

### Notice of Addition/ Change of Contact Details

#### 新增／更改聯絡資料通知書

To : Shanghai Commercial Bank Limited (the "Bank")  
致：上海商業銀行有限公司（「貴行」）

Date  
日期： .....

#### Notice to Customer 客戶須知

- ◆ If Joint Accounts' customer wishes to update the contact details of his/her Individual Account(s) simultaneously, please fill in a separate 'Notice of Addition / Change of Contact Details'.  
聯名賬戶客戶如欲同時更新其個人賬戶之聯絡資料，請另行填寫一份「新增／更改聯絡資料通知書」。
- ◆ Please use BLOCK LETTERS and put a "✓" in the appropriate box(es). Please complete this notice and return it to Shanghai Commercial Bank Ltd at G.P.O. Box 139 Hong Kong or any of our branches and please allow 7 working days for processing.  
請用正楷填寫並於適當方格內加"✓"號。填妥通知書後請寄回香港郵政總局信箱 139 號上海商業銀行有限公司或交回本行任何一間分行，並請預留 7 個工作天辦理。

<b>Part 1: Customer Information</b> (Must be completed)																			
<b>第一部份：客戶資料</b> (必須填寫)																			
Name of Customer(s) 客戶名稱																			
Identification Document No. 身份證明文件號碼	<input type="checkbox"/> HKID Card 香港身份證 <input type="checkbox"/> Passport 護照 <input type="checkbox"/> Exit-entry Permit 往來港澳通行證 <input type="checkbox"/> B / R 商業登記證 <input type="checkbox"/> CI 公司註冊證 <input type="checkbox"/> Others 其他： _____																		
<b>Part 2: Change of Contact Details</b> (Complete only the information to be changed)																			
<b>第二部份：更改聯絡資料</b> (只需填寫所需更改的資料)																			
<b>A) Change of Address 更改地址</b>																			
Instruction for Address Changes 更改地址指示	The address details listed below is applicable to 下列地址資料適用於： <input type="checkbox"/> All Hong Kong branch account(s) 所有香港分行賬戶 <input type="checkbox"/> All US / UK branch account(s) 所有美國／英國分行賬戶 <input type="checkbox"/> All mainland China branch account(s) 所有國內分行賬戶 <input type="checkbox"/> Specified account(s) 指定賬戶： _____																		
Address Type 地址類別	<input type="checkbox"/> Correspondence 通訊 <input type="checkbox"/> Residential 住宅* <input type="checkbox"/> Residential & Correspondence 住宅*及通訊 <input type="checkbox"/> Business 營業 <input type="checkbox"/> Business & Correspondence 營業及通訊 <input type="checkbox"/> Registered Office 註冊辦事處 <input type="checkbox"/> Registered Office & Correspondence 註冊辦事處及通訊 <small>* Using P.O. Box as residential address is not acceptable 不接受郵政信箱作為住宅地址</small>																		
Address Details 地址資料	<table border="0"> <tr> <td>Flat / Room 單位／室</td> <td>Floor 樓數</td> <td>Block 座數</td> <td>Phase / Suite 期數</td> </tr> <tr> <td colspan="4">Building / Estate 大廈／屋邨</td> </tr> <tr> <td colspan="2">Street No. &amp; Name 街號及街道</td> <td colspan="2">District / Province 地區／省</td> </tr> <tr> <td><input type="checkbox"/> HK 香港</td> <td><input type="checkbox"/> KLN 九龍</td> <td><input type="checkbox"/> NT 新界</td> <td>Country 國家</td> </tr> </table>			Flat / Room 單位／室	Floor 樓數	Block 座數	Phase / Suite 期數	Building / Estate 大廈／屋邨				Street No. & Name 街號及街道		District / Province 地區／省		<input type="checkbox"/> HK 香港	<input type="checkbox"/> KLN 九龍	<input type="checkbox"/> NT 新界	Country 國家
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Permanent Address (Applicable for Non-HK Permanent Resident) 永久／長期居留地址* (非香港永久居民適用)	<input type="checkbox"/> Same as Address above 與上述地址相同 <table border="0"> <tr> <td>Flat / Room 單位／室</td> <td>Floor 樓數</td> <td>Block 座數</td> <td>Phase / Suite 期數</td> </tr> <tr> <td colspan="4">Building / Estate 大廈／屋邨</td> </tr> <tr> <td colspan="2">Street No. &amp; Name 街號及街道</td> <td colspan="2">District / Province 地區／省</td> </tr> <tr> <td><input type="checkbox"/> HK 香港</td> <td><input type="checkbox"/> KLN 九龍</td> <td><input type="checkbox"/> NT 新界</td> <td>Country 國家</td> </tr> </table>			Flat / Room 單位／室	Floor 樓數	Block 座數	Phase / Suite 期數	Building / Estate 大廈／屋邨				Street No. & Name 街號及街道		District / Province 地區／省		<input type="checkbox"/> HK 香港	<input type="checkbox"/> KLN 九龍	<input type="checkbox"/> NT 新界	Country 國家
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<b>B) Change of Contact Number<sup>1</sup> 更改聯絡號碼<sup>1</sup></b>					
<p><b>Note 註：</b></p> <p>1. Please specify "Cancel" in the relevant field(s) to cancel all the contact number record of specific telephone type (Except Securities SMS Notification Service). At least one telephone number record must be retained in the Bank for contact purpose. 如需取消指定電話類別的所有聯絡號碼記錄，請於個別欄位註明「取消」（證券 SMS 短訊通知服務除外），但必須於本行保留最少一個電話號碼記錄作聯絡用途。</p> <p>2. Please try to provide <u>local number</u>, in order to receive our Bank's SMS Notifications from time to time (Except Securities SMS Notification Service), <b>but it is not applicable to Company Accounts</b>. 請儘量提供本地號碼，以便接收本行不時發出的短訊通知（證券 SMS 短訊通知服務除外），<b>但並不適用於公司賬戶</b>。</p> <p>3. For <u>first time registration</u> or <u>cancellation</u> of the securities trading confirmations / One-time Password via SMS, or <u>change of Authorized Order Placer's</u> Securities SMS Notification / One-time Password Service number, please obtain 'Instruction and Request Form for Securities Account Service' from the Bank and complete as required. 如 <u>首次登記</u> 或 <u>取消</u> 以手機短訊收取證券交易確認/一次性驗證碼，或 <u>更改獲授權人士</u> 之證券 SMS 短訊通知/一次性驗證碼服務號碼，請另行向本行索取「證券賬戶服務要求及指示表格」填寫。</p>					
Telephone Type 電話類別	Country Code 國家編號	Contact Number 聯絡號碼	Telephone Type 電話類別	Country Code 國家編號	Contact Number 聯絡號碼
Main Mobile Phone <sup>2</sup> 主要手提電話 <sup>2</sup>	(This box can be filled in one number only. 此格只可填寫一個號碼。)		Other Mobile Phone 其他手提電話		
Residential 住宅			Office 辦事處		
Fax 傳真			Securities SMS Notification and / or One-time Password service <sup>3</sup> 證券 SMS 短訊通知及/或一次性驗證碼服務 <sup>3</sup>	852	
<b>C) Change of Email Address 更改電郵地址</b>					
Email Address 電郵地址	(Please complete in English BLOCK letters and a maximum of 30 characters or symbols. 請用英文正楷填寫，並不可多於 30 個字母或符號。)				

<b>Part 3: Instruction for Individual Customer to Change Information in Joint Account(s) Simultaneously (if applicable)</b> 第三部份：個人客戶同時更改聯名賬戶資料指示(如適用)							
<p>Instruction for Changes of Contact Details in Joint Account(s) 更改聯名賬戶聯絡資料指示</p>	<p>The following type(s) of contact details filled in Part 2 are also applicable to Joint Account(s) listed below: 第二部份所填之以下聯絡資料類別亦適用於下列之聯名賬戶：</p> <p><input type="checkbox"/> Correspondence Address 通訊地址</p> <p><input type="checkbox"/> Securities SMS Notification Service Number<sup>3</sup> 證券 SMS 短訊通知服務號碼<sup>3</sup></p> <p><input type="checkbox"/> Email Address 電郵地址</p> <p><b>Note 註：</b> If the change of contact details in Joint Account(s) are different from those filled in Part 2, please fill in a separate 'Notice of Addition / Change of Contact Details'. 如聯名賬戶需更改之聯絡資料與第二部份所填不同，請另行填寫一份「新增／更改聯絡資料通知書」。</p>						
<p>Information of Joint Account(s) 聯名賬戶資料</p>	<p>Please also update the contact details of all Joint Account(s) under the name of the following person(s) and me: 請同時更新本人與以下人士名下之所有聯名賬戶的聯絡資料：</p> <table border="0"> <tr> <td style="text-align: center;"><u>Name of Customer(s) 客戶名稱</u></td> <td style="text-align: center;"><u>Joint Account No. 聯名賬戶號碼</u> (Please provide any relevant Account No. for identification 請提供任何一個相關賬戶號碼以作識別)</td> </tr> <tr> <td>1) _____</td> <td>_____</td> </tr> <tr> <td>2) _____</td> <td>_____</td> </tr> </table>	<u>Name of Customer(s) 客戶名稱</u>	<u>Joint Account No. 聯名賬戶號碼</u> (Please provide any relevant Account No. for identification 請提供任何一個相關賬戶號碼以作識別)	1) _____	_____	2) _____	_____
<u>Name of Customer(s) 客戶名稱</u>	<u>Joint Account No. 聯名賬戶號碼</u> (Please provide any relevant Account No. for identification 請提供任何一個相關賬戶號碼以作識別)						
1) _____	_____						
2) _____	_____						

<p>Signature(s) of Customer(s) / Authorized Signatory(ies) 客戶／授權簽字人員簽署▲</p> <p>Account Number (optional) 賬戶號碼(非必須填寫)▲: _____</p> <p>▲ For verification purpose, please sign according to the specimen signature(s) filed with the Bank. 請按照留存本行之印鑑簽署作核對用途。</p> <p>If the changes of contact details above are related to any Joint Accounts, please sign according to the signing arrangement filed with the Bank. 如上述聯絡資料之更改涉及聯名賬戶，請按留存本行之賬戶簽名安排簽署。</p>		<p><b>For Bank Use Only 銀行專用</b></p> <p>Rec'd Date:</p> <p>Source: By Hand: A/C Holder / AS / Known Person / Unknown Person By: Mail / Courier / Others</p> <p><u>Confirmation Details (If applicable)</u></p> <p>Confirmed with: A/C Holder / AS / Others</p> <p>Contact Date:</p> <table border="1"> <tr> <td>BU</td> <td>S.V. <input type="checkbox"/> IN <input type="checkbox"/> JT</td> </tr> </table> <p>Handling Staff:</p> <p>Remark:</p>	BU	S.V. <input type="checkbox"/> IN <input type="checkbox"/> JT
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