上海商業銀行
SHANGHAI COMMERCIAL BANK

Request Form for Update of Over-the-limit Facility
超出信用限額信貸安排更新表格

To：Shanghai Commercial Bank Limited – Credit Card Department (the "Bank") Date
致：上海商業銀行有限公司 – 信用卡業務部 (「貴行」) 日期：.....

Note 注意：

✧ Please complete this form and return it via the below channels or any Shanghai Commercial Bank branch.(Please avoid duplicate submission)
填妥表格後經以下途徑或交回任何一間上海商業銀行分行。(請勿重複遞交)

Email 電郵	:	redemption.creditcard@shacombank.com.hk
Fax 傳真	:	8100 5612
Mailing 郵寄至	:	香港新界葵涌葵昌路 51 號九龍貿易中心 2 座 26 樓 – 上海商業銀行信用卡業務部 Shanghai Commercial Bank Credit Card Department, Level 26, Tower 2, Kowloon Commerce Centre, 51 Kwai Cheong Road, Kwai Chung, New Territories, H.K.

✧ Please allow 5 working days for processing this request. 請預留 5 個工作天辦理此項要求。

✧ Unless otherwise specified herein, all fields should be completed where applicable. Please use BLOCK LETTERS and put a "✓" in the appropriate box(es). 除非本表格另有註明，在適用的情況下，所有項目必須填寫。請用正楷填寫並於適當方格內加上 「✓」 號。

A. **Customer Information 客戶資料**

Name 姓名: .....

Contact No. 聯絡電話 : .....

Credit Card No.(Please fill in Principal card number) 信用卡號碼 (請填寫主卡號碼) :

(1) ☐☐☐☐ - ☐☐☐☐ - ☐☐☐☐ - ☐☐☐☐

(2) ☐☐☐☐ - ☐☐☐☐ - ☐☐☐☐ - ☐☐☐☐

B. **Update of Over-the-limit Facility for my Shanghai Commercial Bank Credit Card (including all supplementary cards, if any)**
上海商業銀行信用卡超出信用限額信貸安排更新 (包括所有附屬卡，如適用)

☐ **I wish to opt-in to over-the-limit facility 本人接受超出信用限額信貸安排**

If you accept the facility, the Bank may impose an Over-the-limit Fee and other applicable interests and charges (if any) as specified in the Fee schedule of Credit Card Service for the over-the-limit transactions. The Bank reserves the right to accept or reject any over-the-limit transaction conducted with the card at its sole discretion without prior notice.
如閣下選擇超出信用限額信貸安排，貴行或會就超出信用限額之交易徵收信用卡服務收費表上列明之超出信用限額手續費及其他適用利息及費用(如有)。貴行保留決定接受或拒絕信用卡在超出信用限額情況下仍可繼續使用之最終權利，而毋須事先通知。

☐ **I wish to opt-out of over-the-limit facility 本人不接受超出信用限額信貸安排**

If you do not accept the facility, credit card transactions that cause the current balance to exceed the credit limit will be declined by the online authorization network. However, your credit card may still be subject to Over-the-limit Fee due to an over credit limit condition such as a result of the posting of offline transactions, transactions that do not require authorization or transactions authorized but with billing delayed (for example, using the credit card for monthly telecommunication / internet service recurring payment, Octopus Automatic Add-Value Service and carpark charges).
如閣下選擇不接受超出信用限額信貸安排，經電腦聯線之授權系統會拒絕授權能引致信用卡之結欠超出信用限額的交易。惟該信用卡仍有機會因為離線交易、不需要獲得授權之交易或已獲得授權而暫未誌賬之交易引致出現超出信用限額情況(例如以信用卡辦理之電訊/網絡服務月費自動扣賬、八達通自動增值及停車場費用)，而需徵收超出信用限額手續費。

C. **Declaration 聲明：**

I acknowledge and confirm my instruction above and I understand and accept that the related over-the-limit facility arrangement for the above mentioned credit card.
本人承認並確認本人上述指示，本人明白及接受上述信用卡有關超出信用限額信貸安排。

.....
Principal Cardholder's Signature 主卡持卡人簽署*
*The Signature should be the same as that on the credit card application form.
須與信用卡申請表之簽署相同

For Bank Use Only 銀行專用	
Rec'd Date:	
Source: ☐ In person: A/C Holder /AS / Known Person ☐ By Mail / Courier / Fax / Email / Internal / Unknown person	
Confirmation Details (If applicable): Confirmed with : A/C Holder / AS / Others Contact Date & Time :	
Handling branch and staff:	***S.V.***
Remark:	

For the Over-the-limit Fee as specified in the Fee Schedule of Credit Card Services, please visit the Bank website at https://www.shacombank.com.hk/eng/tools/documents/download/personal/images/Credit_Cards_Related/ccfee.pdf
In case of any inconsistency between the English and Chinese versions, the English version shall prevail.
信用卡服務收費表上列明之超出信用限額手續費，請瀏覽本行網頁：
https://www.shacombank.com.hk/tch/tools/documents/download/personal/images/Credit_Cards_Related/ccfee.pdf
如中英文版本有任何歧異，一概以英文版本為準

Issued by Shanghai Commercial Bank Limited
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