

## 退款申請表格 Refund Request Form

## 商戶資料 Merchant Information

商戶名稱 Merchant Name:	
商戶編號 Merchant ID:	
聯絡人名稱 Contact Person:	聯絡人電話 Contact No:

## 退款詳情 Refund Details

退款交易日期 Transaction Date:	交易編號 Transaction ID:
退款交易時間 Transaction Time:	(HH/MM/SS)
交易總金額 Transaction Amount: HKD	退款金額 Refund Amount: HKD
信用卡號碼.(最後4位數字) Card No.(Last 4 Digit):	(只適用於 Visa/萬事達/銀聯卡 For Visa/MasterCard/UnionPay only)
交易種類 Card Type:	VISA 萬事達MASTERCARD 支付寶 ALIPAY 微信 WECHAT 銀聯UNIONPAY 美國運通AMEX JCB <small>*如需申請退款美國運通交易,但終端編號為00000001 請聯絡美國運通進行退款 (電話: 22772277) *To request a refund for an AMEX transaction, But the Terminal ID is 00000001 Please contact AMEX to process a refund (TEL: 22772277)</small>
退款原因 Refund Reason:	

## 繳款方法 Payment Details

應退回金額 Amount payable<sup>#1</sup>: HKD \_\_\_\_\_

請選擇一種退款方法 Please choose one of the payment methods below:

繳款方式 Payment Methods	BBMSL 戶口資料 Account Information
(1) 從下一次匯款中扣除 <sup>#2</sup> Deduct from daily settlement amount <sup>#2</sup>	
(2) 使用「轉數快」轉帳 <sup>#3</sup> Transfer by FPS <sup>#3</sup>	轉數快識別碼 FPS ID: <u>162577993</u> 戶口名稱 Account Name: <u>BBMSL Limited</u> <small>*大新銀行用戶請使用「銀行轉賬」 Please use 'Interbank transfer' for Dah Sing Bank account user.</small>
(3) 使用網上銀行轉帳至 <u>BBMSL</u> 戶口 <sup>#3</sup> Transfer by e-banking to BBMSL bank account <sup>#3</sup>	戶口名稱 Beneficiary Account Name: <u>BBMSL LIMITED</u> 銀行名稱 Bank Name: <u>大新銀行有限公司 DAH SING BANK, LTD.</u> 銀行編號 Bank Code: <u>040</u> 戶口號碼 Account Number: <u>308-15804162</u> (港幣 HKD)
(4) 使用銀行櫃員機轉帳至 <u>BBMSL</u> 戶口 <sup>#3</sup> Transfer by ATM to BBMSL bank account <sup>#3</sup>	戶口名稱 Beneficiary Account Name: <u>BBMSL LIMITED</u> 銀行名稱 Bank Name: <u>大新銀行有限公司 DAH SING BANK, LTD.</u> 戶口號碼 Account Number: <u>08-158-04162</u> (港幣 HKD)

<sup>#1</sup> 由於交易已結算, 商戶需支付退款金額以進行退款

Merchant is requested to pay the refund amount to process refund as the transaction has been settled

<sup>#2</sup> 如結算金額中有足夠的金額方可進行退款

Refund will be processed once sufficient funds are deducted from settlement amount

<sup>#3</sup> 請連同此表格一併提交銀行付款單證明

Bank payment slip should be provided along with this form

[如資料有任何錯漏, 可能會減慢退款進度 Any missing information may delay the refund process]

申請人名稱 Signatory Name: \_\_\_\_\_ 申請人簽署 Signature: \_\_\_\_\_

日期 Date: \_\_\_\_\_

(公司印章 With Company Chop)

### 範例 Sample

#### 商戶資料 Merchant Information

商戶名稱 Merchant Name: ABC Company
商戶編號 Merchant ID: 852999948990002
聯絡人名稱 Contact Person: Mr Chan
聯絡人電話 Contact No: 98765432

#### 退款詳情 Refund Details

退款交易日期 Transaction Date: 7/12/2021	交易編號 Transaction ID: 174156467
交易總金額 Transaction Amount: HKD 10.00	退款金額 Refund Amount: HKD 5.00
信用卡號碼 (最後 4 位數字) Card No.(Last 4 Digit): 6691	
交易種類 Card Type:	
<input type="radio"/> VISA <input checked="" type="radio"/> MASTERCARD <input type="radio"/> 支付寶 ALIPAY <input type="radio"/> 微信 WECHAT <input type="radio"/> 銀聯 UNION PAY	
退款原因 Refund Reason: Discount for defect product	

#### 繳款方法 Payment Details

應退回金額 Amount payable<sup>#1</sup>: HKD 5.00

請選擇一種退款方法 Please choose one of the payment methods below:

繳款方式 Payment Methods	BBMSL 戶口資料 Account Information
(1) <input checked="" type="checkbox"/> 從下一次匯款中扣除 <sup>#2</sup> Deduct from daily settlement amount <sup>#2</sup>	
(2) <input type="checkbox"/> 使用「轉數快」轉帳 <sup>#3</sup> Transfer by FPS <sup>#3</sup>	轉數快識別碼 FPS ID: 162577993 戶口名稱 Account Name: BBMSL limited
(3) <input type="checkbox"/> 使用網上銀行轉帳至 BBMSL 戶口 <sup>#3</sup> Transfer by e-banking to BBMSL bank account <sup>#3</sup>	戶口名稱 Beneficiary Account Name: BBMSL LIMITED 銀行名稱 Bank Name: 大新銀行有限公司 DAH SING BANK, LTD. 銀行編號 Bank Code: 040 戶口號碼 Account Number: 308-15804162 (港幣 HKD)
(4) <input type="checkbox"/> 使用銀行櫃員機轉帳至 BBMSL 戶口 <sup>#3</sup> Transfer by ATM to BBMSL bank account <sup>#3</sup>	戶口名稱 Beneficiary Account Name: BBMSL LIMITED 銀行名稱 Bank Name: 大新銀行有限公司 DAH SING BANK, LTD. 戶口號碼 Account Number: 08-158-04162 (港幣 HKD)

- <sup>#1</sup> 由於交易已結算，商戶需支付退款金額以進行退款  
Merchant is requested to pay the refund amount to process refund as the transaction has been settled
- <sup>#2</sup> 如結算金額中有足夠的金額方可進行退款  
Refund will be processed once sufficient funds are deducted from settlement amount
- <sup>#3</sup> 請連同此表格一併提交銀行付款單證明  
Bank payment slip should be provided along with this form

[如資料有任何錯漏，可能會減慢退款進度 Any missing information may delay the refund process]

申請人名稱 Signatory Name: Chan Tai Man      申請人簽署 Signature:

日期 Date: 30/12/2021



(公司印章 With Company Chop)

#### 收據範本 Receipt Sample



ABC Company  
G/F 123 Lucky Street, HK

#### SALE

DATE/TIME	2021-12-07 12:02:14
MERCHANT ID	852999948990002
TERMINAL ID	00008953
BATCH	000226
TRACE	011330
RRN	120715922474
TXN ID	N/A
APPROVAL CODE	186201
TRANSACTION ID	174156467
INV NUM	N/A
CARD TYPE	MASTERCARD
CARD NUM	XXXXXXXXXX 6691(T)
EXP DATE	
AID	A000000041010
TC	FB75365F3B2652C0
APP	MASTERCARD
BASE	HKD 10.00
TIP	HKD 0.00
TOTAL	HKD 10.00

Signature required

I agree to pay above total amount according to card issuer agreement.

WISEPAY 1.22.4  
--- CUSTOMER COPY ---

請提交已簽署的表格並發送至 [service\\_ops@bbmsl.com](mailto:service_ops@bbmsl.com)。謝謝！

Please submit the signed form and send to [service\\_ops@bbmsl.com](mailto:service_ops@bbmsl.com). Thanks!