

# Change of Contact Information Form for Company Client

## 公司客戶更改通訊資料表格



To: Standard Chartered Bank (Hong Kong) Limited ("Bank")

致: 渣打銀行(香港)有限公司(「銀行」)

Please complete this form in ENGLISH BLOCK LETTER and "✓" or "x" where applicable.

請以英文正楷填寫，並在適用處加「✓」或「x」號

Please return your completed form either (1) by mail to Standard Chartered Bank (Hong Kong) Limited at G.P.O. Box 21, Hong Kong, or (2) by visiting your nearest SCB branch. Your request will normally be processed within 7 working days upon the receipt of your form.

請將已填妥的表格(1)寄回香港郵政信箱21號渣打銀行(香港)有限公司，或(2)交回就近渣打分行。本行將在收到你的申請表後七個工作天內處理你的申請。

### Client Information (Mandatory) 客戶資料 (必須填寫)

Company Name in English 公司英文名稱					
Registration No. 註冊號碼	<input type="checkbox"/> Certificate of Incorporation 公司註冊證書				
	<input type="checkbox"/> Business Registration Certificate 商業登記證				
	<input type="checkbox"/> Other Registration 其他登記證明				
Effective Date <sup>1</sup> (Must be within 1 month of form submission date) 生效日期 <sup>1</sup> (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	Day	Month	Year
		由	日	月	年
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。					

### Section 1 – Change Contact Details 更改聯絡資料

<input type="checkbox"/> Add 增加	Contact Person English Name 聯絡人英文姓名 _____
<input type="checkbox"/> Delete 刪除	Local Telephone Number 本地電話號碼 _____
<input type="checkbox"/> Change <sup>1</sup> 更改 <sup>1</sup>	International Telephone Number <sup>2</sup> 國際電話號碼 <sup>2</sup> (     ) - (     ) - (     )
	Business Email Address 商用電郵地址 _____
<input type="checkbox"/> Add 增加	Contact Person English Name 聯絡人英文姓名 _____
<input type="checkbox"/> Delete 刪除	Local Telephone Number 本地電話號碼 _____
<input type="checkbox"/> Change <sup>1</sup> 更改 <sup>1</sup>	International Telephone Number <sup>2</sup> 國際電話號碼 <sup>2</sup> (     ) - (     ) - (     )
	Business Email Address 商用電郵地址 _____
<input type="checkbox"/> Add 增加	Contact Person English Name 聯絡人英文姓名 _____
<input type="checkbox"/> Delete 刪除	Local Telephone Number 本地電話號碼 _____
<input type="checkbox"/> Change <sup>1</sup> 更改 <sup>1</sup>	International Telephone Number <sup>2</sup> 國際電話號碼 <sup>2</sup> (     ) - (     ) - (     )
	Business Email Address 商用電郵地址 _____

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

Address Type 地址類別 (Mandatory) (必須填寫)	<input type="checkbox"/> Correspondence Address 通訊地址
	<input type="checkbox"/> Registered Address* 公司註冊地址*
	<input type="checkbox"/> Business Address** 營業地址**
	* Please provide 請同時提供： Hong Kong Company: Notice of Change of Address of Registered Office (NR1) <sup>3</sup> 香港公司 註冊辦事處地址更改通知書 (NR1) <sup>3</sup> Overseas Company: Certificate of Incumbency <sup>4</sup> issued by Registered Agent / Official Company Search Report <sup>3</sup> 海外公司 由公司註冊代理人發出的證明書 <sup>4</sup> /公司註冊處發出的證明 <sup>3</sup>
	** Please provide Business Registration Certificate <sup>3</sup> 請同時提供商業登記證 <sup>3</sup>
English Address <sup>5</sup> 英文地址 <sup>5</sup>	Room / Flat 室 _____ Floor 樓層 _____ Block 座數 _____
	Building 大廈 _____
	Estate / Court 屋村/屋苑 _____ Street No. & Name 街號及街名 _____
	District 地區 _____ <input type="checkbox"/> HK 香港 <input type="checkbox"/> KLN 九龍 <input type="checkbox"/> NT 新界
	Postcode 郵政編號 _____ Country 國家 _____

Chinese Correspondence Address (Consolidated Statement client only) 中文通訊地址 (只限綜合結單客戶)	For Mainland China, Taiwan or Macau correspondence address, <b>Chinese and English address</b> must be provided. 如新通訊地址為中國境內，台灣或澳門。必須同時提供 <b>中文及英文</b> 地址。    Postcode 郵政編號：_____
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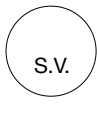
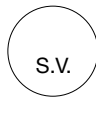
Accounts Require to Change Correspondence Address 需要更改通訊地址的戶口	<input type="checkbox"/> <b>Applies to all bank accounts.# (Default Option if not specified)</b> <b>適用於本公司所有戶口。# (如不註明者，更改將適用於所有戶口)</b> # The new address applies to ALL my/our bank accounts, including deposit, credit card, loan, overdraft, mortgage <sup>6</sup> , investment and Straight2Bank Service. 新地址適用於本公司之所有銀行戶口包括存款、信用卡、貸款、透支、按揭 <sup>6</sup> 、投資及Straight2Bank服務。  <input type="checkbox"/> <b>Only applies to designated account:</b> <b>只適用於個別戶口：</b>  1. _____ 3. _____ 2. _____ 4. _____
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**Section 3: Change of Statement Frequency 戶口結單次數**

Frequency 次數	I/We authorize the Bank to change the Client's account statement frequency <sup>7</sup> as indicated below: 本人 / 吾等授權貴行更改本客戶之結單次數 <sup>7</sup> 如下： <input type="checkbox"/> Daily 每日一次 <input type="checkbox"/> Weekly 每週一次 <input type="checkbox"/> Monthly 每月一次 <input type="checkbox"/> Quarterly 每季一次
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**DIRECT MARKETING (Applicable to sole proprietorship or entity other than limited company) 直接促銷 (適用於獨資經營或非有限公司之機構)**

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。

For and on behalf of the Client 代表客戶簽署  <div style="text-align: center;">  </div> <hr/> Signature of Sole Proprietor / Partners / Authorised Signers 獨資經營者 / 合夥人 / 授權簽署  Name 姓名 _____  Date 日期 _____ / _____ / _____ Day 日 / Month 月 / Year 年	For and on behalf of the Client 代表客戶簽署  <div style="text-align: center;">  </div> <hr/> Signature of Sole Proprietor / Partners / Authorised Signers 獨資經營者 / 合夥人 / 授權簽署  Name 姓名 _____  Date 日期 _____ / _____ / _____ Day 日 / Month 月 / Year 年
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**Note 備註：**

- Default Option if not specified.  
如不註明者將使用予設選項。
- Please include in the order of country code, area code and telephone number.  
請順序填寫國家號碼、地區號碼及電話號碼。
- If the document is not written in English, an English translation of the document (covering the type / name of document and the key data / information) is required. All document copies provided must be certified true by solicitor, certified accountant or notary public in a FATF country or member of HKICS. The translator, certifier and verifier should annotate their full name, professional capacity, registration country, contact no. and date on the copy.  
如文件非以英文書寫，請同時提交該文件的英文翻譯本。所有提交的文件副本必須由本行銀行家、律師、註冊會計師或公證人簽字核證無誤為真確的副本。核證者需標註他的名字、註冊地及翻譯日期。譯者或核證人需標註他的名字、專業資格、註冊地、聯絡方式及(翻譯)日期。
- Issued within the last 3 months.  
須為最近3個月內發出。
- PO Box is not allowed for Correspondence Address of credit card, loan or any investment accounts.  
郵政信箱並不適用於信用卡、私人貸款或投資戶口之通訊地址。
- For mortgage loan, once the Bank's record is updated, all correspondence will be sent to your new address in all circumstances.  
銀行的紀錄一但被更新，在任何情況下有關按揭貸款的通訊將會寄往新地址。
- The above statement frequency is only applicable to standalone statement and not applicable to Consolidated Statement which is generated on cycle date basis.  
以上結單次數只適用於單獨戶口結單，並不適用於經週期日基準的綜合戶口結單。