



Date 日期 _____

CHANGE OF ADDRESS/PERSONAL DATA INSTRUCTIONS FORM 更改地址/個人資料通知書

Account Holder's Information 戶口持有人資料		
Full Name (in English) 全名 (英文)		I.D./Passport/BR No./C.I.No. 身份證/護照/商業登記證號碼/公司註冊號碼
Change of Address 更改地址		
All Address 所有地址 <input type="checkbox"/> Residential Address 住宅地址 <input type="checkbox"/> Mailing Address 郵寄地址 <input type="checkbox"/>		
Mobile No. 手提電話		Residential Tel No. 住宅電話
Add 新增 <input type="checkbox"/>		Add 新增 <input type="checkbox"/>
Delete 刪除 <input type="checkbox"/>		Delete 刪除 <input type="checkbox"/>
Office Tel No. 辦公室電話		E-mail Address 電郵地址
Add 新增 <input type="checkbox"/>		Add 新增 <input type="checkbox"/>
Delete 刪除 <input type="checkbox"/>		Delete 刪除 <input type="checkbox"/>
Other New Change(s) 更改其他資料		
New Employer 新僱主名稱	New Occupation/New Position 新職業/新職位	New Nationality 新國籍
New Passport No. & Issue Country 新護照號碼及簽發國家	Annual Income 全年收入	Others (Please Specify) 其他 (請註明)
Account Record(s) to be Updated 補誌紀錄之戶口資料		
PART I 第一部份 Please update the change(s) on the following account(s): 請將以上更改資料補誌於下列賬戶內:		
(1) A/C No. 賬號: [][][][][]-[][][][][][][][][][]-[S][S][S] (Please [✓] to specify the type of account(s) that needs to be updated under the above-mentioned customer number 請選擇所須紀錄補誌之賬戶類別)		
<input type="checkbox"/> All Accounts 所有賬戶 <input type="checkbox"/> Current Accounts 往來存款 <input type="checkbox"/> Foreign Currency Savings Accounts 外幣儲蓄存款 <input type="checkbox"/> Passbook Savings Accounts (HKD) 儲蓄存款 (港幣) <input type="checkbox"/> Time Deposit Accounts 定期存款 <input type="checkbox"/> Passbook Savings Accounts (USD) 儲蓄存款 (美元) <input type="checkbox"/> Statement Savings Accounts 結單儲蓄存款 <input type="checkbox"/> ATM/VATM/Credit Card Accounts 大眾卡/網上櫃員機/信用卡賬戶		
(2) A/C / Credit Card No. 戶口 / 信用卡賬號: _____		
(3) A/C / Credit Card No. 戶口 / 信用卡賬號: _____		
PART II 第二部份 Please ALSO notify the following department(s) to amend my/our record(s) 請通知下列部門更改有關資料:		
<input type="checkbox"/> Bills – Imports/Exports* 押匯部 – 入口 / 出口* <input type="checkbox"/> Loans 貸款部 (A/C Name 戶名: _____)		
<input type="checkbox"/> Card Centre 卡務中心 <input type="checkbox"/> Safe Deposit Box 保管箱 (Branch & Box No. 分行及箱號: _____)		
<input type="checkbox"/> Commercial Banking Group 企業銀行部 <input type="checkbox"/> Securities 證券部		
<input type="checkbox"/> Credit 信貸部 <input type="checkbox"/> Others 其他		
<input type="checkbox"/> Remittance 匯款部		

Notes:

- Please allow 7 working days from the date of receipt of this instruction for the department(s) concerned to update their records.
請預留七個工作天供本行有關部門辦理補誌通訊地址之工作。
- If different signature(s) are used for the above-mentioned accounts, please specify the account number next to which the signature(s) apply.
如上述賬戶採用不同簽署, 請於簽署旁註明所屬之賬戶號碼。
- If the change(s) involve(s) any joint account(s) which require(s) joint signature(s), all concerned parties must sign.
如所述之更改資料涉及任何聯名賬戶而需聯名簽署者, 有關人士均需簽署。

S.V.

Signature(s) of Account Holder(s) 戶口持有人簽署

* Please delete whichever inappropriate 請將不適用者刪去

FOR BANK USE ONLY 銀行專用	
Checker	Approval