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| 1. 請預留七個工作天以供辦理補誌紀錄。
2. 請在適當方格內加上剔號。
3. 請用英文正楷填寫此表格。
4. * 請將不適用者刪除。
5. 若以郵遞方法，本行會以取得客戶確認後才執行此指示。
6. 請填妥此表格，並親身交回任何一間大新銀行分行，以便處理。 | 1. Please allow 7 working days for updating bank records.
2. Please tick where applicable.
3. Please complete the form in English block letters.
4. * Please delete whichever is inappropriate.
5. The instruction will not be executed unless the call back is successfully conducted for mail in case.
6. Please complete this form and return to any Dah Sing branch in <u>person</u> for processing. |
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(I) 客戶資料 - 請列出所有紀錄在本行之身份證明文件號碼(此欄必須全部填寫) CUSTOMER INFORMATION - Please write down all identity document number(s) recorded with the Bank (The whole section must be completed)	
個人客戶 / 公司客戶名稱 Customer Name of Personal / Company Account	身份證明文件 Identity Document <input type="checkbox"/> 身份証 ID Card <input type="checkbox"/> 護照 Passport <input type="checkbox"/> 商業登記証 Business Registration <input type="checkbox"/> 其他(請註明) Others (please specify) _____ 號碼 Number : _____

(II) 更新資料 - 請以正楷填上需更改之資料。除非於第三部份作特別指示，否則所有本人/等之單名及以下列簽署指示開立的聯名賬戶之郵寄地址也會作出相對的改動。賬戶包括存款、貸款、投資、卡類賬戶及電子銀行服務。
NEW INFORMATION - Please fill in item(s) to be amended in BLOCK LETTERS. Unless otherwise specified in part III below, the requested change as specified in this part will be updated to the mailing address of all my/our sole and joint account(s) under my/our name(s) with same signing instruction. Account(s) mentioned include deposits, loans, investment, card accounts and all channel products.

下列更改地址為本人/等之 The amended address listed below is my/our			
<input type="checkbox"/> 住宅資料(1) Home Information (1)	<input type="checkbox"/> 辦公室資料(2) Office Information (2)	<input type="checkbox"/> 其他(3-9) Other (3-9)	
地址 Address (不接受以郵箱作通訊地址) (P. O. Box as mailing address will not be accepted.)	單位 Flat	層數 Floor	座數 Block
大廈名稱 / 屋村名稱 Name of Building / Name of Estate _____ 門牌號數 / 街道名稱 Street No. / Street Name _____ 地區 / 國家 District / Country <input type="checkbox"/> 香港 H.K. <input type="checkbox"/> 九龍 Kln <input type="checkbox"/> 新界 N.T.			
電話號碼 Telephone No.	住宅 Home	辦公室 Office	手提電話 Mobile Phone
	傳呼機/傳真機 Pager / Fax	電郵地址 e-mail Address	

更新個人資料 Personal Information Update <input type="checkbox"/> 職業 / 業務性質 Occupation / Business Nature <input type="checkbox"/> 證件號碼 Identification Document No. <input type="checkbox"/> 更改/加上印於「以妳命名」禮品上的名字 (只適用於「Hello Kitty」銀行戶口客戶) Change/add name printed on "Personalized Gift" (Only applicable to "Hello Kitty" account holders) _____ (最多為 10 個大楷英文字母 Max. 10 capital letters) <input type="checkbox"/> 刪除「以妳命名」禮品上的名字 (只適用於「Hello Kitty」銀行戶口客戶) Delete name printed on "Personalized Gift" (Only applicable to "Hello Kitty" account holders) _____ 賬戶號碼 Account No. _____-888-_____ 請附上有關證明文件(如適用) Please provide us with the relative document(s), if applicable	<input type="checkbox"/> 教育程度 Education Level <input type="checkbox"/> 姓名 Name <input type="checkbox"/> 其他(請註明) Others (please specify) _____
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(III) 更改戶口指示 - 請按以下指示補誌上述有關資料 ACCOUNT INSTRUCTION AMENDMENT - Please update the above change(s) to the records as instructed below	
<input type="checkbox"/> 非更改郵寄地址(只更新存檔紀錄) Not for change of mailing address (Address update only). <input type="checkbox"/> 請更改本人以下所指定之賬戶(除非特別註明，否則所有與此賬戶有關之產品會一併更改) Applies to the following account(s) ONLY (unless specify, all products/services with same account reference number will be updated too) _____ <input type="checkbox"/> 如開有保管箱者，請填上保管箱分行名稱及保管箱號碼 If Safe Deposit Box is maintained, please write down the Safe Deposit Box Branch Name and Box Number (s) _____	

請預留七個工作天(以收取此表格後計)以作新資料生效。如需要在七個工作天後生效，請在右方格內註明：
 Please allow 7 working days to effect the new information upon receipt. For other effective date, please specify in the box: 日 D 月 M 年 Y
 (如生效日為星期六，有關指示將於下一個工作天處理。 If the effective date stated is Saturday, the form will be processed one working day after the effective date.)

S.V.	(如更改資料涉及聯名賬戶，簽署指示必須與有關的賬戶相同) (Please use the same signing instruction as the joint account concerned.)
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個人客戶/授權簽署及公司蓋章(如適用) Personal Customer/Authorized Signature & Company Chop (if applicable) _____ 日期 DATE _____

請註明任何一個用以上簽署的戶口號碼 Please specify any one account number to which the above signature(s) can apply _____

如果是聯名貸款賬戶，所有戶主必需簽署此表格。如更改信用卡通訊地址，主卡持有人必須簽署此表格。住宅按揭如屬「按揭保險計劃」種類，更改住宅按揭郵寄地址之指示將於得到香港按揭證券有限公司確認後方行處理，而所需時間可能超過七個工作天。 All signers of joint loan account and principal cardholder, if applicable, must sign on this form. For residential mortgage loan under "Mortgage Insurance Programme", the request for change of mailing address of the Mortgage Loan will only be processed after consent is obtained from The Hong Kong Mortgage Corporation Limited and the updating process may exceed 7 working days.

For Bank Use Only

To be completed by Branch / Receiving Dept		Date Received:	
<input type="checkbox"/> In Person, ID Verified	<input type="checkbox"/> Mail In/Third Party, Phone Confirmed _____ (date)	<input type="checkbox"/> Unable to contact. Confirmation Letter Sent On _____	Effective date _____
<input type="checkbox"/> Others: _____		<input type="checkbox"/> Tel. No. on Signature Card updated by BR Code _____	
Initial by FS/CS/ _____		Reviewed and approved by Authorized signer _____ (full sig.)	
To be completed by processing departments (AMS / Credit Card /WMO/LCO / _____) only			
Date	Time	Input by	Checked By
Remarks		Hold Code 60	Yes/No
Copy Sent		_____	