

致： 臺灣新光商業銀行 香港分行

To: Taiwan Shin Kong Commercial Bank Co., Ltd. Hong Kong Branch

電話號碼/Tel No. : (852) 3557-4666

傳真號碼/ Fax No. : (852) 2956-2285 ; (852) 2956-2286

地址/Add : Suites 1502-12, 15/F, Tower 2, The Gateway, Harbour City, 25 Canton Road, Kowloon, Hong Kong

請注意：請在下列適當之欄位填上更改後之新資料並提交所需之證明文件。所有提交之文件副本或影印本必須由公司負責人、董事、公司秘書、會計師或律師簽署確認與正本相同。

Note: Please complete the form with the latest information and provide supporting documents. All documents submitted must be must be signed and certified true either by a legal representative or a director of the corporation or a company secretary, a solicitor or an accountant in private practice.

客戶名稱 Customer Name			客戶編號 Account Number	
<input type="checkbox"/> 更改公司名稱 Change of Corporation name	<input type="checkbox"/> 中文： Chinese Name:			
	<input type="checkbox"/> 英文： English Name:			
	* 請提供由當地公司註冊機構發出之證明文件以證明公司新名稱。 Please provide supporting document(s) issued by the local Companies Registry certifying the new name of the company.			
更新通信資料 Update of contact details				
通信資料類別 Type of contact details	新增 Add	刪除 Delete	變更 Change	
電郵地址 E-mail Address				
連絡電話： Telephone No.				
傳真號碼： Fax No.				
通信地址： Correspondence Address				
<input type="checkbox"/> 更改公司負責人 Change of legal representative(s)	姓名 Name			
	身分證明文件號碼 ID No.			
	電話 Telephone No.			
	地址 Correspondence Address			
	* 請提供由當地公司註冊機構發出之證明文件內容必須明確指出該公司已經更換負責人及其生效日期及新負責人之身分證明文件。 Please provide supporting document(s) issued by the local Companies Registry certifying the change of new legal representative of the company and the effective date together with his/her identity documents(s).			
<input type="checkbox"/> 更改公司董事 Change of director(s) of the Corporation	<input type="checkbox"/> 新增 Add <input type="checkbox"/> 刪除 Delete	姓名 Name		
		身分證明文件號碼 ID No.		
	<input type="checkbox"/> 新增 Add <input type="checkbox"/> 刪除 Delete	姓名 Name		
		身分證明文件號碼 ID No.		
	<input type="checkbox"/> 新增 Add <input type="checkbox"/> 刪除 Delete	姓名 Name		
		身分證明文件號碼 ID No.		
	<input type="checkbox"/> 新增 Add <input type="checkbox"/> 刪除 Delete	姓名 Name		
		身分證明文件號碼 ID No.		
	* 請提供公司董事會之有關會議記錄、新委任董事之身分證明文件、新董事在當地公司註冊機構登記之證明文件。 Please provide related minutes of company board meetings, identification of newly appointed directors, and supporting documents of the newly appointed directors issued by local Company Registry.			

Application for Change of Customer Information

<input type="checkbox"/> 更改公司授權簽署人 Change of authorized Signers	<input type="checkbox"/> 新增 Add <input type="checkbox"/> 刪除 Delete 生效日期： Effective date	<input type="checkbox"/> 新增 Add <input type="checkbox"/> 刪除 Delete 生效日期： Effective date
	姓名： Name	姓名： Name
	身分證明文件號碼： ID No.	身分證明文件號碼： ID No.
	授權組別(如有)： Type of authorization (if any)	授權組別(如有)： Type of authorization (if any)
	簽名式樣： Signature	簽名式樣： Signature
	* 請提供公司董事會之有關會議記錄、獲授權人之身分證明文件、獲授權人之印鑑卡。 Please provide related minutes of company board meetings, identification of authorized person, signature card of authorized person. * 請注意，如無特別指示，所有授權指示將保持不變。 PLEASE NOTE: Unless otherwise specified, all instructions of authorization remain unchanged.	
申請人在此聲明有關上述變更全部屬實，如有任何錯誤或不實而引致 貴行有任何損失，申請人願意承擔全部責任及對 貴行作出所有賠償。 The Applicant declares and confirms that the above information submitted for change of particulars is true, complete and correct in all aspects. The applicant will be liable and agree to indemnify the bank if any losses or damages arise from mistakes, omissions or inaccuracies of the supporting documents provided by the applicant.		

帳戶持有人簽署/公司負責人/公司董事/授權人簽署連公司印章
 Signature(s) of account holder/ legal representative/director/authorized person
 and the Seal of the company

日期：
Date

(簽名式樣必須與本行記錄相符)
 (Please use signature(s) filed with the Bank)

聯絡人：
Name of contact person

聯絡人電話：
Telephone No of contact person

銀行 專用 (For Bank Use only)	主管
	覆核
	經辦/S.V.

臺灣新光商業銀行股份有限公司
 (於臺灣成立的有限責任公司)
 Taiwan Shin Kong Commercial Bank Co., Ltd.
 (Incorporated in Taiwan with limited liability)

本件如以傳真方式送達者，請貴行依貴我間委託傳真之相關約定辦理。

This form will be processed in accordance with Mandate and indemnity for execution of facsimile Instruction signed by you if it is sent to us by facsimile.