



# CHANGE CUSTOMER DETAILS FORM

DATE :

## STEP 1 – FILL IN YOUR COMPANY DETAILS (COMPULSORY)

COMPANY NAME :	Shell Card Account No :
CONTACT NO :	

## STEP 2 – TICK ON TYPE OF REQUEST (INSERT CLEARLY IN BLOCK LETTERS)

A. CHANGE OF ADDRESS

CORRESPONDENCE ADDRESS (Cards and Pins) BILLING ADDRESS – If differ from correspondence address

Address: _____ City : _____ Region : _____ Postal Code: _____ Telephone No: _____	Address: _____ City : _____ Region : _____ Postal Code: _____ Telephone No: _____
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## B. PERSON IN CHARGE

NEW PERSON IN-CHARGED (PIC) - PRIMARY ADD ANOTHER PIC

FULL NAME: _____ CONTACT NUMBER: _____ EMAIL ADDRESS: _____ DESIGNATION: _____ OLD PIC NAME & EMAIL : _____	FULL NAME: _____ CONTACT NUMBER: _____ EMAIL ADDRESS: _____ DESIGNATION: _____
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## C. SHELL FLEET HUB (ONLINE PORTAL)

REPLACE EXISTING EMAIL

FULL NAME: \_\_\_\_\_ OLD PIC EMAIL \_\_\_\_\_  
 CONTACT NUMBER: \_\_\_\_\_ : \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_

## D. ELECTRONIC PIN (ePIN)

REPLACE EXISTING EMAIL

EMAIL ADDRESS: \_\_\_\_\_ OLD PIC EMAIL \_\_\_\_\_  
 : \_\_\_\_\_

## STEP 3: AUTHORIZATION (MANAGER DESIGNATION & ABOVE) (COMPULSORY)

SIGNATURE: \_\_\_\_\_  
 NAME: \_\_\_\_\_  
 DESIGNATION: \_\_\_\_\_ OFFICIAL COMPANY

## IMPORTANT NOTE

- Incomplete forms will not be processed.
- Data privacy notice: <https://www.shell.com.my/pdpa>
- For T&C, please refer to <https://www.shell.com.my/cards>

## STEP 4 – SEND TO US

EMAIL: [generalcardrequests-my@shell.com](mailto:generalcardrequests-my@shell.com)