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HSBC 滙豐

Change of Address/Telephone Number/ Fax Number/Email Address Instruction Form (For Personal Customer)

更改地址 / 電話號碼 / 傳真號碼 / 電子郵箱地址指示表格（個人客戶）

Date 日期	day 日 / month 月 / year 年
	17-Sep-2019

Note 注意：
1. Please complete in **Block Letters** and tick where applicable. 請用正楷填寫，並在適當的地方加上剔號。
2. Please return your completed form either (1) by mail to "**The Hongkong and Shanghai Banking Corporation Limited, P O Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong**", or (2) by visiting your nearest HSBC Branch. Your request will normally be processed within 7 working days upon our receipt of your form. 請將已填妥的表格 (1) 寄回九龍中央郵政局郵政信箱 72677 號「香港上海滙豐銀行有限公司」收，或 (2) 交回就近滙豐分行。本行將在收到您的申請表後七個工作天內處理您的申請。
3. For change of personal information for MPF accounts, life insurance policies with HSBC Life (International) Limited and general insurance policies that are underwritten by AXA General Insurance Hong Kong Limited, customers are kindly requested to complete separate MPF and insurance forms respectively.
如欲更改強積金戶口、滙豐人壽保險（國際）有限公司的人壽保險保單及由安盛保險有限公司所承保的一般保單的個人資料，請分別填寫有關的強積金及保險表格。

Customer Details and Effective Date of Change(s) 客戶資料及更改資料生效日期 *(Must be Completed 必須填寫)*

Full Name 全名	*(For Joint Accounts, please state the full name of the person to whom the following information is related.)* *（如屬聯名戶口，請註明下列資料所屬者的全名。）*
Identification Document Details 身分證明文件資料	*(Please write down all Identification Document Numbers recorded with the Bank, especially if you have multiple accounts registered with different personal identity number and document, for which the following changes will apply. Failure to do so may result in your request not being updated. 為使本行能更改以下的資料，請列出所有紀錄在本行的身分證明文件號碼，特別是如果您曾經以不同的個人身分證明文件及號碼登記多於一個戶口。如果沒有提供該等資料可能會導致不能根據您的指示作更新。)* Type 種類：☐ Hong Kong Identity Card 香港身分證 ☐ Passport 護照 (Place of Issue 簽發地點 _____) ☐ Other 其他 _____ Number 號碼：_____ ☐ If you have previously opened at least two investment accounts with different personal identity documents/numbers, and subsequently requested the Bank to change records of personal identity documents/numbers into one personal identity document and number. 若您之前以不同的個人身分證明文件 / 號碼登記至少有兩個投資戶口，並隨後要求銀行改變個人身分證明文件 / 號碼記錄成為只有一個個人身分證明文件及號碼。 ☐ If you have previously maintained Joint Investment Account and after the principal account holder has deceased, the investment account has changed the status to sole account. The principal account holder is usually the 1st named holder in the account name. If you are uncertain as to who is the principal account holder of the Joint Investment Account, please contact our staff at local HSBC branch. 若您之前持有聯名投資戶口，而第一戶口持有人已身故後，投資戶口已經改變為單名戶口。一般而言，戶口持有人名稱排第一者即為第一戶口持有人。若不清楚那一戶口持有人為聯名投資戶口的第一戶口持有人，請聯絡本港分行的職員查詢。
Effective Date 生效日期	☐ With Immediate Effect 即時生效 ☐ From 由 _____ 開始 Day 日 Month 月 Year 年

New Address 新地址 *(Complete only those details to be changed 只需填寫所需更改的資料)*

Please update the following change(s) (if any) to the records maintained with the Bank under the Identification Document Number(s) stated above.
請補誌下列的更改（如有）於貴行以上述的身分證明文件號碼建立的紀錄。

Note 注意	*Please complete "Address Type", "Address Details" and "Accounts Required to Change Correspondence Address" sections.* *請填寫「地址類別」、「地址資料」及「需更改通訊地址的戶口」部分。*
Address Type 地址類別	☐ Residential 住宅 ☐ ❖Residential and Correspondence 住宅及通訊 ☐ ❖Correspondence 通訊 ☐ Office 辦事處 ☐ ❖Office and Correspondence 辦事處及通訊 ☐ Permanent 永久 ☐ ❖Permanent and Correspondence 永久及通訊 ☐ Others *(please specify)*: 其他 *（請說明）*： ❖*"Accounts Required to Change Correspondence Address" section must be completed. 必須填寫「需更改通訊地址的戶口」部分。*
Address Details 地址資料 ● Room/Flat/Floor/Block 室 / 樓 / 座 ● Name of Building 大廈名稱 ● Name of Estate 屋邨名稱 ● Number and Name of Street/ Road 門牌號數及街道名稱 ● District 地區 ● For Overseas Address Only 只適用於海外地址 - Country/Region and Postal Code 國家 / 地區及郵區編碼	*(Please complete in English except the address is in mainland China 除中國內地地址外，請以英文填寫)* ☐ Room 室 ☐ Flat 室 _____ Floor 樓 _____ Block 座 _____ _____ _____ _____ _____ _____ ☐ Hong Kong 香港 ☐ Kowloon 九龍 ☐ New Territories 新界 _____

>> ASV-NSC / CPD

New Address (Continued) 新地址（續）

Chinese Correspondence Address 中文通訊地址 *(Applicable to Integrated Account / Investment Services / Unit Trusts / Securities account only* *只適用於綜合理財戶口 / 投資服務 / 單位信託基金 / 證券戶口）*	***(Applicable to Address in mainland China or Taiwan Only** 只適用於中國內地地址或台灣地址 **)*** **Note** 注意：Please use simplified Chinese characters for address in mainland China and traditional Chinese characters for address in Taiwan. 如為中國內地地址，請以簡體中文填寫；如為台灣地址，請以繁體中文填寫。 ☐ Same as above 與上述地址相同 ☐ Chinese Correspondence Address Details 中文通訊地址資料 ☐ Taiwan 台灣 ☐ Mainland China 中國內地
Opt-out Chinese Correspondence Address 刪除中文通訊地址	*(Applicable to Integrated Account / Investment Services / Unit Trusts / Securities account only* *只適用於綜合理財戶口 / 投資服務 / 單位信託基金 / 證券戶口)* ☐ Opt-out Chinese Correspondence Address 刪除中文通訊地址

Note 注意：

1. In compliance with securities dealing restrictions/relevant laws and/or regulation in the United States of America (US) and Canada (CN), customers changing any of their addresses on our record to US or CN will not be able to continue to enjoy our securities and unit trust tradings. In case you have a Margin FX Trading Services, you will be required to close your Margin FX Trading Account and all open positions.
   基於美國及加拿大就有關證券交易的管制 / 有關法例及 / 或規則，若客戶將其在本行紀錄的任何地址更改為美國或加拿大地址，均不可繼續享用本行所提供的任何證券或基金投資服務。如果您擁有外匯孖展買賣服務，您需要將所有未平倉盤平倉及取消您的外匯孖展買賣戶口。

   Please also note that customers (who are South Korean nationals) changing any of their addresses on our record to South Korea, will not be able to continue to enjoy our securities and unit trust trading services. In case you have a Margin FX Trading Services, you will be required to close your Margin FX Trading Account and all open positions. 此外，請注意，若客戶將其在本行紀錄的任何地址更改為南韓地址（而客戶同時為南韓公民），均不可繼續享有本行所提供的任何證券或基金投資服務。如果您擁有外匯孖展買賣服務，您需要將所有未平倉盤平倉及取消您的外匯孖展買賣戶口。
2. If you are holding with the Bank an overseas securities account and/or have holdings in treasuries, bonds, bank deposits (including CDs), securities or any other investment products issued by a United States issuer, you are required to separately submit to the Bank a new form W-8BEN (Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding) or such other form as required by the Bank from time to time incorporating your new address and other updated information. 如閣下持有本行的海外證券戶口及 / 或美國國庫債券及 / 或任何美國發行者發出的債券、銀行存款（包括存款證）、證券或其他投資工具，閣下需要同時遞交一份更新的 W-8BEN 表格（美國預扣稅實益擁有人外國身分證明書）或按本行不時要求遞交的其他表格，在表格上納入新地址及其他更新資料。
3. For residential address update, please note that **P O Box** is not acceptable. 如更改住宅地址，郵政信箱恕不接受。
4. In compliance with United States' foreign exchange transactions laws, customers changing any of their addresses on our record to US will not be able to apply for certain types of foreign exchange products (for enquiries, please refer to our branches).
   基於美國外匯交易法例的管制，若客戶將其在本行紀錄的任何地址更改為美國地址，均不可申請外匯相關產品（如有查詢，請聯絡本行各分行）。
5. The Chinese correspondence address provided should be the same as that provided in English. 所提供的中文通訊地址需與英文通訊地址相同。
6. The Bank will only send selected statement(s) and advice(s) to the correspondence address in mainland China or Taiwan in Chinese. For details, please refer to "Documents to be mailed in Chinese (Personal Customer)". The list of documents may be updated from time to time.
   本行只以中文通訊地址遞送指定的戶口結單及通知書往中國內地或台灣。有關詳情請參閱本行的「以中文郵寄的文件（個人客戶）」，列表內容將不時更新。
7. If the Chinese correspondence address is to be updated, please inform the Bank of the new address in **both** Chinese and English.
   如您更新中文通訊地址，請把該中英文地址一併通知本行。

Accounts Required to Change Correspondence Address 需更改通訊地址的戶口

Account/Credit Card Number/Safe Deposit Box 戶口 / 信用卡號碼 / 保管箱

☐ All (☐ sole 獨立 ☐ joint 聯名) accounts/safe deposit box and credit cards (if any) maintained with the Bank under the Identification Document Number(s).
所有 戶口 / 保管箱及信用卡（如有）在貴行以所述的身分證明文件號碼開立的。

☐ The following specified accounts/credit cards maintained with the Bank 下列開立於貴行的指定戶口 / 信用卡：

1.	3.	5.
2.	4.	6.
Safe Deposit Branch and Locker Number 保管箱分行及號碼：		

Note 注意：

1. Customers holding HSBC Holdings plc shares in their names are kindly requested to notify Central Registration Hong Kong Ltd., GPO Box 269, Hong Kong direct of any change in their address.
   持有滙豐控股有限公司股票者，地址有任何更改時請直接通知香港中央證券登記有限公司，地址為香港郵政總局信箱 269 號。
2. If you want the updated correspondence address to apply to **All** accounts including **cancelled** credit card(s) with outstanding balance, please specify above the cancelled credit card number(s) to ensure card statements and related communications are sent to your updated address. Otherwise, the correspondence address of all cancelled credit card(s) will not be updated.
   如欲更改**所有**戶口包括**已取消**但仍有結欠的信用卡戶口的通訊地址，請於以上列明該已取消的信用卡戶口號碼以確保信用卡戶口結單及有關通訊能郵寄至您的新地址。否則，新的通訊地址將不會更新至所有已取消的信用卡戶口。

New Contact Information 新通訊資料 *(Complete only those details to be changed 只需填寫所需更改的資料)*

Please update the following change(s) (if any) to the records maintained with the Bank under the Identification Document Number(s) stated above.
請補誌下列的更改（如有）於貴行以上述的身分證明文件號碼建立的紀錄。

Note 注意：
1. * Please provide your personal mobile number / email address that is exclusively for your own use to ensure that your confidential account or transaction related information is delivered to the mobile number / email address that is accessible by you only.
請提供您個人專用的手提電話號碼 / 電郵地址，以確保有關閣下戶口或交易的信息被傳送到只能被閣下接收及開啟的手提電話號碼 / 電郵地址。
2. ^ If your mobile number and/or email address are/is changed in our record, the registered FPS record linked with the previous mobile number / email address will be deregistered automatically by the next working day. Please register FPS again via Personal Internet Banking or HSBC HK Mobile Banking app. 如您已更改您的手提電話號碼及 / 或電郵地址，以舊手提電話號碼 / 電郵地址登記「轉數快」的紀錄將於下一個工作天或之前自動刪除。請於個人網上理財或香港滙豐流動理財應用程式重新登記「轉數快」。

Telephone Number 電話號碼	**Note** 注意： For overseas number, please add country/region and area code (if any) in front of the number. 如海外號碼，請於號碼前加入國家 / 區域及地區編碼（如有）。		
	Residential 住宅	Office 辦事處	*^Mobile Phone/Pager 手提電話 / 傳呼機
Fax Number 傳真號碼	Residential 住宅	Office 辦事處	
*^ Email Address 電子郵箱地址	*(Maximum 70 characters 不可多於 70 個字母或符號)*		

Others 其他

Signature and Other Information 簽署及其他資料

Signature(s) *(All concerned parties must sign for Joint Account(s) requiring Joint Signatures.)* 簽署（*聯名戶口而需聯名簽署者，有關人士均需簽署。*） S.V. **X**	Name of Signatory(ies) 簽署人姓名 *(For Joint Account or if this form is signed by an Attorney.* *適用於聯名戶口或如這表格是由代理人簽署。）*
Note 注意： # Credit Card signature is not applicable for customer instruction request verification [Except the customer only has maintained Credit Card account(s) with the Bank]. # 信用卡簽署不適用於核對客戶指示（若客戶在本行只持有信用卡戶口除外）。	Account Number *(#Specify any one account number to which the above signature(s) can apply.)* 戶口號碼（*#請註明任何一個使用以上簽署的戶口號碼。*）

For Bank Use Only 銀行專用

☐ Chinese Mailing Name *(Applicable to customer registered with a Chinese correspondence address - address in mainland China / Taiwan)*	☐ ID Sighted
	Branch Chop and Authorised Signature *(with Signature Number or Staff ID)*
☐ Updated Signature Card also submitted.	