

CHANGE OF PERSONAL INFORMATION
更改個人資料

Client Name 客戶姓名: _____ Account No. 帳戶號碼: _____

With effective from _____ (dd/mm/yyyy), I/we hereby notify you to change my records as follows:

本人/吾等謹此通知貴公司, 請由 _____ 年 _____ 月 _____ 日起, 更改以下紀錄:

Personal Details 個人資料

Mobile Phone 手提電話 Residential Tel 住宅電話 Office Tel 辦事處電話

Updated Phone No. 更新電話號碼: _____

Email 電郵: _____

Correspondence Address 通訊地址: _____

Bank Account Information 銀行帳戶資料

Bank Name 銀行名稱: _____ Bank Account Number 銀行戶口號碼: _____

Job Information 受僱資料

Employer Name 僱主名稱: _____ Business Nature 業務性質: _____

Office Address 辦事處地址: _____

Correspondence Method 通訊方法

By mail 郵寄 By e-mail 電郵: _____

* (Choose one only) (Correspondence includes trading confirmation and statement & others relevant information)
(只選一項) (通訊包括交易確認及結單及其他相關資料)

** Please attach the address proof of business establishment statement (within last 3 months from application date)
請提供通訊地址證明(申請日起 3 個月內的由商業機構所發出之結算單副本)

**公司戶口 Corporate Account

-請附上會議記錄授權更改資料及由董事簽署證明為副本

-地址證明需由董事簽署證明為副本

Board resolutions authorizing to change account information, certified true copy by director

Address proof, certified true copy by director

Client's Signature 客戶簽署:

Date 日期: _____

For Official Use Only

Received by	Signature Verified by	Approved by	Input by
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