



**CHANGE OF PERSONAL DETAILS APPLICATION FORM 更改個人資料申請書**

Account Name 姓名: \_\_\_\_\_

Account No. 帳戶號碼: \_\_\_\_\_

Effective Date 生效日期 (DD 日 / MM 月 / YYYY 年): \_\_\_\_\_

Only complete if details needed to be updated or added as new details. 只須填寫需要更新的個人資料。	
Contact Method 聯絡方法	<input type="checkbox"/> Add 新增 <input type="checkbox"/> Change 更改 <input type="checkbox"/> Delete 刪除
	<input type="checkbox"/> Residential address 住宅地址 <input type="checkbox"/> Business address 辦公室地址 <input type="checkbox"/> Correspondence address 通訊地址 (Please provide an address proof copy within the most recent 3 months, such as bank statement or utility bill. 請提供最近三個月內之住址證明副本·如銀行月結單或電費單。)
	Address 地址
	<input type="checkbox"/> Mobile 流動電話
	<input type="checkbox"/> Email 電郵
	<input type="checkbox"/> Fax 傳真
Designated Bank Account 入帳銀行戶口	<input type="checkbox"/> Add 新增 <input type="checkbox"/> Change 更改 <input type="checkbox"/> Delete 刪除
	Bank 銀行:
	Account Number 戶口號碼:
Reset Login Password 重設交易密碼	<input type="checkbox"/> New password will be sent to the email address you registered with us. 新密碼會發送 至你在本公司登記的電郵地址。
Statement Language 結單語言	<input type="checkbox"/> English 英文 <input type="checkbox"/> Traditional Chinese 繁體中文 <input type="checkbox"/> Simplified Chinese 簡體中文
Account Closure 取消帳戶	<input type="checkbox"/> Confirm close account 確認取消帳戶
Other (Please state) 其它 (請註明)	

For assistance, please contact settlement service hotline at +852 2527 6844. 如需協助·請致電交收部熱線+852 2527 6844。

Signature 簽署 \_\_\_\_\_

Date 日期 \_\_\_\_\_

**Notes 註:**

- Please return the instruction to us by mail or in person to our office. 請將正本指示親身交回或郵寄至本公司。
- All account holders must sign on the form. 所有帳戶持有人必須簽署。
- This Change of Personal Details Application Form is prepared in both English and Chinese versions. In the event of any discrepancy between the 2 versions, the English version shall prevail. 本更改個人資料申請書分中英文版本·如兩者釋義出現歧異·一切以英文版本為準。

FOR OFFICE USE ONLY				
By:	Signature Verified	Input	Checked	Approved
Date:				