



The Hongkong and Shanghai Banking Corporation Limited, Macau Branch  
香港上海滙豐銀行有限公司 (澳門分行)

Date 日期: [Click here to enter a date.](#)

**CONTACT DETAILS / CUSTOMER DETAILS / PREFERENCES UPDATE FORM**

聯絡資料 / 客戶資料 / 偏好更新表格

**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 return your completed form either (1) by mail to "The Hongkong and Shanghai Banking Corporation Limited, Macau Branch, 639 Avenida da Praia Grande, Macau", or (2) by visiting HSBC Branch. Your request will normally be processed within 7 working days upon our receipt of your form. 請將已填妥的表格 (1) 寄回澳門南灣大馬路 639 號「香港上海滙豐銀行有限公司·澳門分行」收，或 (2) 交回滙豐分行。本行將在收到您的申請表後七個工作天內處理您的申請。
3. For change of personal information for Life Insurance policies with HSBC Life (International) Limited and General Insurance policies that are underwritten by QBE Hongkong & Shanghai Insurance Limited- Macau Branch ("QBE Macau"), customers are kindly requested to complete separate HSBC Life Insurance Form and QBE General Insurance Amendment Request Form respectively. 如欲更改滙豐人壽保險 (國際) 有限公司的人壽保險及由昆士蘭聯保保險有限公司 - 澳門分公司 (「昆士蘭保險澳門」) 所承保的一般保單的個人資料，請分別填寫有關的保險更改保單申請表。

**Customer Details and Effective Date of Change(s) 客戶資料及更改資料生效日期 (Must be completed 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，請注明下列資料所屬者的全名。)		
Identification Document 身份證明文件資料	(Please write down all Identification Document Numbers recorded with the Bank; especially if you have multiple accounts registered with different personal identity number and document, for which the following changes will apply. Failure to do so may result in your request not being updated. 為使本行能更改以下的資料，請列出所有記錄在本行的身份證明文件號碼，特別是如果您曾經以不同的個人身份證明文件及號碼登記多於一個戶口。如果沒有提供該等資料可能會導致不能根據您的指示作更新。) Type 種類 <input type="checkbox"/> Macau Identify Card 澳門身份證 <input type="checkbox"/> Hong Kong Identify Card 香港身份證 <input type="checkbox"/> Passport 護照 (Issue Country / Region 簽發國家 / 地區) _____ <input type="checkbox"/> Other 其他 _____ Number 號碼: _____		
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 _____/_____/_____ Day Month Year 年

**New Contact Details / Customer Details / Preferences / Others (Complete only those details to be changed)**

新聯絡資料 / 客戶資料 / 偏好 / 其他 (只需填寫所需更改的資料)

Please update the following change(s) (if any) to the records maintained with the Bank under the Identification Document Number(s) stated above.

請補註下列的更改 (如有) 於本行以上述的身份證明文件號碼建立的記錄。

**Note 注意:** \* Please provide your personal mobile number / email address that is exclusively for your own use to ensure that your confidential account or transaction related information is delivered to the mobile number / email address that is accessible by you only.

請提供您個人專用的手提電話號碼 / 電郵地址，以確保有關閣下戶口或交易的信息傳送到只能被閣下接收及開啟的手提電話號碼 / 電郵地址。

Telephone Number 電話號碼	<b>Note 注意:</b> For overseas number, please add country code and area code (if any) in front of the number. 如海外號碼，請於號碼前加入國家編碼和地區編碼 (如有)。		
	Residential 住宅 ( )	Office 辦事處 ( )	*Mobile Phone / Pager 手提電話傳呼機 ( )
*Email Address 電郵地址:	(Maximum 70 characters 不可多於 70 個字母或符號)		
Address 地址	(Please complete "Address Type", "Address Details" and "Accounts Required to Change Correspondence Address" sections. (請填寫「地址類別」、「地址資料」及「需更改通訊地址的戶口」部分。)		
Address Type 地址類別	<input type="checkbox"/> Residential 住宅 <input type="checkbox"/> ♦Residential and Correspondence 住宅及通訊 <input type="checkbox"/> ♦Correspondence 通訊 <input type="checkbox"/> Office 辦事處 <input type="checkbox"/> Office and Correspondence 辦事處及通訊 <input type="checkbox"/> Permanent 永久 <input type="checkbox"/> ♦Permanent and Correspondence 永久及通訊 <input type="checkbox"/> Others (please specify): 其他地址 (請註明) "Accounts Required to change Correspondence Address" section must be completed. 必須填寫「需更改地址的戶口」部分。		

<b>Address Details</b> 地址資料	(Please complete in English except the address is in mainland China 除中國內地地址外，請以英文填寫)		
	Country / Region 國家 / 地區	City 城市	Postal Code 郵政編號
<b>Note 注意</b> For residential address update, please note that PO Box is not acceptable. 如更改住宅地址，郵政信箱恕不接受。			
<b>Accounts Required to Change Correspondence Address</b> 需更改通訊地址的戶口	<b>Account/Credit Card Number 戶口 / 信用卡號碼</b> <input type="checkbox"/> All <input type="checkbox"/> Sole <input type="checkbox"/> Joint <b>accounts and credit cards (if any) maintained with the Bank under the Identification Document</b> 所有 獨立 聯名 <b>Number(s) 在本行以所述的身份證明文件號碼開立的戶口及信用卡 (如有)。</b>		
	<input type="checkbox"/> <b>The following specified accounts/credit cards maintained with the Bank 下列開立於本行的指定戶口 / 信用卡：</b>		
	Current Account Number 往來賬戶號碼	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	Home Mortgage Loan Account Number 樓宇按揭賬戶號碼	
Credit Card Number 信用卡號碼	Others 其他		
<b>Note 注意：</b> For change of personal information for Life Insurance policies with HSBC Life (International) Limited and General Insurance policies that are underwritten by QBE Hongkong & Shanghai Insurance Limited- Macau Branch ("QBE Macau"), customers are kindly requested to complete separate HSBC Life Insurance Form and QBE General Insurance Amendment Request Form respectively. 如欲更改滙豐人壽保險(國際)有限公司的人壽保險及由昆士蘭聯保保險有限公司-澳門分公司(「昆士蘭保險澳門」)所承保的一般保單的個人資料，請分別填寫有關的保險更改保單申請表。			

<b>Identification Document</b> 身份證明文件資料	<b>Type 種類</b> <input type="checkbox"/> Macau Identify Card 澳門身份證 <input type="checkbox"/> Hong Kong Identify Card 香港身份證 <input type="checkbox"/> Passport 護照 <input type="checkbox"/> Business Registration 商業登記證 <input type="checkbox"/> Certificate of Incorporation 公司註冊證 <input type="checkbox"/> Other 其他 _____		
	Number 號碼	Nationality (Country / Region) 國籍 (國家 / 地區) Multiple Nationalities (Countries / Regions) 擁有多國國籍 (國家 / 地區) <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否	Check and copied (Initial)
	Expiry Date (dd/mm/yyyy) 有效日期 (日 / 月 / 年) / /	<input type="checkbox"/> Add 增加 _____	
	Passport (Issue Country / Region) 護照 (簽發國家 / 地區)	<input type="checkbox"/> Change 更改 From 由: _____ To 至: _____	
Have you recently submitted Credit Card Application Form with existing identification document? <input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有 您最近有沒有使用現時的身份證明文件提交了信用卡申請表? (申請仍在處理中)			
<b>Employment Status</b> 職業狀況	<input type="checkbox"/> # Self-employed 自僱 <input type="checkbox"/> # Full-time Employed 全職 <input type="checkbox"/> # Part-time Employed 兼職 <input type="checkbox"/> Not Currently Employed 非在職 <input type="checkbox"/> Housewife 主婦 <input type="checkbox"/> Retired 退休 <input type="checkbox"/> *Student 學生 - Course End Date 課程完成日期: ____ / ____ (MM/YYYY) (月月/年年)		
	<b>*[Please provide proof of education (e.g. Student ID, Enrollment Letter) / 請遞交在學證明文件 (例如：學生證，入學信)]</b> <b># For self-employed, full-time employed or part-time employed customers, please also complete the employment information below 自僱、全職或兼職的客戶，亦須填寫下列的職業資料：</b>		
	☛ New Occupation 新職業	New Job Title (if applicable) 新工作職位 (如適用)	
	New Employment Start Date (if applicable) 新任職日期 (如適用)	____ / ____ Month / Year 月 / 年	☛ Name of New Employer/Business 新僱主 / 公司名稱

<b>Employment Status</b> 職業狀況	<b>New Monthly Salary (MOP) 新月薪 (澳門元)</b> <input type="checkbox"/> Below 5,000 以下 (0) <input type="checkbox"/> 5,000 – 9,999 (1) <input type="checkbox"/> 10,000 – 19,999 (2) <input type="checkbox"/> 20,000 – 29,999 (3) <input type="checkbox"/> 30,000 – 39,999 (4) <input type="checkbox"/> 40,000 – 49,999 (5) <input type="checkbox"/> 50,000 – 69,999 (6) <input type="checkbox"/> 70,000 – 99,999 (7) <input type="checkbox"/> 100,000 – 199,999 (8) <input type="checkbox"/> 200,000 or above 或以上 (9)
	<b>New Employment / Business Industry 新僱主 / 公司業務</b> <input type="checkbox"/> Manufacturing 製造 <input type="checkbox"/> Trading 貿易 <input type="checkbox"/> Wholesale 批發 <input type="checkbox"/> Retail 零售 <input type="checkbox"/> Construction 建築 <input type="checkbox"/> Finance / Insurance 金融 / 保險 <input type="checkbox"/> Communications 通訊 <input type="checkbox"/> Business Services 商用服務 <input type="checkbox"/> Transport 運輸 <input type="checkbox"/> Real Estate 地產 <input type="checkbox"/> Restaurants 飲食 <input type="checkbox"/> Public Services 公共服務 <input type="checkbox"/> Hotel / Boarding Houses 酒店 / 旅館 <input type="checkbox"/> Personal and Household Services 個人 / 家居服務 <input type="checkbox"/> Other (please specify) 其他 (請註明): _____

<b>Marketing Preferences</b> 行銷偏好	<b>Information about Products, Services and Promotions 關於產品、服務及推廣的資訊</b> By ticking the below, I agree the HSBC Group to use and share relevant information about me, my transactions and my relationships with the HSBC Group, in particular to give me information about products, services (including mortgages) and promotions available from members of the HSBC Group and selected third parties which may interest me either by post, telephone, electronic and other means. 透過下方勾選的方格，本人同意滙豐集團可使用及分享與本人、本人的交易及本人與滙豐集團的關係有關的資料，以透過郵遞、電話、電子郵件及其他方式向本人提供可能有興趣的由滙豐集團成員及指定第三方所提供有關產品、服務(包括按揭)及推廣的資訊。 <input type="checkbox"/> Yes 同意 <input type="checkbox"/> No 不同意
<b>Preferred Language</b> 偏好語言	<input type="checkbox"/> English 英文 <input type="checkbox"/> Chinese 中文
<b>Type of Statement Required</b> 所需之結單類別	<input type="checkbox"/> Composite Statement (i.e. One single statement for all your accounts with the bank) 綜合結單 (即一張結單列出在本行開立的所有戶口) <input type="checkbox"/> Regular Statement (i.e. A separate statement for each account) 普通結單 (即一戶口的獨立結單)
<b>Others 其他</b>	

### Signature and Other Information 簽署及其他資料

<b>Signature(s) (All concerned parties must sign for Joint Account(s) requiring Joint Signatures.)</b> 簽署 (聯名戶口而需聯名簽署者，有關人士均需簽署。)	<b>Name of Signatory(ies) 簽署人姓名</b> (For Joint Account or if this form is signed by an Attorney. 適用於聯名戶口或如這表格是代理人簽署。)
X Note 注意：# Credit Card is signature is not applicable for customer instruction request verification [Except the customer only has maintained Credit Card account(s) with the Bank]. # 信用卡簽署不適用於核對客戶指示 (若客戶在本行只持有信用卡戶口除外)。	<b>Account Number (#Specify any one account number to which the above signature(s) can apply.)</b> 戶口號碼 ( # 請註明任何一個使用以上簽署的戶口號碼。 )

<b>For Bank Use Only 銀行專用</b>	
<input type="checkbox"/> Changes related to Investment accounts <input type="checkbox"/> Updated Signature Card also submitted	<input type="checkbox"/> ID Sighted Branch Chop and Authorised Signature (with Signature Number or Staff ID)