

更改客戶通訊資料指示表格

Change of Customer Contact Information Instruction Form

致:中國民生銀行香港分行 (以下簡稱"銀行")

To :China Minsheng Banking Corp., Ltd. Hong Kong Branch (the "Bank")

注意: 請以英文正楷填寫, 並在適當的地方加上"√" 號。Note: Please complete in English BLOCK LETTERS and "√" where applicable.

客戶資料 CUSTOMER INFORMATION		
客戶名稱 Customer Name (英文 Name in English) _____ (中文 Name in Chinese) _____		
客戶之身份證明文件種類及號碼 Customer's Identification Document Type and Number <input type="checkbox"/> 香港身份證 HKID Card _____ <input type="checkbox"/> 商業登記證 Business Registration Certificate _____ <input type="checkbox"/> 護照 Passport _____ <input type="checkbox"/> 其他 Others _____		
本人 / 吾等授權並要求銀行辦理以下事項。I/We hereby authorize and request the Bank to effect the following instruction(s).		
<b>更改地址(只須填寫更新之事項) CHANGE OF ADDRESS (Please ONLY fill in the items needed to be updated)</b>		
請更改本人 / 吾等以下地址 Please update my/our following address(es) <input type="checkbox"/> 住宅 Residential <input type="checkbox"/> 通訊 Correspondence <input type="checkbox"/> 登記地址 Registered Address <input type="checkbox"/> 商業地址 Business Address <input type="checkbox"/> 住宅及通訊 Residential & Correspondence <input type="checkbox"/> 商業及通訊 Business & Correspondence <input type="checkbox"/> 永久地址 Permanent Address		
室 Flat/Room _____ 樓 Floor _____ 座 Block _____ 大廈 Building _____ 街道號數及名稱 No. and Name of Street _____ 地區 District _____ 國家 Country _____		
請根據上述所提供之本人 / 吾等的通訊地址更新本人 / 吾等: Based on the above correspondence address provided, please update my/our: <input type="checkbox"/> 在銀行以上所述的身份證明文件開立並持有之所有賬戶(包括聯名賬戶, 如有)。 All accounts maintained with the Bank under the same Identification Document Number (including joint name accounts, if any) <input type="checkbox"/> 在銀行以上所述的身份證明文件開立以下所指定賬戶。 The following specified account(s) maintained with the Bank under the same Identification Document Number. 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____		
<b>更改客戶其他通訊資料(只須填寫更新之事項) CHANGE OF OTHER CONTACT DETAILS (Please ONLY fill in the items needed to be updated)</b>		
住宅電話 Residential Tel: _____	辦公室電話 Office Tel: _____	流動電話 Mobile Phone: _____
傳真號碼 Fax Number: _____	傳呼號碼 Pager No.: _____	電郵地址 Email Address: _____
更改生效日期請由 _____ (日/ 月/ 年)起更改本人/吾等在銀行的資料記錄。(見註 1) Please effect the above changes of my/our records maintained in the Bank from _____ (DD/MM/YY) (see Note 1)		
<b>客戶簽署 CUSTOMER SIGNATURE</b>		
(見註 2,3 及 4 See Notes 2,3& 4)		
X _____		
客戶簽署 Customer's Signature		聯名賬戶持有人/聯名借貨人簽署 Joint Account Holder/Co-Borrower's Signature
註 Note: 1. 指示必須於貴行收到此表格後最少 5 個工作天後生效。For instruction to be effective, please allow at least 5 working days from the date of receipt of this form. 2. 如上述賬戶採用不同簽署, 所有有關簽署, 必須簽於簽署欄上。If different signature(s) is/are used for the above mentioned accounts, all specimen signatures must be provided for respective accounts. 3. 如更改涉及任何聯名賬戶而需聯名簽署, 有關人士均需簽署。If the change(s) involve any joint accounts which require joint signatures, all concerned parties must sign. 4. 如更改涉及及聯名貸款賬戶, 所有有關借貨人均需簽署。If the change(s) involve any joint loan accounts, all relevant borrowers must sign.		
<b>銀行專用 For Bank Use Only</b>		
Check Accounts with Dormant <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature Verified	Processed by: _____
		Checked by: _____