



**IMPORTANT INSTRUCTIONS**

- **Sign and Stamp** your **Company Chop** on this Account Registration form
- **Submit this form** with a copy of your **Business Registration Certificate\*** with a validity of at least 30 days by method below:
  - Upload it on the FedEx website via the instruction stated on the website

\* FedEx reserves the right to set up an account for you at our sole discretion.

\* For nonprofit organization, our Customer Service will contact you for the required documents.

**Account Registration**

Company Name: \_\_\_\_\_  
*(as shown on the Business Registration Certificate)*

Contact Name: \_\_\_\_\_  
*(full name as shown on ID/passport)*

Email Address: \_\_\_\_\_

Position in Company: \_\_\_\_\_ Nature of Business: \_\_\_\_\_  
Non-profit company? (Yes / No)

Telephone No.:  
Office: 852- \_\_\_\_\_ Mobile: 852- \_\_\_\_\_ Fax No.: 852- \_\_\_\_\_

Company Address\*: \_\_\_\_\_  
Is this address belonging to a Business Centre, Accounting Firm or Secretarial Services Company? (Yes / No)

Billing Address  
*(If different from company address):* \_\_\_\_\_

Site Address#  
*(If different from company address):* \_\_\_\_\_

Signature: \_\_\_\_\_ Company Chop: \_\_\_\_\_

Date: \_\_\_\_\_

**Note**

\* *As shown on the Business Registration Certificate.*

# *Address of the site which originates consignment of air cargo*



Optional Information:

For most of your shipments, are the transportation charges paid by your company? (Yes / No)

Will you have any shipments within 30 days? (Yes / No)

Special Shipping Needs:

A new account credit review may be required by FedEx Finance within two weeks of the creation date of your account. FedEx is entitled to require placing a deposit after the companies opening their new account if the companies register their premises in a business centre, accounting firm or secretarial services company.

The credit limit for new FedEx corporate account is HKD50,000.00 with 30 days credit term. If the outstanding account balance exceed the credit limit or payment is not settled within the credit term of 30 days, we reserve our rights to change the account to cash account. This credit limit will be adjusted according to the shipping volume and payment history of the customer. We may also conduct credit review on the customer and may request for security deposit if necessary.

**Please submit this form (2 pages) with a copy of your BUSINESS REGISTRATION CERTIFICATE**