


Notification For Change of Customer Information and/or Address for Corporate Customers
更改公司客戶資料及／或地址通知書

- Note: 1. Please where appropriate.
 請注意 請於適當處 。
2. Bank records will normally be updated after 5 business days upon signature verification.
 銀行記錄將一般於簽名認證後5個工作天完成更新。

 Company Name (English)
 公司名稱 (英文) _____

 Company Name (Chinese)
 公司名稱 (中文) _____

 Business Identification Document No.
 商業證明文件號碼 _____

 Please update my/our information with your bank and the subsidiary companies with effect from _____ .
 請更新本公司於東亞銀行及其附屬公司的資料記錄，生效日期為 _____ Day日 / Month月 / Year年

Part I Change of Customer Information 更改客戶資料

Details of Updated Information 更新資料		
Company Name (English): 公司名稱 (英文) _____		
Company Name (Chinese): 公司名稱 (中文) _____		
Nature of Business / Industry: 業務 / 行業性質	No. of Employees: 僱員數目	Place of Operation: 營業地點
Authorised Capital: 法定資本	Paid-up Capital: 已繳股本	Place of Business Establishment: 業務地點
Principal Shareholder(s) / Beneficial Owner(s) 主要股東 / 實益擁有人:		
Name 姓名	Ownership 擁有股份 (%)	
1. _____	_____	
2. _____	_____	
3. _____	_____	

Part II Change of Telephone Number and Address 更改電話及地址

New Contact Telephone / Email Address 新聯絡電話 / 電郵地址		
	Country code 國家編號	Area code (if any) + Phone number 地區編號(如有) + 電話號碼
Telephone No. 電話號碼	_____	_____
Fax No. 傳真號碼	_____	_____
Email Address (if any) 電郵地址 (如有): _____		
Registration / Change of Email address with Cyberbanking / Corporate Cyberbanking (if applicable): 登記 / 更改電子網絡銀行服務 / 企業電子網絡銀行服務之電郵地址 (如適用)		
<input type="checkbox"/> 1. Please update the above email address for all my/our Cyberbanking account(s) / Corporate Cyberbanking account(s) with the Bank. 請更新本公司於東亞銀行所有電子網絡銀行賬戶 / 企業電子網絡銀行服務賬戶之電郵地址記錄。		
<input type="checkbox"/> 2. Please update the above email address for the following Cyberbanking account(s) / Corporate Cyberbanking account(s) with the Bank. 請更新本公司於東亞銀行下列電子網絡銀行賬戶 / 企業電子網絡銀行服務賬戶之電郵地址記錄。		
A/C No. 賬號	_____	A/C No. 賬號 _____
Contact Person(s) (if any) 聯絡人 (如有):		
Name 姓名	Office Telephone No. 辦公室電話	Mobile / Pager 流動電話 / 傳呼機
	Country code Area code (if any) + Phone number 國家編號 地區編號(如有) + 電話號碼	Country code Area code (if any) + Phone number 國家編號 地區編號(如有) + 電話號碼
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

(Continued) (續)

Change of Registered Mobile Phone Number of Authorised Person(s) with Corporate Cyberbanking (if applicable) ¹ :

更改企業電子網絡銀行服務之被授權人士 (等) 登記的流動電話號碼 (如適用) ¹ :

Any **ONE** of the following person(s) is assigned as the Authorised Person to respond to any authentication request to receive, activate, reset PINs or perform other actions in connection with various Corporate Cyberbanking (CCB) services offered by the Bank from time to time:

以下任何一名人士為現時指派之被授權人士以回應任何認證請求，來領取、啟動、重設密碼或執行與本行不時提供的各種企業電子網絡銀行服務相關之其他操作:

Name ² 姓名 ²	ID No. 身份證明文件號碼	Registered Mobile Phone Number ^{3,4} 登記的流動電話號碼 ^{3,4}	
		Country code 國家編號	Area code (if any) + Phone number 地區編號(如有)+ 電話號碼
_____	_____	_ _ _	_____
_____	_____	_ _ _	_____
_____	_____	_ _ _	_____
_____	_____	_ _ _	_____
_____	_____	_ _ _	_____

1. Please update the above registered mobile phone number of Authorised Person(s) for all my/our Corporate Cyberbanking account(s) with the Bank.
請更新本公司於東亞銀行所有企業電子網絡銀行服務賬戶之被授權人士 (等) 登記的流動電話號碼。
2. Please update the above registered mobile phone number of Authorised Person(s) for the following Corporate Cyberbanking account(s) with the Bank.
請更新本公司於東亞銀行下列企業電子網絡銀行服務賬戶之被授權人士 (等) 登記的流動電話號碼。

A/C No. 賬號 _____

A/C No. 賬號 _____

¹ Authorised Person's registered mobile phone number as provided here and Customer's registered email address in the record of the Bank must be valid. An invalid mobile phone number or email address may result in the Customer being unable to activate PIN(s), proceed with PIN reset request(s) and/or other authentication request(s). If the said registered mobile phone number or registered email address has been changed, he or she should notify the Bank as soon as reasonably practicable in order to update the record with the Bank.

被授權人士於此處填寫登記的流動電話號碼及客戶留存於東亞銀行記錄的電郵地址必須為有效。無效的流動電話號碼或電郵地址將無法進行啟動密碼、重設密碼及/或其他的認證請求。若上述提及登記的流動電話號碼或登記的電郵地址已更改，請被授權人士在合理可行的時間內盡快通知本行以更新其記錄。

² Each of the abovenamed individual(s) must be an Authorised Person appointed by the Customer.
上述各人必須同時為客戶委任的被授權人士。

³ A one-time password (OTP) will be sent by SMS to the registered mobile phone number of the corresponding Authorised Person for new PIN activation(s), PIN reset request(s), and/or other authentication request(s).
一次性專用密碼將透過短訊發送到相關被授權人士登記的流動電話號碼，以進行啟動密碼、重設密碼及/或其他的認證請求。

⁴ This is only applicable for Authorised Person to change the registered mobile phone number. For first time registration, please apply with the Bank separately.
只適用於被授權人士更改其登記的流動電話號碼。如首次登記，請另行向本行申請。

(Continued) (續)

New Address 新地址					
<input type="checkbox"/> Registered Office Address 註冊辦事處地址		<input type="checkbox"/> Business Address 營業地址		<input type="checkbox"/> Other Address 其他地址	
Flat / Room 室	Floor 樓	Block 座	Building / Estate 大廈/屋苑	Phase No. / Name 期數/名稱	
Street No., Name & Other Information 街名、號碼及其他資料			District 地區	<input type="checkbox"/> HK 香港	<input type="checkbox"/> KLN 九龍
				<input type="checkbox"/> NT 新界	<input type="checkbox"/> Outlying Islands 離島
City 城市*	Province 省府*	Postal Code 郵政編號*	Country / Region 國家/地區*	*For China / Overseas Address only *只適用於內地/海外地址	
Others 其他: _____					

Part III Instructions 指示

<input type="checkbox"/>	1. Please send the statement and/or correspondence for all my/our account(s) / service(s) with the Bank to the above new address. 請將本公司於東亞銀行所有賬戶/服務之月結單及/或函件寄往上述新地址。								
<input type="checkbox"/>	2. Please send the statement and/or correspondence of the following account(s) / service(s) with the Bank to the above new address. 請將本公司於東亞銀行下列賬戶/服務之月結單及/或函件寄往上述新地址。 A/C No. 賬號 _____ Credit Card No. 信用卡號碼 _____ A/C No. 賬號 _____ Property Loan No. 物業貸款編號 _____ A/C No. 賬號 _____ Others 其他 _____								
<input type="checkbox"/>	3. Please forward the above notification to the subsidiary companies for their updating of my/our customer / address information. 請將上述通知轉送東亞銀行附屬公司更改本公司之資料/地址記錄。 <table border="0" style="width: 100%;"><tr><td style="text-align: center;"><u>A/C No. / Ref. No. 賬號/編號</u></td><td style="text-align: center;"><u>A/C No. / Ref. No. 賬號/編號</u></td></tr><tr><td>East Asia Securities Co Ltd 東亞證券有限公司 _____</td><td>Blue Cross (Asia-Pacific) Insurance Ltd 藍十字(亞太)保險有限公司 _____</td></tr><tr><td>Mandatory Provident Fund 東亞強積金 _____</td><td>BEA Union Investment Management Limited 東亞聯豐投資管理有限公司 _____</td></tr><tr><td>China Branch Loan A/C 內地分行貸款賬戶 _____</td><td>Others 其他 _____</td></tr></table>	<u>A/C No. / Ref. No. 賬號/編號</u>	<u>A/C No. / Ref. No. 賬號/編號</u>	East Asia Securities Co Ltd 東亞證券有限公司 _____	Blue Cross (Asia-Pacific) Insurance Ltd 藍十字(亞太)保險有限公司 _____	Mandatory Provident Fund 東亞強積金 _____	BEA Union Investment Management Limited 東亞聯豐投資管理有限公司 _____	China Branch Loan A/C 內地分行貸款賬戶 _____	Others 其他 _____
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East Asia Securities Co Ltd 東亞證券有限公司 _____	Blue Cross (Asia-Pacific) Insurance Ltd 藍十字(亞太)保險有限公司 _____								
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China Branch Loan A/C 內地分行貸款賬戶 _____	Others 其他 _____								

Note 註:

I/We accept all the risks of using an address, which is not the major place of my/our operations, including but not limited to the address of a company secretary, to be my/our mailing address to receive all the information, documents and correspondence (such as the cheque book, PIN of Corporate Cyberbanking and paper statement, etc.) from the Bank.

本人(等)接受一切因使用非本人(等)主要營運地點,包括但不限於公司秘書地址,作為收取東亞銀行寄給本人(等)所有資料、文件及通訊(例如:支票簿、企業電子網絡銀行密碼及郵寄結單等)的通訊地址的所有風險。

Signature(s) with Company Chop 簽署及公司蓋章
(Please use the signature(s) on record at the Bank 請用留存本行記錄之印鑑簽署)

Date 日期: _____

For Bank Use Only 銀行專用

A/C No.: _____ S.V. _____ S.V. _____	Receiving Branch:	
_____ S.V. _____ S.V. _____	Handled by:	Checked by:
_____ S.V. _____ S.V. _____	Date:	