



更改通訊資料表格(非個人客戶)

Change of Contact Information Form (For Non-personal Customer)

致：恒生銀行有限公司(「本行」)

To : Hang Seng Bank Limited ("the Bank")

請以正楷填寫，並在適當方格內加上“√”，填妥表格後交回本銀行任何一間分行或郵寄至香港郵政信箱 3013 號恒生銀行有限公司收。

Please complete in BLOCK LETTERS, "√" where appropriate, and return the completed form to any of our branches or mail to Hang Seng Bank Ltd at GPO Box 3013, Hong Kong.

日期(日/月/年)
Date(DD/MM/YY)

甲部 Part A – 客戶資料 Customer Information

公司英文名稱 Company Name in English	
註冊號碼 Registration No. <input type="checkbox"/> 公司註冊證書: Certificate of Incorporation : C _____ <input type="checkbox"/> 商業登記證 Business Registration Certificate : B _____ <input type="checkbox"/> 其他登記證明 Other Registration : X _____	生效日期 Effective Date <input type="checkbox"/> 即時 Immediate <input type="checkbox"/> 由 _____ (日/月/年) From _____ (DD/MM/YY) 請預留 3-5 個工作天辦理 Please allow 3-5 working days for processing
註：如有限公司客戶需更改其商務卡之通訊資料，除商業登記證號碼以外，請提供公司註冊證書號碼/其他登記證明號碼。 Note: For the customer of limited company requires change of contact information for Commercial Card, in addition to the Business Registration Certificate No., please provide the Certificate of Incorporation No./ other Registration No..	

乙部 Part B – 更改地址 Change of Address

地址類別 (必須選擇) Address Type (Mandatory)	可“√”多於一項 Can “√” more than one <input type="checkbox"/> 通訊 Correspondence <input type="checkbox"/> 註冊 Registered <input type="checkbox"/> 營業 Business <input type="checkbox"/> 其他 Others
英文地址 English Address	香港地址 Hong Kong Address 室 Room/Flat _____ 樓 Floor _____ 座 Block _____ 大廈 Building _____ 屋邨/屋苑 Estate/Court _____ 街號 Street No. _____ 街名 Street Name _____ 地區 Territory _____ <input type="checkbox"/> 香港 HK <input type="checkbox"/> 九龍 KLN <input type="checkbox"/> 新界 NT <input type="checkbox"/> 離島 Outlying Islands
	海外地址(如適用) Overseas Address (if applicable) 中文地址-只適用於中國內地或台灣之通訊地址 (如適用) Chinese Address-only applicable for Mainland China or Taiwan Correspondence Address (Optional) 中國內地或台灣之通訊地址，必須填寫相同的中文及英文地址。 For Mainland China or Taiwan correspondence address, the same version of Chinese and English address must be provided. 中文地址 Address Details in Chinese _____ <input type="checkbox"/> 中國內地 ¹ Mainland China ¹ <input type="checkbox"/> 台灣 ¹ Taiwan ¹ 英文地址 Address Details in English _____ <input type="checkbox"/> 中國內地 ¹ Mainland China ¹ <input type="checkbox"/> 台灣 ¹ Taiwan ¹ <input type="checkbox"/> 由現時中文通訊地址轉為英文通訊地址 Change from Chinese correspondence address to English correspondence address
	註： 1. 請使用簡體中文填寫中國內地地址；繁體中文填寫台灣地址。 Note: Please use Simplified Chinese characters for address in Mainland China and Traditional Chinese characters for address in Taiwan. 2. 本行會以中文通訊地址郵寄指定月結單、通知書及其他信件往中國內地或台灣。詳情請參閱「中文通訊地址服務範圍」。有關服務範圍將不時更新，隨時版本可於hangseng.com下載。 The Bank will send selected statements, advices and other correspondence to the Chinese Correspondence Address in Mainland China or Taiwan. For details, please refer to “Chinese Correspondence Address Service Scope”. This service scope may vary from time to time and its prevailing version can be downloaded from hangseng.com. 3. 如公司已提供位於中國內地或台灣之中文通訊地址予本行，請填寫「中文通訊地址」部分。倘「中文通訊地址」及「刪除中文通訊地址」部分皆沒有填寫，則視作公司刪除中文通訊地址處理。本行會以現時本行紀錄之英文通訊地址送出所有月結單、通知書及其他信件。 If the Company has provided with the Bank with a Chinese Correspondence Address in Mainland China or Taiwan, please update the “Correspondence Address Details in Chinese” section. If neither the “Correspondence Address Details in Chinese” Section nor the “Remove Chinese Correspondence Address” Section is completed, the Company shall be deemed to have chosen to remove the Chinese Correspondence Address. The Bank will send all statements, advices and other correspondence to the company’s correspondence address in English last recorded with the Bank.

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註冊號碼
Registration No.

乙部 Part B – 更改地址 Change of Address

註： 1. 郵政信箱不適用於商務卡、自動轉賬服務、外匯及貴金屬孖展買賣服務及貸款戶口。

Note: P.O. Box address is not accepted for Commercial Card, Autopay Services, FX and Precious Metal Margin Trading Services and loan accounts.

2. 為符合有關證券交易及外匯及貴金屬孖展買賣限制，全東東主(適用於全東商號)/合夥人(適用於合夥經營)/授權人士把其居住或通訊地址改為美國或加拿大地址或更新其個人資料為居住或通訊地址位於韓國之韓國公民，或(適用於公司客戶)若客戶把其公司、登記或通訊地址改為美國、加拿大或韓國地址，或授權人士把其居住或通訊地址改為美國或加拿大地址，就有關戶口均不可繼續享用本行所提供的證券或基金投資或外匯及貴金屬孖展買賣服務。

In compliance with the relevant securities dealing and FX and precious metal margin trading restrictions, please note that (Applicable to sole proprietorship / partnership) customers changing their business, registered or correspondence address to the United States of America ("US"), Canada ("CA") or Korea ("KO"), or the sole proprietor (applicable to sole proprietorship) / partners (applicable to partnership) / Authorised Person(s) changing their residential or correspondence address to the US or CA or updating their personal particulars to citizens of KO with residential or correspondence address in KO, or (Applicable to company customers) customers changing their business, registered or correspondence address to the US, CA or KO, or Authorised Person(s) changing their residential or correspondence address to the US or CA, will not be able to continue enjoying our securities or investment fund trading or FX and Precious Metal Margin Trading services in relation to the relevant account(s).

3. 本表格不適用於外匯及貴金屬孖展買賣之通知服務。如欲登記/更改/終止外匯及貴金屬孖展買賣之通知服務，請填妥表格FEMA7。
This form does not apply to FX and Precious Metal Margin Trading notification service. To enrol/amend/terminate FX and Precious Metal Margin Trading notification service, please fill in form FEMA7.

4. 此表格不適用於恒生保險有限公司之人壽保單。如需更改/補誌相關資料，請另行填妥有關表格。

This form is not applicable to life insurance policies of Hang Seng Insurance Company Ltd. To change/update related information, please complete applicable form separately.

丙部 Part C – 更改聯絡電話 / 傳真號碼 / 電郵地址 Change of Contact Number / Fax No. / E-mail Address

電話號碼
Tel. No.

傳真號碼
Fax No.

電郵地址 (最多 35 個字元)

E-mail Address (Maximum 35 characters)

丁部 Part D – 更改聯絡人資料 (不適用於商務卡)

Change of Contact Person(s) Information (Not Applicable to Commercial Card)

1. 新增 Add 刪除(只須填寫英文及/或中文名稱) Delete(Provide English and / or Chinese name only) 更改現有聯絡人資料 Change of existing contact person information

先生 Mr 小姐 Miss 太太 Mrs 女士 Ms 英文全名 Full Name in English

中文全名 Full Name in Chinese

職銜 Job Title

聯絡電話號碼 Contact Tel. No.

商用電郵地址 Business e-mail Address

2. 新增 Add 刪除(只須填寫英文及/或中文名稱) Delete(Provide English and / or Chinese name only) 更改現有聯絡人資料 Change of existing contact person information

先生 Mr 小姐 Miss 太太 Mrs 女士 Ms 英文全名 Full Name in English

中文全名 Full Name in Chinese

職銜 Job Title

聯絡電話號碼 Contact Tel. No.

商用電郵地址 Business e-mail Address

3. 新增 Add 刪除(只須填寫英文及/或中文名稱) Delete(Provide English and / or Chinese name only) 更改現有聯絡人資料 Change of existing contact person information

先生 Mr 小姐 Miss 太太 Mrs 女士 Ms 英文全名 Full Name in English

中文全名 Full Name in Chinese

職銜 Job Title

聯絡電話號碼 Contact Tel. No.

商用電郵地址 Business e-mail Address

注意：以上填寫的聯絡人將取代現有的所有聯絡人紀錄，最多可填寫3位聯絡人。

Note: Contact person(s) listed above will replace all existing contact person(s) on record, and only a maximum of 3 contact persons can be accepted.

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戊部 Part E – 更改商務卡結單及報表聯絡人資料
Change of Commercial Card Statement & Reports Contact Person Information

先生 Mr 小姐 Miss 太太 Mrs 女士 Ms

英文全名
Full Name in English

己部 Part F – 更改通訊地址的適用範圍 Applicable to the Change of Correspondence Address

可“√”多於一項 Can “√” more than one

1. 所有恒生銀行 / 恒生財務 / 恒生授信有限公司之戶口 / 商務卡 (不包括企業理財賬戶 / 私人銀行戶口)
All accounts / Commercial Cards with Hang Seng Bank / Hang Seng Finance / Hang Seng Credit Ltd (not including Corporate Wealth Management accounts / Private Banking Accounts)
2. 所有企業理財賬戶
All my / our Corporate Wealth Management Accounts
3. 所有私人銀行戶口
All my / our Private Banking Accounts
4. 下列恒生銀行海外分行戶口
The following Hang Seng Bank Overseas Branch Account

戶口號碼 Account No.	
<input type="checkbox"/> 新加坡 Singapore	

5. 只需更改下列指定的戶口 / 商務卡 / 私人銀行戶口 / 企業理財賬戶號碼
Update the following specified A/C / Commercial Card / Private Banking A/C / Corporate Wealth Management A/C No. only

1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____

6. 更改下列指定自動轉賬第一當事人戶口紀錄
Update the following specified First Party Account - Autopay Services

1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____

註： 已參加恒生強積金計劃的僱主，請於 www.hangseng.com/empf 下載及填寫強積金專用表格 HA05 更新地址。
Note: For employers who have joined Hang Seng MPF scheme, please download the MPF form HA05 from www.hangseng.com/empf to update the address.

授權簽署人簽署 (必須依照以上所剔選之戶口簽署安排一併簽署。)
Signature(s) of Authorised Signatory(ies) (Please sign in accordance with relevant signing arrangement of the applicable account in above.)

S.V.

X

請用留存本行之印鑑簽署 Please use signature(s) filed with the Bank

姓名

Name(s) : _____

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中文通訊地址服務範圍

CHINESE CORRESPONDENCE ADDRESS SERVICE SCOPE

如公司客戶提供於中國內地或台灣之中文通訊地址，本行會以中文通訊地址郵寄下列月結單、通知書及其他信件。

The following statements, advices and other correspondence will be mailed in Chinese correspondence address if company customers provide the Chinese correspondence address in Mainland China or Taiwan.

戶口結單

商業綜合戶口結單
港幣／美元／人民幣往來戶口結單
港幣／外幣儲蓄(人民幣除外)戶口結單
未清期貨外匯合約結單

Statement

Statement of Business Integrated Account
Statement of HKD / USD / RMB Current Account
Statement of HKD / FCY (Except RMB) Savings Account
Statement of Outstanding Contracts

有關匯票通知書

匯出匯票通知書
匯出匯款費用通知書
匯入匯票通知書
託收票據通知書

Remittance Relate Advice

Outward Remittances Advice
Outward Remittances Charges Advice
Inward Remittances Advice
Cheque for Collection Advice

有關往來戶口通知書

戶口透支通知
退出特別指示通知書
退票通知書

Current Account Related Advice

Notification of Overdrawn Advice
Standing Instruction Unpaid Letter
Returned Cheque Advice

有關本地同業撥賬匯款通知書

本地同業撥賬匯款支賬通知書
本地同業撥賬匯款入賬通知書

CHATS Related Advice

Outward CHATS Debit Advice
Inward CHATS Credit Advice

有關有期存款通知書

有期存款到期通知書
有期存款逾期通知書
有期存款更改到期日通知書

Time Deposits Related Advice

Time Deposit Maturity Reminder
Time Deposit Overdue Reminder
Time Deposit Maturity Date Change Advice

商業 e-Banking

商業 e-Banking 密碼

Business e-Banking

Business e-Banking PIN

註 Note:

1. **如新增或更新中文通訊地址，必須連同英文通訊地址一同提供。**
It is mandatory to provide the English version of any newly added or updated Chinese Correspondence Address.
2. 公司之中文通訊地址須與英文通訊地址相同，並準確地互相反映同一地址。
The Chinese version of the correspondence address of the Company should be the same as its English version and both versions should refer to the same location accurately.
3. 請使用簡體中文填寫中國內地地址；繁體中文填寫台灣地址。
Please use Simplified Chinese characters for address in Mainland China and Traditional Chinese characters for address in Taiwan.

恒生銀行有限公司會以中文通訊地址郵寄往中國內地或台灣之指定月結單、通知書及其他信件。詳情請參閱「中文通訊地址服務範圍」。有關服務範圍將不時更新，趨時版本可於 hangseng.com 下載。

Hang Seng Bank Limited will send selected statements, advices and other correspondence to the Chinese Correspondence Address in Mainland China or Taiwan. For details, please refer to "Chinese Correspondence Address Service Scope". This service scope may vary from time to time and its prevailing version can be downloaded from hangseng.com.

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