to time, may collect the following personal data and information from the Customer: name, address, telephone number, email address and vehicle registration number and other relevant date (“**Personal Data**”). If the Customer fails or refuses to provide the Personal Data, China Friend may reject its application or terminate its participation in the Fleet card Programme, and may terminate any or all services provided to the Customer. The Customer expressly consents that China Friend is entitled to obtain Personal Data relating to the Customer from any third parties at any and all times, including without limitation conducting checks with any third party for the purpose of ascertaining whether the Customer is a member or participant of any other promotional programme operated by China Friend or any other programme in which China Friend is one of the providers.

友華發展有限公司為了操作記帳咭計劃及為了向其客戶持續提供服務的目的，友華發展有限公司可以向其客戶收集以下個人資料姓名、地址、電話號碼、電郵地址和車輛登記編號及其他所有有關客戶的個人資料（以下簡稱“客戶的個人資料”）。如果客戶未能提供客戶的個人資料，或拒絕提供客戶的個人資料，友華發展有限公司可以拒絕該客戶參加記帳咭計劃的申請，及有權停止向該客戶提供任何服務。客戶謹此明確表示同意友華發展有限公司有權於任何時候向第三者取得客戶的個人資料，此舉目的包括為了查考客戶是否參與友華發展有限公司所操作的其他推廣計劃；或為了查考客戶是否參與友華發展有限公司作為其中一個操作單位的其他推廣計劃。

2. The Customer agrees that the Personal Data may be used for the purposes of (i) creating, maintaining the Customer's account and managing Customers' continued participation in the Fleet Card Programme and all other matters relating to the Fleet Card Programme; (ii) verifying Customers' eligibility to participate in the Fleet Card Programme; (iii) verifying Customers' identities; (iv) providing Customers with services and benefits under the Fleet Card Programme; (v) contacting Customers about their account and suspension/ termination of the Fleet Card Programme (if applicable) and providing customer services from time to time; (vi) promoting its petroleum, lubricant and service station retail businesses and (vii) for statistical analysis and market researches which are conducted to enhance the services of China Friend to the Customer.

客戶同意友華發展有限公司可以使用客戶的個人資料作以下用途：(i) 開立及維持客戶的記帳咭計劃戶口；會員持續參與計劃及管核記帳咭計劃有關的所有其他事情；(ii) 核實客戶是否符合參加記帳咭計劃之資格；(iii) 核實客戶的身份；(iv) 向客戶提供記帳咭計劃下的服務和優惠；(v)與客戶聯絡，商討其戶口的事務及記帳咭的暫停/終止（如適用），及不時為提供客戶服務的目的，與客戶聯絡；(vi) 推廣友華發展有限公司之汽油、潤滑油以及加油站的零售業務；和 (vii) 用作統計分析和市場研究，這些分析和研究有助提升友華發展有限公司對客戶的服務質素。

3. The Customer agrees that China Friend may use the Personal Data to provide to the Customer marketing materials and latest marketing information (“**Marketing Materials**”) from time to time relating to its loyalty programs, discount card programs, private label card programs, fleet card programs, other petroleum products related programs developed by China Friend. The Customer expressly consents that China Friend may transfer the Personal Data to its Affiliates (“**China Friend's Affiliates**”) for the purpose of providing Marketing Materials to Customers. The Customer acknowledges that China Friend's Affiliates may change from time to time and China Friend is not obliged to confirm to the Customer who the Affiliates are. The Customers may require China Friend or any of the China Friend's Affiliates to cease to use the Personal Data for direct marketing purposes.

客戶同意友華發展有限公司可以使用客戶的個人資料，以不時向客戶提供營銷資料及最新的市場推廣資訊（以下簡稱“**營銷資訊**”），讓友華發展有限公司向客戶推介特惠計劃、折扣咭計劃、私人客戶咭計劃、車隊咭計劃及其他與石油產品有關的計劃，客戶明確表示同意友華發展有限公司可以將客戶的個人資料交給友華發展有限公司的關聯公司（以下簡稱“友華發展有限公司的關聯公司”），以便向客戶提供營銷資訊。客戶確認友華發展有限公司的關聯公司可能不時改變，而友華發展有限公司無須向客戶確認友華發展有限公司的關聯公司的身份，而客戶可以要求友華發展有限公司或友華發展有限公司的關聯公司停用客戶的個人資料。

4. Because of the special business nature of China Friend, the Customer (on his/her/its own behalf and on behalf of any of its members, officers or employees if applicable) hereby authorizes China Friend to obtain from, provide or transfer any of the Personal Data, within or outside Hong Kong, with: (a) Affiliates or third parties that provide administrative, payment, collection, business and operational support to China Friend and its Affiliates for the purposes set out at paragraphs 1, 2 and 3 above; (b) any proposed or actual partner, participant, assignee or transferee of all or any Part of China Friend's operation or business (including without limitation the Fleet Card Programme); and (c) any Affiliates, for the purposes as set out in paragraph 3 above. In addition, China Friend may disclose the Personal Data in order to comply with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486) (the “**Ordinance**”) or where otherwise required by law.

因為友華發展有限公司的業務特質，客戶代表自己及代表客戶的任何成員或股東、行政人員或僱員（如適用）授權友華發展有限公司在香港境內或境外，向下列人士取得、提供或轉移任何個人資料：(a)（為以上第 1 段、第 2 段和第 3 段列載目的）其關聯公司及向友華發展有限公司及其關聯公司提供行政、付款、收款、業務和營運支援之第三方；(b) 友華發展有限公司的全部或任何部分營運或業務（包括但不限於記帳咭計劃）之任何建議或實際夥伴、參加者、受讓人或承讓人；和 (c)（為以上第 3 段列載目的）其任何關聯公司。友華發展有限公司可根據個人資料（私隱）條例（香港法例第 486 章）（以下簡稱“**私隱條例**”）或在其他法例要求下披露客戶的個人資料。

5. Where the Customer provides Personal Data or other information on behalf of its members, officers, employees or other persons (“**Data Subject**”) to China Friend in connection with the Fleet Card Programme, the Customer warrants that it has complied with the Ordinance in relation to the provision of the Data Subject's personal data to China Friend and has obtained the prior written consent of the Data Subject for the Customer to provide such Personal Data and information to China Friend for the purposes set out in paragraphs 1, 2 and 3 above and has either (a) notified the Data Subject of the possibility that the data would be disclosed to third parties for the purposes set out in paragraphs 1, 2 and 3 above prior to or at the time of collecting the data; or (b) obtained the prior written consent of the Data Subject to the disclosure of the data to China Friend and the persons/entities referred to in paragraph 4 above for the purposes set out in paragraphs 1, 2 and 3 above.

如果客戶代表其成員、行政人員、僱員或其他人士（以下簡稱“**資料當事人**”）就記帳咭計劃或友華發展有限公司的其他服務向友華發展有限公司提供個人資料或其他資訊，客戶保證其符合條例中有關其向友華發展有限公司提供資料當事人的個人資料的規定，並已事先獲得資料當事人的書面同意，以令客戶可為以上第 1 段、第 2 段和第 3 段列載目的向友華發展有限公司提供該個人資料或資訊，客戶並確認在收集資料時或之前已通知資料當事人 (a) 有可能因為以上第 1 段、第 2 段和第 3 段列載目的，而向第三方披露資料當事人的個人資料；或 (b) 已通知資料當事人客戶將會因為以上第 1 段、第 2 段和第 3 段列載目的，向友華發展有限公司和以上第 4 段所述人士/團體披露其資料，並獲得資料當事人的事先書面同意。

6. Under the Ordinance, Customers may request access to or correction of any Personal Data by written notice to China Friend by Fax (26681320); Email (info@chinafriendhk.com) or by Mail (Unit 10, 7/F, Metropole Square, 2 On Yiu Street, Shatin, N.T., Hong Kong).

根據私隱條例的規定，客戶有權要求查閱和改正其個人資料，如欲提出要求，可以傳真（號碼為：26681320）；電郵（地址：info@chinafriendhk.com）或郵寄（地址：新界沙田安耀街 2 號新都廣場 7 樓 10 室）送達本公司。

7. “Affiliates” shall mean all entities which have close business connections with China Friend or entities which provide administrative, business and operational support or services to China Friend.

『關聯公司』指所有和友華發展有限公司有密切業務關係的團體，或向友華發展有限公司提供行政、業務和營運支援或服務之所有團體。

I hereby confirmed that I have read through the above Personal Information Collection Statement and Agree to the use of my personal information for the said purpose.

本人已細閱以上收集個人資料聲明並同意貴公司使用本人之個人資料作以上陳述用途。

蓋公司印



21-8-2020

Signature 簽名

Date 日期

樣本

DDA Form, 必須提供正本
如付款人與申請人不同, 必須提供付款人身份證和
近3個月住址證明副本

Direct Debit Authorisation 直接付款授權書

Date 日期: _____

Note: Please complete and return this form to your banker. 注意: 請依次填寫並將此授權書交給 貴戶之往來銀行。

Name of party to be credited (The Beneficiary) 收款之一方(受益人)	Bank No. 銀行編號	Branch No. 分行編號	Account No. to be credited 收款賬戶之號碼
China Friend Development Limited	0 0 9	6 3 6	0 0 6 1 6 4 2 5 0

I/We hereby authorise my/our below named Bank to effect transfers from my/our account to the above account in accordance with such instructions as my/our Bank may receive from the beneficiary and/or its banker and/or its banker's correspondent from time to time provided always that the amount of any one such transfer shall not exceed the limit indicated below.

本人/吾等現授權本人/吾等之下述銀行, (根據受益人及/或代理行不時給予本人/吾等銀行之指示) 自本人/吾等之賬戶內轉賬至上述賬戶, 惟每次轉賬金額不得超過以上指定之限額。

I/We agree that my/our Bank shall not be obliged to ascertain whether or not notice of any such transfer has been given to me/us.

本人/吾等同意本人/吾等之銀行毋須證實該等轉賬通知是否已交予本人/吾等。

I/We jointly and severally accept full responsibility for any overdraft (or increase in existing overdraft) on my/our account which may arise as a result of any such transfer(s).

如因該等轉賬而令本人/吾等之賬戶出現透支(或令現時之透支增加), 本人/吾等願共同及各別承擔全部責任。

I/We agree that should there be insufficient funds in my/our account to meet any transfer hereby authorised, my/our Bank shall be entitled, in its discretion, not to effect such transfer in which event the Bank may make the usual charge and that it may cancel this authorisation at any time on one week's written notice.


本人/吾等同意如本人/吾等之賬戶並無足夠款項支付該等授權轉賬, 本人/吾等之銀行有權不予轉賬, 且銀行可收取慣常之收費, 並可隨時以一星期書面通知取消本授權書。

This authorisation shall have effect until further notice or until the expiry date written below (whichever shall first occur).

本授權書將繼續生效直至另行通知為止或直至下列到期日為止(以兩者中最早之日期為準)。

I/We agree that any notice of cancellation or variation of this authorisation which I/we may give to my/our Bank shall be given at least three working days prior to the date on which such cancellation/variation is to take effect.

本人/吾等同意, 本人/吾等取消或更改本授權書之任何通知, 須於取消 更改生效日最少三個工作天之前交予本人/吾等之銀行。

My/Our Bank Name and Branch 本人/吾等之銀行及分行名稱	Bank No. 銀行編號	Branch No. 分行編號	My/Our Account No. 本人/吾等之賬戶號碼
銀行名稱	X X X	X X X	X X X X X X X X X X
My/Our Name(s) as recorded on Statement/Passbook 本人/吾等在結單 存摺上所紀錄之名稱	Limit for Each *Payment/Month 每*次/月付款之限額	Currency *HKD/RMB 貨幣*港元/人民幣	Expiry Date 到期日 (2)
陳大文	(1)	貨幣*港元/人民幣	D D M M Y Y
Name of Debtor (if other than Account Holder) 債務人之姓名(若非賬戶持有人)	My/Our Signature(s) 本人/吾等之簽名	(3)	
油咭申請人姓名		與銀行賬戶所簽者完全相同	
Debtor's Reference (Compulsory Field) 債務人之參考(必填之欄)			
由友華填寫			
For Beneficiary's Bank Use Only 受益人之銀行專用	Purpose	Remarks	
	General		
For Debtor's Bank Use Only 債務人之銀行專用	Remarks	Maximum Amount of Each Payment if No Payment Amount specified by Debtor (5) (6)	Signature Verified

可不用填寫

* Please delete whichever is not appropriate. 請刪去不適用者。

按個人入油用量設定, 最好每次不少於HKD5000 或不用設定

Notes 附註:

- If the amount of your payments are likely to vary each time, set the "Limit for Each Payment" at the maximum amount you would expect to pay at any one time.
如 台端付款之數額每次可能不相同, 則請將最高者定為「每次付款之限額」。
- This Direct Debit Authorisation will be cancelled automatically on the date included in the box marked "Expiry Date". If you wish the Direct Debit Authorisation to have effect indefinitely (or until cancelled by you), please leave box blank.
本直接付款授權書將於「到期日」一欄中所填寫之日期自動撤銷。如 貴戶意欲本直接付款授權書無限期有效(或直至 貴戶予以撤銷為止), 則請將該欄留空。
- Please ensure that you sign the form in the usual way that you would sign on your Bank Account.
請保證 貴戶在此授權書內之簽名, 與銀行賬戶所簽者完全相同。
- In the box marked "Debtor's Reference", enter the identifying reference between yourself and the party to be credited.
在「債務人之參考」一欄內, 請填上 貴戶與受款一方之鑑定參考。
- The debtor's bank may set an internal limit when the "Limit for Each Payment/Month" is not specified.
當「每次 月付款之限額」一欄未有填上時, 債務銀行可酌權就轉賬金額設下一個限額。
- The debtor's bank reserves the right to reject the payment exceeding the maximum limit specified by the debtor's bank unless prior arrangements have been made.
如果轉賬金額超過債務銀行所釐定限額, 債務銀行會保留權利不予轉賬, 預先安排除外。

To: China Friend Development Limited (友華發展有限公司)

GUARANTEE FORM (保證書)

I/ We _____ hereby unconditionally and irrevocably guarantee the due payment of all amount or outstanding occurred by the above vehicles due to your company and to indemnify and keep your company indemnified against all loss and damages your company may suffer. In the event there being any breach or default or liability to pay any sum or amount to your company hereunder, I/We undertake to pay immediately upon demand of your company all amounts due and payable to your company.

Vehicles Number

1. _____	2. _____	3. _____	4. _____	5. _____
6. _____	7. _____	8. _____	9. _____	10. _____
11. _____	12. _____	13. _____	14. _____	15. _____
16. _____	17. _____	18. _____	19. _____	20. _____
21. _____	22. _____	23. _____	24. _____	25. _____
26. _____	27. _____	28. _____	29. _____	30. _____

申請人非牌簿持有人，必須填寫

個人名義申請

公司名義申請

Authorized Signature and *Company Chop

本人 / 本公司 陳大文 或 大大發展有限公司 在此完全不撤回地保證承擔由上述車輛對 貴公司所衍生的欠款款項並賠償 貴公司的有關損失。在任何有違約及欠款責任的情況下，本人 / 本公司在此承諾，在收到 貴公司之要求繳付欠款時，立即向 貴公司清付所有欠款。

車輛號碼

1. <u>XX0000</u>	2. _____	3. _____	4. _____	5. _____
6. _____	7. _____	8. _____	9. _____	10. _____
11. _____	12. _____	13. _____	14. _____	15. _____
16. _____	17. _____	18. _____	19. _____	20. _____
21. _____	22. _____	23. _____	24. _____	25. _____
26. _____	27. _____	28. _____	29. _____	30. _____



如公司名義申請
必須蓋印

本人 / 公司授權簽署及*公司蓋章

*公司申請適用 / For company application