

Free Report Request Form 免費報告申請表

Form No. CCRA019-11

dun & bradstreet

Important Note to Applicant 申請者注意:

- In the case where your new credit application is refused by a CCRA member after reviewing of your company's report, you may obtain a free copy of the CCRA report within 1 month from the date of Refusal Letter issuance by emailing the following documents to DBHK: 若商業信貸資料庫的貸款機構因參考了貴公司的信貸報告而拒絕貴公司的新的信貸申請，只需符合以下條件，並於信件顯示日期的1個月內通過電子郵件提出申請，便能取得一份免費商業信貸報告：
i) A copy of Refusal Letter from a lending institution issued within one month stamped with the applicant's company chop and signed by authorized person. 一個月內由貸款機構發出的被拒信副本，並蓋上貴公司印章和授權簽名; ii) A copy of Business Registration Certificate 商業登記證副本; iii) A copy of CCRA 019 – Free Report Request Form, 免費報告申請表副本; iv) A copy of the crossed cheque printed with the applicant's company name made payable to Dun & Bradstreet (HK) Ltd. for the administration fee of HK\$30, and 印有貴公司名稱的劃線支票副本，抬頭為「鄧白氏商業資料(香港)有限公司」以支付 HK\$30 手續費; 以及 v) A copy of cheque deposit advice with the cheque scanned copy or photo showing the same cheque number on the application form. 存款通知記錄副本需印有與申請表上相同的支票號碼。
- We will provide the CCRA report within 3 business days once the documents verification and cheque encashment are completed. All data in this form and the submitted documents will be kept strictly confidential and for CCRA internal use only. 當所有文件經審核及支票過數後，貴公司的信貸報告將於3個工作天內送呈。所有資料將會保密並只作商業信貸資料庫內部使用。
- CCRA Reports delivered in emails are protected in 2 levels. Zipped report protected with password will be emailed to the dedicated email account. You will be required to provide an 8-digit numeric verification code, specified in this form, to let DBHK staff assist you unzipping the report. 電郵傳遞適用，商業信貸報告經雙重密碼加密並壓縮後，透過電郵發送到指定電郵帳戶。在成功確認8位數字驗證碼後，鄧白氏會提供解壓縮密碼並協助開啟報告。
- No other free credit reports shall be provided within 1 month of the issue date of the previous free report, regardless of whether another Refusal Letter is presented. 若貴公司於取得免費報告後1個月內，另出示其他的被拒信，其申請將不被接納。
- CCRA Report will be updated on the first day of the month after next (e.g. data from 1st to 30th September will be available in the report on 1st November. 報告內的資料，每月由貸款機構遞交及更新，而每月所遞交的資料則是截至上月的最後一天。例如：9月30日的資料會在11月1日的報告內顯示。

To be Completed by Applicant 由申請人填寫 (Please ✓ as appropriate and fill in as applicable. 請在適當方格上加上✓號並填上有關資料)

Company Name 公司名稱:	Date of Request 申請日期:
English Name of Contact Person 聯絡人英文名稱: ☐ Mr.先生 ☐ Ms.女士	Registration Number 註冊號碼:(Either One 任選其一): ☐ HKBR No. 香港商業登記號碼:
Telephone 聯絡電話:	☐ Other Registration No. & Place 其他註冊號碼及地區
Email 電郵: (For receiving the Report if email delivery is selected. 如選擇電郵形式收取報告書，此亦作為送遞之用。)	

Required Documents for the Free Report 免費報告所需文件

1. Refusal Letter with company stamp and authorized signature 被拒信副本/正本上並蓋上公司印章及授權簽署 Issuing Bank of the Refusal Letter 被拒信發出機構: _____ Issue date of Refusal Letter (must be within ONE month) 被拒信發出日期 (一個月之內): _____									
2. Copy of Business Registration Certificate 商業登記證副本									
3. Cross cheque printed with company name (HK \$30) 印有貴公司名稱的劃線支票 (只接受公司支票 Only company cheque is accepted.)									
4. This Original Form 此申請表正本									
Payment Method 付款方式 (Choose One 只選其一) Remarks: DBHK Account Number will be provided ONLY AFTER the signature verification is completed. 註:鄧白氏的銀行戶口號碼將於核對簽署成功後給予貴司。	Company Cheque No.公司支票號碼 _____ ☐ By Company Cheque via Cheque Deposit Machine 以公司支票存入入票機 ☐ By mailing the Company Crossed Cheque 郵寄支票								
Report Template 報告版本 (Choose One 只選其一)	☐ English 英文版本 ☐ Chinese 中文版本								
Delivery method 送遞方法 (Choose One 只選其一)	☐ Email 電郵 Please create an 8-digit numeric verification code to obtain password and access the report. 請自建8位數字驗證碼，用於取得密碼及開啟報告書。 <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> ☐ Courier 速遞 - Delivery Address 送遞地址:								

Confirmation and Declaration from Applicant 申請人確認及聲明

I/We hereby confirm that the information given above is correct and complete and authorize DBHK to verify the same from any sources it may deem fit. I/We also undertake to notify DBHK immediately in any changes in the above information. I/We understand DBHK reserves the right to accept or reject any request submitted by us. 本人(等)證實上述資料乃屬正確及完整，並授權鄧白氏可向任何方面證實。本人(等)亦同意如上述資料有任何改變，會立即通知鄧白氏。本人(等)明白鄧白氏有權接受或拒絕本人(等)所提出的要求。

Authorized Signature and Company Stamp 授權簽署及公司印章