

CHANGE OF PURCHASER APPLICATION FORM 變更買受人申請書

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| Order No. 提貨單號 | |
| Name of Applicant / Authorized Party 申請人姓名 / 代辦人 | Distributor No. (Applicant) 申請人編號 |
| Name of Original Purchaser 原買受人姓名 | Distributor No. (Original Purchaser) 原買受人編號 |
| Name of New Purchaser 新買受人姓名 | Distributor No. (New Purchaser) 新買受人編號 |
| Reason(s) 變更原因 | |

IMPORTANT NOTES | 注意事項

- Change of purchaser is only applicable if the change request is submitted within the same month of the invoice date, the request submitted in the following month shall not be allowed.
變更買受人申請僅限於訂購日當月始得申請變更，隔月恕不受理。
- New purchaser must be registered as member before the invoiced date (includes invoiced day).
新買受人應在原買受人已完成該筆訂單日前，完成入會資格，方具符合資格(變更買受人之申請)。
- For request submitted after the invoiced date, an administrative fee of S\$15 will be incurred.
若於訂單日之翌日申請變更買受人者，須依實際開立發票之提貨單張數，繳交S\$15/張之系統作業處理費。
- Change request is only allowed for members within the same genealogy group.
變更買受人僅限於同組織內的變更。
- Applicant may authorized a third party to submit the change request on behalf, however the applicant will be liable for all responsibilities.
本申請書若非原買受人親自辦理，可委託代理人辦理本件業務，此代理行為視為本人行為並由本人承擔一切責任。
- The authorized party is responsible for providing accurate information and shall be held responsible if any legal or tax that arise from the application.
代理人經買受人授權代辦變更買受人事宜，如有虛假為冒，願負全部法律或稅務責任，絕無異議。
- Change of purchaser from business entity to individual distributorship is not allowed, and vice versa.
買受人為營利事業不可變更為個人;買受人為個人不可變更為營利事業。

Signature of Applicant | 申請人簽名

Date | 日期

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Remarks | 備註

Staff In-Charge | 經辦人

Head of Department | 部門主管

IT Department | 資訊部