

To: The Manager 致：經理

**The Hongkong and Shanghai Banking Corporation Limited**

香港上海滙豐銀行有限公司

Branch 分行

**For Bank Use Only 銀行專用**

Customer ID

**CHANGE OF ADDRESS AND / OR PERSONAL DATA INSTRUCTIONS FORM 更改地址/或個人資料指示表格**

- Note注意: 1. Please complete in BLOCK LETTERS and tick (  ) where applicable.  
請用正楷填寫，並在適當的方格內加上剔號 (  )。  
2. \* Please delete whichever is not appropriate. \* 請刪去不適用者。

Date 日期

**Customer Details and Effective Date of Change(s) 客戶資料及更改資料生效日期 (This section must be completed 此部分必須填寫)**

Full Name 全名 (For joint accounts, please state the full name of the person to whom the following information is related 如屬聯名賬戶，請註明下列資料所屬者的全名。)

Identification Document Details 身份證明文件資料 (Please write down all Identification Document Numbers recorded with the Bank 請列出所有紀錄在本行的身份證明文件號碼。)

<input type="checkbox"/> Identity Card ( Number 號碼 )	<input type="checkbox"/> Business Registration Certificate ( Number 號碼 )
<input type="checkbox"/> Passport ( Number 號碼 )	<input type="checkbox"/> Certificate of Incorporation ( Number 號碼 )
( Issue Country 發發國家 )	<input type="checkbox"/> Others (Please specify) 其他 (請說明)

Effective Date of Required Changes 所需更改資料生效日期

<input type="checkbox"/> With Immediate Effect 即時生效	<input type="checkbox"/> From 由 : 開始
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**Details of Changes Required 所需更改資料 (Complete only those details to be changed 只需填寫所需更改的資料)**

**A. Personal Data 個人資料**

New Telephone Number 新電話號碼

\*Residential \*住宅 ▼

\*Office \*辦事處 ▼

\*Mobile Phone/Pager \*手提電話/傳呼機 ▼

- 1.
- 2.

\*If you have two telephone numbers and any one is changed, please write down both telephone numbers \*如閣下擁有兩個電話號碼而其一已更改，請填寫所有兩個電話號碼。

New Fax Number 新傳真號碼

Residential 住宅:  
Office 辦事處:

New Passport Number and Issue Country/Identity Card No.  
新護照號碼及發發國家/身份證號碼

Name of New Employer/Business 新僱主/公司名稱

New Job Position 新工作職位

Others 其他

Please update the change(s) detailed in Section A above (if any) to the records of all the accounts maintained in your Bank under the Identification Document Number(s) stated above. 請補誌載於A欄內的更改(如有)於所有在貴行以上述的身份證明文件號碼所開立的賬戶。

**B. Correspondence Address 通訊地址**

Address Type 地址類別

<input type="checkbox"/> Residential 住宅	<input type="checkbox"/> Office/Business 辦事處/營業	<input type="checkbox"/> Registered 公司註冊	<input type="checkbox"/> Others 其他
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New Address Details 新地址資料

\*Room/Flat 號數 | Floor 層數 | Block 座數

Name of Building 大廈名稱

Name of Estate 屋邨名稱

Number and Name of Street/Road 街道號數及名稱

(For Overseas Address Only)  
(只適用於海外地址)

Country 國家 | Postal Code 郵區號碼

P.T.O. 請轉背面

Member HSBC Group 滙豐集團成員

Please update the change(s) detailed in Section B overleaf (if any) to the records of the following account(s)/facility(ies) in Macau:  
請補誌背頁B欄內所述的更改(如有)於下列本澳賬戶/服務紀錄內:

All \* personal sole/joint accounts maintained with the Bank under the Identification Document Number(s) detailed overleaf.  
所有在貴行以背頁所述的身份證明文件號碼開立的 \*單獨個人/聯名賬戶。

The following specified account(s) only  
僅限下列指定的賬戶:


Current Account Number 往來賬戶號碼	International Deposits Customer Number 國際存款客戶號碼
Passbook Savings Account Number 儲蓄賬戶號碼	Time Deposits/Statement Savings Customer Number 定期/結單儲蓄存款客戶號碼
USD Savings Account Number 美金儲蓄賬戶號碼	Wayfoong Gold Account Number 匯豐金賬戶號碼
CombiNations Savings Account Number 「外幣通」儲蓄賬戶號碼	Foreign Currency Current/Loan Account Number 外幣往來/信貸賬戶號碼
Credit Card Number 信用卡號碼	Loan Account Number 信貸賬戶號碼
Cash Card Account Number Cash Card 賬戶號碼	Exports Account Number 出口賬戶號碼
Investment Services/Securities Account Number 投資服務/證券賬戶號碼	Imports Account Number 進口賬戶號碼
Others 其他	

Please also update all the change(s) detailed overleaf to the following account(s) in overseas branch(es):  
請補誌背頁所述的所有更改於下列海外分行賬戶紀錄內:

Overseas Branch 海外分行	Type of Account 賬戶類別	Account Number 賬戶號碼

- Note:
1. Please allow 7 working days from the date of receipt of this instruction for the department(s) concerned to update their records.
  2. To facilitate the Bank to update your new address/personal data to all your personal accounts, please specify all the Identification Document Numbers which have been used to open the accounts. Otherwise, the Bank will only update the information to those accounts opened with the Identification Document Number(s) detailed overleaf.
  3. All correspondence, statements, demands, notices or other documentation will be sent to you at your new address when the records have been updated.
  4. Customers holding HSBC Holdings plc shares in their names are kindly requested to notify Central Registration Hong Kong Ltd., GPO Box 269, Hong Kong direct of any change in their address.

- 注意:
- 一、由收到此指示之日起, 本行需時七個工作天以便有關部門更改其紀錄。
  - 二、為使本行能修改所有閣下個人賬戶的地址/個人資料紀錄, 請詳述所有曾經用以開立賬戶的身份證明文件號碼。否則本行只會修改以背頁所述的身份證明文件號碼所開立的賬戶紀錄。
  - 三、當紀錄被修改後, 所有信件、結算、繳款通知、通告或其他文件將寄往閣下的新地址。
  - 四、持有匯豐控股有限公司股票者, 地址有任何更改時請直接通知香港中央證券登記有限公司, 地址為香港郵政總局信箱269號。

Signature(s) (All concerned parties must sign for joint account(s) requiring joint signatures.) 簽署 (聯名賬戶而需聯名簽署者, 有關人士均需簽署。)	
Name of Signatory(ies) (For joint account or if this form is signed by an Attorney.) 簽署人姓名 (適用於聯名賬戶或如這表格是由代理人簽署。)	
Account Number (Specify any one account number to which the above signature(s) can apply if different signatures are used for the accounts mentioned.) 賬戶號碼 (如所述賬戶採用不同簽署, 請註明任何一個用以上簽署的賬戶號碼。)	

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Authorised Signature and Branch Chop