

更改客戶資料通知書¹

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)

日期 Date

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.

現有客戶資料 Existing Customer's Information		
客戶姓名 Customer's Name (英文 in English) (中文 in Chinese)	商業登記証號碼 Business Registration No./ 公司註冊証號碼 Certificate of Incorporation No.	戶口號碼 Account No.

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 Effective Date²

由 _____ 年 _____ 月 _____ 日
From _____ (yyyy/mm/dd)

更改地址/聯絡電話 Change of Address / Contact Phone Number³⁻⁸

補誌經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，請同時填寫「指定戶口」欄)
Update the changes to ALL accounts with the Bank (If holding FX Margin / Flexi Currency Trading Account or utilizing Trade Services, please also complete the "specified account" section)

補誌經更改資料至開立於銀行的下列指定戶口：
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.: _____

外匯孖展 / 靈活貨幣買賣戶口號碼
FX Margin / Flexi Currency Trading Account No. _____

循環貸款戶口號碼
Revolving Loan No. _____

樓宇按揭戶口號碼
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 A/C No. _____)

證券戶口號碼
Securities Account No. _____

押匯服務
Trade Services _____

基金投資戶口號碼
Investment Fund Account No. _____

定額私人貸款戶口號碼
Personal Loan No. _____

按揭物業之火險保單號碼
Mortgaged Property's Fire Ins. Policy No. _____

保管箱號碼 _____ 於 _____ 分行
Safe Deposit Box _____ at _____ Branch

發票理財服務
Factoring Services _____

其他
Others _____

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 2 頁註解第 8 項)
* For change of correspondence address, please attach an address proof of the new address for processing (Please refer to Note 8 on page 2 for list of acceptable address proofs.).

登記地址#
Registered Address# _____
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 2 頁註解第 8 項)
For change of registered address, please attach an address proof of the new address for processing (Please refer to Note 8 on page 2 for list of acceptable address proofs.).

住宅地址
Residential Address _____
室 Flat / Room 樓 Floor 座 Block 大廈 Building 街道 Street / Road 區 District / Area 國家 Country

電郵地址
E-mail Address _____

新聯絡電話 New Contact Number

<input type="checkbox"/> 新增 / <input type="checkbox"/> 更改 / <input type="checkbox"/> 取消 Add / Amend / Delete	辦事處 Office (_____) _____ 國家號碼 Country Code	<input type="checkbox"/> 新增 / <input type="checkbox"/> 更改 / <input type="checkbox"/> 取消 Add / Amend / Delete	傳真 Fax (_____) _____ 國家號碼 Country Code
<input type="checkbox"/> 新增 / <input type="checkbox"/> 更改 / <input type="checkbox"/> 取消 Add / Amend / Delete	流動電話 Mobile (_____) _____ 國家號碼 Country Code		

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表格內才簽署作實

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

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

有關本人/吾等的個人資料用於直銷推廣的確認

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.

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。

客戶簽署 Customer's Signature**

簽署人姓名 Name of Signatory (ies):

** 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** 1. 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。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.
- Note:** 2. 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.
3. 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.
4. 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.
5. 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 used as Residential Address for any account or Correspondence Address for FX Margin/ Flexi Currency Trading Account.
6. 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、循環貸款戶口或定額私人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, revolving loan accounts or personal loan accounts.
7. 基於美國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.
8. 企業客戶請提供下列任何一項銀行接受之地址證明。下列以外之其他地址證明銀行有權決定是否接受。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 with signature by the Bank's acceptable certifiers:

更改登記地址 Change of Registered Address	更改其他地址 (例如通訊地址、住宅地址等) Change of Other Address (For Example, Correspondence Address, Residential Address, etc.)
<ul style="list-style-type: none">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.	<ul style="list-style-type: none">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; 或 A solicitor's confirmation of sale or purchase of property, or legal document recognizing title to property; or左方列表之任何一項證明文件。Any one of the address proof documents listed on the left.

(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.)