



申請所需文件 Application Supporting Documents

- 有效商業登記證明 (BR及CR) & NAR1/ NNC1 周年申報表副本 Copies of BR & CR certificate, and NAR1/ NNC1
- 註冊人姓名、香港身份證副本、聯絡電話及地址 Applicant name, HKID card copy, contact no. and email
- 公司收款銀行戶口資料及最近三個月記錄 The company bank account information (for receiving the settled payment), and its record of recent 3 months
- 商店正門招牌、售賣貨品及收銀台正面照片 Photos of store front (with signage), product shelves and the front of cashier counter
- 填寫此 SoéPay 商戶申請表 Fulfil this SoéPay merchant application form

(所有項目必須填寫 All fields required)

A. 公司資料 Company Information

業務名稱 Merchant Business Name (必須與商業登記上相同 Must Be the Same as in the Business Registration)	
業務登記地址 Merchant Business Address (必須與商業登記上相同 Must Be the Same as in the Business Registration)	
商業登記號碼 Business Registration Number	業務性質 Business Nature
線上收款估計年營業額 Online Payment Collection Estimated Annual Turnover	線下收款估計年營業額 Offline Payment Collection Estimated Annual Turnover
線上收款估計本地/外國客人比例 Online Payment Collection Estimated Ratio of Local/ Foreign Customers	線下收款估計本地/外國客人比例 Offline Payment Collection Estimated Ratio of Local/ Foreign Customers
店舖名稱 (用於顯示及收據打印) Shop Name/ Doing-Business-As (for Display and Receipt Purpose)	
店舖地址 (用於顯示及收據打印) Shop Address (for Display and Receipt Purpose)	
現有線上支付方式 Existing Online Payment Methods	
<input type="checkbox"/> 電商網站 eShop Website <input type="checkbox"/> 自建 Self - Built <input type="checkbox"/> Shopify <input type="checkbox"/> Shopline <input type="checkbox"/> 其他 Others: _____	
<input type="checkbox"/> 收款鏈接 Payment Link <input type="checkbox"/> 手機 APP Mobile App	

B. 負責人資料 Responsible Person Information

(業務 25% 以上之任何股東 / 負責人 any Shareholder/ Responsible Person With More Than 25% of the Business)

姓名 Name (必須與身份證或護照上相同 Must Be the Same as in the ID Card or Passport)		
職位 Role	電話 Phone	聯絡電郵 Contact Email

C. 聯絡人資料 Contact Person Information

姓名 Name (必須與身份證或護照上相同 Must Be the Same as in the ID Card or Passport)		
職位 Role	電話 Phone	聯絡電郵 Contact Email

D. 日常營運資料 Daily Operation Information

用戶登入電郵 Login Email (用於登入卡機, 收款應用及商戶管理系統 Login for Terminal, App and Merchant Portal)	交易收據及報告收件人電郵 Receipt/ Report Recipient Email
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E. 收款銀行資料 Bank Information

戶口持有人 (必須與銀行戶口相同) Account Holder (Must Be the Same as the Bank Account)	
銀行名稱及銀行編號 Bank Name and Bank Code	銀行戶口號碼 Bank Account Number

F. 開通服務 Service Provisioning

- 線上支付 Online Payment 線下支付 Offline Payment

G. 服務費 Service Charge(s)

- 手機收款 App 服務費 SoftPOS Payment App Subscription Fee (HK\$780/ 年 Year)
 一次性線下支付賬戶設置費 Offline Payment One-Off Set Up Fee (HK\$800)
 一次性線上支付賬戶設置費 Online Payment One-Off Setup Fee (HK\$5,000)

H. 線下終端產品、按金及額外選購配件 Offline Terminal Products, Deposit, Extra Hardware & Accessory

- 一體化智能卡機按金 SmartPOS Deposit (HK\$2,200)
 SoePay S1 不帶打印機底座卡機 SoePay S1 Terminal (HK\$1,199/ 部 Pc)*
 SoePay S1 帶打印機底座卡機 SoePay S1 Terminal & Printer Dock Set (HK\$1,399/ 套 Set)*
 BP80 藍牙打印機 Bluetooth Printer (HK\$400)

* 豁免首年HK\$780 APP服務費 First-Year HK\$780 App Subscription Fee Waiver

I. 條款及細則 Terms & Conditions / 商戶授權 Merchant Authorization

您的商戶收卡服務同意書，包含此商戶申請表 (“本申請”) 和 SoePay.com 網站的條款及細則 (“條款及細則”) 是由瑞柏商戶服務有限公司 (“SMS”) 和上述與您之間的協議。本申請將按年自動續期，除非根據條款及細則第 13 條的方式終止服務。
 商戶已知悉以下事項：

- 如機器有任何人為損壞或遺失，商戶需繳付 2,200 港元。
 - 本公司的機器為本公司之財產，及對其擁有權與有關機器之所有事宜均有最終決定權，並對合約雙方具約束力。
 - 按卡機構收單規定，商戶不能進行分單交易，如發現商戶有分單交易行為，卡機構有權凍結交易結算款至少180日。
 - 小型企業計劃 (“SME計劃”) 交易率 (MDR) 僅適用於全年Visa或Mastercard交易的總營業額不超過150萬港元、美國運通交易的總營業額不超過100萬港元及銀聯交易的總營業額不超過80萬港元。Visa月交易總額不超過40萬港元。如果累計交易金額超過Visa、Mastercard、美國運通或銀聯的限額，商戶有機會將無法再享受SME計劃的折扣優惠。交易費也將會被調整。
 - 商戶必須保留帶有持卡人簽收的銷售發票至少365日，如遇到收單機構調單或持卡人信用卡爭議交易及退款 (Chargeback) 情況，而商戶未能提供交易的銷售發票，商戶或需要承擔退還持卡人該筆交易款項的責任。
 - 商戶在歸還終端機時，若Visa、Mastercard、UnionPay、WeChat Pay和AliPay的總交易額未達到HK\$300,000，則需支付HK\$1,100的服務費。
- 商戶同意在簽署後，代表商戶已閱讀並理解、並同意遵守所有條款包括商戶收卡服務同意書、本申請之條款及細則，及 help.soepay.com 幫助中心的快速入門指南。商戶並謹此聲明於本申請和申請所需文件中提供的所有信息都是真實準確的。且將受本申請之條款及細則約束，SMS保留修改或最終決定權。在任何情況下，商戶不同意本申請的任何條款及細則與條件時，將不得向 SMS 提交本申請和/或任何卡交易。該服務將由SMS和其支付服務合作方共同提供。如果商戶違反任何支付服務合作方定立的條款，支付服務合作方可不向商戶提供其服務。本申請的中英文版本出現任何歧異，概以英文版本為準。

Your Merchant Card Services Agreement, comprising of this Merchant Application Form (“Application”) and the Terms & Conditions (“T&C”) that published in SoePay.com, is made between SPECTRA Merchant Services Limited (“SMS”) and Merchant named hereinabove. It will be automatically renewed when end of the applied subscription period, unless it is terminated as per clause 13 of the T&C.

Merchant have acknowledged the terms below:

- A fee of HK\$2,200 per device is payable by merchant if any device(s) is/are damaged or lost.
- The terminal devices are the properties of Spectra Merchant Service Limited reserves the right of final decision on all matters relating to the ownership of terminal device(s), which shall be binding on both parties concerned.
- According to the card scheme acquiring regulations, the Merchant can not attempt to split transactions. Once found, the card scheme has the right to freeze the transaction settlements for at least 180 days.
- The Small Business Program (“SME program”) processing rate (MDR) is only applicable to merchants whose annual turnover below HK\$1.5 million on Visa or Mastercard transactions, below HK\$1.0 million on American Express transactions and below HK\$0.8 million on Union Pay. The monthly transaction on Visa should not exceed HK\$0.4 million. Once merchants’ annual and said monthly turnovers exceed the SME program’s transaction limits, merchant will not be eligible for SME discount. If so, the transaction rate will be adjusted.
- Merchant must keep the sales invoice with the cardholder’s signature for at least 365 days. Merchant maybe responsible for refunding the cardholder for the transaction if the merchant is unable to provide the sales invoice for verification in case of the acquirer’s request of sales slip or the cardholder’s chargeback.
- The merchant must pay a service fee of HK\$1,100 if the total transaction volume of Visa, Mastercard, UnionPay, WeChat Pay, and AliPay does not reach HK\$300,000 when returning the terminal.

By signing below, merchant declares that you have read and understood all the terms and conditions including the Merchant card services agreement, the T&C of this application form, and the Quick Start Guide in the Help Centre of help.soepay.com. Also, you certifies that all information provided in this Application and supporting documents are true and accurate. Also, merchant agrees that, upon signing, it will be bound by all the terms of this Application and the T&C as may be modified or amended in the future in accordance with its terms, despite this Application is subject to final acceptance of SMS in its sole and absolute discretion. In any event Merchant disagrees with any terms of this Application or the T&C, it shall not submit this Application and/or any Card Transaction to SMS hereunder. The service will be jointly provided by SMS and its payment service partners. The payment service partners may, at their sole discretion, not provide their services if merchant violates any terms of service set out by the payment services partners. The English Version of this Agreement shall prevail whenever there is a discrepancy between the English and the Chinese versions.

商戶簽名及公司印章 Signature and Company Stamp on Behalf of Merchant

X	日期 Date
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SoéPay 商戶申請表 Merchant Application Form

職員專用 Staff Only		負責人 Person-in-Charge		最終之每單交易費率 Final Processing Rate (MDR) per Transaction	
線上交易費 Online Transaction Fee		結算週期 Billing Cycle T+			
Visa & Mastercard	銀聯 UnionPay	美國運通 American Express	JCB	Discover & Diners	
支付寶及微信支付 Alipay & WeChat Pay		PayMe	轉數快 FPS	八達通 Octopus	易辦事 EPS
分期 Instalment	<input type="checkbox"/> 3個月/Months _____ %	<input type="checkbox"/> 6個月/Months _____ %	<input type="checkbox"/> 9個月/Months _____ %		
<input type="checkbox"/> 12個月/Months _____ %	<input type="checkbox"/> 18個月/Months _____ %	<input type="checkbox"/> 24個月/Months _____ %	<input type="checkbox"/> 36個月/Months _____ %		
線下交易費 Offline Transaction Fee		結算週期 Billing Cycle T+			
Visa & Mastercard	銀聯 UnionPay	美國運通 American Express	JCB	Discover & Diners	
支付寶及微信支付 Alipay & WeChat Pay		PayMe	轉數快 FPS	八達通 Octopus	易辦事 EPS
分期 Instalment	<input type="checkbox"/> 3個月/Months _____ %	<input type="checkbox"/> 6個月/Months _____ %	<input type="checkbox"/> 9個月/Months _____ %		
<input type="checkbox"/> 12個月/Months _____ %	<input type="checkbox"/> 18個月/Months _____ %	<input type="checkbox"/> 24個月/Months _____ %	<input type="checkbox"/> 36個月/Months _____ %		
資料輸入 Data Entry	覆核 Review	審批 Approval	財務 Finance	單筆交易限額 (HK\$) Single Transaction Limit (HK\$)	帳戶啟用日期 Account Activation Date
瑞柏商戶服務有限公司簽名及公司印章 Signature and Company Stamp on Behalf of SPECTRA Merchant Services Limited					
X _____			日期 Date _____		