



DATE(DD/MM/YY)日期

NAME OF ACCOUNT

存戶

ACCOUNT NO

帳號

INSTRUCTION(S)指示

A. CONTACT PERSON CHANGES (authorised to received and communicate customer information)變更連絡人

I/We hereby specify the contact person below. The Bank will contact any of the contact person below upon its receipt of fax instruction. I/We hereby authorize the Bank to contact with any of the contact persons via phone to confirm the content of the fax instruction(s). If the Bank fails to get in touch with the contact person to confirm the content of the fax instruction(s) for whatever reasons, the Bank may refuse to act or execute such fax instruction(s).

Change Required	Details		
<input type="checkbox"/> add	Contact Name:	<input type="text"/>	
<input type="checkbox"/> update details	ID/Passport No.:	<input type="text"/>	Office Tel No.: <input type="text"/>
<input type="checkbox"/> remove			
<input type="checkbox"/> add	Contact Name:	<input type="text"/>	
<input type="checkbox"/> update details	ID/Passport No.:	<input type="text"/>	Office Tel No.: <input type="text"/>
<input type="checkbox"/> remove			

B. CHANGE IN ADDRESS (For Statement)

- company registered address* office address mailing address
 individual residential address

*change in company registered address or change in individual residential address must be accompanied with an ACRA business profile or other documents for proof.

C. AUTOMATED MESSAGE NOTIFICATION SERVICES

I/We hereby specify the email address below to receive monthly statements and transactions related notification including but not limited to debit/credit, remittance, fixed deposits, and loans through Automated Message Notification Services.

Change Required	Details
<input type="checkbox"/> add	Email Address: <input type="text"/>
<input type="checkbox"/> delete	
<input type="checkbox"/> add	Email Address: <input type="text"/>
<input type="checkbox"/> delete	
<input type="checkbox"/> add	Email Address: <input type="text"/>
<input type="checkbox"/> delete	
<input type="checkbox"/> add	Email Address: <input type="text"/>
<input type="checkbox"/> delete	
<input type="checkbox"/> add	Email Address: <input type="text"/>
<input type="checkbox"/> delete	
<input type="checkbox"/> add	Email Address: <input type="text"/>
<input type="checkbox"/> delete	



D. CHANGE IN TELEPHONE NO. AND FAX NO. OF THE ACCOUNT HOLDER

Change Required	Details
<input type="checkbox"/> add <input type="checkbox"/> delete	TEL / FAX No.: <input type="text"/>
<input type="checkbox"/> add <input type="checkbox"/> delete	TEL / FAX No.: <input type="text"/>
<input type="checkbox"/> add <input type="checkbox"/> delete	TEL / FAX No.: <input type="text"/>
<input type="checkbox"/> add <input type="checkbox"/> delete	TEL / FAX No.: <input type="text"/>

E. CHANGE IN TAX RESIDENCY

Change Required	Details
<input type="checkbox"/> add <input type="checkbox"/> delete	TAX RESIDENCY: <input type="text"/>
<input type="checkbox"/> add <input type="checkbox"/> delete	TAX RESIDENCY: <input type="text"/>
<input type="checkbox"/> add <input type="checkbox"/> delete	TAX RESIDENCY: <input type="text"/>
<input type="checkbox"/> add <input type="checkbox"/> delete	TAX RESIDENCY: <input type="text"/>
<input type="checkbox"/> add <input type="checkbox"/> delete	TAX RESIDENCY: <input type="text"/>

F. CHANGE IN TIN

NEW TIN	Details
<input type="text"/>	TAX RESIDENCY: <input type="text"/>
<input type="text"/>	TAX RESIDENCY: <input type="text"/>
<input type="text"/>	TAX RESIDENCY: <input type="text"/>
<input type="text"/>	TAX RESIDENCY: <input type="text"/>
<input type="text"/>	TAX RESIDENCY: <input type="text"/>

X

Name: _____

*Please signed by authorised person(s).

FOR BANK USE ONLY		
Confirmed by / Date	S.V. and Processed by / Date	Approved by / Date
<input type="text"/>	<input type="text"/>	<input type="text"/>