

## CHANGE OF ADDRESS AND/OR CUSTOMER INFORMATION INSTRUCTIONS FORM

### 更改地址 / 或客戶資料指示表格

**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. a. If you maintain any investment or securities accounts, you have to confirm that you are not currently employed by any licensed or registered person to carry on regulated activities as defined in the Macau Financial System Act ("Act").  
 如您持有任何投資或證券戶口，您需要確認您現時不是受僱於任何持牌法團或註冊機構從事《金融體系法律制度》界定的受規管活動。  
 b. You should undertake to promptly notify the Bank if you become or cease to be employed by any licensed or registered person to carry on regulated activities as defined in the Act. 您必須承諾如將受僱或不再受僱於持牌法團或註冊機構從事條例界定的受規管活動時，立即通知銀行。
3. 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 your nearest 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) 交回就近滙豐分行。本行將在收到您的申請表後七個工作天內處理您的申請。
4. For change of personal information for Life Insurance policies with HSBC Life (International) Limited and General Insurance policies that are underwritten by QBE General Insurance (Hong Kong) Limited - Macau Branch, 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保險 (香港) 有限公司 - 澳門分行 (「昆士蘭保險」) 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 身分證文件資料	<p>(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分證文件號碼，特別是如果您曾經以不同的個人身分證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。)</p> <p>Type 種類</p> <p><input type="checkbox"/> Identify Card 身分證</p> <p><input type="checkbox"/> Passport 護照 (Issue Country 簽發國家 _____ )</p> <p><input type="checkbox"/> Business Registration 商業登記證 _____</p> <p><input type="checkbox"/> Certificate of Incorporation 公司註冊證 _____</p> <p><input type="checkbox"/> Other 其他 _____</p> <p>Number 號碼: _____</p> <p><input type="checkbox"/> If you have previously opened at least two investment accounts with different personal identity documents/numbers, and subsequently requested the Bank to change records of personal identity documents/numbers into one personal identity document and number. 若您之前以不同的個人身分證文件 / 號碼登記至少兩個投資戶口，並隨後要求銀行改變個人身分證文件 / 號碼記錄成為一個個人身分證文件及號碼。</p> <p><input type="checkbox"/> If you have previously maintained Joint Investment Account and after the principal account holder has deceased, the investment account has changed the status to sole account. The principal account holder is usually the 1st named holder in the account name. If you are uncertain as to who is the principal account holder of the Joint Investment Account, please contact our staff at local HSBC branch. 若您之前持有聯名投資戶口，而第一戶口持有人已身故後，投資戶口已經改變為單名戶口。一般而言，持有人了名稱排第一者即為第一戶口持有人。若不清楚那一戶口持有人為聯名投資戶口的第一戶口持有人，請聯絡本澳分行的職員查詢。</p>
Effective Date of Required Changes 所需更改資料生效日期	<p><input type="checkbox"/> With Immediate Effect 即時生效</p> <p>From 由: _____ / _____ / _____ 開始                  Day / Month 月 / Year 年</p>

**New Customer Information/ Address (Complete only those details to be changed)**

**新客戶資料 / 地址 (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.  
請補誌下列的更改 (如有) 於貴行以上述的身分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 ( )
Fax Number 新傳真號碼:	Residential 住宅 ( )	Office 辦事處 ( )	
*Email Address 電郵地址:	(Maximum 70 characters 不可多於 70 個字母或符號)		
Identification Document 身分證明文件資料	Type 種類 <input type="checkbox"/> Identify Card 身分證 <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 國籍 Multiple Nationalities 擁有多國國籍 <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 <input type="checkbox"/> Add 增加	Check and copied (Initial)
	Passport (Issue Country) 護照 (簽發國家)	<input type="checkbox"/> Change 更改 From 由: _____ To 至: _____	
	Have you recently submitted Credit Card Application Form with existing identification document? 您最近有沒有使用現時的身分證明文件提交了信用卡申請表? (申請仍在處理中) <input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有		
	<b>Note 注意:</b> 1. If you have set up automated phonebanking service with existing identification document, please designate one existing phonebanking service account to operate your phonebanking service. Please note that access to your phonebanking service Instructions/Cancellation Request Form" for registration of third party transfer accounts, if required. 如您使用現時的身分證明文件設自動電話理財服務, 請指定一個現時使用的電話理財服務戶口。請注意, 您只能使用該指定的電話理財服務戶口繼續享用電話理財服務。如果需要, 請自行填妥「個人電話理財服務特別指示 / 取消服務申請表格」, 設定第三者轉賬戶口。 <b>Designated Phonebanking Service Account 指定的電話理財戶口:</b> _____ Phonebanking service account will be assigned by the Bank if not specified. 如不填寫, 本行將為客戶指定一個電話理財戶口。  If you already have set up automated phonebanking service with new identification document, you can continuously use this phonebanking service. Please note that access to your phonebanking service will only be available by using the account(s) under new identification document. 如您已使用新的身分證明文件開設了自動電話理財服務, 您可以繼續使用自動電話理財服務而不需另行指定。請注意, 您只能使用新的身分證明文件開設的戶口享用電話理財服務。  For added convenience, you may set up "automatic account registration" instantly through automated phonebanking service to access all existing and future self-name bank accounts and credit cards through phonebanking. 為方便起見, 您更可透過自動電話理財服務即時登記「自動戶口登記服務」, 使現有及將來開立的單名及信用卡賬戶均可自動享有電話理財服務。		
Employment Status 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/年/年)		
	*[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)] # 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:		
	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
New Monthly Salary (MOP) 新月薪 (澳門幣) <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)			

**New Customer Information/Address (Continued) 新客戶資料 / 地址 (續)**

<b>Employment Status</b> 職業狀況	◆New Employment / Business Industry 新僱主 / 公司業務	
	<input type="checkbox"/> Manufacturing 製造 <input type="checkbox"/> Wholesale 批發 <input type="checkbox"/> Construction 建築 <input type="checkbox"/> Communications 通訊 <input type="checkbox"/> Transport 運輸 <input type="checkbox"/> Restaurants 飲食 <input type="checkbox"/> Hotel / Boarding Houses 酒店 / 旅館 <input type="checkbox"/> Other (please specify) 其他 (請註明): _____	<input type="checkbox"/> Trading 貿易 <input type="checkbox"/> Retail 零售 <input type="checkbox"/> Finance / Insurance 金融 / 保險 <input type="checkbox"/> Business Services 商用服務 <input type="checkbox"/> Real Estate 地產 <input type="checkbox"/> Public Services 公共服務 <input type="checkbox"/> Personal and Household Services 個人 / 家居服務

<b>Address 地址</b>	(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。))
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<b>Address Type</b> 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 Code 國家代號	

**Note 注意**

- In compliance with securities dealing restrictions/relevant laws and/or regulation in the United States of America (US) and Canada (CN), customers changing any of their addresses on our record to US or CN will not be able to continue to enjoy our securities and unit trust trading services. In case you have a Margin FX Trading Services, you will be required to close your Margin FX Trading Account and all open positions. 基於美國及加拿大就有關證券交易的管制 / 有關法例及 / 或規則，若客戶將其在本行記錄的任何地址更改為美國或加拿大地址，均不可繼續享用本行所提供的任何證券或基金投資服務。如果您擁有外匯孖展買賣服務，您需要將所有未平倉盤平倉及取消您的外匯孖展買賣戶口。
- Please also note that customers (who are South Korean nationals) changing any of their addresses on our record to South Korea, will not be able to continue to enjoy our securities and unit trust trading services. In case you have a Margin FX Trading Services, you will be required to close your Margin FX Trading Account and all open positions. 此外，請注意，若客戶將其在本行記錄的任何地址更改為南韓地址(而客戶同時為南韓公民)，均不可繼續享用本行所提供的任何證券或基金投資服務。如果您擁有外匯孖展買賣服務，您需要將所有未平倉盤平倉及取消您的外匯孖展買賣戶口。
- If you are holding with the Bank an overseas securities account and/or have holdings in treasuries, bonds, bank deposits (including CDs), securities or any other investment products issued by a United States issuer, you are required to separately submit to the Bank a new form W-8BEN (Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding) or such other form as required by the Bank from time to time incorporating your new address and other updated information. 如閣下持有本行的海外證券戶口及 / 或美國國庫債券及 / 或任何美國發行者發出的債券、銀行存款 (包括存款證)、證券或其他投資工具，閣下需要同時遞交一份更新的 W-8BEN 表格 (美國預扣稅實益擁有人外國身分證明書) 或按本行不時要求遞交的其他表格，在表格上納入新地址及其他更新資料。
- 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。
- In compliance with United States' foreign exchange transactions laws, customers changing any of their nationalities or addresses on our record to US will not be able to apply for certain types of foreign exchange products (for enquiries, please refer to our branches). 基於美國外匯交易法例管制，若客戶將其在本行記錄的國籍更改為美國國籍或任何地址改為美國地址，均不可申請外匯相關產品 (如有查詢，請聯絡本行各分行)。

**New Customer Information/Address (Continued) 新客戶資料 / 地址 (續)**

<b>Accounts Required to Change Correspondence Address</b> 需更改通訊地址的戶口	Account/Credit Card Number 戶口 / 信用卡號碼 <input type="checkbox"/> All <input type="checkbox"/> Sole <input type="checkbox"/> Joint    accounts and credit cards (if any) maintained with the Bank under the Identification Document Number(s) 所有    獨立    聯名    戶口及信用卡 (如有) 在貴行以所述的身分證明文件號碼開立的。	
	<input type="checkbox"/> The following specified accounts/credit cards maintained with the Bank 下列開立於貴行的指定戶口 / 信用卡 :	
	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	Investment Services/Securities Account Number 投資服務/證券賬戶號碼
	Credit Card Number 信用卡號碼	Loan Account Number 信貸賬戶號碼
	Imports Account Number 進口賬戶號碼	Exports Account Number 出口賬戶號碼
Home Mortgage Loan Account Number 樓宇按揭賬戶號碼	Others 其他	
Note 注意 : For change of personal information for Life Insurance policies with HSBC Life (International) Limited and General Insurance policies that are underwritten by QBE General Insurance (Hong Kong) Limited - Macau Branch, 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保險 (香港) 有限公司 - 澳門分行 (「昆士蘭保險」) 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。		
Others 其他		

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

Signature(s) (All concerned parties must sign for Joint Account(s) requiring Joint Signatures.) 簽署 (聯名戶口而需聯名簽署者, 有關人士均需簽署。)  <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">                     S.V.                 </div> 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)。	Name of Signatory(ies) 簽署人姓名 (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。)  Account Number (#Specify any one account number to which the above signature(s) can apply.) 戶口號碼 ( # 請註明任何一個使用以上簽署的戶口號碼。 )
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**For Bank Use Only 銀行專用**

<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)
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