

## Contact Details Update Form

**Note:** The information provided on this form will be updated for all of your products with Standard Chartered Bank UAE.

- For **Name** change request, please visit our branch with your **Original** Passport.
- Standard Chartered Bank reserves the right to perform additional verification(s) prior to processing the instruction. Failure of any of the verification will result in rejection of instruction.
- Please strike off unused portions of this form.
- Please complete **ONLY** the relevant sections of the form in **BLOCK** letters.

### Client Information

**Account Number:** (Any one account if you have multiple accounts)

**Credit Card Number:** (Any one card if you have multiple cards)

**Account Name/Title:**

**Credit Card Name:** (As embossed on your card)

\_\_\_\_\_

\_\_\_\_\_

First

Middle

Last

**Nationality:** \_\_\_\_\_ (please specify if more than one)

#### Employment Details:

Employer Name: \_\_\_\_\_

Industry: \_\_\_\_\_

Occupation: \_\_\_\_\_

Gross monthly income/Turnover: \_\_\_\_\_

(Please attach the Original Salary Transfer Letter/Certificate)

**Work Type** (Select one):

- Salaried     
  Self-Employed/Business Owner     
  Homemaker     
  Student     
  Un-employed     
  Retired

### Name Change

New Name: Mr./Ms./Mrs. \_\_\_\_\_

First

Middle

Last

New Passport Number: \_\_\_\_\_

### Address Change

**Note:** The new address provided for (any of) the selected address fields will be updated and will override the existing information in our records.

Please tick the address field(s) you want to update

Office Address: \_\_\_\_\_

P.O. Box: \_\_\_\_\_ Emirate/State/City: \_\_\_\_\_

Country: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Residence: \_\_\_\_\_

P.O. Box: \_\_\_\_\_ Emirate/State/City: \_\_\_\_\_

Country: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Permanent Address: (Home country address for Non-UAE nationals): \_\_\_\_\_

Street: \_\_\_\_\_ State/City: \_\_\_\_\_

Country: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

**Note:** To update your mailing address, please select one of the options below. Please note that the option selected will be updated as per the corresponding address provided above.

Preferred Mailing Address:  Office  Residence  Permanent

**Note: The Bank will send all communication to your mailing address**

## Email ID Change

**Note:** The new Email ID provided will be updated and will override the existing information in our records.

New Email ID:

\_\_\_\_\_

## Contact Number(s) Change

**Note:** The new contact numbers given for (any of) the selected categorie(s) will be updated and will override the existing information in our records:

Please tick the contact number field(s) you want to update

Categories	New Numbers		
	Country Code	Area Code	Phone Number
<input type="checkbox"/> Office			
<input type="checkbox"/> Residence			
<input type="checkbox"/> Mobile			
<input type="checkbox"/> Home Country			

**All communications will be sent to your primary mobile number**

Please tick if you are changing all contact numbers

Reason for change: \_\_\_\_\_

All parties updating their signatures hereby undertake and confirm that all active (Direct Debit Authority) DDAs existing on the above account can continue to be presented. I/We have no objection to allow for such DDAs to remain active, based on the existing mandate held with Standard Chartered Bank. I/We, the undersigned, hereby irrevocably and unconditionally undertake to indemnify Standard Chartered Bank UAE and its representatives, employees, officers, successors, advisors and agents and shall keep Standard Chartered Bank UAE and its representatives, employees, officers, successors, advisors and agents held harmless against any and all demands, civil suits, claims, losses, damages, complaints and/or expenses (inclusive of court and advocacy fees) whatsoever arising as a result of the active DDAs and/or the mandate being amended.

**Signatures of Account Holder(s) as per the Bank's Mandate**

Date:

## For Bank Use Only

Request submitted by:  In Person  Mail  
ID Type:  Passport  Driver's License  Labour Card  Emirates ID  
ID Self Attested:  Yes  No  NA  
OSV Done:  Yes  No  NA  
Detica check  Yes  No  NA  
(in case of name change):

\_\_\_\_\_  
Bank Staff Name

\_\_\_\_\_  
Signature Verifier Name

\_\_\_\_\_  
Bank Staff Signature & Stamp

\_\_\_\_\_  
Signature Verified Signature & Stamp