



更改账户资料表格

Change of Account Information Form

Account Name, Account Number and Effective Date (This section must be completed)

账户名称, 账户号码及生效日期 (此栏必须填写) Account Name 账户名称

Account Number 账户号码

Account 账户名称

Effective Date (dd/mm/yy) 生效日期 (日/月/年)

Details (Please complete only the relevant section) 详情 (请只填写需更改之项目)

Part I : Change of Address* / Telephone Number / Fax Number / E-mail Address / Authorized Person / Others

* Please provide proof of address (e.g. latest three months utility bills, bank statements with your name and address)

第一部份: 更改地址* / 电话号码 / 传真号码 / 电邮地址 / 授权人 / 其他

* 请提交地址证明 (如最近三个月印有账户持有人姓名和地址的公用服务单据或银行对账单等)

Flat 室	Floor 楼	Block 座	Name of Building 大厦名称	
Name of Estate 屋苑名称			Number & Name of Street / Road 街道名称及门牌号数	
District / Province / City 地区 / 省 / 城市			Country 国家	Postal Code 邮寄代码
Residential Phone 住宅电话			Mobile Phone 手提电话	
Business Phone 公司电话			Fax Number 传真号码	
Email Address 电邮地址 ☐ Add 新增 ☐ Delete 撤销			Authorized Person 授权人 ☐ Add 新增 ☐ Delete 撤销	
Receiving Email Statement (接收电邮结单) ☐ Yes 是 ☐ No 否			Others (please specify) 其他 (请列明)	

Part II : Change of Bank Account Information

第二部份: 银行账户资料 ☐ Add 新增 ☐ Delete 撤销 (需要提供证明)

Name of Bank 银行名称	Designated Bank Account Number 指定银行账户号码
Payment Method (for fund withdrawal)	付款方式 (用作资金提取)

Signature of Account Holder 账户持有人签署/盖章

Date 日期

For Official Use Only

Sales / AE	Signature verified by	Input by	Checked by

Notes :

Please allow 2 working days for us to update the relevant changes. 更改有关资料需时两个工作天。