

Notification of Change of Auto-payroll Account 更改自動轉賬支薪戶口通知書

Dear HR Department,
致人事部：

I would like to use the following Bank of East Asia account as my auto-payroll account:
本人欲透過下列東亞銀行戶口作自動轉賬支薪戶口：

Staff Information 職員資料	
Name 姓名:	Staff No. 職員編號:
Department 部門:	Contact No. 電話:
New Auto-payroll Account 新自動轉賬支薪戶口	
Bank: 銀行:	The Bank of East Asia, Limited 東亞銀行有限公司
Bank Code : 銀行編號:	015
Account Number : 戶口號碼:	
Effective Date: 生效日期:	

Signature 簽署: _____

Date 日期: _____