

APPLICATION / INFORMATION UPDATING FOR CREDIT ACCOUNT - CX DIVISION

信貸賬戶申請 / 資料更新表格 - 消費品部

Company Name ("Applicant") _____

商戶名稱 ("申請人") _____

Business Address 營業地址 _____

Tel. 電話 _____ Fax 傳真 _____ E-mail 電郵信箱 _____

Business Registration No. 商業登記號碼 _____ Established In 營業於 _____

Company Type 註冊類別 Sole Proprietor 獨資 Partnership 合夥 Ltd. Co. 有限公司 Others 其他 _____

Business Type 商業類別 Drug Store 藥行 Dispensary 藥房 Supermarket 超市 Catering 辦館 Wholesaler 批發商 Importer/Exporter 進出口商 Others 其他 _____

Delivery Address 送貨地址 _____
(Differ with Business Address 與營業地址不同)

Delivery Hours 送貨時間 _____

Payment Method 付款方法 Mailing 郵寄 Autopay to HSBC Account No. 567-785548-002 自動轉賬到上述滙豐銀行戶口 Others 其它 _____

Proprietor(s)/Partner(s)/Shareholder(s) Particulars 東主、合夥人或股東事項 (Please use attached sheet if necessary)

Name of Proprietor(s) Partner(s)/Shareholder(s) 東主、合夥人或股東姓名	中文姓名	Address 住址	Tel. No. 聯絡電話
_____	_____	_____	_____
_____	_____	_____	_____

Specimen Chops 圖章樣本

Company Chop 公司圖章

Receipt of Goods 收貨圖章及簽署

Contact Person and Title 聯絡人及其職位 _____ Tel. 電話 _____

Authorized Person and Title 授權人姓名及職位 _____ Tel. 電話 _____

Signature of Authorized Person 授權人簽署 _____ Date 日期 _____

All information provided will be treated in strict confidence according to the Personal Data (Privacy) Ordinance in Hong Kong. However, GlaxoSmithKline Limited ("GSK") may provide such information to any agent, contractors, credit reference agencies, debt collection agencies, third party services providers who provides administrative, payment collection, logistics or other services to GSK in connection with the operation of its business and any person to whom to GSK is under an obligation to make disclosure under the requirements of any law binding on GSK.

根據香港個人資料(私隱)條例, 葛蘭素史克有限公司("葛蘭素史克")將客戶資料保密處理, 但可能會把有關資料提供給任何代理人、承包商、信貸資料服務機構、收數公司或提供行政、收取貨款、送貨及其他和葛蘭素史克業務運作有關服務的第三者服務供應人。葛蘭素史克於法例要求約束下, 有責任提供客戶資料給其他人仕。

The purposes of the above data relating to applicant will be used in the daily operation, conducting credit checks, collecting payments, marketing products and other services provided to applicant.

有關申請人資料將用於日常運作服務, 進行信貸審查, 收取貨款, 推廣產品及其他方面客戶服務。

Notes 注意事項

- Please provide a copy of your Business Registration Certificate and the relevant licence 請連同商業登記及有關牌照副本交回葛蘭素史克有限公司
- Please read the terms and conditions thoroughly 請閱讀開戶細則
- Please tick as appropriate 請於適用的空格內加上 ✓ 號

TERMS AND CONDITIONS 開戶細則

Applicant ("Applicant") agrees to abide by the following terms and conditions for application of credit account with GlaxoSmithKline Limited ("GSK").
 申請人 ("申請人") 同意接受下列有關葛蘭素史克有限公司 ("葛蘭素史克") 之開戶細則：-

1. that GSK reserves the right not to open any accounts if details in this form are found to be incomplete or incorrect.
 若本表格上所填報之資料不詳盡或不正確，葛蘭素史克有權拒絕申請人之申請。
2. that the credit term, if any, is 30 days from invoice date and GSK has the right to charge interest on any sum or sums overdue.
 葛蘭素史克信貸期限是由發票上之日期起計三十天，三十天內必須清付貨款，如超越期限，葛蘭素史克有權對申請人收取適當之利息。
3. that the amount of credit granted to the Applicant shall be limited to the amount stipulated by GSK.
 申請人之信貸額將以葛蘭素史克之規定為準。
4. that the Applicant shall chop and sign as acknowledgment of goods receipt in all invoices for all goods supplies, the prices of which are to be debited to the applicant's account but such signature of goods receipt shall not be a condition precedent to the Applicant joint and several liability to GSK hereunder in respect of payment for such goods.
 申請人同意在收貨時，於發票上簽名及蓋章，並承認全部收妥，貨值總額則記入申請人信貸戶口之借方下，若收貨人簽名與表格上申請人簽名不同，申請人仍然承擔清付貨款之全部責任。
5. the property in the goods shall not pass to the Applicant but remain vested in GSK until the Applicant has made payments in accordance with Clause (2) hereof. This means that GSK can at GSK sole discretion and without prior notice to the Applicant collect from the Applicant the goods in respect of which the Applicant has not paid for ("the unpaid goods") or any of GSK's goods equal in value to the unpaid goods.
 有關貨物之擁有權，直至申請人按上述第二項繳付貨款，仍由葛蘭素史克所擁有，其意即謂葛蘭素史克可自行斟酌情況，同時無需事先通知申請人，向申請人收回該等未繳貨款之貨物或葛蘭素史克任何同等價值之貨物。
6. that if the Applicant changes information, such as address, telephone number, the Applicant shall notify GSK of such change within seven days. If the Applicant decides to transfer the Applicant's business the Applicant shall notify GSK in writing not less than 30 days before the transfer takes effect and immediately pay GSK the balance outstanding on the Applicant's account. Alternatively, GSK may collect from the Applicant any unpaid goods or any of GSK's goods equal in value to such unpaid goods.
 若申請人更改任何資料如地址，電話號碼等，須於七天前以書面通知葛蘭素史克。如申請人決意將業務轉讓時，申請人當於轉讓情況下生效日期不少於三十天前以書面通知葛蘭素史克，並即時清付所欠之貨款，或葛蘭素史克可向申請人收回未繳貨款之貨物或屬於葛蘭素史克任何同等價值之貨物。
7. the Applicant agrees to pay all legal costs and disbursements incurred by GSK in recovering amounts due by the Applicant on a full indemnity basis.
 若葛蘭素史克因追討申請人之欠款，付出之律師費或其他費用，申請人當一力承擔。
8. that no goods can be delivered to any address other than the one stated on this Form without GSK's prior approval. The Applicant shall inform GSK in writing beforehand if the Applicant wants the goods to be delivered to other address.
 除得到葛蘭素史克事前批准或同意外，送貨地址則以本申請表上為準，如申請人欲將貨物送往別處，必須事前以書面向葛蘭素史克申請。
9. that GSK has the right to amend or withdraw the credit granted without prior notice and any discount or rebate is subject to GSK discretion.
 葛蘭素史克有權隨時更改或停止信貸給申請人而無須事前通知。
10. that GSK has overriding right to demand immediate settlement of all outstanding balance owing to GSK if any term and condition as stated herein is not followed.
 若申請人不遵守上列條件，葛蘭素史克有權隨時向申請人收回所有信貸款項。
11. Either the Applicant or GSK shall be entitled to terminate the account by giving notice in writing and in such event the balance owing to GSK shall be paid within 7 days of the date of termination and in the event of non-payment shall be a debt owing to and recoverable by GSK.
 申請人與葛蘭素史克任何一方，均可以書面通知停止申請人之信貸戶口，在此情況下，申請人所欠之款項，須於停止日起七天內全部清付，如屆時未能清付則該欠款將視為申請人對葛蘭素史克虧欠貨款及應償還之債務。
12. GSK is entitled to amend these rules in its absolute discretion without prior notice.
 葛蘭素史克有權更改上列條款而無須預先通知。

FOR GSK USE ONLY (葛蘭素史克專用欄)

SALES DIVISION (please submit together with Customer Information Form)

FOR AS/400 SETUP

Trade Sector	SA/Cust Group	Sub-Group	Salesman Code	Adjustment Schedule	
					Suggested Credit Limit Per Month _____
Submitted By		Reviewed / Approved By		Approved By	
Sales Representative		Sales Manager		Head of Sales / Commercial Director	
Date _____		Date _____		Date _____	

CREDIT CONTROL

Credit Limit _____	Payment Term _____	Pyt Method/ Coll. Code _____
Approved By	Input By	Checked By
Credit Manager / Finance Director	Credit Executive	Credit Manager
Date _____	Date _____	Date _____

GlaxoSmithKline Limited - Payment Methods 葛蘭素史克有限公司 - 付款方式

Payment methods

• **Autopay:** Transfer funds from your designated bank account to our account at The Hong Kong and Shanghai Banking Corporation Limited (HSBC) Account no. 567-785548-002 on the payment due date.

• **PPS:** Transfer funds from any designated bank account* using a tone-dial phone or visiting PPS Website: <http://www.ppskh.com>. Please make your payment **one working day** before the payment due date. For details, call the PPS 24-hour pre-recorded hotline on 900 00 222 329 or for other PPS services, please call PPS hotline on 2311 9876 during office hours to contact PPS's customer services representatives. Our PPS merchant code is "9463".

In Person at HSBC Branches / ATMs:

- **Automated Teller Machine (ATM):** Transfer funds from your account with HSBC or deposit cash/cheque** to settle your account at any HSBC ATMs in Hong Kong to our HSBC account.
- **Teller Counter:** You may settle your payment by cash or by cheque** over teller counter at any HSBC branches.
- **Drop-in Box:** You may settle your payment by cheque** using the Drop-in Box at selected HSBC branches. Cash, post-dated cheques are not accepted.

Please write down our HSBC Account No. on the back of the cheque and send the copy of your payment details directly to us by fax or mail for our record.

• **By mail:** Send a cheque** to our Credit Control Section, 23/F, Tower 6, The Gateway, 9 Canton Road, Tsimshatsui, Kowloon, Hong Kong at least **three working days before the payment due date**. Cheques should be crossed and made payable to 'GlaxoSmithKline Limited'. Please write your account number on the back of the cheque. **Do not send cash.**

• **7-Eleven CASH Payment Card:** You may settle cash payment at any 7-Eleven stores by presenting a **unique bar coded CASH Payment Card issued by GlaxoSmithKline Limited**. For details, please call our Credit Control Customer Service hotline to contact our Credit Control Officer. The maximum cash payment per transaction is **HK\$5,000**. Please also keep the receipt issued by 7-Eleven until the next statement which shows payment record.

The payment will be posted to your account two working days thereafter. (Cut-off time: 5:00pm from Monday to Friday except Public Holidays)

* For Sole or Joint Account only.

** Cheque deposits will be accepted subject to subsequent verification, collection and final payment.

Enquiries

For enquiries, please direct to:

Hotlines: Credit Control Customer Service (852) 3189 8672 (Monday to Friday, 9:00am - 12:30pm and 1:30pm - 5:30pm except Public Holidays)

Fax: (852) 2802 7844

Address: Credit Control Section, 23/F, Tower 6, The Gateway, 9 Canton Road, Tsimshatsui, Kowloon, Hong Kong. (Please quote your account number on all correspondence)

For your protection, please check your statement against your new posted invoices, and refer any queries on billings within 30 days.

付款方式

• **自動轉賬:** 於付款到期日從您指定的銀行戶口轉賬到本公司在香港上海滙豐銀行有限公司(滙豐)之戶口 567-785548-002

• **繳費靈:** 於付款到期日前一個工作天, 隨時利用音頻電話或可瀏覽網址: <http://www.ppskh.com> 從您指定銀行戶口轉賬付款。詳情請致電 24 小時 PPS 錄音熱線 900 00 222 328 或於辦公時間內致電 PPS 熱線 2311 9876, 與 PPS 的客戶服務主任聯絡。本公司的 PPS 商戶編號為 "9463"。

客戶可前往滙豐分行/自動櫃員機:

- **自動櫃員機:** 透過滙豐設於香港的任何一部自動櫃員機從您的戶口轉賬、或存入現金 / 支票**付款到本公司在滙豐之戶口。
- **銀行櫃位:** 您可親自前往任何一間滙豐分行存入現金 / 支票**付款到本公司在滙豐之戶口。
- **寄存辦理箱:** 您亦可以透過設於指定滙豐分行內寄存辦理箱存入支票**付款到本公司在滙豐之戶口。為現金, 期票恕不接納。

請在支票背面寫上本公司在滙豐之戶口及將有關您的付款詳情傳真或郵寄至本公司。

• **郵寄:** 於付款到期日前三個工作, 將劃線支票** 香港九龍尖沙咀廣東道九號港威大廈第六座二十三樓客賬部收。支票抬頭請註明"葛蘭素史克有限公司", 並請於支票背面寫上客戶編號。請勿郵寄現金。

• **7-Eleven CASH Payment Card:** 您可以在任何 7-Eleven 店內以現金繳費, 繳費時請出示由葛蘭素史克有限公司發出附有個別條碼之 CASH Payment Card 以便處理。詳情請致電本公司客賬服務部熱線, 與客賬部主任聯絡。每次繳費金額的上限為 **HK\$5,000**。請您保留由 7-Eleven 發出之收銀機收據, 直至收取下月有顯示付款紀錄之月結單。該款項將於兩個工作天後記入您的戶口內。(截數時間: 星期一至星期五下午五時, 公眾假期除外)

* 個人或聯名戶口。

** 支票存款須經核實、代收最終兌付後, 方可作實。

查詢

您可透過以下途徑查詢:

熱線電話: 客賬服務部 (852) 3189 8672

(星期一至星期五, 上午九時至下午十二時三十分及下午一時三十分至下午五時三十分, 公眾假期除外)

傳真: (852) 2802 7844

地址: 香港九龍尖沙咀廣東道九號港威大廈第六座二十三樓客賬部(請於信件上寫上您的客戶編號)

為保障您的利益, 請核對您的月結單及您新誌賬的發票。如對賬目有任何查詢, 請於月結單日期起計三十天內提出。

Bank Bill Payment (BBP) Service 銀行繳費服務

Participating Bank	參與銀行	Bank Website 網站	Bank Hotline No. 銀行熱線電話
Bank of China (Hong Kong) Limited	中國銀行	www.boci.com.hk	2853 8828
Citibank (Hong Kong) Limited	花旗銀行(香港)有限公司	www.citibank.com.hk/	2860 0333
CITIC Ka Wah Bank Limited	中信嘉華銀行	www.ckw-ibanking.com	2287 6767 (General Banking) 2280 1288 (Credit Card)
Dah Sing Bank Limited	大新銀行	www.dahsing.com	2828 8000
DBS Bank (Hong Kong) Limited	星展銀行(香港)有限公司	www.hk.dbs.com	2290 8888
Hang Seng Bank Limited	恒生銀行	www.hangseng.com	2822 0228
HSBC	香港上海滙豐銀行有限公司	www.hsbc.com.hk	2748 3322
Mevas Bank Limited	豐明銀行	www.mevas.com.hk	3101 3838
The Bank of East Asia Limited	東亞銀行	www.hkbea-cyberbanking.com	2211 1321
Shanghai Commercial Bank Limited	上海商業銀行	www.shacombank.com.hk	2818 0282
Wing Hang Bank Limited	永亨銀行	www.whbhk.com	2543 2223
Wing Lung Bank Limited	永隆銀行	www.winglungbank.com	2952 6666

REMARKS

Above information is for reference only. For details, please refer to the individual participating bank. 以上資料只作參考。有關詳細資料, 請與個別參與之銀行查詢。

Updated on 10 May 2006