

CHANGE OF ADDRESS / CONTACT DETAILS FORM
Individual

Corporate Accounts & E-Services Dept, 20/F China Taiping Tower, 8 Sunning Road, Causeway Bay, Hong Kong.

YOUR PARTICULARS (Form is for 1 customer only, please submit a separate form for additional request)									
Name (as in HKID/Passport)	_____								
(Dr/Mr./Miss/Mrs/Mdm)	_____								
HKID/Passport Number	_____								
Country of Residence*	<input type="radio"/> Hong Kong <input type="radio"/> Overseas (Please Specify) _____								
* Country you are currently residing in or intend to reside in, for more than 1 year									
YOUR NEW ADDRESS (Please attach proof of residential address per overleaf)									
Residential Address (For the above named customer only. Please do not provide P.O Box and C/O Address)									
Block/House No.	Floor	Unit No.	Postal Code						
_____	_____	_____	_____						
Street _____									

City _____									
Country	<input type="radio"/> Hong Kong <input type="radio"/> Overseas (Please Specify) _____								
Mailing Address (To complete if different from residential address specified above)									
Block/House No.	Floor	Unit No.	Postal Code						
_____	_____	_____	_____						
Street _____									

City _____									
Country	<input type="radio"/> Hong Kong <input type="radio"/> Overseas (Please Specify) _____								
You may tick both Address Types if applicable									
UPDATING YOUR ACCOUNT(S) / SERVICES									
Please shade 1 <input checked="" type="radio"/> circle only									
<input type="radio"/> Please use my new address to update the address for ALL my/our Joint and account(s) **									
<input type="radio"/> Please use my new address to update the address for my / our account(s) listed below**									
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px dashed black; width: 50%; height: 15px;"></td> <td style="border: 1px dashed black; width: 50%; height: 15px;"></td> </tr> <tr> <td style="border: 1px dashed black; width: 50%; height: 15px;"></td> <td style="border: 1px dashed black; width: 50%; height: 15px;"></td> </tr> <tr> <td style="border: 1px dashed black; width: 50%; height: 15px;"></td> <td style="border: 1px dashed black; width: 50%; height: 15px;"></td> </tr> </table>									
** For joint and account(s) and Loan account(s) in joint names, the signatures of all the joint account holders are required.									
YOUR NEW CONTACT NUMBER(S) AND EMAIL ADDRESS									
Please indicate your contact Number (if more than one) / Email Address									
Home No.	_____	Home No.	_____						
	Country Code / Area Code / No.		Country Code / Area Code / No.						
Mobile No.	_____	Mobile No.	_____						
	Country Code / Area Code / No.		Country Code / Area Code / No.						
Office No.	_____	Office No.	_____						
	Country Code / Area Code / No.		Country Code / Area Code / No.						
Email Address	_____								
AUTHORISATION & AGREEMENT									
I/We agree that the Bank may verify my/our signature(s) below against the same in the Bank's records and may effect the change of address / contact details for my/our accounts as stated above.									
_____ Authorised Signature(s) Name(s): HKID/ Passport No. Please do <u>NOT</u> sign this form if it is blank or incomplete.	_____ Authorised Signature(s) Name(s): HKID/ Passport No.	_____ Authorised Signature(s) Name(s): HKID/ Passport No.	_____ Date						
FOR BANK USE ONLY									
Attended By Name: _____ Date: _____ Signature _____	Signature(s) Verified By (For Thumbprint, Witnessed By) Name: _____ Date: _____ Signature _____								

Submission Checklist

Have you:

- 1) Filled in all applicable fields?
- 2) Signed against any alterations?
- 3) Signed in the "Authorisation & Agreement" section?
- 4) Attach copies of required documents below?

Copy of either one of the documents below for proof of residence within last 3 months and mail in together with the completed Change of Address Form. Address proof is not required for change of mailing address.

- Utility Bill;
- Telephone Bill,
- Tax Assessment,
- Bank statement
- Tenancy Agreement