

更改客戶資料通知書(非個人客戶)

Notice of Change of Customer's Data (Non Individual Customer)



致: 星展銀行(香港)有限公司 (「銀行」, 包括其繼承人及受讓人)

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

CIF No.

- 注意 Note:** 1. 請以**英文正楷**填寫此表格, 在適當方格內加上「√」號及刪除不適用者, 並刪去未被應用的空位。
Please complete in **BLOCK LETTERS**, tick (√) the applicable box and delete as appropriate and cross out any of the unused spaces.
2. 此表格**不適用**於
This form is **not applicable** to:
- i) **保險計劃持有人** (按揭物業火險除外)。如需更改保險計劃的個人資料, 請直接與保險公司聯絡。
Holders of insurance plans (other than Mortgage Fire Insurance). Please contact the insurance company directly for change of personal data for insurance plans.
 - ii) 未持有任何個人銀行產品的**私人銀行客戶**。請聯絡您的客戶經理以安排更改個人資料。
Private Bank customers who do not maintain any retail banking product. Please contact your Relationship Manager for the personal data change.
3. 資料更改一般會於收到填妥的表格後**5個工作天**內處理。
The change will normally be processed within **5 business days** from receipt of a duly completed Form.
4. 請確認您已經閱讀及理解銀行的資料政策, 才向銀行提供您的個人資料。如您在此表格提供個人資料, 即表示您接納銀行的資料政策及同意資料政策中所載的個人資料用途。
Before you provide the Bank with your details, please ensure that you have read and understood the Bank's Data Policy. By providing your details to the Bank under this form, you shall be deemed to have accepted the Bank's Data Policy and agreed to the use of your details as stated therein.
5. 如客戶把其任何地址更改為美國或經濟合作與發展組織自動交換資料的稅務國家(國家/區域/管轄區)的地址, 則亦要填寫美國國稅局的適用表格或外國賬戶稅務合規法案(「**FATCA**」)及共同匯報標準(「**CRS**」)機構申報書。
If any address is changed to an address in the USA or a country (country/region) or jurisdiction of tax residency defined in OECD's automatic exchange of information, an Internal Revenue Service form or Foreign Account Tax Compliance Act ("FATCA") and Common Reporting Standard ("CRS") Self Certification Form should also be completed.
6. 基於美國就證券交易的管制, 如客戶把其任何地址更改為美國地址, 銀行將不能繼續向該客戶提供投資服務, 而所有證券戶口及基金投資戶口將被取消。
In compliance with the securities trading restrictions in the United States of America (USA), if a customer changes any address to an address in the USA, the Bank will no longer be able to offer any investment services to the customer and all securities accounts and investment fund accounts will have to be closed.

客戶資料 Customer Information		(必須填寫 Must be Completed)							
姓名 Name <small>(英文 English)</small>	<small>(中文 Chinese)</small>								
商業登記證號碼/公司註冊證號碼 Business Registration No./ Certificate of Incorporation No.									
生效日期 Effective Date: <input type="checkbox"/> 即時生效 Immediate <input type="checkbox"/> 由 _____ 生效 From Year 年 Month 月 Day 日 Effective									
更改地址 Change of Address									
注意 Note: <ul style="list-style-type: none"> 1. 不接受「轉交」郵件的代收地址。 "In-care-of" address is not accepted. 2. <u>新通訊地址</u>適用於您在銀行開立的所有戶口。 The <u>new correspondence address</u> applies to ALL your account(s) maintained with the Bank. 									
<input type="checkbox"/> *公司註冊地址 Registered Address 詳細地址 (必須提供英文地址。) Address Details (Must be provided in ENGLISH.) <table style="width: 100%; border-top: 1px solid black; border-bottom: 1px solid black; margin-top: 5px;"> <tr> <td style="width: 15%;"><small>室 Flat / Room</small></td> <td style="width: 15%;"><small>樓 Floor</small></td> <td style="width: 15%;"><small>座 Block</small></td> <td style="width: 15%;"><small>大廈 Building</small></td> <td style="width: 15%;"><small>街道 Street / Road</small></td> <td style="width: 15%;"><small>區 District / Area</small></td> <td style="width: 15%;"><small>郵區編碼 Postal Code / 國家(國家/區域) Country (Country/Region)</small></td> </tr> </table>			<small>室 Flat / Room</small>	<small>樓 Floor</small>	<small>座 Block</small>	<small>大廈 Building</small>	<small>街道 Street / Road</small>	<small>區 District / Area</small>	<small>郵區編碼 Postal Code / 國家(國家/區域) Country (Country/Region)</small>
<small>室 Flat / Room</small>	<small>樓 Floor</small>	<small>座 Block</small>	<small>大廈 Building</small>	<small>街道 Street / Road</small>	<small>區 District / Area</small>	<small>郵區編碼 Postal Code / 國家(國家/區域) Country (Country/Region)</small>			
<input type="checkbox"/> ^通訊地址 Correspondence Address <input type="checkbox"/> 與公司註冊相同並一同更改 Same as registered address and to be changed together 詳細地址 (必須提供英文地址。) Address Details (Must be provided in ENGLISH.) <table style="width: 100%; border-top: 1px solid black; border-bottom: 1px solid black; margin-top: 5px;"> <tr> <td style="width: 15%;"><small>室 Flat / Room</small></td> <td style="width: 15%;"><small>樓 Floor</small></td> <td style="width: 15%;"><small>座 Block</small></td> <td style="width: 15%;"><small>大廈 Building</small></td> <td style="width: 15%;"><small>街道 Street / Road</small></td> <td style="width: 15%;"><small>區 District / Area</small></td> <td style="width: 15%;"><small>郵區編碼 Postal Code / 國家(國家/區域) Country (Country/Region)</small></td> </tr> </table>			<small>室 Flat / Room</small>	<small>樓 Floor</small>	<small>座 Block</small>	<small>大廈 Building</small>	<small>街道 Street / Road</small>	<small>區 District / Area</small>	<small>郵區編碼 Postal Code / 國家(國家/區域) Country (Country/Region)</small>
<small>室 Flat / Room</small>	<small>樓 Floor</small>	<small>座 Block</small>	<small>大廈 Building</small>	<small>街道 Street / Road</small>	<small>區 District / Area</small>	<small>郵區編碼 Postal Code / 國家(國家/區域) Country (Country/Region)</small>			
<input type="checkbox"/> *主要營業地點地址 Principal Place of Business Address <input type="checkbox"/> 與公司註冊相同並一同更改 <input type="checkbox"/> 與通訊地址相同並一同更改 Same as registered address and to be changed together Same as correspondence address and to be changed together <input type="checkbox"/> 與公司註冊及通訊地址相同並一同更改 Same as registered address & correspondence address and to be changed together 詳細地址 (必須提供英文地址。) Address Details (Must be provided in ENGLISH.) <table style="width: 100%; border-top: 1px solid black; border-bottom: 1px solid black; margin-top: 5px;"> <tr> <td style="width: 15%;"><small>室 Flat / Room</small></td> <td style="width: 15%;"><small>樓 Floor</small></td> <td style="width: 15%;"><small>座 Block</small></td> <td style="width: 15%;"><small>大廈 Building</small></td> <td style="width: 15%;"><small>街道 Street / Road</small></td> <td style="width: 15%;"><small>區 District / Area</small></td> <td style="width: 15%;"><small>郵區編碼 Postal Code / 國家(國家/區域) Country (Country/Region)</small></td> </tr> </table>			<small>室 Flat / Room</small>	<small>樓 Floor</small>	<small>座 Block</small>	<small>大廈 Building</small>	<small>街道 Street / Road</small>	<small>區 District / Area</small>	<small>郵區編碼 Postal Code / 國家(國家/區域) Country (Country/Region)</small>
<small>室 Flat / Room</small>	<small>樓 Floor</small>	<small>座 Block</small>	<small>大廈 Building</small>	<small>街道 Street / Road</small>	<small>區 District / Area</small>	<small>郵區編碼 Postal Code / 國家(國家/區域) Country (Country/Region)</small>			

更改地址 Change of Address

如有個別戶口無須更改通訊地址，請註明：

Please specify any particular account(s) to be **excluded** from this correspondence address change:

* 就更改註冊地址及/或主要營業地點地址，請提供下列任何一項銀行接受的地址證明。所有地址證明應為正本，副本地址證明須經銀行認可的驗證人核證加簽。

For change of registered address and/or principal place of business address, please provide any one of the address proof documents listed below. Address proofs submitted should be original documents. For copies, they must be certified with signature by the Bank's acceptable certifiers:

更改公司註冊地址 Change of Registered Address	更改主要營業地點地址 Change of Principal Place of Business Address
<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的NR1表格或有效的商業登記證。 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的 NN9 表格或有效的商業登記證。 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知 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"> 最近六個月的公共賬單; Recent utility bill issued within the last 6 months; 最近六個月由政府或相關機構所發出的通訊(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 6 months (e.g. annual tax returns, land search report, etc); 最近六個月由的香港受規管財務機構所發出的月結單; A statement, issued by regulated financial institutions in Hong Kong within the last 6 months; 經由稅務局蓋印的香港租務合約; A Hong Kong tenancy agreement which has been duly stamped by the Inland Revenue Department; 經由律師發出的物業買賣確認文件，或證明物業所有權的法律文件; 或 A solicitor's confirmation of sale or purchase of property, or legal document recognizing title to property ; or 左列任何一項地址證明文件。 Any one of the address proof documents listed on the left.

更改聯絡資料 Change of Contact Information**聯絡電話號碼 Contact Phone Number**

<input type="checkbox"/> 新增/ <input type="checkbox"/> 更改/ <input type="checkbox"/> 取消 Add / Amend to / 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 to / 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 to / Delete	流動電話Mobile (____) _____ 國家號碼 Country Code		
<input type="checkbox"/> #新電郵地址 New E-mail Address _____ # 所提供的電郵地址將取代之前登記於銀行的電郵地址。 The provided email address will supersede any email address previously registered with the Bank			

有關本人/我們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/我們明白，銀行擬將本人/我們的個人資料用於直銷推廣，惟必須先獲得本人/我們的同意。本人/我們曾就是否接收直銷推廣聯繫或資訊作出選擇，本人/我們現確認本人/我們的現有選擇將維持不變，而本更改表格內提供的所有資料均可根據該項選擇加以使用。本人/我們明白，如本人/我們欲更改現有的選擇，本人/我們可隨時填妥拒絕直銷推廣表格後交回銀行，且無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 instruction 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.

簽署 Signature

本人/我們確認以上所提供的資料均屬正確及完整，並同意受銀行的適用條款及細則所約束。

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.

請確認您的指示已清楚、準確及完整地填妥於本表格內才簽署作實。

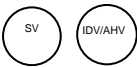
Please confirm that your instructions have been clearly, accurately and completely set out in this form before signing it.

簽署人姓名 Name of Signatory(ies): _____

日期 Date: _____

❖ 請用留存銀行的簽署樣式。Please use the signature as filed with the Bank.

FOR BANK USE ONLY

Attended by (Name, Signature & Date)	Initial the action(s) taken:  (Name & date if different from attending staff.)	Check if > Any proof document required > Any US/CRS indicia IRS form / Self Cert: <input type="checkbox"/> Yes <input type="checkbox"/> No Address Proof doc copy: <input type="checkbox"/> Yes <input type="checkbox"/> No	Approved by (Name, Signature & Date)
---	---	---	---