

**妮芙露香港有限公司**  
**NEFFUL HONG KONG LIMITED**  
**獎金申請書 LETTER OF COMMISSION APPLICATION**

申請人 Applicant: \_\_\_\_\_ (會員編號 No: \_\_\_\_\_)

本人欲申請獎金支票 I do hereby collect the cheque by:

☐ 自取 myself / ☐ 委託以下會員代領 authorize the following Nefful member on behalf

代領人 Name: \_\_\_\_\_

會員編號 No: \_\_\_\_\_

聯絡電話 Contact No: \_\_\_\_\_

Collect for: ☐ 目前餘額 Outstanding 【單次委託 Single time】

☐ 固定每月 10 號 Every 10<sup>th</sup> of month in the future

【下月生效 Effective from next month】

本人願意在此聲明，若發生任何爭議或損失，本人願自行承擔，特立此委託書為憑證。

I hereby undertake to save harmless and indemnify you against all claims, damages, losses and liabilities incurred or suffered by you as result of releasing my commission as instructed hereof.

申請人簽署

APPLICANT SIGNATURE

代領人簽署

AUTHORIZED MEMBER SIGNATURE

注意 Note:

1. 公司必須在申請收妥後的 3 個工作天內致電申請人確認其委託事宜，若無法在限期內成功確認，申請將不獲處理。  
Nefful HK will contact the applicant for confirmation within 3 working days upon receiving. If confirmation failed, this application will be abolished.
2. 單次支票申請由與申請人確認翌日起計算，需 7 個工作天準備支票。  
Single time application takes 7 working days to prepare cheque, excluded confirmation date.
3. 獎金須累積滿 HKD500 或以上方能開立支票。  
Cheque can only be issued when accumulated amount is HKD500 or above.
4. 申請人須附上有效的香港身份證或護照副本，並需在副本上簽署。  
Applicant must attach HKID or Passport copy with Signature belongs together with this application form.
5. 手續費：開立支票 HKD20、過期重開 HKD100、遺失重開 HKD200、更改支票抬頭人 HKD100。  
Cheque issuing fee: first application HKD20, expired HKD100, lost HKD200, modification on cheque payee HKD100..
6. 支票有效期為 6 個月。  
Cheque is valid for 6 months
7. 表格不完整或沒有附上有效的香港身分證或護照副本恕不受理。  
Incomplete application form or without copy of HKID or PASSPORT will not be process.
8. 受託人必須為妮芙露之會員方能替申請人代領獎金。  
Only Nefful member can be authorized to collect commission on behalf.

**僅限本公司使用 Office Use Only**

本人確認 ☐ 現場 ☐ 電話 ☐ 經由分公司遞交

確認日期：\_\_\_\_\_ 確認時間：\_\_\_\_\_

經辦人：\_\_\_\_\_ 輸入日期：\_\_\_\_\_