



CHANGE OF ADDRESS / CONTACT DETAILS FORM

Individual

Client Fulfillment & Service, 6/F, Lee Garden Two, 28 Yun Ping Road, Causeway Bay, Hong Kong.

YOUR PARTICULARS (Form is for 1 customer only, please submit a separate form for additional request)

Name (as in HKID/Passport) _____
 (Dr/Mr./Miss/Mrs/Mdm) _____
 HKID/Passport Number _____
 Country of Residence* Hong Kong Overseas (Please Specify) _____
 * Country you are currently residing in or intend to reside in, for more than 1 year

YOUR NEW ADDRESS (Please attach proof of residential address per overleaf)

Residential Address(For the above named customer only. Please do not provide P.O Box and C/O Address)
 Flat/Unit No. _____ Floor _____ Block/House No. _____ Postal Code _____
 Building _____
 Street _____
 City _____
 Country Hong Kong Overseas (Please Specify) _____
Mailing Address (To complete if different from residential address specified above)
 Flat/Unit No. _____ Floor _____ Block/House No. _____ Postal Code _____
 Building _____
 Street _____
 City _____
 Country Hong Kong Overseas (Please Specify) _____

You may tick both Address Types if applicable

UPDATING YOUR ACCOUNT(S) / SERVICES

Please shade 1 circle only (ALL account(s) will be updated if not indicated below)
 Please use my new address to update the address for ALL my / our Joint account(s) **
 Please use my new address to update the address for my / our account(s) listed below**

 ** For joint and account(s) and Loan account(s) in joint names, the signatures of all the joint account holders are required.

YOUR NEW CONTACT NUMBER(S) AND EMAIL ADDRESS

Please indicate your contact Number (if more than one) / Email Address
Please shade 1 circle only (ALL existing record will be replaced if not indicated below)
 Please replace all existing record
 Please add below information and maintain existing record
 Home No. _____ Country Code / Area Code / No. _____ Home No. _____ Country Code / Area Code / No. _____
 Mobile No. _____ Country Code / Area Code / No. _____ Mobile No. _____ Country Code / Area Code / No. _____
 Office No. _____ Country Code / Area Code / No. _____ Office No. _____ Country Code / Area Code / No. _____
 Email Address _____

AUTHORISATION & AGREEMENT

I/We agree that the Bank may verify my/our signature(s)below against the same in the Bank's records and may effect the change of address / contact details for my/our accounts as stated above.

_____ Authorised Signature(s) Name(s): HKID/ Passport No. Please do <u>NOT</u> sign this form if it is blank or incomplete.	_____ Authorised Signature(s) Name(s): HKID/ Passport No.	_____ Authorised Signature(s) Name(s): HKID/ Passport No.	_____ Date
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FOR BANK USE ONLY

Attended By Name: _____ Date: _____ Signature _____	Signature(s) Verified By (For Thumbprint, Witnessed By) Name: _____ Date: _____ Signature _____
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Submission Checklist

Have you:

- 1) Filled in all applicable fields?
- 2) Signed against any alterations?
- 3) Signed in the "Authorisation & Agreement" section?
- 4) Attach copies of required documents below?

Copy of either one of the documents below for proof of residence within last 3 months and mail in together with the completed Change of Address Form. Address proof is not required for change of mailing address.

- Utility Bill;
- Telephone Bill,
- Tax Assessment,
- Bank statement
- Tenancy Agreement