



Getting started with 開始使用 PayCargo

Streamline your logistics payments with PayCargo, the trusted all-in-one payment platform that ensures faster cargo release and simplifies freight invoice management with automation.

Take advantage of all that PayCargo has to offer in just 4 easy steps:

1. Please complete the information form below in English and return it to mlaw@paycargo.com
2. Please complete and stamp the DDA form (attached).
3. Please mail the completed forms to the listed address.
4. Confirmation email will be sent upon successful registration. You can then use PayCargo paying vendors such as CCT, HACTL, and AAT before cargo arrival.

By submitting these forms, you acknowledge that your data may be shared with third- party service providers, including Autotoll Limited, for administrative and communication purposes.

Subject to **PayCargo Terms and Conditions** 受 **PayCargo** 條款及細則約束。

COMPANY INFORMATION

公司資料

Registered Company Name 公司名稱:	
Registered Office Address Line 1 公司地址(第一行):	
Address Line 2 公司地址(第二行):	
District 分區:	
Area 區域:	Hong Kong Island / Kowloon / New Territories
Country / Region 國家 / 地區:	Hong Kong SAR
Business Registration (BR) No. 商業登記號碼:	
Certificate of Incorporation (CI) No. 公司註冊號碼:	
Contact Person Name 聯絡人姓名:	
Contact Person Work Phone No. 聯絡人辦公室電話號碼:	
Contact Person Mobile Phone No. 聯絡人手機號碼:	
Contact Person Email Address 聯絡人電郵地址:	

BANK INFORMATION
(TO RECEIVE MONEY AS A VENDOR)
銀行資料 (用於收款)

Country/ Region 國家/地區:	Hong Kong SAR
Currency 貨幣:	HKD
Bank Name 銀行名稱:	
Account Holder Name 帳戶持有人姓名:	
Bank Code 銀行代碼:	
Branch Code 分行代碼:	
Account No. 帳號:	

VENDOR ACCOUNT USER INFORMATION
(TO RECEIVE MONEY AS A VENDOR)
收款帳戶用戶資料 (用於收款)

Last Name 姓氏:	
First Name 公司地址 (第一行):	
Phone Number 電話號碼:	
Email Address 電郵地址:	
Preferred Username 首選用戶名:	Same as Email Address

This administrative user will have all available permissions and will be able to add other users to use the same account.
此管理用戶將擁有所有可用權限，並可新增其他用戶使用同一帳戶。

PAYER ACCOUNT USER INFORMATION
(TO MAKE PAYMENTS AS A PAYER)
付款帳戶用戶資料 (用於付款)

Last Name 姓氏:	
First Name 名字:	
Phone Number 電話號碼:	
Email Address 電郵地址:	
Preferred Username 首選用戶名:	Same as Email Address

This administrative user will have all available permissions and will be able to add other users to use the same account.
此管理用戶將擁有所有可用權限，並可新增其他用戶使用同一帳戶。

COMPLETING THE DDA FORM

填寫 DDA 表格

We kindly request you to follow below steps in completing the DDA form.

1. Print out and complete the DDA Form.
2. Leave the "Limit of each payment" field blank as PayCargo operates on a flat fee per transaction.
3. Sign and stamp the form with Company Chop.
4. Mail the original form to the following address:

Morgan Law

PayCargo Continental Asia Limited
7/F, K11 ATELIER Victoria Dockside
18 Salisbury Road, Tsim Sha Tsui,
Kowloon, Hong Kong

Please note that "Autotoll Limited" is listed as the "Name of Party to be Credited (The Beneficiary)" on the form, as Autotoll Limited is PayCargo's payment processor in Hong Kong.


PayCargo will never initiate any payments on your behalf without your users manually executing them.

請按照以下步驟完成 DDA 表格的填寫流程：

1. 列印並填寫 DDA 表格
2. 請將「每筆付款限額」欄位留空，因為 PayCargo 以固定費用模式運作
3. 在表格上簽署並加蓋公司印章
4. 將正本郵寄至以下地址：

收件人: Morgan Law

PayCargo Continental Asia Limited
香港九龍尖沙咀梳士巴利道 18 號K11辦公大樓7樓

請注意：在表格上，「收款之一方(受益人)」將為「Autotoll Limited」， Autotoll 因為 Autotoll Limited 是 PayCargo 在香港的付款處理商。

此外，PayCargo 不會在未經您的用戶手動執行的情況下，代表您發起任何付款。