

Personal Credit Card Credit Limit Adjustment Request Form 個人信用卡信貸限額調整表格

Please complete and return to any BEA branch or email to leaecla@hkbea.com or mail to BEA Facility Management Department (DI).
填妥表格後請交回東亞銀行任何分行或以電郵發送至「leaecla@hkbea.com」或寄回至東亞銀行設施管理部。

Address: 30th Floor, BEA Tower, Millennium City 5, 418 Kwun Tong Road, Kowloon, Hong Kong.
地址：香港九龍觀塘道418號創紀之城五期東亞銀行中心30樓

Credit Card Account No. (Only applicable to principal cardholder)
信用卡賬戶號碼(只適用於主卡持卡人) _____

Cardholder's Name
持卡人姓名 _____

HKID Card/Passport No.
香港身份證/護照號碼 _____

I.D.
Verified

Contact Telephone Number
聯絡電話號碼 _____

Please indicate your request by "✓" the appropriate box. For fields with "*", kindly delete as appropriate. Credit limit in Renminbi is only applicable to the Renminbi account of BEA UnionPay Dual Currency Credit Card.

請以「✓」選擇所需之服務。註有「*」之項目，請刪除不適用之貨幣。人民幣信貸限額只適用於東亞銀行銀聯雙幣信用卡之人民幣賬戶。

Note: Adjustments to credit limit apply to both principal card and any related supplementary card(s).

注意：信貸限額調整適用於主卡及任何有關附屬卡。

☐ **Permanent increase in credit limit to 永久增加信貸限額至** HK\$/CNY* _____

Please provide any 1 of the following income proofs: (Please "✓" in the appropriate box)

請提供以下其中1項薪金證明：(請於適當的空格加上「✓」)

☐ Latest Income Tax Demand Note
最近之薪俸稅單

☐ Salary slip for the past month
最近1個月糧單

☐ Bank statement/passbook records showing your name, account number, and salary entries for the past 3 months
附有閣下姓名、賬戶號碼及薪酬金額的最近3個月銀行結單/存摺

Remarks 備註：

1. **Submission of income proof is required.**
須提交薪金證明。

2. The Bank will notify you of the result in writing within 4 working days upon receipt of all required documents and information.
本行將於收受所有文件及資料後4個工作天以書面通知有關批核結果。

☐ **Temporary increase in credit limit to 臨時增加信貸限額至** HK\$/CNY* _____

From 由 _____ to 至 _____
(DD/MM/YYYY 日/月/年) (DD/MM/YYYY 日/月/年)

(The request must be made at least 3 working days prior to the requested effective date. The duration should not exceed 2 months.)
(申請須於生效日前最少3個工作天提出。加額期不可多於2個月。)

Remarks 備註：

1. **Income Proof is not required to provide at the time of request submission.** If required, we will contact you to provide income proof for approval of your request.
申請時毋須提交薪金證明。 如有需要，本行會聯絡閣下提供薪金證明以助批核。

2. The Bank will notify you of the result by SMS or in writing within 3 working days.
本行將於3個工作天內以短訊或書面通知有關批核結果。

☐ **Reduce in credit limit to 降低信貸限額至** HK\$/CNY* _____

Remark 備註：

The Bank will notify you of the result in writing within 4 working days upon receipt of all required documents and information.
本行將於收受所有文件及資料後4個工作天以書面通知有關批核結果。

I authorise The Bank of East Asia, Limited (the "Bank") to contact any necessary party for verification of the above information and/or to disclose such information or to obtain and exchange further information at any time. I understand and agree that the Bank reserves the sole right to decline this application or approve an amount different from the one I have applied for without disclosing any reason. I agree to provide further information and documentation in connection with this application, if deemed necessary by the Bank. I declare and confirm that I am not referred by a third party in relation to this application. I understand that the Bank will not accept and proceed this application if it is referred by third party.

本人同意授權東亞銀行有限公司(「銀行」)可隨時向任何方面查詢求證及/或透露資料或索取及交換更多資料。本人明白及同意銀行有絕對權力不批核此申請或批核之金額少於本人現時申請之數目而不需要提供任何理由。本人同意進一步提供銀行認為與本申請有關之資料及文件。本人聲明並確認本申請並不是由第三者轉介。如本申請是經第三者轉介，本人明白銀行將不會接受及處理本申請。

I have read and agree to all the information on this form.
本人已詳閱及同意此表格所載的各項資料。

Date
日期 _____

S.V.

Signature should correspond with the Bank's Record.
簽署須與銀行之記錄相符。