

# Change of HK principal details (AF)

## EZYPAY®

- To be completed by the owner of the account.
- Add new Principal details under 'New Contact Details', blank fields will not be changed.
- Print the form, complete it and email it to [asia.help@ezypay.com](mailto:asia.help@ezypay.com).
- Write clearly and in black pen.
- Allow two (2) working days for changes to be processed.

### Current Details

Principal Name \_\_\_\_\_ Principal ID No. \_\_\_\_\_  
Date form completed \_\_\_\_\_ Date change to occur from \_\_\_\_\_  
Phone Password (if applicable) \_\_\_\_\_

### New Contact Details

Contact Person's Name \_\_\_\_\_  
Business Street Address \_\_\_\_\_  
Postal Address \_\_\_\_\_ Postcode \_\_\_\_\_  
Direct Phone \_\_\_\_\_ Postcode \_\_\_\_\_  
Email \_\_\_\_\_ @ \_\_\_\_\_ Fax \_\_\_\_\_

### Distribution Account

*This account must be in the business or owner/director's name'.*

Name of Account \_\_\_\_\_ Bank Name \_\_\_\_\_  
Bank Number \_\_\_\_\_ Branch Number \_\_\_\_\_  
Account No. \_\_\_\_\_ Swift Code \_\_\_\_\_  
Bank Address \_\_\_\_\_

### Credit card details (this section must be completed)

This account must be the same as the distribution account.

I / we authorise Ezypay Ltd APCA User ID Number 064323 to debit my / our accounts at the financial institution identified through the Bulk Electronic Clearing System (BECS)

Payment Type ☐ Visa ☐ MasterCard

Name of Card \_\_\_\_\_ Card Number \_\_\_\_\_  
Expiry Date \_\_\_\_\_ Cardholder Signature \_\_\_\_\_

### Fee Structure (tick who is to pay)

If the customer is now going to be charged for fees, you will need to give them 2 weeks' notice. If you are changing from a Principal pays to a Customer pays structure, Ezypay will automatically add the fee to the customers debit amount.

Set up fee	Principal	<input checked="" type="checkbox"/>	Or	Customer	<input type="checkbox"/> (tick)
Transaction fee	Principal	<input checked="" type="checkbox"/>	Or	Customer	<input type="checkbox"/> (tick)

### Authorisation Signature

Owner's Name \_\_\_\_\_ Signature \_\_\_\_\_

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