



Request to Update Primary Registered Email Form & Payment Advice Email 更新主要註冊及收款電子郵件表格

To HKUST Purchasing Office / 致香港科技大學採購處

Your Company Name / 貴公司名稱

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We would like to update the Primary Registered Email for receipt of documents such as Purchase Order, Quotation/Tender Invitation and change of password for HKUST Supplier Portal and/or Payment Advice Email for receiving payment and update of bank account notification from the University.

我們希望更新主要註冊電子郵件，以作接收香港科技大學採購處之文件，如採購單、報價/投標邀請書及更改登入大學供應商系統 及/或更新收款電子郵件以作接收大學付款及更新銀行戶口資料通知等。

Primary Registered Email update to / 更新主要註冊電子郵件

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Payment Advice Email update to / 更新收款電子郵件

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(For and on behalf of the company) Authorized by / 代表公司授權

Name / 姓名	
Title / 職位	
Contact Tel. No. / 聯絡電話	

Signature / 簽名

Company Stamp / 公司印章

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Please submit the completed form to the Purchasing Office by email to pusupplier@ust.hk with a copy of valid Business Registration Certificate.

請把已填妥表格以電郵 pusupplier@ust.hk 連同 貴公司的有效商業登記證副本遞交至香港科技大學採購處。