**Change of Client's Account Information /Services Request Form**

 **更改客戶資料 / 服務申請表格**

Account Name 賬戶名稱 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Number 賬戶號碼: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please change the above account’s information / services with effect from:

請更改 以 上 戶 口 資 料 / 服務 之生效日期: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\* Please tick  the appropriate box (請在適當方格內加上  號)**

**Change of Personal Information 更改個人資料**

□ Residential /Registered Address 住址/註冊地址:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please provide original proof of home address of the last 3 months e.g. bank statement, bill of electricity, rates & Government rent , etc. 請提供三個月內的住址證明正本，例如: 銀行月結單、電費單、差餉及地租單等)

□ Office Address 公司地址:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Contact Phone No 聯絡電話號碼 :

 Residential 住宅:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Office 公司:\_\_\_\_\_\_\_\_\_\_\_ Mobile Phone 流動電話 :\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Fax No 傳真號碼:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ E-mail Address 電郵地址 :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Others 其它:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Change of Settlement Bank Account 更改交收銀行賬戶資料**

□ Bank Name 銀行名稱:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bank Account No. 銀行戶號碼 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Bank account name must be in the name of the Client 銀行戶口名稱必須與客戶名稱相同 )

**Change of Statement Services 變更結單服務**

□ Statement delivery method 結算單遞送方法→ □ By Email 電郵 □By Mail 郵寄

□Statement language 結算單語言 → □T. Chinese 繁體中文 □ S. Chinese 簡體中文 □ English 英文

Client's Signature

客 戶 簽 署 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

日期 :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_