

Change of Personal / Account Particulars
更改個人 / 帳戶資料

Please complete this form legibly in BLOCK LETTERS and return it to our Company either by fax at (852) 3012-9634 or by mail. 請以正楷清楚填寫此表格，並傳真至(852) 3012-9634 或寄回本公司。

Account Name 帳戶名稱: _____	Account Number 帳戶號碼: _____
Effective from _____ (Date), please change my/our information as follows: 請由(日期) _____ 起將本人/吾等之資料更改如下:	

Please update my/our information as below 須更改之資料如下

Please tick where appropriate 請在適當位置填上“✓”號

<input type="checkbox"/> English Name 英文名字 _____ Chinese Name 中文名字 _____ <small>*Please provide supporting document (e.g. deed poll / notarization document / certificate issued by statutory bodies), the identity document (original or certified true copy) with new name. 請提供證明文件 (如改名契、公証人或法定機構發出之證明)、載有新更改名字之身份證明文件 (正本或經認證為真確的副本)</small>	
<input type="checkbox"/> Identity Document / Passport No. 身份證明文件號碼/護照號碼 _____ <small>*Please provide the new identity document/passport (original or certified true copy) 請提供新身份證明文件/護照 (正本或經認證為真確的副本)</small>	
<input type="checkbox"/> Residential Address 住宅地址: _____ <small>*Please provide an address proof from the recent 3 months 請提供三個月以內的地址證明文件</small>	
<input type="checkbox"/> Correspondence Address 通訊地址: _____ <small>*Please provide an address proof from the recent 3 months 請提供三個月以內的地址證明文件</small>	
<input type="checkbox"/> Permanent Address 永久地址: _____ <small>*Please provide an address proof from the recent 3 months 請提供三個月以內的地址證明文件</small>	
<input type="checkbox"/> Home Tel No. 住宅電話號碼 _____ : _____	
<input type="checkbox"/> Office Tel No. 公司電話號碼 _____ : _____	
<input type="checkbox"/> Mobile Phone No. 手提電話號碼 _____ : _____	
<input type="checkbox"/> Fax No. 傳真號碼 _____ : _____	
<input type="checkbox"/> Email Address 電郵地址 _____ : _____	
<input type="checkbox"/> Method to receive Statements 月結單收取方式 <input type="checkbox"/> By Post 郵寄 <input type="checkbox"/> By Email 電郵	
<input type="checkbox"/> Change/Addition of Designated Bank Account 新增/更改指定銀行戶口 <input type="checkbox"/> Add 新增 <input type="checkbox"/> Change 更改 Bank Name 銀行名稱 _____ : _____ Bank Address 銀行地址 _____ : _____ Account Name 帳戶名稱 _____ : _____ Account No. 帳戶號碼 _____ : _____	
<input type="checkbox"/> Other 其他 _____ : _____	

I/We hereby declare that the information given above is true and accurate.
 本人/吾等謹此聲明以上所提供的資料均屬真實及正確。

For Internal Use Only

_____ Customer Signature(s) 客戶簽署: <small>(same as specimen signature on Account Opening Form 請用閣下於開戶表格上之簽署式樣) (All account holders of joint account must sign jointly 所有聯名客戶必須簽署)</small> Date 日期: _____	Settlement		Compliance	Responsible Officer		
		Signature Verified by:	Inputted by:	Checked by:	Reviewed by:	Approved by: