

**To: Standard Chartered Bank (Hong Kong) Limited**  
致: 渣打銀行(香港)有限公司


Date 日期	day 日 / month 月 / year 年
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**Note:** 1. Please complete in **ENGLISH BLOCK LETTERS** and “**✓**” where appropriate, and mail it to Standard Chartered Bank (Hong Kong) Limited at P.O. Box 68383, Kowloon East Post Office. Your request will normally be processed within 7 working days upon receipt of your form.

註: 請以**英文正楷**填寫及在適合方格填上“**✓**”，填妥表格寄回東九龍郵政信箱68383號渣打銀行(香港)有限公司。本行將在收到你的申請表後七個工作天內處理你的申請。

2. If your ATM / debit / credit card is expiring soon, please be aware that the bank may be currently in the process of preparing your renewal card based on the current address registered in our record. Since the preparation of renewal card takes time, any address change request made after the renewal process has started may prevent the card from being sent to the new address. Please be advised to monitor your old address for a period to ensure the renewal card is received.

如果閣下的提款/扣賬/信用卡即將到期，請注意本行可能已根據閣下在本行登記的地址準備閣下的續發卡當中。由於準備續發卡的過程需時，因此在準備續發卡過程開始後，閣下提出的任何地址更改，該卡都可能無法發送到新地址。本行建議閣下在一段時間內查看閣下的舊地址，以確保收到所有相關的續發卡。

3. The Bank may need to obtain further information and/or declaration from you for the purpose of fulfilling related regulatory or internal requirement. 本行或會應相關法規或內部之要求向閣下徵求進一步的資料及/或聲明。

4. This change request form does not apply to Insurance or MPF services. Clients who want to change their information for Insurance and MPF accounts should contact relevant service providers for further arrangement.

此更改表格不適用於保險及強積金服務。如客戶需要更改保險及強積金戶口資料，請聯絡相關服務提供者。

5. If a client instructs the Bank to maintain an address in the United States (“US”) or a US Territory (i.e. American Samoa, Guam, Northern Mariana Islands, US Virgin Islands or Puerto Rico), the Bank will act accordingly, suspend or close all single and joint-name investment account(s) under the client as well. The client may be subject to a withholding tax as required by the US Internal Revenue Service (“IRS”) on the income that the client receives from US investments held with the Bank.

如客戶指示本行將任何地址更改為美國或美國地區(美屬薩摩亞、關島、北馬裏亞納群島、美屬維爾京群島、波多黎各)地址，本行將據此執行，同時暫停或終止客戶名下所有個人及聯名投資戶口，並可能根據美國國稅局規定扣除客戶有關美國投資收入所須繳付之稅款。

6. If a client currently holds a residential address outside the European Economic Area (“EEA”) and instructs the Bank to change it to a residential address within the EEA, the Bank will act accordingly, and at the same time suspend all single and joint-name investment account(s) / service(s) of the client (if any). Following the address change, the Bank may not be able to provide such client with Investment products / services and Life Insurance products in the future.

如客戶現時持有一個位於歐洲經濟區外的住宅地址，並指示本行將其更改為一個位於歐洲經濟區內的住宅地址，本行將據此執行，同時暫停該客戶名下所有個人及聯名投資戶口/服務(如有)。更改地址後，本行將來或未能為該客戶提供投資產品/服務及人壽保險產品。

7. The mobile number to receive One Time Password and the Email Address will be the default mobile number and email address respectively for SC Pay Registration.

此更改表格上接收一次有效密碼的流動電話號碼及電郵地址將分別被預設為SC Pay登記之流動電話號碼及電郵地址。

**Client Information (Mandatory) 客戶資料 (必須填寫)**

Full Name 全名			
Identification Document Details 身分證明文件資料	<input type="checkbox"/> HKID 香港身份證	<input type="checkbox"/> Passport / Travel Document 護照 / 旅行證件	<input type="checkbox"/> Others 其他 _____
	ID Number 身份證明號碼: <input type="text"/> ( <input type="text"/> )		
Effective Date (Must be within 1 month of form submission date) 生效日期 (必須為遞交表格日期的一個月內)	<input type="checkbox"/> Immediate 即時生效	From 由 <input type="text"/> Day 日 <input type="text"/> Month 月 <input type="text"/> Year 年	Effective 生效
	If effective date is a non-working day, your request will be processed on the next working day. 如生效日期為非工作天，閣下的申請將會順延至下一個工作天處理。		

**Details of Changes (Only fill in those details to be changed) 變更資料 (只需填寫所需更改的資料)**
**Section 1 – Change of Contact details 更改聯絡資料**

(Please write “DELETE” in the appropriate field if you only want to delete the existing information with the Bank. 如你只希望刪除現存於本行的紀錄，請於合適的方格內填上“刪除”。)

Local 本地	Local Mobile Tel 本地流動電話	Local Residential Tel 本地住宅電話	Local Office Tel 本地辦公室電話
Phone No. 電話號碼			
International 海外	Country Code 國家號碼	Area Code 地區號碼	Phone No. 電話號碼
Int'l Mobile Tel 海外流動電話			
Int'l Residential Tel 海外住宅電話			
Int'l Office Tel 海外辦公室電話			

To safeguard your online security, One-Time Password (OTP) is required for authentication when performing Online / Mobile Banking registration, online transactions and electronic banking services (if applicable).

為保障閣下的網上安全，進行網上/流動理財登記、網上交易和其他電子理財服務(如適用)時，需要以「一次有效密碼」驗證。

**For Credit Card online transactions / 信用卡網上交易：**

An OTP SMS will only be sent to your Local Mobile Phone Number in the Bank's record.

「一次有效密碼」的短訊只會發送到閣下於本行紀錄之本地流動電話號碼。

**For Other types / 其他類別：**

i) If you have registered Local OR International Mobile Phone Number with the Bank, an OTP SMS will be sent to this number.  
「一次有效密碼」的短訊將會發送到閣下於本行紀錄持有之本地或海外流動電話號碼。

ii) If you have registered both Local AND International Mobile Phone Number with the Bank, please select your preferred Mobile Phone Number to receive the OTP SMS in the checkbox below. Otherwise, the Bank will follow your existing choice.

如閣下於本行紀錄同時持有本地及海外流動電話號碼，請於下列方格選擇接收「一次有效密碼」短訊的流動電話號碼。否則，本行將根據閣下原有選用的電話號碼發送「一次有效密碼」。

Local Mobile Tel 本地流動電話 or  Int'l Mobile Tel 海外流動電話

Email address 電郵地址

After removing the email address, client will NOT be able to login online banking to perform investment activities and receive Securities Email Alert. 刪除電子郵件地址紀錄後，客戶將無法登入網上銀行進行投資活動及無法接收股票電郵提示。

## Section 2 – Change of Address 更改地址

### Section 3 – Change of personal details 更改個人資料

Name of employer 僱主名稱	Occupation / Designation 職業/職銜			
Employment status 工作性質				
Employed 受僱 : <input type="checkbox"/> Regular salaried 固定收入 <input type="checkbox"/> Salaried (Controller / Owner / Director) 受薪(總監/負責人/董事經理) <input type="checkbox"/> Non-Regular salaried (Commission) 非固定收入(佣金制) <input type="checkbox"/> Temporary / Part-Time / Contract 臨時/兼職/合約員工				
Self-Employed 自僱 : <input type="checkbox"/> Professional 專業人士 <input type="checkbox"/> Non-Professional - Sole proprietor 非專業人士-獨資 <input type="checkbox"/> Non-Professional - Partnership 非專業人士-合伙經營 <input type="checkbox"/> Non-Professional - Limited company 非專業人士-有限公司				
Others 其他 : <input type="checkbox"/> Home maker 持家務人士 <input type="checkbox"/> Retired 退休人士 <input type="checkbox"/> Students 學生 <input type="checkbox"/> Unemployed 待業人士 <input type="checkbox"/> Others 其他				
Nature/Type of business 業務性質/種類	<input type="checkbox"/> Arts, Entertainment, Recreation, Sports 藝術、娛樂、康樂及運動 (1) <input type="checkbox"/> Nightlife, Gaming & Gambling 夜間娛樂、遊戲及賭博 (2) <input type="checkbox"/> Investment & Securities 投資及證券 (3) <input type="checkbox"/> Insurance 保險 (4) <input type="checkbox"/> Money Services & Insurance Agents 金錢服務及保險經營者 (5) <input type="checkbox"/> Banking, Accounting & Finance 銀行、會計及金融 (6) <input type="checkbox"/> Building Services & Construction 屋宇裝備及建築 (7) <input type="checkbox"/> Hospitality & Tourism 酒店及旅遊 (8) <input type="checkbox"/> Travel Agents 旅遊代理 (9) <input type="checkbox"/> Educational Services 教育服務 (10) <input type="checkbox"/> Catering, Restaurant & Food Services 膳食、餐飲食及品服務 (11) <input type="checkbox"/> Hawkers & Stallholders 小販及攤販 (12) <input type="checkbox"/> Local Non-Profit Organization 本地非牟利機構 (13) <input type="checkbox"/> Foreign Govts, Intl./Political Organisations 外國政府/國際政治機構 (14) <input type="checkbox"/> Local Government & Public Utilities 本地政府及公用事業 (15) <input type="checkbox"/> Information Technology 資訊科技 (16) <input type="checkbox"/> Telecommunication 電訊 (17) <input type="checkbox"/> Legal Services, Accountants & Trust 法律服務、會計師及信託 (18) <input type="checkbox"/> Manufacturing / Industrial 製造業/工業 (19) <input type="checkbox"/> Manufacturing Tobacco / Leather / Chemical Products 煙草製造/皮革/化學產品 (20) <input type="checkbox"/> Defence & Weapons 防衛及武器 (21) <input type="checkbox"/> Marketing 市場營銷 (22) <input type="checkbox"/> Media & Communication 媒體及傳播 (23) <input type="checkbox"/> Medical & Health Care Services 醫療及保健服務 (24) <input type="checkbox"/> Personal Services, Retail & Wholesale 個人服務、零售及批發 (25) <input type="checkbox"/> Retail Jewelry, Tobacco Import & Export 珠寶零售及煙草進出 (26) <input type="checkbox"/> Precious Metals & Diamonds 貴金屬及鑽石 (27) <input type="checkbox"/> Property Management & Real Estate 物業管理及地產 (28) <input type="checkbox"/> Public Transportation & Logistic 公共運輸及物流 (29) <input type="checkbox"/> Logging 伐木業 (30) <input type="checkbox"/> Employment Agencies 僱傭服務 (31) <input type="checkbox"/> Agriculture & Fishing 漁農業 (32) <input type="checkbox"/> Forestry 林業 (33) <input type="checkbox"/> Oil, Gas & Mining Industry 燃油、氣體及採礦業 (34) <input type="checkbox"/> Other (please specify) 其他 (請說明) :			
Education 教育程度	<input type="checkbox"/> Primary 小學 <input type="checkbox"/> Secondary 中學 <input type="checkbox"/> Tertiary 大專 <input type="checkbox"/> Technical Institute 工業學院 <input type="checkbox"/> University 大學 <input type="checkbox"/> Vocational Institute 職業學院 <input type="checkbox"/> Others (please specify) 其他 (請說明) :			
Marital status 婚姻狀況	<input type="checkbox"/> Single 單身 <input type="checkbox"/> Married 已婚 <input type="checkbox"/> Other 其他 (please specify) 其他 (請說明) :			
Monthly income range (HKD\$) 每月入息	<input type="checkbox"/> below 9,999 或以下 <input type="checkbox"/> 10,000 – 19,999 <input type="checkbox"/> 20,000 – 29,999 <input type="checkbox"/> 30,000 – 49,999 <input type="checkbox"/> 50,000 – 69,999 <input type="checkbox"/> 70,000 or above 或以上			
Title 稱號	<input type="checkbox"/> Mr 先生 <input type="checkbox"/> Ms 女士 <input type="checkbox"/> Mrs 太太 <input type="checkbox"/> Miss 小姐 <input type="checkbox"/> Remove 移除 <input type="checkbox"/> Other (please specify) 其他 (請說明) :			

### Direct Marketing 直接促銷

I/We have previously selected whether or not to receive direct marketing contact or information and I/we confirm that there is no change to my/our existing choice and all information provided in this instruction form shall be used in accordance with such choice. I/We also understand I/we can complete separate form to amend my preference on receiving direct marketing contact or information at any time.

本人/我們曾就是否接收直接促銷推廣聯繫或資訊作出選擇，本人/我們現確認本人/我們的現有選擇將維持不變，而本更改表格內提供的所有資料均可根據該項選擇加以使用。本人/我們亦明白可以隨時填妥另行表格以改變本人/我們接收直接促銷推廣或資訊的選擇。

Signature 簽署		For Bank Use Only
Client Signature 客戶簽署	Client Signature 客戶簽署	<input type="checkbox"/> Drop In Box <input type="checkbox"/> Submitted in Person & ID Seen Staff Signature
Name of Signatory 簽署人全名	Name of Signatory 簽署人全名	<input type="checkbox"/> Signature verified* <input type="checkbox"/> CM Received Reject Letter Staff Signature
Please use authorized signature(s) filed with this Bank. 請用留存於本行之正式簽署。 All concerned parties must sign for joint account(s) requiring joint signatures on the same form. 聯名戶口而需聯名簽署者，有關人士均需簽署於同一表格。 For mortgage loan account, all borrowers must sign on the same form. 樓宇按揭貸款戶口的聯名信貸人必須全體簽署於同一表格。		
*Signing No. ( )		