

更改客戶資料通知書

致: 華僑銀行(香港)有限公司(「銀行」)
To: OCBC Bank (Hong Kong) Limited (“Bank”)

日期: _____
Date: _____

注意 Note:

1. 請分開填寫個人/聯名/商業賬戶之更改通知書。
Please use separate Notice Form for Changes of Individual/Joint Name/Business Account.
2. 此表格不適用於更改商業電子理財戶口之電話資料或OCBC Velocity之電話及電郵資料。
This form is not applicable for change of contact number relating to Business eBanking account or contact number and email address changes relating to OCBC Velocity.
3. 請用正楷填寫，並在適當的地方加上「✓」號。
Please complete in Block Letters and “✓” where applicable.
4. 本行將在收到你的通知書後七個工作天內處理你的申請。
Your request will normally be processed within 7 working days upon our receipt of your Notice Form.

客戶資料及更改資料生效日期 (此部分必須填寫) Account Holder's Information and Effective Date of Change(s) (This section must be completed)	
全名： Full Name:	(如屬聯名戶口，請註明更改資料者的全名。如更改資料者多於一人，而提供作更改之資料相同，可於「全名」一欄中填上所有姓名。否則，需分開通知書申請。 For joint account, please state the full name of the person to whom the information is requested to change. If more than one person apply for the same change of information, the full names of all persons with such information change can be stated in the field under "Full Name". Otherwise, a separate notice is required.) (有關聯名戶口的改動，必須以聯名戶口之簽署指示簽署此表格。 For changes relating to joint account, this form should be signed in accordance with the signing arrangement of the joint account.)
身份證明文件： Identification Document:	☐ 香港身份證 HKID Card ☐ 護照 Passport ☐ 商業登記證 Business Registration Certificate ☐ 公司註冊證書 Certificate of Incorporation ☐ 其他 Others 號碼： Number(s): (適用於聯名賬戶 Available for joint account)
生效日期： Effective Date:	☐ 即時生效 With Immediate Effect ☐ 由 From 起生效

除非下文另有說明，請將以下更改資料記錄於本人/吾等於 貴行及 貴行於香港之附屬機構所維持之戶口內。
Unless otherwise specified below, please update the following change(s) to your record of all my/our account(s) maintained with you and your subsidiaries in Hong Kong.

I. 更改地址 Change of Address		
☐ 住宅 Residential ☐ 辦事處 Office ☐ 其他 (請說明) Others (please specify)	☐ #住宅及通訊 Residential and Correspondence ☐ #辦事處及通訊 Office and Correspondence	☐ #通訊 Correspondence
#必須填寫需更改通訊地址的戶口 Accounts required to change Correspondence Address must be completed		
新地址：New Address:		郵政編號(如有)：Postal Code (if any):
郵政信箱 P. O. Box Correspondence Address		
如以郵政信箱作通訊地址，必須填寫住宅地址(個人客戶)或辦事處地址(公司客戶)。 For P. O. Box correspondence address, Residential Address (personal customer)/Office Address (corporate customer) must be provided.		
請更新本人/吾等於 貴行之下列戶口之通訊地址：Please update the correspondence address to the record(s) of my/our following account(s) maintained with you: ☐ 所有戶口，包括信用卡號碼 (如有)：All accounts including Credit Card No. (if any): ☐ 下列所指定之戶口：The following specified account(s): ☐ 其他 (例如: 車牌號碼)：Others (e.g. Vehicle Registration No.):	本人/吾等同時授權並要求 貴行通知 貴行下列之附屬機構更改有關之通訊地址：I/We also authorize and request you to advise your following subsidiaries to change my/our correspondence address with them: ☐ 華僑信用財務(香港)有限公司OCBC Credit (Hong Kong) Ltd. 戶口號碼A/C No. ☐ 華僑保險代理/顧問(香港)有限公司OCBC Insurance Agency/Brokers (Hong Kong) Ltd. 保單號碼Policy No. ☐ 華僑證券經紀(香港)有限公司/華僑期貨投資(香港)有限公司OCBC Securities Brokerage (Hong Kong) Ltd./OCBC Futures Investment (Hong Kong) Ltd. 戶口號碼A/C No. ☐	

II. 更改電話號碼、電郵地址、短訊及電郵提示服務 Change of Contact No., Email Address, SMS and Email Notification Services				
新增 Add	刪除 Delete	更改 Change	電話類別 Telephone Type / 電郵地址 Email Address	電話號碼 Telephone Number / 電郵地址 Email Address 如屬海外電話號碼，請加入國家及地區編碼 (如有)。 For overseas phone number, please add country and area codes (if any).
☐	☐	☐	住宅 Home	() 如在相同電話類別內曾提供多於一個電話號碼予銀行作紀錄，請在以下位置註明棄用之電話號碼。 Please state below the obsolete contact number if more than 1 contact number in the same telephone type has been provided to the Bank for record. 電話類別 Telephone Type: 棄用之電話號碼 Obsolete no.:
☐	☐	☐	辦事處 Office	
☐	☐	☐	傳真 Fax	
☐	☐	☐	流動電話 Mobile	
☐	☐	☐	電郵地址** Email Address** (只限一個Limited to one)	
**發送通知 Communication of Notification				(To: CC)
我們會以電子形式，直接發送通知(例如：有關條款及章則的更新、服務費的修訂、貸款資訊的更新、賬戶開立/關閉、資料隱私通知，及我們不時通知的其他適用文件)至您登記的電郵地址。此安排將不受您的電子結單及電子交易通知書或直接營銷推廣資訊之設定影響，且不會收取額外費用。如果您希望更改接收這些通知的方式，請在以下適當的方格內加上剔號(“✓”)： We will be sending notifications (e.g. updates on our terms & conditions, revisions to service fees, updates on loan information, account opening/closing, data privacy notice, and any other applicable documents as notified by us from time to time) directly to your registered email address in electronic format. This arrangement will be in place regardless of your e-Statements/e-Advice or direct marketing preferences, and no additional fees will be applied. If you wish to change the way you receive these notifications, please check the appropriate box below with a tick (“✓”): ☐ 本人(等)選擇以郵寄形式接收現有賬戶和日後新賬戶(如有)的通知 I/We choose to receive notification in paper form for my/our existing and new account(s) in future (if any). ☐ 本人(等)選擇恢復以電子郵件(在更改為郵寄形式之後)接收現有賬戶和日後新賬戶(如有)的通知 I/we choose to revert to receiving notifications by email (after previously changed to paper) for my/our existing and new account(s) in future (if any).				
更改流動電話號碼或電郵地址以接收短訊提示或電郵通知服務 Change of mobile number or email address for SMS or email notification services (下列位置只適用於更改流動電話號碼或電郵地址以接收相關短訊提示或電郵通知。如欲申請相關短訊提示或電郵通知服務或取消有關賬戶資金流動的「易傳訊」或電郵通知服務，請另行填寫相關表格作出申請。The below section is only applicable for changes of mobile number or email address to receive related SMS or email notification. Please use the other relevant form for application of related SMS or email notification services or cancellation of eAlert or email notification services on the accounts’ fund movement.)				
☐ 個人電子理財服務 Personal eBanking service			流動電話 Mobile: ()	
☐ 投資相關的「易傳訊」服務 eAlert for investment service			(如有關流動電話與銀行紀錄或上述不同 If different with the bank record or above mentioned)	
☐ 有關賬戶資金流動的「易傳訊」服務 eAlert on the accounts’ fund movement			顯示語言 Language Display: ☐ 繁體中文 Traditional Chinese ☐ 簡體中文 Simplified Chinese ☐ 英文 English (不適用於個人電子理財服務 Not applicable to personal eBanking service)	
☐ 有關賬戶資金流動的電郵地址 Email address for the accounts’ fund movement			☐ 電郵地址與銀行紀錄或上述相同 E-mail address is same as the bank record or as above ☐ 適用於其他電郵地址 (最多兩個) Apply to other e-mail address (Up to two)	
注意：如閣下現有的流動電話號碼或電郵地址已登記作「轉數快」賬戶綁定服務之用，請在更新之前通過網上理財終止綁定華僑銀行(香港)有限公司賬戶。當新流動電話號碼或電郵地址生效後，閣下可使用它們重新登記。 Note：If your existing mobile number or email address are registered for “Faster Payment Service”, please unregister via Internet Banking before you update them. You can register with the new mobile number or email address once they become effective.				

III a. 更新其他客戶資料 (只須填寫更改之事項，更新的資料將會取代銀行現有之紀錄) Update of Other Customer Information (Please fill in the changed items only, updated information will supersede existing record(s) with the Bank)			
身分證明文件： Identification Document: _____		國籍： Nationality:	性別： Gender: ☐ 男 ☐ 女 Male Female
發證地方： Place of Issue: _____			出生日期： Date of Birth: ____/____/____ (dd/mm/yyyy)
注意：客戶需就以上更改資料提供相關正本文件予銀行核實。 Note：Customer should provide the Bank with the original document for verification of the above information change.			

III b. 更新其他客戶資料 (只須填寫更改之事項，更新的資料將會取代銀行現有之紀錄) Update of Other Customer Information (Please fill in the changed items only, updated information will supersede existing record(s) with the Bank)	
就業情況： Employment Status:	機構名稱 Name of Employer _____ 職業 Occupation _____ () 行業 Employment Industry _____ () 所提供的商品或服務 Nature of Products/Services Offered _____
業務性質： Nature of Business:	_____ () 所提供的商品或服務 Nature of Products/Services Offered _____

注意 Note:

1. 以上資料改動(通訊地址除外)將自動應用於所有香港華僑銀行(香港)有限公司及其香港附屬機構名下賬戶。
Save for the change of correspondence address, all other change(s) shall apply to all account(s) maintained with the Bank and its subsidiaries in Hong Kong.
2. 若客戶持有香港人壽保險有限公司保單，客戶需另向該公司直接提交有關更改表格。
Customer will need to submit the relevant amendment form to Hong Kong Life Insurance Limited directly if the customer holds any of its policy.

聲明 Declaration

1. 本人(等)確認在此表格內及就此提供及/或之後提供的所有文件內的所有資料全屬真實、準確和完整，並授權銀行以任何其認為適當的途徑以確證該等資料之真確性及向有關方面傳達和交換該等資料。如該等資料及文件有任何更改，本人(等)承諾會即時通知銀行。亦會就銀行要求向銀行提供有關更新或額外資料及文件。

I/We confirm that all information given in this form and all supporting documents submitted by me/us herewith and/or subsequently is true, accurate and complete and authorize the Bank to communicate and exchange such information with whatever sources the Bank may consider appropriate for the purpose of verifying the same. I/ we undertake to notify the Bank forthwith of any changes to such information, documents and/or material and provide the Bank with such updated or additional information, documents and material as may be requested by the Bank.
2. 本人/本人等知悉及同意銀行可根據(i)關於個人資料(私隱)條例的客戶及其他個別人士通知；或(ii)本人/本人等不時給予的訂明同意，使用本人/本人等的個人資料(「資料」)作該等用途及向該等人士披露。同時本人/本人等同意銀行可將「資料」轉移至香港特別行政區以外地方、使用「資料」和本人/本人等的其他個人資料和資訊作根據個人資料(私隱)條例所述的核對程序核對「資料」及其他關於本人/本人等的資料、作內部的信貸管理和提供優質的賬戶服務和其他相關目的及提供有關本人/本人等之銀行證明書或信貸諮詢用途。本人/本人等同意銀行有權不時向第三者索取有關本人/本人等的資料，包括但不限於向任何信貸資料機構對本人/本人等作出信貸調查(如有)。

I/We acknowledge and agree that all personal data relating to me/us (the “Data”) may be used by the Bank for such purposes and disclosed to such persons in accordance with (i) Notice to Customers and Other Individuals relating to the Personal Data (Privacy) Ordinance; or (ii) the prescribed consent given by me/us from time to time. I/We also agree that the Bank may transfer the Data outside the Hong Kong Special Administrative Region, use the Data and such other personal data and information relating to me/us to conduct matching procedures (as defined in the Personal Data (Privacy) Ordinance) and for internal credit risk management and better group-wide account serving, and any purposes relating thereto and to provide banker’s or credit references in respect of me/us (if any). I/We agree that the Bank may from time to time obtain my/our information from any third party(ies), including but not limited to the credit review report(s) from credit reference agency(ies) (if any).
3. 本人／本人等同意就「易傳訊」服務而按銀行不時指定的方式，在銀行登記及記錄本人／本人等指定的流動電話號碼及／或電郵地址。儘管有前文所述規定，本人／本人等亦承認及同意，銀行保留權利，可不時通過電話、口頭及書面通知或其認為合適的其他方式向本人/本人等提供「易傳訊」服務(如獲批准)，毋須事前通知本人／本人等，亦毋須本人／本人等同意。

I/We agree to register and record with the Bank the number of my/our designated mobile phone and/or e-mail address for eAlert Service, in the manner as specified by the Bank from time to time. Notwithstanding the aforesaid, I/We also acknowledge and agree that the Bank reserves the right to from time to time provide the eAlert Service (if approved) to me/us by phone, oral and written notification or other mode if it sees fit without prior notice to or consent from me/us.
4. 如於本通知書作出的任何聲明失實、具誤導性、不完整或變得失實、具誤導性或不完整，或於任何方面有不遵守的情況，及／或如本人／本人等以欺詐手段行事或行事有嚴重疏忽，本人／本人等須就銀行蒙受的所有損失及法律責任向銀行作出賠償。

I/We shall indemnify the Bank for all losses and liabilities suffered by the Bank if any of the declarations made herein is untrue, misleading, incomplete or shall become untrue, misleading or incomplete, or non-complied with in any respect, and/or if I/we have acted fraudulently or with gross negligence.
5. 如本文件之中、英文版本有抵觸或不相符，概以英文版本為準。

If there is any conflict or inconsistency between the Chinese and English version of this document, the English version shall prevail.

銀行專用 For Bank Use Only			
All applicable CIF no.			Br/ Dept:
Copy to:		Presenter Name:	ID #
☒ ASD (a must) ☐ OCBC Credit ☐ _____		☐ Person Verified & ID Checked	☐ Person Verified & ID Checked
☐ CC – paper notification request ☐ AFD ☐ _____		☐ Smart Q Checked	☐ Signature Verified
☐ CARD ☐ OCBC IA ☐ _____		☐ Signature Verified	☐ Phone Conf Done
☐ SDB BR () OCBC IB ☐ _____		☐ Customer Information Checked	☐ Customer Information Checked
☐ LOD ☐ OCBC SB / OCBC FI		Maker:	Checker:
賬戶持有人/授權人簽署 Signature(s) of Account Holder(s)/Authorized Signer(s) (簽署必須與留存銀行之簽名式樣相同) (Signature to be in conformity with specimen filed with the Bank)		Name & Signature	Name, Signature Code and Signature
		Date:	Date: