

Notification of Change of Auto-payroll Account 更改自动转账支薪户口通知书

Dear HR Department,
致人事部：

I would like to use the following Bank of East Asia account as my auto-payroll account:
本人欲透过下列东亚银行户口作自动转账支薪户口：

Staff Information 职员资料	
Name 姓名:	Staff No. 职员编号:
Department 部门:	Contact No. 电话:
New Auto-payroll Account 新自动转账支薪户口	
Bank: 银行:	The Bank of East Asia, Limited 东亚银行有限公司
Bank Code : 银行编号:	015
Account Number : 户口号码:	
Effective Date: 生效日期:	

Signature 签署: _____

Date 日期: _____