

# Change of Contact Information Form for Individual Client

(except Insurance and MPF Services)

## 個人客戶更改通訊資料表格 (保險及強積金服務除外)

To: Standard Chartered Bank (Hong Kong) Limited  
致: 渣打銀行(香港)有限公司



Date 日期	day 日 / month 月 / year 年
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**Note:** 1. Please complete in **ENGLISH BLOCK LETTERS** and “✓” where appropriate, and mail it to Standard Chartered Bank (Hong Kong) Limited at P.O. Box 68383, Kowloon East Post Office. Your request will normally be processed within 7 working days upon receipt of your form.

請以**英文正楷**填寫及在適合方格填上“✓”，填妥表格寄回東九龍郵政信箱68383號渣打銀行(香港)有限公司。本行將在收到你的申請表後七個工作天內處理你的申請。

2. The Bank may need to obtain further information and/or declaration from you for the purpose of fulfilling related regulatory or internal requirement. 本行或會應相關法規或內部之要求向閣下徵求進一步的資料及/或聲明。

3. This change request form does not apply to Insurance or MPF services. Clients who want to change their information for Insurance and MPF accounts should contact relevant service providers for further arrangement. 此更改表格不適用於保險及強積金服務。如客戶需要更改保險及強積金戶口資料，請聯絡相關服務提供者。

4. If a client instructs the Bank to maintain an address in the United States (“US”) or a US Territory (i.e. American Samoa, Guam, Northern Mariana Islands, US Virgin Islands or Puerto Rico), the Bank will act accordingly, suspend or close all single and joint-name investment account(s) under the client as well. The client may be subject to a withholding tax as required by the US Internal Revenue Service (“IRS”) on the income that the client receives from US investments held with the Bank.

如客戶指示本行將任何地址更改為美國或美國地區(美屬薩摩亞、關島、北馬裏亞納群島、美屬維爾京群島、波多黎各)地址，本行將據此執行，同時暫停或終止客戶名下所有個人及聯名投資戶口，並可能根據美國國稅局規定扣除客戶有關美國投資收入所須繳付之稅款。

5. If a client currently holds a residential address outside the European Economic Area (“EEA”) and instructs the Bank to change it to a residential address within the EEA, the Bank will act accordingly, and at the same time suspend all single and joint-name investment account(s) / service(s) of the client (if any). Following the address change, the Bank may not be able to provide such client with Investment products / services and Life Insurance products in the future.

如客戶現時持有一個位於歐洲經濟區外的住宅地址，並指示本行將其更改為一個位於歐洲經濟區內的住宅地址，本行將據此執行，同時暫停該客戶名下所有個人及聯名投資戶口/服務(如有)。更改地址後，本行將來或未能為該客戶提供投資產品/服務及人壽保險產品。

6. The mobile number to receive One Time Password and the Email Address will be the default mobile number and email address respectively for SC Pay Registration.

此更改表格上接收一次有效密碼的流動電話號碼及電郵地址將分別被預設為SC Pay登記之流動電話號碼及電郵地址。

Client Information (Mandatory) 客戶資料 (必須填寫)	
Client Full Name 客戶全名	
ID Document Details 身分證文件資料	<input type="checkbox"/> HKID 香港身份證 <input type="checkbox"/> Passport / Travel Document 護照 / 旅行證件 <input type="checkbox"/> Others 其他 _____ ID Number 身份證明號碼: _____
Effective Date (Must be within 1 month of form submission date) 生效日期 (必須為遞交表格日期的一個月內)	<input type="checkbox"/> Immediate 即時生效 <input type="checkbox"/> From _____ Effective 由 _____ Day日 Month月 Year年 生效 If effective date is a non-working day, your request will be processed on the next working day. 如生效日期為非工作天，閣下的申請將會順延至下一個工作天處理。

### Details of Changes (Only fill in those details to be changed) 更改資料 (只需填寫所需更改的資料)

#### Section 1 – Change of Contact details 更改聯絡資料

(Please write “DELETE” in the appropriate field if you only want to delete the existing information with the Bank. 如你只希望刪除現存於本行的紀錄，請於合適的方格內填上“刪除”。)

Local 本地	Phone No. 電話號碼		
Local Mobile Tel 本地流動電話			
Local Residential Tel 本地住宅電話			
Local Office Tel 本地辦公室電話			
International 海外	Country Code 國家號碼	Area Code 地區號碼	Phone No. 電話號碼
Int'l Mobile Tel 海外流動電話			
Int'l Residential Tel 海外住宅電話			
Int'l Office Tel 海外辦公室電話			

To safeguard your online security, One-Time Password (OTP) is required for authentication when performing Online / Mobile Banking registration, online transactions and electronic banking services (if applicable).

為保障閣下的網上安全，進行網上/流動理財登記、網上交易和其他電子理財服務(如適用)時，需要以「一次有效密碼」驗證。

#### For Credit Card online transactions / 信用卡網上交易：

An OTP SMS will only be sent to your Local Mobile Phone Number in the Bank's record.

「一次有效密碼」的短訊只會發送到閣下於本行紀錄之本地流動電話號碼。

#### For Other types / 其他類別：

i) If you have registered a Local OR International Mobile Phone Number with the Bank, an OTP SMS will be sent to this number.

「一次有效密碼」的短訊將會發送到閣下於本行紀錄持有之本地或海外流動電話號碼。

ii) If you have registered both Local AND International Mobile Phone Number with the Bank, please select your preferred Mobile Phone Number to receive the OTP SMS in the checkbox below. Otherwise, the Bank will follow your existing choice.

如閣下於本行紀錄同時持有本地及海外流動電話號碼，請於下列方格選擇接收「一次有效密碼」短訊的流動電話號碼。否則，本行將根據閣下原有選用的電話號碼發送「一次有效密碼」。

Local Mobile Tel 本地流動電話    or     Int'l Mobile Tel 海外流動電話

Email address 電郵地址 \_\_\_\_\_

After removing the email address, client will NOT be able to login online banking to perform investment activities and receive Securities Email Alert. 刪除電子郵件地址紀錄後，客戶將無法登入網上銀行進行投資活動及無法接收股票電郵提示。

**Details of Changes (Only fill in those details to be changed) 更改資料 (只需填寫所需更改的資料)**

**Section 2 – Change of Address 更改地址**

Address Type 地址類別	<input type="checkbox"/> Residential Address & Correspondence Address 住宅地址及通訊地址 (Default Option if not specified 如不註明，此兩項地址皆會更改) <input type="checkbox"/> Residential Address 住宅地址 <input type="checkbox"/> Correspondence Address 通訊地址 <input type="checkbox"/> Permanent Address 永久居住地址 (Not applicable for HK Permanent ID Holder resided in HK 不適用於居住在香港之永久居民)
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If new Correspondence Address only applies to designated account, please specify the account number;  
 如新通訊地址只適用於個別戶口，請註明戶口號碼

Account No.: \_\_\_\_\_  
 戶口號碼： \_\_\_\_\_

**Note 註：**  
 Except as specified above, the new correspondence address applies to ALL your sole name account(s) and joint account(s). **If joint account statement is received by other joint account holder, the new correspondence address would not be applied.**  
 除上述註明外，新通訊地址適用於您在銀行開立的所有單名戶口和聯名戶口。**如聯名戶口月結單是由其他聯名戶口持有人收取，新通訊地址將不適用於此戶口。**

Address Details 地址資料	<p><b>Part A 甲部：</b></p> <p>If the new Correspondence Address is a PO Box, client must provide the Residential Address in this Part for bank's reference and the PO Box address in Part B. Please note that PO Box is not allowed for Correspondence Address of credit card, personal loan or any investment accounts.              如新通訊地址為郵政信箱，客戶必須於此部份填寫住宅地址以作銀行記錄，並於乙部填寫郵政信箱地址。請注意郵政信箱並不適用於信用卡、私人貸款及投資戶口之通訊地址。              For Consolidated Statement client, both English and Chinese address are mandatory if your new Correspondence Address is in Mainland China, Taiwan or Macau.              如閣下為綜合月結單客戶而新通訊地址為中國境內、台灣或澳門的地址，必須同時提供英文及中文地址。              Please fill in not more than 30 characters and punctuations in each line, otherwise the Bank might not be able to process your instruction.              請每行填寫不多於三十個字或標點符號，否則本行或未能處理你的指示。</p> <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 10%;">Flat / Floor / Block 室 / 樓層 / 座數</td> <td style="width: 90%;"></td> </tr> <tr> <td>Building / Estate / Court 大廈 / 屋村 / 屋苑</td> <td></td> </tr> <tr> <td>Street Number and Name 街號及街名</td> <td></td> </tr> <tr> <td>District / Area / Postcode 區域 / 郵政編號</td> <td></td> </tr> <tr> <td>Country / Region 國家 / 地區</td> <td></td> </tr> </table> <p>(Postcode and Country / Region are only applicable for Overseas Address 郵政編號及國家/地區只適用於海外地址)</p> <p><b>Part B: PO Box 乙部: 郵政信箱</b></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 40%;"></td> <td style="width: 60%;"></td> </tr> <tr> <td style="text-align: center;">PO Box 郵政信箱</td> <td style="text-align: center;">Post Office 郵政局</td> </tr> </table>	Flat / Floor / Block 室 / 樓層 / 座數		Building / Estate / Court 大廈 / 屋村 / 屋苑		Street Number and Name 街號及街名		District / Area / Postcode 區域 / 郵政編號		Country / Region 國家 / 地區				PO Box 郵政信箱	Post Office 郵政局
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Country / Region 國家 / 地區															
PO Box 郵政信箱	Post Office 郵政局														

Chinese Correspondence Address (Consolidated Statement client only) 中文通訊地址 (只限綜合月結單客戶)	<p>If new Correspondence Address in Chinese is provided, please also update new Correspondence Address in English in Part A. (Only applicable when new Correspondence Address is in Mainland China, Taiwan or Macau.)              如更改中文通訊地址，必須同時於甲部提供新的英文通訊地址。(只適用於新通訊地址為中國境內，台灣或澳門地址)</p> <p>_____</p> <p style="text-align: right;">Postcode 郵政編號： _____</p>
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**Direct Marketing 直接促銷**

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 also understand I/we can complete separate form to amend my preference on receiving direct marketing contact or information at any time.  
 本人/我們曾就是否接收直接促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/我們亦明白可以隨時填妥另行表格以改變本人/我們接收直接促銷推廣或資訊的選擇。

**Signature 簽署**

		<b>For Bank Use Only</b>
Client Signature 客戶簽署 Name of Signatory 簽署人全名 _____	Client Signature 客戶簽署 Name of Signatory 簽署人全名 _____	<input type="checkbox"/> Drop In Box <input type="checkbox"/> Submitted in Person & ID Seen Staff Signature _____  <input type="checkbox"/> Signature verified* <input type="checkbox"/> CM Received Reject Letter Staff Signature _____
Please use authorized signature(s) filed with this Bank. 請用留存於本行之正式簽署。 All concerned parties must sign for joint account(s) requiring joint signatures on the same form. 聯名戶口而需聯名簽署者，有關人士均需簽署於同一表格。 For mortgage loan account, all borrowers must sign on the same form. 樓宇按揭貸款戶口的聯名信貸人必須全體簽署於同一表格。		*Signing No. ( _____ )