

CHANGE OF ADDRESS / CONTACT INFORMATION REQUEST FORM (PERSONAL CUSTOMER)
更改地址 / 通訊資料申請表格 (個人客戶)

Please note 注意:		Date 日期: DD/MM/YYYY 日/月/年:	
1. Please read all the following terms before signing and return the completed form to China Construction Bank (Asia) Corporation Limited at G.P.O. Box 133 Hong Kong or any of the Bank's branches. 填寫表格前, 請詳閱以下條款, 並將填妥之表格寄回香港郵政總局信箱一三三號「中國建設銀行(亞洲)股份有限公司」收, 或交回本行之任何一間分行。		Customer Name (s) (English): 客戶姓名(英文):	
2. Maintenance processing time is around 1 – 3 working days upon China Construction Bank (Asia) Corporation Limited receive the completed form. 更改資料所需的處理時間約為中國建設銀行(亞洲)股份有限公司收妥表格後的一至三個工作天。		ID Document Type: 身份證明文件類別:	<input type="checkbox"/> HKID 香港身份證 <input type="checkbox"/> Passport 護照 <input type="checkbox"/> Others 其他
3. Please complete in BLOCK LETTERS and 「√」 where appropriate. 請以英文正楷填寫並請把適用者加「√」表示。		ID Document No.: 身份證明文件號碼:	
4. If you are an existing CCB (Asia) Credit Cardmember and you indicate that the changes should apply to one or more of your credit card accounts, the information you provided for this request shall replace the Bank's record in respect of all your credit card accounts. 如閣下為現有建行(亞洲)信用卡會員並指示上述更改適用於一個或多個閣下的信用卡賬戶, 閣下就此需求所提供的資料將會取代閣下於本行所有信用卡的戶口記錄。		CIF No.: 客戶編號:	
5. Address in the United States is not accepted for any investment accounts. 美國地址不適用於任何投資戶口。		Info Update Effective Date: 信息更新之生效日期: DD/MM/YYYY 日/月/年	
6. P.O. Box does not apply as Mailing / Residential / Permanent address for any banking & credit card accounts 郵政信箱不適用於作為任何銀行及信用卡戶口的通訊 / 居住 / 永久地址。			
7. For Mortgage Insurance Programme (MIP) customers, the correspondence address must be the same as the mortgaged property address. 按揭保險客戶, 通訊地址必須與抵押物業地址相同。			

Section A. 甲部 - Details of Address 新增 / 更改地址 (Please fill in the changed items only 只須填寫更改之事項)

1. **New Address 新地址** (若更改中文地址, 中國內地地址請以簡體中文填寫, 其他請用繁體。)
 (For change of Chinese address, please use Simplified Chinese characters for address in Mainland China; Traditional Chinese characters for others.)
Address Type 地址類別 (If no option is chosen, only Mailing Address will be changed. 如不作選擇, 將只會更改通訊地址)

☐ Mailing Address 通訊地址 ☐ Residential / Registered Address 居住/註冊地址 ☐ Permanent Address 永久地址

Flat 室 _____ Floor 層數 _____ Block 座數 _____ House / Building 樓 / 大廈 _____

Estate / Garden 屋邨 / 花園 _____ Street No. & Name 門牌號碼及街道名稱 _____

District 地區 _____ Country 國家 _____ ☐ HK 香港 ☐ KLN 九龍 ☐ NT 新界

Overseas Address 海外地址

2. ☐ New address is applicable to Office Address 以上新地址適用於辦公室地址

3. **New address changes will be applied to all sole account(s) if not specified. 如不註明者, 新地址只會適用於本人個人戶口之更改。**

☐ All account(s) 所有戶口 ☐ All Sole account(s) 所有個人戶口 ☐ All Joint account(s) # 所有聯名戶口#
☐ Specific account(s) No.: 特定戶口號碼, 請註明: _____

Section B. 乙部 - Details of Contact Number 新增 / 更改聯絡電話 (Please fill in the changed items only 只須填寫更改之事項)

Telephone No. 電話號碼	Country 國家地區	Country Code 國際區號	Area Code 國內區號	Phone Number 電話號碼	Extension Number 分機號碼
Residential Tel. 住宅電話:					
Office Tel. 公司電話:					
Mobile No. @ 手提號碼 @:					
Others Phone No. 其他電話:					
Fax No. 傳真號碼:					
E-mail Address@ 電郵地址@:					
WeChat ID:					

Customer's Signature 客戶簽署	S.V.	Joint Account Holder's Signature 聯名戶口持有人簽署 #/**	S.V.
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Please follow the signing arrangement for joint account. 請參照聯名戶口之簽署安排。

** All borrowers and co-borrowers, if any, of the mortgage loan account must sign on it. 樓宇按揭戶口之所有聯名借貸人必須簽署。

@ If you have already registered for FPS's Addressing Service with your previous mobile number or e-mail address, please cancel the registration and re-register for the Addressing Service with your updated mobile number or e-mail address to continue using the Addressing Service to receive payment. 如閣下已透過舊有手提號碼或電郵地址登記轉數快的賬戶綁定服務, 請閣下先取消有關登記, 並以更新的手提號碼或電郵地址再次登記賬戶綁定服務方可繼續使用賬戶綁定服務來收取款項。

FOR BANK USE ONLY 銀行專用 (必填)

Branch Code :										RCS/Credit Card Centre			
Country Code	Mail Addr	Res Addr	Perm Addr	Res Tel	Office Tel	Mobile Tel	Others Tel	Fax No.	ID Verified by	Prepared By	Approved By	Input By	Verified By