

客戶資料更改表格
Change of Client's Particulars Form

致: 客戶服務部 To: Customer Services Department

客戶姓名/名稱 Client's Name _____	帳戶號碼 Account No. _____
生效日期 Effective Date _____	

* 只需填寫所需更改資料。Complete only those details to be changed.

聯絡資料 Contact Information	
<input type="checkbox"/> 住宅地址 ^(註一) Residential Address ^(Note 1) <input type="checkbox"/> 通訊地址 Correspondence Address <input type="checkbox"/> 以郵寄方式收取結單 Receive statement by post	
註一: 更改住宅地址, 需提供最近三個月發出之地址證明文件。 Note 1: For change of residential address, an address proof issued within 3 months is required.	
手機電話號碼 Mobile Phone No. _____	()
其他聯絡電話號碼 Other Contact Tel No. _____	()
傳真號碼 Fax No. _____	()
電郵地址 Email Address _____	
銀行資料 ^(註二) Bank information ^(Note 2)	
銀行名稱 Bank Name _____	
銀行地址 Bank Address _____	
戶口號碼 Account No. _____	
戶口名稱 ^(註三) Account Name ^(Note 3) _____	
註二: 以上所填寫之銀行戶口將會取代閣下於本公司原有登記的銀行戶口資料(如有)。 Note 2: Any previous bank account particulars registered in our record (if any) will be replaced by the new bank account particulars. 註三: 收款人名稱必須為帳戶持有本人。請以收款人在收款銀行開立帳戶時使用的語言(簡體中文/繁體中文/英文)填寫名稱。我司會按閣下填寫的名稱安排匯款, 如該名稱與收款銀行記錄不符, 款項可能會被退回, 而所導致之延誤或損失, 我司均不負任何責任。 Note 3: Payee Name must be the same as the name of account holder. Our company will process your instruction according to the Payee Name (in Simplified Chinese/Traditional Chinese / English) provided, and shall not be liable for any loss or damage due to delay or reject in payment resulting from incorrect information provided.	
其他資料 Other Information	
其他(請說明) Other (please specify) _____	

注意: 如稅務居民身分有所改變, 客戶必須重新填寫「自我證明表格」。
 個人帳戶: 按「[自我證明表格-個人](#)」下載表格
 公司帳戶: 按「[自我證明表格-實體](#)」及「[自我證明表格-控權人](#)」下載表格

Note: If there is change in tax residency status, client must complete "Self-Certification Form" again.
 Individual Account: Click "[Self-Certification Form - Individual](#)" to download the form
 Corporate Account: Click "[Self-Certification Form - Entity](#)" & "[Self-Certification Form - Controlling Person](#)" to download the form

客戶確認以上更改的資料皆為真實及準確。The Client confirms that the particulars above mentioned are true and correct.

_____ dd(日) _____ mm(月) _____ yyyy(年)

客戶簽署/公司蓋章 Client Signature(s) / Business Chop _____ 日期 Date _____

本公司專用			
核實簽署	審核者	批核者	輸入者