

## Record / Update of Personal Particulars and Bank Account Details

Please return the completed and signed form together with supporting documents to respective Human Resources.

Basic Staff Information (Mandatory)				
Full Name (as in HKID Card/Passport)		Contact Tel. No.		
Staff No.	Date Joined Group (for new-hired only)	CCC		
<input type="checkbox"/> Please "✓" appropriate section(s) for update				
<input type="checkbox"/> Section A – Personal Particulars				
HKID No.		Passport No.		
Date of Birth (dd/mm/yyyy)		Place of Birth		
Nationality per Travel Document (maximum of 2 entries)		Marital Status #		
Residential Tel. No.		Mobile/Pager No.		
Residential Address				
<input type="checkbox"/> Section B – Family Members (spouse and children) <span style="float: right;">(please attach relevant documents)</span>				
	Full Name	Sex	Date of Birth	HKID No./ Birth Certificate No.
Spouse #	Currently employed under PCCW? If yes, please provide his/her Staff No. ( )			
Child				
<input type="checkbox"/> Section C – Next of Kin information/ Contact Person in Case of Emergency				
Full Name		HKID / Passport No.		
Relationship		Contact Telephone No.		
<input type="checkbox"/> Section D – Bank Account Details (for AUTOPAY of salary / allowance / other remuneration)				
Bank Name		Branch Name		
Account Name		Account No.		
<input type="checkbox"/> Section E – Academic Qualifications * <span style="float: right;">(please attached copy of certificate)</span>				
Year of Attainment	Country	Institution	Level of Award	Detailed Name of Award
<input type="checkbox"/> Section F – Professional Qualifications * <span style="float: right;">(please attached copy of certificate)</span>				
Year of Attainment	Country	Institution	Membership (i.e. associate, associate member, full / corporate member, senior member and fellow member.)	
<input type="checkbox"/> Section G – Vendor / Non-vendor Accreditation * <span style="float: right;">(please attached copy of certificate)</span>				
Year of Attainment	Vendor / Association		Detailed Name of Award	

### Declaration

I understand that the information collected will be captured and stored in the PCCW Human Resources Management System (HRMS) database in Hong Kong and/or in other overseas jurisdictions, and could be transferred to data processor(s) appointed or to be appointed by the PCCW Group for various legitimate and necessary purposes related to my employment including but not limited to payroll processing.

I also acknowledge that all data will be used strictly in accordance with the PCCW Group's personal data policies to which I have been given access. For any request to access, correct or withdraw the information provided, it can be done via contacting the PCCW Group's Privacy Compliance Officer through [privacy@pccw.com](mailto:privacy@pccw.com).

Signature :

Date :