



To: The Bank of East Asia, Limited ("BEA")
Facility Management Department -
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東亞銀行有限公司("東亞銀行")
設施管理部 - DI
 香港九龍觀塘道418號創紀之城五期
 東亞銀行中心30樓

Notification for Change of Customer Information and/or Address for Individual Customers 更改個人客戶資料及/或地址通知書

Note 註:

- Please complete in English BLOCK letters, and tick "✓" the appropriate box and cross out any of the sections which is/are not applicable.**
 請以英文正楷填寫，並在適當方格內加上"✓"及刪去不適用部分。
- Please return your completed request form by (i) mailing to BEA at the above address or (ii) putting in the drop-box at any branch of BEA. Your request will normally be processed by BEA within 5 business days once your signature is verified and BEA has confirmed the changes with you.
 請將已填妥的申請表 (i) 寄回本行上述地址或 (ii) 投入東亞銀行任何一間分行之收集箱。東亞銀行一般將在收到閣下的申請表，並確認客戶指示及核對簽署後五個工作天內辦理閣下的申請。
- Post Office box is not allowed as an address except for receiving mail related to deposit accounts.
 郵政信箱地址恕不接受，除非該郵政信箱地址是用作收取與存款賬戶有關的函件。
- The correspondence address for all credit card and revolving loan accounts must be the same. Any change of correspondence address will apply to these accounts simultaneously, and is applicable to the principal cardholder only.
 所有信用卡及循環貸款賬戶之通訊地址必須相同。任何地址更改將同時適用於上述賬戶，並只適用於主卡持卡人。
- If you are a borrower, mortgagor or guarantor, any change of correspondence address will only apply to your own account(s) with BEA. However, if you need to change the correspondence address of your property loan account, then all the borrower(s), mortgagor(s) and guarantor(s) are required to sign on this form.
 若閣下是借款人、按揭人或擔保人，任何通訊地址的更改只適用於其本人的東亞銀行賬戶。若閣下需要更改物業貸款賬戶的通訊地址，則需要所有借款人、按揭人及擔保人在此表格上簽署。
- Unless BEA is able to confirm with you your request to change the correspondence address for your account(s) within the period prescribed by BEA, you will need to submit a new request by visiting any branch of BEA or through BEA online channels.
 除非東亞銀行能於其指定期間內與閣下確認更改賬戶通訊地址的申請，否則閣下需到東亞銀行任何一間分行或透過網上/流動理財重新提交申請。
- This form is only applicable to change of information and/or address for the account(s) you currently hold with BEA, not including the account(s) under application.
 此表格只適用於更改閣下現時持有之東亞銀行賬戶(不包括申請中的賬戶)的資料及/或地址。
- In addition to your request, if any, to change the correspondence address for your particular account(s) and/or to change the mobile phone number of your particular joint account(s), all other information under Part I and II below will apply to all your accounts held with BEA.
 除了閣下更改個別賬戶之通訊地址及/或個別聯名賬戶之流動電話號碼(如有)，本申請表第一及第二部份的更改將適用於閣下現時持有之所有東亞銀行賬戶。
- If you currently do NOT hold any account with BEA, and would like to change customer information and/or address for the accounts you maintain with any of the subsidiary companies of BEA, please contact the subsidiary companies for the relevant application forms.
 若閣下現時未持有東亞銀行賬戶，而欲更改東亞銀行之附屬公司賬戶的資料及/或地址，請聯絡附屬公司以索取有關申請表。
- If you need to change the identity document information, please visit any branch of BEA and provide the relevant supporting documents in person.
 如閣下欲更改身份證明文件資料，請親臨東亞銀行任何一間分行並提供相關證明文件辦理。
- BEA and/or Bank of East Asia (Trustees) Limited ("BEAT") (if applicable) will contact you to provide a valid self-certification and/or supporting documents for the purpose of Foreign Account Tax Compliance Act ("FATCA") and/or Automatic Exchange of Financial Account Information ("AEOI") for changing the address, mobile phone number and/or day time contact no. from one jurisdiction to another jurisdiction.
 如閣下將地址、流動電話/日間聯絡電話號碼從一個司法管轄區更改至另一個司法管轄區，東亞銀行及/或東亞銀行(信託)有限公司(「東亞信託」)(如適用)將聯絡閣下提交一份有效的自我證明及/或證明文件以作「外國賬戶稅務合規法案」及/或「自動交換財務賬戶資料」用途。

Existing Personal Information with BEA 於東亞銀行現有個人資料

Surname (English) 姓(英文)		Given Name (English) 名(英文)	
Surname (Chinese) 姓(中文)		Given Name (Chinese) 名(中文)	
Identification Document Type 身份證明文件類別	<input type="checkbox"/> HK Identity Card 香港身份證 <input type="checkbox"/> Passport 護照 Issuing Country/Region 簽發國家/地區: () <input type="checkbox"/> Exit-Entry Permit for Travelling to and from Hong Kong and Macau 往來港澳通行證 <input type="checkbox"/> Other Official Identification Document 其他認可身份證明文件 Please specify 請註明: ()		
Identification Document No. 身份證明文件號碼			

Part I - Change of Customer Information 第一部份 - 更改客戶資料			
Updated Information 更新資料			
Surname (English) ^{Note 10} 姓(英文) 註10		Given Name (English) ^{Note 10} 名(英文) 註10	
Surname (Chinese) ^{Note 10} 姓(中文) 註10		Given Name (Chinese) ^{Note 10} 名(中文) 註10	
Identification Document Type 身份證明文件類別		Identification Document No. 身份證明文件號碼	Issuing Country/Region 簽發國家/地區
<input type="checkbox"/> HK Identity Card 香港身份證			Expiry Date (if applicable) 到期日(如適用) / / Day Month Year 日 月 年
<input type="checkbox"/> Passport 護照			
<input type="checkbox"/> Exit-Entry Permit for Travelling to and from HK and Macau 往來港澳通行證			
<input type="checkbox"/> Other Official Identification Document 其他認可身份證明文件 Please specify 請註明:()			
Nature of Business/Industry 業務/行業性質		Occupation 職業	Nationality (Country/Region) 國籍(國家/地區)
Other Information (Optional): 其他資料(可選擇提供與否):			
Marital Status 婚姻狀況	<input type="checkbox"/> Single 未婚 <input type="checkbox"/> Married 已婚 <input type="checkbox"/> Others 其他 _____		Monthly Salary (HKD) 每月薪金(港幣)
Employer's Name 僱主名稱			Employment Since 受僱自 _____ (Year 年)
Resident Type 住宅類別	<input type="checkbox"/> Live with Parents 與父母同住 <input type="checkbox"/> Mortgaged 按揭物業		Monthly Instalment/Rent (HKD) 每月供款/租金(港幣)
	<input type="checkbox"/> Self-Owned 自置物業 <input type="checkbox"/> Rented-Private 租用私人樓宇 <input type="checkbox"/> Quarters 宿舍 <input type="checkbox"/> Rented-Public 租用公共房屋		Occupied Since 自 _____ 年居住上址
Part II - Change of Contact Information 第二部份 - 更改聯絡資料			
New Contact Telephone/Email Address 新聯絡電話/電郵地址			
Telephone Type 電話類別	Country Code 國家編號	Area Code 地區編號	Telephone No. 電話號碼
Mobile Phone No. # 流動電話號碼	_____	_____	_____
# This mobile phone number will be used to receive one-time passwords ("OTPs"), notification messages and notifications of transaction status updates as well as any correspondence deemed by BEA as appropriate for my individual account(s). 此流動電話號碼將會用作接收有關本人之個人賬戶的一次性密碼、通知訊息、個別交易狀況之更新及東亞銀行認為合適的通訊。			
<input type="checkbox"/> # In addition to my individual account(s), the above mobile phone number will also be used for receiving all the notifications for the following joint account(s) of Cyberbanking. 除本人之個人賬戶外, 上述流動電話號碼將會同時用作接收下列電子網絡銀行聯名賬戶的所有訊息。			
A/C No. 賬號	0 1 5 _____	A/C No. 賬號	0 1 5 _____
Home 住宅	_____	_____	_____
Office 辦公室	_____	_____	_____
Fax 傳真	_____	_____	_____
Primary Telephone No. 主要聯絡電話號碼	<input type="checkbox"/> Mobile 流動電話 <input type="checkbox"/> Home 住宅 <input type="checkbox"/> Office 辦公室		
Email Address 電郵地址	_____		
The email address will be used to receive notification messages and notifications of transaction status updates as well as any correspondence deemed appropriate by BEA. 此電郵地址將會作為接收通知訊息、個別交易狀況之更新及東亞銀行認為合適的通訊。			
<input type="checkbox"/> Please also update the above email address for all of my/our Cyberbanking account(s) with BEA. 請同時更新本人(等)於東亞銀行 所有 電子網絡銀行賬戶之電郵地址記錄。			
<input type="checkbox"/> Please also update the above email address for the following Cyberbanking account(s) with BEA. 請同時更新本人(等)於東亞銀行下列電子網絡銀行賬戶之電郵地址記錄。			
A/C No. 賬號	0 1 5 _____	A/C No. 賬號	0 1 5 _____

New Address 新地址			
Address Type 地址類別*		<input type="checkbox"/> Residential Address 住宅地址 <input type="checkbox"/> Office Address 公司地址 <input type="checkbox"/> Other Address 其他地址	
Flat 室	Floor 樓	Block 座	
Building/Estate 大廈/屋苑		Phase Number/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 <small>(For China/Overseas Address only 只適用於內地/海外地址)</small>	
Postal Code 郵政編號		Country/Region 國家/地區 <small>(For China/Overseas Address only 只適用於內地/海外地址)</small>	
Others 其他			
* Only residential address will be updated to the MPF accounts. 只有住宅地址會更新至強積金戶口。			
<input type="checkbox"/>	Please send the statement and/or correspondence for all my/our account(s)/service(s) with BEA to the above new address. 請將本人(等)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"/>	Please send the statement and/or correspondence of the following account(s)/service(s) with BEA to the above new address. 請將本人(等)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。		
	Account No. 賬戶號碼	1. _____ 2. _____ 3. _____ 4. _____	
	Cyberbanking A/C No. 電子網絡銀行賬戶號碼	1. _____ 2. _____ 3. _____ 4. _____	
	Consumer Loan No. 私人貸款編號	1. _____ 2. _____ 3. _____ 4. _____	
	Credit Card No. <small>Note 4</small> 信用卡號碼 <small>註4</small>	1. _____ 2. _____ 3. _____ 4. _____	
	Property Loan No. <small>Note 5</small> 物業貸款編號 <small>註5</small>	1. _____ 2. _____ 3. _____ 4. _____	
	Securities A/C No. 證券賬戶號碼	1. _____ 2. _____ 3. _____ 4. _____	
<input type="checkbox"/>	It is not required to send the statement and/or correspondence for all my/our account(s)/service(s) with BEA to the above new address. 不需要 將本人(等)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。		

Part III - Instructions to subsidiary company(ies) of BEA 第三部份 - 致東亞銀行附屬公司的指示			
Please forward the above request for Change of Customer Information in Part I (if any) to the following subsidiary company(ies) of BEA for updating my Customer Information and: 請將上述第一部份 - 更改客戶資料之要求(如有)轉送下列東亞銀行附屬公司以更新本人之客戶資料及:			
<input type="checkbox"/> the Change of Contact Information request set out in Part II above. 上述第二部份 - 更改聯絡資料之要求。			
<input type="checkbox"/> the change of new address request set out in Part II above for update of my Correspondence Address . 上述第二部份之更改新地址之要求以 更新本人之通訊地址 。			
Subsidiary Company of BEA 東亞銀行附屬公司	Account / Reference No. 賬號 / 編號	Subsidiary Company of BEA 東亞銀行附屬公司	Account / Reference No. 賬號 / 編號
East Asia Securities Co Ltd. 東亞證券有限公司		The Bank of East Asia (China) Ltd. Loan A/C 東亞銀行(中國)有限公司貸款賬戶	
BEA Union Investment Management Ltd. 東亞聯豐投資管理有限公司		Bank of East Asia (Trustees) Limited 東亞銀行(信託)有限公司	<input type="checkbox"/> ALL MPF Account(s) 所有強積金賬戶
Others 其他			
I understand that the subsidiary company(ies) will conduct verification before processing the update of my customer and/or contact information. I will contact the subsidiary company(ies) of BEA directly for any query (including the effective date of the change) relating to this request of change. 本人明白東亞銀行附屬公司將會於更改客戶及/或聯絡資料之前核對本人於本通知書上之簽署。如有任何查詢(包括生效日期),本人會直接聯絡東亞銀行附屬公司。			

- For this notification of change, please verify my signature with my specimen signature in BEA's record.
請根據留存東亞銀行記錄之本人簽名式樣核對本人於本通知書上之簽署。
- I understand and agree that if BEA can verify my identity based on my signature below with my specimen signature of any of my accounts maintained with BEA, then even if my signature below does not match with my specimen signature(s) of any of my other account(s) maintained with BEA, BEA is still authorized to proceed with updating my information contained in this form to **ALL** of my account(s) maintained with BEA, notwithstanding any provisions to the contrary contained in the mandate and/or the terms and conditions of the relevant account(s).
本人明白及同意，如東亞銀行能根據本人以下的簽名與本人在東亞銀行維持的任何一個賬戶的簽名式樣驗證本人的身份，即使本人的以下簽名與本人的其他任何一個在東亞銀行開立的賬戶的簽名式樣不符，東亞銀行仍有權繼續按本表格中包含的資料更新本人在東亞銀行**所有**賬戶的資料，即使相關賬戶的委託書及/或條款及細則另有規定。
- I understand and agree that my signature below is solely for this notification of change request and has no impact on the specimen signature of any of my account(s) currently maintained with BEA.
本人明白並同意下列簽署只適用於本資料更改通知及不會影響本人留存於東亞銀行任何賬戶之簽名式樣。
- (If I have instructed BEA to provide my above information to BEAT) I hereby authorize BEA, after confirming my identity by verifying my signature on this form below with my specimen signature of any of my accounts maintained with BEA, to transfer my information set out in Part I (if any) and Part II of this document to BEAT for updating my corresponding information in relation to all my MPF account(s) maintained with BEAT. Notwithstanding any provisions to the contrary contained in the mandate and/or the terms and conditions of the relevant MPF account(s), I agree that even if my specimen signature in BEAT's record does not match with my signature below, BEAT can still rely on the verification of my identity as confirmed by BEA based on my specimen signature in BEA's record and proceed to update my information as mentioned above accordingly. I understand and agree that BEAT updating my information under the circumstances has no impact on the specimen signature(s) of my MPF account(s) currently maintained with BEAT.
(如本人指示東亞銀行轉送本人之以上資料予東亞信託)本人現授權東亞銀行，根據本人以下的簽署與本人在東亞銀行維持的任何一個賬戶的簽名式樣確實本人身份後，將本人於本文件第一部份(如有)及第二部份的資料轉送予東亞信託，以更新本人於東亞信託維持的強積金戶口的資料。儘管現行相關強積金戶口之委託書及/或條款及細則另有規定，本人同意即使本人在東亞信託的簽名式樣紀錄與本人以下的簽署不符，東亞信託仍可依賴東亞銀行根據本人以下的簽署與本人在東亞銀行維持的任何一個賬戶的簽名式樣確認本人身份後，更新本人以上的資料。本人明白並同意東亞信託在上述情況下更新本人的資料並不影響本人現時留存於東亞信託的簽名式樣。

Customer/Borrower/Mortgagor/Guarantor's signature ^{Note 5}
客戶/借款人/按揭人/擔保人簽署 ^{註5}

Joint Customer/Borrower/Mortgagor/Guarantor's Signature ^{Note 5}
(if joint signatures are required)
聯名客戶/借款人/按揭人/擔保人簽署 ^{註5}
(如需聯名簽署)

Joint Customer/Borrower/Mortgagor/Guarantor's Signature ^{Note 5}
(if joint signatures are required)
聯名客戶/借款人/按揭人/擔保人簽署 ^{註5}
(如需聯名簽署)

Joint Customer/Borrower/Mortgagor/Guarantor's Signature ^{Note 5}
(if joint signatures are required)
聯名客戶/借款人/按揭人/擔保人簽署 ^{註5}
(如需聯名簽署)

Date 日期: _____

For Bank Use Only 銀行專用			
Source from	<input type="checkbox"/> In Person	<input type="checkbox"/> Non Face-to-face (including but not limit to 3rd party submission/ Drop-in-box/Mail-in) (Remark: EADIS to follow SV & call back for non-WMD customers)	
Branch Code	<input type="checkbox"/> Identity Verification <input type="checkbox"/> Signature Verification	Handled by: Staff Name: Date/Time:	Checked by: Staff Name: Date/Time: