

更改客戶資料通知書<sup>1</sup>  
Notice of Change of Customer's Data

致: 星展銀行(香港)有限公司 (「銀行」, 表示包括其繼承人及受讓人)

To: DBS Bank (Hong Kong) Limited ("the Bank", which expression shall include its successors and assigns)

請用正楷填寫, 並在適當方格內加上「√」號。Please complete in BLOCK LETTERS and tick (√) the appropriate box

更新的資料將取代銀行的所有現有記錄。Updated information will replace all existing record at the Bank.

現有客戶資料 (必須填寫) Existing Customer's Information (Mandatory)

公司註冊名稱 Registered Company Name

(英文 in English) SAMPLE COMPANY LTD.

(中文 in Chinese) 樣本有限公司

商業登記證號碼 Business Registration No./ 公司註冊證號碼 Certificate of Incorporation No.

12345678

戶口號碼 Account No. (請提供一個戶口號碼作參考之用) (Please provide one account number for reference)

016-123-001234567

本人/吾等茲要求並授權銀行辦理下列指示:

I/We hereby request and authorize the Bank to effect the following instruction(s):

生效日期 (必須填寫) Effective Date<sup>2</sup> (Mandatory)

由 2022 年 4 月 1 日

From \_\_\_\_\_ (yyyy/mm/dd)

更改地址/聯絡電話 Change of Address / Contact Phone Number<sup>3-8</sup>

請補誌更改資料至開立於銀行的所有戶口 (如持有外匯孖展 / 靈活貨幣買賣戶口或有使用押匯服務或發票理財服務, 請同時填寫「指定戶口」欄)

Please update the changes to ALL accounts with the Bank (If holding FX Margin / Flexi Currency Trading Account or Utilizing Trade Services or Factoring Services, please also complete the "specified account" section)

請補誌更改資料至開立於銀行的下列指定戶口:  
Please update the changes to the following SPECIFIED account(s) with the Bank:

- 支票往來戶口 Current Account - 戶口號碼 Account No.: \_\_\_\_\_
- 定期存款 Fixed Deposit - 戶口號碼 Account No.: \_\_\_\_\_
- 港元儲蓄戶口/多種貨幣儲蓄戶口 HKD Savings/Multi-Currency Savings - 戶口號碼 Account No.: \_\_\_\_\_
- 押匯服務 Trade Services
- 發票理財服務 Factoring Services

外匯孖展 / 靈活貨幣買賣戶口號碼

FX Margin / Flexi Currency Trading Account No. \_\_\_\_\_

循環貸款號碼

Revolving Loan No. \_\_\_\_\_

樓宇按揭號碼

Mortgage Loan No. \_\_\_\_\_

所有信用卡(只須提供一個信用卡戶口號碼)

All Credit Cards (provide only one Credit Card No. \_\_\_\_\_)

其他

Others \_\_\_\_\_

基金投資戶口號碼

Investment Fund Account No. \_\_\_\_\_

按揭物業之火險保單號碼

Mortgaged Property's Fire Insurance Policy No. \_\_\_\_\_

證券戶口號碼

Securities Account No. \_\_\_\_\_

保管箱號碼

Safe Deposit Box No. \_\_\_\_\_ 於 \_\_\_\_\_ 分行

新地址 New Address

通訊地址#  
Correspondence Address#

室 Flat / Room 樓 Floor 座 Block 大廈 Building 街道 Street / Road 區 District / Area 國家 Country

\*就更改通訊地址, 客戶請提供通訊地址證明。(請參閱第 4 頁註解第 8 項)

\*For change of correspondence address, please provide an address proof of the new address for processing (Please refer to Note 8 on page 4).

登記地址\*  
Registered Address\*

1001 10 A SAMPLE BUILDING No.1 SAMPLE STREET KWUN TONG HK  
室 Flat / Room 樓 Floor 座 Block 大廈 Building 街道 Street / Road 區 District / Area 國家 Country

登記地址與通訊地址相同並一同更改\*  
Registered address is the same as correspondence address and to be changed together\*

\*就更改登記地址, 客戶請提供相關地址證明。(請參閱第 4 頁註解第 8 項)

\*For change of registered address, please provide an address proof of the new address for processing (Please refer to Note 8 on page 4).

<input type="checkbox"/> <b>住宅地址*</b> <b>Residential Address*</b>		
<small>室 Flat / Room 樓 Floor 座 Block 大廈 Building 街道 Street / Road 區 District / Area 國家 Country</small>		
<small>* 就更改住宅地址，客戶請提供相關地址證明。(請參閱第 4 頁註解第 8 項)  * For change of residential address, please provide an address proof of the new address for processing (Please refer to Note 8 on page 4).</small>		
<input type="checkbox"/> <b>主要營業地點<sup>#</sup></b> <b>Principal Place of Business<sup>#</sup></b>		
<small>室 Flat / Room 樓 Floor 座 Block 大廈 Building 街道 Street / Road 區 District / Area 國家 Country</small>		
<small><sup>#</sup> 主要營業地點指客戶的主要運營辦公室或高級管理人員所在的位置，而它不應是郵局信箱或虛擬辦公室地址。就更改主要營業地點，客戶請提供主要營業地點證明。(請參閱第 4 頁註解第 8 項)  <sup>#</sup> Principal Place of Business refers customer's main operating office or where senior management is located, and it should not be a P.O. Box address or virtual office address. For change of Principal Place of Business, please provide an address proof of the new address for processing (Please refer to Note 8 on page 4).</small>		
<b>新聯絡資料 New Contact Information</b>		
<b>電郵地址 Email Address</b>	<input checked="" type="checkbox"/> 新增 Add / <input type="checkbox"/> 取消 Delete <u>chantaiman@sample.com</u>	<input type="checkbox"/> 新增 Add / <input type="checkbox"/> 取消 Delete _____
	<input checked="" type="checkbox"/> 更改 Change (請指定現有的電郵地址以作更改 Please specify the existing email address for replacement <u>chansiunan@sample.com</u> ) 新電郵地址 New Email Address <u>siunan@sample.com</u>	<input type="checkbox"/> 更改 Change (請指定現有的電郵地址以作更改 Please specify the existing email address for replacement _____) 新電郵地址 New Email Address _____
<b>辦事處電話 Office Number</b>	<input type="checkbox"/> 新增 Add / <input checked="" type="checkbox"/> 取消 Delete ( <u>852</u> ) <u>1234 5678</u> <small>國家號碼 Country Code</small>	<input type="checkbox"/> 新增 Add / <input type="checkbox"/> 取消 Delete ( _____ ) _____ <small>國家號碼 Country Code</small>
	<input checked="" type="checkbox"/> 更改 Change (請指定現有的辦事處電話以作更改 Please specify the existing office number for replacement <u>86-137 9999 9999</u> ) 新辦事處電話 New Office Number ( <u>86</u> ) <u>137 0000 0000</u> <small>國家號碼 Country Code</small>	<input type="checkbox"/> 更改 Change (請指定現有的辦事處電話以作更改 Please specify the existing office number for replacement _____) 新辦事處電話 New Office Number ( _____ ) _____ <small>國家號碼 Country Code</small>
<b>傳真號碼 Fax Number</b>	<input type="checkbox"/> 新增 Add / <input checked="" type="checkbox"/> 取消 Delete ( <u>852</u> ) <u>1234 5678</u> <small>國家號碼 Country Code</small>	<input type="checkbox"/> 新增 Add / <input type="checkbox"/> 取消 Delete ( _____ ) _____ <small>國家號碼 Country Code</small>
	<input type="checkbox"/> 更改 Change (請指定現有的傳真號碼以作更改 Please specify the existing fax number for replacement _____) 新傳真號碼 New Fax Number ( _____ ) _____ <small>國家號碼 Country Code</small>	<input type="checkbox"/> 更改 Change (請指定現有的傳真號碼以作更改 Please specify the existing fax number for replacement _____) 新傳真號碼 New Fax Number ( _____ ) _____ <small>國家號碼 Country Code</small>
<b>聯絡人資料 Contact Person(s) Details</b>		
<input type="checkbox"/> 新增 Add / <input type="checkbox"/> 取消 Delete / <input checked="" type="checkbox"/> 更改現有聯絡人資料 Change of Existing Contact Person Details <input checked="" type="checkbox"/> 先生 Mr / <input type="checkbox"/> 太太 Mrs / <input type="checkbox"/> 小姐 Miss / <input type="checkbox"/> 女士 Ms 姓名 Name: 英文 English <u>CHAN SIU MAN</u> 中文 Chinese _____ Mobile Number 手提電話 <u>852 - 9292 9292</u> 辦事處電話 Office Number _____		
<input checked="" type="checkbox"/> 新增 Add / <input type="checkbox"/> 取消 Delete / <input type="checkbox"/> 更改現有聯絡人資料 Change of Existing Contact Person Details <input checked="" type="checkbox"/> 先生 Mr / <input type="checkbox"/> 太太 Mrs / <input type="checkbox"/> 小姐 Miss / <input type="checkbox"/> 女士 Ms 姓名 Name: 英文 English <u>CHAN TAI MAN</u> 中文 Chinese <u>陳大文</u> Mobile Number 手提電話 <u>852 - 9090 9090</u> 辦事處電話 Office Number _____		
<input type="checkbox"/> 新增 Add / <input type="checkbox"/> 取消 Delete / <input type="checkbox"/> 更改現有聯絡人資料 Change of Existing Contact Person Details <input type="checkbox"/> 先生 Mr / <input type="checkbox"/> 太太 Mrs / <input type="checkbox"/> 小姐 Miss / <input type="checkbox"/> 女士 Ms 姓名 Name: 英文 English _____ 中文 Chinese _____ Mobile Number 手提電話 _____ 辦事處電話 Office Number _____		

本人/吾等確認以上所載資料均屬正確及完整，並同意受銀行的戶口及有關服務條款及細則所約束。  
I/We confirm that the information given above is correct and complete and agree to be bound by the applicable terms and conditions of the Bank.

請確認閣下的指示已清楚、準確及完整地填妥於本通知書內才簽署作實。

Please confirm that your instructions have been clearly, accurately and completely set out in this notice before signing it.

**有關本人/吾等的個人資料用於直銷推廣的確認**

**ACKNOWLEDGEMENT OF USE OF MY/OUR PERSONAL DATA IN DIRECT MARKETING**

本人/吾等明白，銀行擬將本人/吾等的個人資料用於直銷推廣，惟必須先獲得本人/吾等的同意。本人/吾等曾就是否接收直銷推廣聯繫或資訊作出選擇，本人/吾等現確認本人/吾等的現有選擇將維持不變，而本表格內提供的所有資料均可根據該項選擇加以使用。本人/吾等明白，如本人/吾等欲更改現有的選擇，本人/吾等可隨時填妥拒絕直銷推廣表格後交回銀行，且毋須就此支付任何費用。

I/We understand that the Bank intends to use my/our personal data in direct marketing and cannot do so without my/our consent. I/We have previously selected whether or not to receive direct marketing contact or information and I/we confirm that there is no change to my/our existing choice and all information provided in this form shall be used in accordance with such choice. I/We understand that if I/we wish to change my/our existing choice, I/we may do so at any time and without charge by completing an opt-out form and returning it to the Bank.



客戶簽署 Customer's Signature\*\*

簽署人姓名 Name of Signatory (ies): CHAN TAI MAN

日期 Date: 20 March 2022

\*\* 請用留存銀行之印鑑簽署。銀行會核對客戶之簽署是否與客戶任何一個戶口之留存銀行印鑑式樣相符。樓宇按揭戶口之聯名借貸人必須全體簽署。

\*\* Please use the signature filed with the Bank. The Bank will verify the signature with the specimen signature of any one of customer's accounts filed with the Bank. For mortgage loan account of co-borrowers, ALL borrowers must sign.

銀行專用 FOR BANK USE ONLY	
S.V. By	
Attended / I.D. V. By	
Inputted By CAS	Checked By CAS
Address Proof Obtained/ Verified <input type="checkbox"/> Yes <input type="checkbox"/> No (Please Specify detail: )	

- 註 Note:**
- 此更改通知書不適用於保險計劃〔按揭物業火險除外〕，有關更改保險計劃個人資料的事宜，請直接與保險公司聯絡。銀行亦可接受其他經授權簽署的書面指示以更改客戶資料，詳情請與銀行聯絡。This change notice is not applicable to insurance plans (excluding Mortgage Fire Insurance). Please contact the insurance company directly for change of personal data for insurance plans. Other written instruction(s) with authorized signature(s) can also be accepted for changing customer's data, please contact the Bank for more details.
  - 指示一般會於銀行收到本已填寫之通知書後五個工作天內完成處理。Instruction will normally be processed within 5 business days upon receipt of this completed notice.
    - 銀行一般會於指示處理完畢後三個工作天內發送確認通知書予客戶。A notification letter will normally be sent to the customer within 3 business days after completion of the instruction.
    - 如已填寫之通知書有任何需要釐清的地方，銀行一般會於十個工作天內聯絡客戶作進一步跟進。若需查詢已填寫之通知書的更新情況，請聯絡星展企業一線通客戶服務專線 2290 8068 或客戶經理。If any clarification is required on the completed notice, the Bank will normally contact you within 10 business days for further follow-up. For enquiry about the status of this completed notice, please contact our DBS BusinessCare at 2290 8068 or Relationship Manager.
    - 銀行保留權利就有關處理客戶指示作最終決定。The Bank reserves the right to make final decision on all matters regarding the handling of customer's instructions.
  - 如屬自動資產備用信貸客戶，往來及定期存款戶口的通訊地址必須相同。For Automatic Secured Line of Credit customers, Correspondence Address for the current and time deposit accounts must be the SAME.
  - 證券戶口只須更新相連往來戶口的通訊地址。For securities account customers, only change to the Correspondence Address for the linked current account is required.
  - 郵政信箱地址不可作為任何戶口的住宅地址或外匯孖展 / 靈活貨幣買賣戶口的通訊地址。PO Box address cannot be Residential Address for any account or Correspondence Address for FX Margin/ Flexi Currency Trading Account.
  - 郵政信箱地址或任何在香港特別行政區以外之地址不可作為信用卡戶口或循環貸款戶口之通訊地址。PO Box address or any address outside of Hong Kong SAR cannot be used as Correspondence Address for credit card accounts or revolving loan accounts.
  - 基於美國就證券交易的有關管制，銀行不會接受證券戶口及基金投資戶口客戶將其戶口的任何地址更改為美國地址。In compliance with the securities trading restrictions in the USA, the Bank will not accept changes of any address of securities account and investment fund account customers to an address in the USA.
  - 企業客戶請提供下列任何一項銀行接受之地址證明。銀行有權決定是否接受下列以外之其他地址證明。所有地址證明應為正本，副本地址證明須經銀行認可之驗證人核証加簽。Corporate customers should provide any one of the below listed address proof documents. Other non-listed address proofs are subject to acceptance by the Bank. Address proofs submitted should be original documents. For copies, they must be certified true with signature by the Bank's acceptable certifiers:**

銀行接受之地址證明	更改登記地址 Change of Registered Address	更改通訊或住宅地址 Change of Correspondence or Residential Address	更改主要營業地點 Change of Principal Place of Business
香港註冊公司 Hong Kong Incorporated Company: 存檔於香港公司註冊處並附有存檔日期及時間之 NR1 表格或有效之商業登記證。Form NR1 filed with Hong Kong Companies Registry (with the filing date and time chop on the same) or a valid business registration certificate.	√	√	
香港註冊的非香港公司 Non-Hong Kong companies registered in Hong Kong: 存檔於香港公司註冊處並附有存檔日期及時間之 NN9 表格或有效之商業登記證。Form NN9 filed with Hong Kong Companies Registry (with the filing date and time chop) or a valid business registration certificate.	√	√	
海外註冊公司 Offshore Incorporated Companies: 已更新註冊地址的職權證明書或由相關註冊處發出及認可附有更新註冊地址的通函。Updated Certificate of Incumbency with its new registered address or a notice issued and endorsed by the relevant Registrar with the new registered address.	√	√	
最近三個月之公共賬單。Recent utility bill issued within the last 3 months.		√	√
最近三個月由政府或相關機構所發出之通訊(例如年度報稅表, 土地註冊登記等)。Recent correspondence from a Government department or agency within the last 3 months (e.g. annual tax returns, land search report, etc).		√	√
最近三個月由合資格之香港財務機構所發出之月結單。A statement, issued by regulated financial institutions in Hong Kong within the last 3 months.		√	√
經由稅務局加蓋印之香港租務合約。A Hong Kong tenancy agreement which has been duly stamped by the Inland Revenue Department.		√	√
經由律師所發出之物業買賣認證, 或確證物業所有權之法律文件。A solicitor's confirmation of sale or purchase of property, or legal document recognizing title to property.		√	√

(中英文義如有歧異，概以英文本為準。The English version shall prevail if there is a discrepancy between the English and Chinese versions.)