

1. 請預留四個工作天以供辦理補註紀錄。
2. 請在適當方格內加上剔號。
3. 請用英文正楷(除另作指明外)填寫此表格。
4. 請填妥此表格, 並郵遞或親身交回任何一間大新銀行分行, 以便處理。
5. 若以郵遞方法或由第三者遞交, 本行會確認/核實此表格後才執行此指示。
1. Please allow 4 working days for updating bank records.
2. Please tick where applicable.
3. Please complete the form in English **BLOCK LETTERS** (except specified otherwise).
4. Please complete this form and return it to any Dah Sing branch by mail or **in person** for processing.
5. Customer instruction if given by mail-in or submitted by a third party will be processed after the Bank has duly checked / verified the form.

(I) 客戶資料 Customer Information																					
<b>個人客戶/公司客戶名稱 Customer Name of Personal / Company</b> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>			<b>客戶身份證明文件種類及號碼 Customer ID Type and No.<sup>A</sup></b> <input type="checkbox"/> 香港身份證 HKID Card <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div>																		
如為指定中國內地個人客戶, 請以中文填寫客戶名稱。 For designated PRC Personal Customers, please provide customer name in Chinese characters. <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>			<input type="checkbox"/> 護照 Passport <input type="checkbox"/> 中國居民身份證 Chinese Identification <input type="checkbox"/> 其他 Others <input type="checkbox"/> 商業登記號碼 Business Registration <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div>																		
(II) 更新地址資料 Address Information Update																					
注意: 請以正楷填上需更改之資料。除非於以下部分作特別指示, 否則所有本人之單名及聯名賬戶之通訊地址也會作出相對的改動, 唯簽署指示維持不變。上述賬戶包括本行之存款、貸款、投資、卡類、保管箱及電子銀行服務賬戶(統稱為"所有賬戶")。 Note: Please fill in item(s) to be amended in BLOCK LETTERS. Unless otherwise specified below, the requested change as specified in this part will be updated to the correspondence address of all my sole and joint account(s) under my/our name(s) with same signing instruction. Account(s) mentioned include accounts for deposits, loans, investment, card, safe deposit box and all channel products (collectively, "All Accounts").																					
<b>地址類別 Address Type</b> (可選擇多於一個項目。 Please tick one or more boxes as appropriate.)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"><input type="checkbox"/> 住宅地址* Residential</td> <td style="width: 25%;"><input type="checkbox"/> 通訊地址 Correspondence</td> <td style="width: 25%;"><input type="checkbox"/> 永久地址* Permanent</td> <td style="width: 25%;"><input type="checkbox"/> 辦公室地址* Office</td> </tr> <tr> <td><input type="checkbox"/> 住宅及通訊地址* Residential &amp; Correspondence</td> <td><input type="checkbox"/> 住宅及永久地址* Residential &amp; Permanent</td> <td><input type="checkbox"/> 永久及通訊地址* Permanent &amp; Correspondence</td> <td><input type="checkbox"/> 辦公室及通訊地址* Office &amp; Correspondence</td> </tr> <tr> <td colspan="4"><input type="checkbox"/> 住宅、永久地址及通訊地址* Residential, Permanent &amp; Correspondence</td> </tr> <tr> <td><input type="checkbox"/> 商業地址** Business</td> <td><input type="checkbox"/> 註冊辦公室地址** Registered Office</td> <td><input type="checkbox"/> 商業及通訊地址** Business &amp; Correspondence</td> <td><input type="checkbox"/> 註冊辦公室及通訊地址** Registered Office &amp; Correspondence</td> </tr> </table>					<input type="checkbox"/> 住宅地址* Residential	<input type="checkbox"/> 通訊地址 Correspondence	<input type="checkbox"/> 永久地址* Permanent	<input type="checkbox"/> 辦公室地址* Office	<input type="checkbox"/> 住宅及通訊地址* Residential & Correspondence	<input type="checkbox"/> 住宅及永久地址* Residential & Permanent	<input type="checkbox"/> 永久及通訊地址* Permanent & Correspondence	<input type="checkbox"/> 辦公室及通訊地址* Office & Correspondence	<input type="checkbox"/> 住宅、永久地址及通訊地址* Residential, Permanent & Correspondence				<input type="checkbox"/> 商業地址** Business	<input type="checkbox"/> 註冊辦公室地址** Registered Office	<input type="checkbox"/> 商業及通訊地址** Business & Correspondence	<input type="checkbox"/> 註冊辦公室及通訊地址** Registered Office & Correspondence
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(注意: 郵政信箱不適用住宅地址、永久地址、辦公室地址、商業地址及信用卡、私人貸款戶口之通訊地址。Note: P.O. Box is not accepted for Residential, Permanent, Office, Business Address, and Correspondence address of credit card and personal loan accounts.)																					
<b>戶口類別 Account Type</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"><input type="checkbox"/> 所有單名戶口<sup>AA</sup> All Sole Account(s)</td> <td style="width: 25%;"><input type="checkbox"/> 全部聯名戶口<sup>#</sup> All Joint Account(s)</td> <td style="width: 25%;"><input type="checkbox"/> 全部卡戶口<sup>AA</sup> All Card Account(s)</td> <td style="width: 25%;"><input type="checkbox"/> 全部個人貸款戶口 All Personal Loans Account(s)</td> </tr> <tr> <td colspan="4"><input type="checkbox"/> 指定戶口 Selected Account(s)</td> </tr> </table>					<input type="checkbox"/> 所有單名戶口 <sup>AA</sup> All Sole Account(s)	<input type="checkbox"/> 全部聯名戶口 <sup>#</sup> All Joint Account(s)	<input type="checkbox"/> 全部卡戶口 <sup>AA</sup> All Card Account(s)	<input type="checkbox"/> 全部個人貸款戶口 All Personal Loans Account(s)	<input type="checkbox"/> 指定戶口 Selected Account(s)											
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(注意: 所有與以下賬戶有關之產品之地址紀錄及包括聯繫上述地址類別之賬戶將會一併更改。 Note: The address record(s) for products related and linked to these account(s) will also be updated too.)																					
<div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>																					
<b>英文地址 English Address</b> (適用於本地/海外地址。 Applicable to Address in Local/Overseas.)																					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">單位 Flat</td> <td style="width: 25%;">層數 Floor</td> <td style="width: 25%;">座數 Block</td> <td style="width: 25%;"></td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> </table>						單位 Flat	層數 Floor	座數 Block													
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大廈名稱 / 屋村名稱 / 郵政信箱 Name of Building / Name of Estate / P.O. Box <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>																					
門牌號數 / 街道名稱 Street No. / Street Name <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>																					
<div style="display: flex; justify-content: space-between;"> <span>地區 / 國家 District / Country</span> <div> <input type="checkbox"/> 香港 H.K.              <input type="checkbox"/> 九龍 Kowloon              <input type="checkbox"/> 新界 N.T.              <input type="checkbox"/> 海外 Overseas         </div> </div>																					
(III) 更新聯絡資料 Contact Information Update																					
<b>電話號碼 Telephone No.</b> (所有賬戶將會一併更改。 Changes applied to all accounts.)	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 15%;">住宅 Residential</th> <th style="width: 15%;">辦公室 Office</th> <th style="width: 15%;">手提電話 Mobile Phone</th> <th style="width: 15%;">傳真機 Fax</th> <th style="width: 15%;">傳呼機 Pager</th> <th style="width: 30%;">分機號碼 Extension No.</th> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> </table>					住宅 Residential	辦公室 Office	手提電話 Mobile Phone	傳真機 Fax	傳呼機 Pager	分機號碼 Extension No.										
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注意: 請於海外號碼前加入國家編碼及地區編碼(如有)。如沒有填寫, 本行將預設國家編碼為852(香港)。Note: For overseas number, please add country code and area code (if any) in front of the number. Hong Kong country code-852 will be assigned by Bank if not specified in country code.																					
<div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>																					
<b>電郵地址 Email Address</b> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>																					
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<input type="checkbox"/> 電郵地址 Email Address																					
(注意: 請保留最少一項電話資料。Note: Please retain at least one telephone record.)																					

<sup>A</sup> 請列出紀錄在本行的身份證明文件號碼。Please write down the identity document number recorded with the Bank.

<sup>#</sup> 如更改資料涉及聯名賬戶, 請依照本行留存之授權簽署安排。For joint account(s), please sign in accordance with the signing arrangement filed with the Bank.

\* 適用於個人客戶。Applicable to personal customer(s) only.

\*\* 適用於非個人客戶。Applicable to non personal customer(s) only.

<sup>AA</sup> 如以個人名義遞交此表格, 只適用於更改個人名下之信用卡主卡及現金卡賬戶資料(不包括公司卡賬戶)。For individual submission, only principal card personal information will be updated under his/her Credit Card account(s) and Cash Card account(s), (not include Corporate Card account(s)).

如以附屬卡名義遞交此表格, 只適用於更改附屬卡之賬戶資料。For the supplementary card holder submission, only supplementary card information will be updated under his/her Credit Card account(s) and Cash Card account(s).



(IV)更新中文通訊地址 Chinese Correspondence Address Update(只適用於指定中國內地個人客戶 for designated PRC Personal Customer(s) only)

[illegible]

## (V)更新客戶資料 Customer Information Update

職業 Occupation		業務性質 Business Nature		職業狀況 Employment Status	<input type="checkbox"/> 自僱 Self-employed	<input type="checkbox"/> 非自僱 Non-self-employed
職位 Job Position				每月收入 Monthly Income		

僱主名稱  (注意: 若閣下持有證券戶口/投資戶口, 請選取以下方格。  
Name of Employer  Note: If you have securities account / investment account, please tick the appropriate box below.)

閣下是否屬證券及期貨事務委員會/香港金融管理局持牌人或註冊人的僱員? ☐ 否 ☐ 是(請提供僱主同意開戶之書面證明)  
Are you an employee of a Securities and Futures Commission / Hong Kong Yes(Please submit a written consent from your employer for  
Monetary Authority Licensed or Registered Person? account opening)

姓(中) ## Surname(Chi)		名(中) ## Given Name(Chi)		國籍 ## Nationality	
姓(英) ## Surname(Eng)		名(英) ## Given Name(Eng)		教育程度 Education Level	
婚姻狀況 Marital Status	<input type="checkbox"/> 單身 Single <input type="checkbox"/> 已婚 Married <input type="checkbox"/> 離婚 Divorced	證件號碼 ## Identification Document No.		其他(請註明) Others(Please specify)	

## 請附上有關証明(如適用)。 Please provide us with the relative document(s), if applicable.

## 請附上有關證明(如適用)。 Please provide us with the relative document(s), if applicable.

請預留四個工作天(以收取此表格後計)以作新資料生效。如需要在四個工作天後生效，請在右方格內註明：  
Please allow 4 working days to effect the new information upon receipt. For other effective date, please specify in the box:  
(注意：如生效日為星期六，有關指示將於下一個工作天處理。)

Note: If the effective date stated is Saturday, the form will be processed one working day after the effective date.)

☐ 本人(等)不想接收銀行日後發出的任何宣傳推廣資料。I / We do not wish the Bank to use my/our personal data in direct marketing.

☐ 本人(等)同意銀行之私人銀行部在宣傳推廣中使用本人(等)的個人資料。I / We agree the Private Banking Department of the Bank to use my / our personal data in direct marketing. 本人(等)亦確認如將來本人(等)不希望銀行之私人銀行部在宣傳推廣中使用本人(等)的個人資料, 本人(等)需直接聯絡銀行之私人銀行部。I / We further acknowledge that if in the future, I/we do not wish Private Banking Department to use my / our personal data for direct marketing, I have to contact your Private Banking Department directly. (只適用於私人銀行客戶。Only applicable for customers of Private Banking.)

請注意閣下以上的選擇適用於就銀行不時給予閣下之「有關客戶資料的客戶通知」（「該通知」）G項中所列出的產品、服務及/或標的類別的任何直接宣傳推廣。閣下亦可參閱該通知以得知在直接宣傳推廣中可使用的個人資料的種類，以及閣下的個人資料可提供予什麼類別的人士以供該等人士在直接宣傳推廣中使用。

Please note that your above choice applies to the direct marketing of the classes of products, services and / or subjects as set out in paragraph G of the Bank's Notice to Customers relating to Customers' Data ("Notice") made available by the Bank to you from time to time. Please also refer to the Notice on the kinds of personal data which may be used in direct marketing and the classes of persons to which your personal data may be provided for them to use in direct marketing.

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**個人客戶 / 授權簽署及公司蓋章(如適用)**  
**Personal Customer/Authorized Signature & Company Chop (if applicable)**  
 (請於方格內簽署。 Please sign within the box.)

**聯名戶口持有人簽署 (如需聯名簽署)\*\*\***  
**Joint Account Holder Signature (if joint signature is required)**  
 (請於方格內簽署。Please sign within the box.)

申請日期 Application Date

DD MM YYYY

請註明任何一個用以上簽署的戶口號碼

請註明任何一個用以上簽署的戶口號碼  
Please specify any one account number to which the above signature(s) can apply

[illegible]

\*\*\*如果是聯名貸款賬戶，所有戶主必需簽署此表格。如更改信用卡通訊地址，必須由主卡持有人簽署及遞交。住宅按揭如屬「按揭保險計劃」種類，更改住宅按揭通訊地址之指示於得到香港按揭證券有限公司確認後方行處理，而所需時間可能超過四個工作天。 All signers of joint loan account, if applicable, must sign on this form. All requests for changing the correspondence address of credit card, must be signed and submitted by principal cardholder. For residential mortgage loan under "Mortgage Insurance Programme", the request for change of correspondence address of the Mortgage Loan will only be processed after consent is obtained from The Hong Kong Mortgage Corporation Limited and the updating process may exceed 4 working days.

For Bank Use Only			
<b>To be completed by Branch / Receiving Department</b>			<b>Date Received:</b>
<input type="checkbox"/> In Person, ID verified	<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div> <div style="text-align: center; font-weight: bold; font-size: 0.8em;">DD</div>	<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div> <div style="text-align: center; font-weight: bold; font-size: 0.8em;">MM</div>	<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div> <div style="text-align: center; font-weight: bold; font-size: 0.8em;">YYYY</div>
<input type="checkbox"/> Mail In/Third Party, Phone Confirmed			
<input type="checkbox"/> Unable to contact, Confirmation Letter sent on _____ Effective date _____			
Initial by FS/ CS/ _____		Reviewed and approved by Authorized signer (full sig.) _____	
For change on "Name of Employer"			
<input type="checkbox"/> Check employer name in SFC register for customer having securities/investment a/c			
<input type="checkbox"/> If customer's employer is licensed or registered person but without written consent, inform RSS/WMD			
<b>Br Remarks</b>			
<input type="checkbox"/> Urgent			
<input type="checkbox"/> For Email Updates Only			

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