

1. 請預留四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**(除另作指明外)填寫此表格。
  4. 請填妥此表格, 並郵遞或親身交回任何一間大新銀行分行, 以便處理。
  5. 若以郵遞方法或由第三者遞交, 本行會確認/核實此表格後才執行此指示。
1. Please allow 4 working days for updating bank records.
  2. Please tick where applicable.
  3. Please complete the form in English **BLOCK LETTERS** (except specified otherwise).
  4. Please complete this form and return it to any Dah Sing branch by mail or **in person** for processing.
  5. Customer instruction if given by mail-in or submitted by a third party will be processed after the Bank has duly checked / verified the form.

**(I) 客戶資料 Customer Information**

<b>個人客戶/公司客戶名稱 Customer Name of Personal / Company</b> <div style="border: 1px solid black; height: 30px; width: 100%;"></div> <p>如為指定中國內地個人客戶, 請以中文填寫客戶名稱。                  For designated PRC Personal Customers, please provide customer name in Chinese characters.</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>	<b>客戶身份證明文件種類及號碼 Customer ID Type and No.<sup>A</sup></b> <input type="checkbox"/> 香港身份證 HKID Card <div style="border: 1px solid black; width: 100%; height: 30px; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 2em; margin-right: 10px;">( )</span> </div> <input type="checkbox"/> 護照 Passport <input type="checkbox"/> 中國居民身份證 Chinese Identification <input type="checkbox"/> 其他 Others <input type="checkbox"/> 商業登記號碼 Business Registration <div style="border: 1px solid black; width: 100%; height: 30px;"></div>
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**(II) 更新地址資料 Address Information Update**

注意: 請以正楷填上需更改之資料。除非於以下部分作特別指示, 否則所有本人之單名及聯名賬戶之通訊地址也會作出相對的改動, 唯簽署指示維持不變。上述賬戶包括本行之存款、貸款、投資、卡類、保管箱及電子銀行服務賬戶(統稱為“所有賬戶”)。  
 Note: Please fill in item(s) to be amended in BLOCK LETTERS. Unless otherwise specified below, the requested change as specified in this part will be updated to the correspondence address of all my sole and joint account(s) under my/our name(s) with same signing instruction. Account(s) mentioned include accounts for deposits, loans, investment, card, safe deposit box and all channel products (collectively, “All Accounts”).

<b>地址類別 Address Type</b> (可選擇多於一個項目。 Please tick one or more boxes as appropriate.)	<input type="checkbox"/> 住宅地址* Residential <input type="checkbox"/> 住宅及通訊地址* Residential & Correspondence <input type="checkbox"/> 住宅、永久地址及通訊地址* Residential, Permanent & Correspondence <input type="checkbox"/> 商業地址** Business	<input type="checkbox"/> 通訊地址 Correspondence <input type="checkbox"/> 住宅及永久地址* Residential & Permanent <input type="checkbox"/> 郵政信箱及通訊地址* P.O. Box & Correspondence <input type="checkbox"/> 註冊辦公室地址** Registered Office	<input type="checkbox"/> 永久地址* Permanent <input type="checkbox"/> 永久及通訊地址* Permanent & Correspondence <input type="checkbox"/> 商業及通訊地址** Business & Correspondence	<input type="checkbox"/> 辦公室地址* Office <input type="checkbox"/> 辦公室及通訊地址* Office & Correspondence <input type="checkbox"/> 註冊辦公室及通訊地址** Registered Office & Correspondence
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(注意: 郵政信箱不適用住宅地址、永久地址、辦公室地址、商業地址及信用卡、私人貸款戶口之通訊地址。Note: P.O. Box is not accepted for Residential, Permanent, Office, Business Address, and Correspondence address of credit card and personal loan accounts.)

<b>戶口類別 Account Type</b>	<input type="checkbox"/> 所有單名戶口 <sup>AA</sup> All Sole Account(s) <input type="checkbox"/> 指定戶口 Selected Account(s)	<input type="checkbox"/> 全部聯名戶口 <sup>#</sup> All Joint Account(s) (注意: 所有與以下賬戶有關之產品之地址紀錄及包括聯繫上述地址類別之賬戶將會一併更改。 Note: The address record(s) for products related and linked to these account(s) will also be updated too.)	<input type="checkbox"/> 全部卡戶口 <sup>AA</sup> All Card Account(s) <input type="checkbox"/> 全部個人貸款戶口 All Personal Loans Account(s)
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<b>英文地址 English Address</b> (適用於本地/海外地址。 Applicable to Address in Local/Overseas.)	單位 Flat <div style="border: 1px solid black; width: 100%; height: 20px;"></div>	層數 Floor <div style="border: 1px solid black; width: 100%; height: 20px;"></div>	座數 Block <div style="border: 1px solid black; width: 100%; height: 20px;"></div>	大廈名稱 / 屋村名稱 / 郵政信箱 Name of Building / Name of Estate / P.O. Box <div style="border: 1px solid black; width: 100%; height: 30px;"></div>
	門牌號數 / 街道名稱 Street No. / Street Name <div style="border: 1px solid black; width: 100%; height: 30px;"></div>			<input type="checkbox"/> 香港 H.K. <input type="checkbox"/> 九龍 Kowloon <input type="checkbox"/> 新界 N.T. <input type="checkbox"/> 海外 Overseas
	地區 / 國家 District / Country <div style="border: 1px solid black; width: 100%; height: 30px;"></div>			

**(III) 更新聯絡資料 Contact Information Update**

<b>電話號碼 Telephone No.</b> (所有賬戶將會一併更改。 Changes applied to all accounts.)	<b>國家編碼 Country Code</b> <div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<b>地區編碼 Area Code</b> <div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<b>電話號碼 Telephone No.</b> <div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<b>分機號碼 Extension No.</b> <div style="border: 1px solid black; width: 100%; height: 20px;"></div>
	住宅 Residential			
	辦公室 Office			
	手提電話 Mobile Phone			
	傳真機 Fax			
	傳呼機 Pager			

注意: 請於海外號碼前加入國家編碼及地區編碼(如有)。如沒有填寫, 本行將預設國家編碼為852(香港)。Note: For overseas number, please add country code and area code (if any) in front of the number. Hong Kong country code-852 will be assigned by Bank if not specified in country code.

<b>電郵地址 Email Address</b>	<div style="border: 1px solid black; width: 100%; height: 30px;"></div>
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<b>刪除資料(請註明) Remove Record (Please specify)</b>	<input type="checkbox"/> 住宅電話 Residential Tel <input type="checkbox"/> 電郵地址 Email Address	<input type="checkbox"/> 辦公室電話 Office Tel <input type="checkbox"/> 辦公室地址* Office Address	<input type="checkbox"/> 手提電話 Mobile Phone (注意: 請保留最少一項電話資料。Note: Please retain at least one telephone record.)	<input type="checkbox"/> 傳真機 Fax <input type="checkbox"/> 傳呼機 Pager
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<sup>A</sup> 請列出紀錄在本行的身份證明文件號碼。Please write down the identity document number recorded with the Bank.  
<sup>#</sup> 如更改資料涉及聯名賬戶, 請依照本行留存之授權簽署安排。For joint account(s), please sign in accordance with the signing arrangement filed with the Bank.  
<sup>\*</sup> 適用於個人客戶。Applicable to personal customer(s) only.  
<sup>\*\*</sup> 適用於非個人客戶。Applicable to non personal customer(s) only.  
<sup>AA</sup> 如以個人名義遞交此表格, 只適用於更改個人名下之信用卡主卡及現金卡賬戶資料(不包括公司卡賬戶)。For individual submission, only principal card personal information will be updated under his/her Credit Card account(s) and Cash Card account(s), (not include Corporate Card account(s)).  
 如以附屬卡名義遞交此表格, 只適用於更改附屬卡之賬戶資料。For the supplementary card holder submission, only supplementary card information will be updated under his/her Credit Card account(s) and Cash Card account(s).



