

Change of Contact Information Form for Individual Client  
(except Insurance and MPF Services)

個人客戶更改通訊資料表格 (保險及強積金服務除外)

To: Standard Chartered Bank (Hong Kong) Limited  
致: 渣打銀行(香港)有限公司



Date 日期	day 日 / month 月 / year 年
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- Note:** 1. Please complete in **ENGLISH BLOCK LETTERS** and “✓” where appropriate, and mail it to Standard Chartered Bank (Hong Kong) Limited at P.O. Box 68383, Kowloon East Post Office. Your request will normally be processed within 7 working days upon receipt of your form.  
註: 請以**英文正楷**填寫及在適合方格填上“✓”, 填妥表格寄回東九龍郵政信箱68383號渣打銀行(香港)有限公司。本行將在收到你的申請表後七個工作天內處理你的申請。
2. The Bank may need to obtain further information and/or declaration from you for the purpose of fulfilling related regulatory or internal requirement.  
本行或會應相關法規或內部之要求向閣下徵求進一步的資料及/或聲明。
3. This change request form does not apply to Insurance or MPF services. Clients who want to change their information for Insurance and MPF accounts should contact relevant service providers for further arrangement.  
此更改表格不適用於保險及強積金服務。如客戶需要更改保險及強積金戶口資料, 請聯絡相關服務提供者。
4. If a client instructs the Bank to maintain an address in the United States (“US”) or a US Territory (i.e. American Samoa, Guam, Northern Mariana Islands, US Virgin Islands or Puerto Rico), the Bank will act accordingly, suspend or close all single and joint-name investment account(s) under the client as well. The client may be subject to a withholding tax as required by the US Internal Revenue Service (“IRS”) on the income that the client receives from US investments held with the Bank.  
如客戶指示本行將任何地址更改為美國或美國地區(美屬薩摩亞、關島、北馬裏亞納群島、美屬維爾京群島、波多黎各)地址, 本行將據此執行, 同時暫停或終止客戶名下所有個人及聯名投資戶口, 並可能根據美國國稅局規定扣除客戶有關美國投資收入所須繳付之稅款。
5. If a client currently holds a residential address outside the European Economic Area (“EEA”) and instructs the Bank to change it to a residential address within the EEA, the Bank will act accordingly, and at the same time suspend all single and joint-name investment account(s) / service(s) of the client (if any). Following the address change, the Bank may not be able to provide such client with Investment products / services and Life Insurance products in the future.  
如客戶現時持有一個位於歐洲經濟區外的住宅地址, 並指示本行將其更改為一個位於歐洲經濟區內的住宅地址, 本行將據此執行, 同時暫停該客戶名下所有個人及聯名投資戶口/服務(如有)。更改地址後, 本行將來或未能為該客戶提供投資產品/服務及人壽保險產品。
6. The mobile number to receive One Time Password and the Email Address will be the default mobile number and email address respectively for SC Pay Registration.  
此更改表格上接收一次有效密碼的流動電話號碼及電郵地址將分別被預設為SC Pay登記之流動電話號碼及電郵地址。

Client Information (Mandatory) 客戶資料 (必須填寫)	
Client Full Name 客戶全名	
ID Document Details 身分證文件資料	<input type="checkbox"/> HKID 香港身份證 <input type="checkbox"/> Passport / Travel Document 護照 / 旅行證件 <input type="checkbox"/> Others 其他 _____ ID Number 身份證明號碼: _____
Effective Date (Must be within 1 month of form submission date) 生效日期 (必須為遞交表格日期的一個月內)	<input type="checkbox"/> Immediate 即時生效 <input type="checkbox"/> From _____ Effective 由 _____ 日 _____ 月 _____ 年 生效 If effective date is a non-working day, your request will be processed on the next working day. 如生效日期為非工作天, 閣下的申請將會順延至下一個工作天處理。

Details of Changes (Only fill in those details to be changed) 更改資料 (只需填寫所需更改的資料)			
Section 1 – Change of Contact details 更改聯絡資料 (Please write “DELETE” in the appropriate field if you only want to delete the existing information with the Bank. 如你只希望刪除現存於本行的紀錄, 請於合適的方格內填上“刪除”。)			
Local 本地	Phone No. 電話號碼		
Local Mobile Tel 本地流動電話			
Local Residential Tel 本地住宅電話			
Local Office Tel 本地辦公室電話			
International 海外	Country Code 國家號碼	Area Code 地區號碼	Phone No. 電話號碼
Int'l Mobile Tel 海外流動電話			
Int'l Residential Tel 海外住宅電話			
Int'l Office Tel 海外辦公室電話			

To safeguard your online security, One-Time Password (OTP) is required for authentication when performing Online / Mobile Banking registration, online transactions and electronic banking services (if applicable).  
為保障閣下的網上安全, 進行網上/流動理財登記、網上交易和其他電子理財服務(如適用)時, 需要以「一次有效密碼」驗證。

**For Credit Card online transactions / 信用卡網上交易:**  
An OTP SMS will only be sent to your Local Mobile Phone Number in the Bank's record.  
「一次有效密碼」的短訊只會發送到閣下於本行紀錄之本地流動電話號碼。

**For Other types / 其他類別:**  
i) If you have registered a Local OR International Mobile Phone Number with the Bank, an OTP SMS will be sent to this number.  
「一次有效密碼」的短訊將會發送到閣下於本行紀錄持有之本地或海外流動電話號碼。  
ii) If you have registered both Local AND International Mobile Phone Number with the Bank, please select your preferred Mobile Phone Number to receive the OTP SMS in the checkbox below. Otherwise, the Bank will follow your existing choice.  
如閣下於本行紀錄同時持有本地及海外流動電話號碼, 請於下列方格選擇接收「一次有效密碼」短訊的流動電話號碼。否則, 本行將根據閣下原有選用的電話號碼發送「一次有效密碼」。  
☐ Local Mobile Tel 本地流動電話    or    ☐ Int'l Mobile Tel 海外流動電話

Email address 電郵地址 \_\_\_\_\_

After removing the email address, client will NOT be able to login online banking to perform investment activities and receive Securities Email Alert.  
刪除電子郵件地址紀錄後, 客戶將無法登入網上銀行進行投資活動及無法接收股票電郵提示。

