

更改地址及/或客戶資料指示表格

Changing Address and/or Customer Information Instruction Form

致：中國工商銀行（亞洲）有限公司

To: Industrial and Commercial Bank of China (Asia) Limited

請以**英文正楷**填寫，並在適當方格內加上“√”。 Please complete in **BLOCK LETTERS** and “√” where applicable.

銀行專用 For Bank Use Only

CI No.: _____

甲部 Part A – 客戶資料 Customer Information (必須填寫 Must be completed)

客戶姓名 Customer Name _____		
注意 Note: 1. 如屬聯名戶口，請註明資料所屬者的全名。 For Joint Account, please state the full name of the person(s) to whom the information is related. 2. 如為「e 開戶」客戶，請親臨本行任何一間分行升級至全功能賬戶，才可更新地址及/或客戶資料。 For "New Customer Account Opening" Customer, please visit any one of our branches to upgrade the account to a full-functions bank account before update the address and/or customer information.		
身份證明文件 Identification Document	<input type="checkbox"/> 香港身份證 Hong Kong Identity Card <input type="checkbox"/> 內地居民身份證 PRC Identity Card <input type="checkbox"/> 護照 Passport	<input type="checkbox"/> 商業登記證 Business Registration Certificate <input type="checkbox"/> 公司註冊證書 Certificate of Incorporation <input type="checkbox"/> 其他 Others _____
注意 Note: 請列出所有紀錄在本行的身份證明文件號碼。 Please write down all Identification Document Numbers recorded with the Bank.		
身份證明文件號碼 Identification Document Number _____		
生效日期 Effective Date	<input type="checkbox"/> 即時生效 (請預留 3-7 個工作天辦理) With Immediate Effect (Please allow 3-7 working days for processing)	<input type="checkbox"/> 由 _____ (日/月/年) 開始 From _____ (DD/MM/YYYY)

乙部 Part B – 增加/更改資料 Details of Add/Change(s) (只須填寫增加/更改之部份 Please fill in the new add/changed part only)

I. 更改客戶姓名及身分證明文件資料 Change of Customer Name and Identification Document Details		
更改的客戶姓名 Changed Customer Name _____		
新增/更改的身份證明文件資料 Add/Changed Identification Document Details	<input type="checkbox"/> 香港身份證 Hong Kong Identity Card <input type="checkbox"/> 內地居民身份證 PRC Identity Card <input type="checkbox"/> 護照 Passport	<input type="checkbox"/> 商業登記證 Business Registration Certificate <input type="checkbox"/> 公司註冊證書 Certificate of Incorporation <input type="checkbox"/> 其他 Others _____
身份證明文件號碼 Identification Document Number _____		
證件簽發國家/地區 Country/Region of Issue Identification Document	國籍 Nationality	性別 Gender

II. 聯絡電話 ¹ 及電郵地址 Contact Number and Email Address		
住宅電話 Residential Number	<input type="checkbox"/> 新增 Add <input type="checkbox"/> 刪除 Delete <input type="checkbox"/> 更改 Change	
手提電話 Mobile Number	<input type="checkbox"/> 新增 Add <input type="checkbox"/> 刪除 Delete <input type="checkbox"/> 更改 Change	
辦公室電話 Office Phone Number	<input type="checkbox"/> 新增 Add <input type="checkbox"/> 刪除 Delete <input type="checkbox"/> 更改 Change	
傳真號碼 Fax Number	<input type="checkbox"/> 新增 Add <input type="checkbox"/> 刪除 Delete <input type="checkbox"/> 更改 Change	
電郵地址 Email Address	<input type="checkbox"/> 新增 Add <input type="checkbox"/> 刪除 Delete <input type="checkbox"/> 更改 Change	

¹ 如屬海外電話號碼，請於號碼前加入國家編號及地區編號(如有)。 For overseas phone number, please add country code and area code (if any) in front of the number.

III. 地址資料 ² Details of Address ²		
地址類型 (可選擇多項) Address Type (More than one item may be selected)	<input type="checkbox"/> 住宅地址 Residential Address	<input type="checkbox"/> 辦公室地址 Office Address
	<input type="checkbox"/> 通訊地址 Correspondence Address	<input type="checkbox"/> 公司註冊地址 Registered Address
詳細地址 Address Details		
室 Room / Flat _____	樓 Floor _____	座 Block _____
大廈名稱 Building _____		
屋村名稱 Estate _____		
街道名稱 Street _____		
地區 District _____	省/州/市 Province/State/City _____	
國家 Country _____	郵區編碼 Postal Code _____	
更改通訊地址的適用範圍 Applicable to the Change of Correspondence Address		
<input type="checkbox"/> 所有 (<input type="checkbox"/> 獨立 <input type="checkbox"/> 聯名) 賬戶的結單寄往上述的新地址 ALL Sole Joint accounts to the above new address		
<input type="checkbox"/> 只把下列賬戶的結單寄往上述的新地址 Only send the statements of the following accounts to the above address		
_____	_____	
_____	_____	
_____	_____	

² 美國地址不適用於任何投資戶口。如客戶更改為美國地址，將不可繼續享用本行所提供的投資服務。Address in the United States is not accepted for any investment account. If customer changes address to the United States, you will not be able to enjoy our investment services.

IV. 更改結單設定 Change of Statement Setting		
印發週期 Print Cycle	<input type="checkbox"/> 每月 Monthly	<input type="checkbox"/> 其他 Others _____
投遞方式 Delivery Method	<input type="checkbox"/> 郵寄 By Mail	<input type="checkbox"/> 電郵 ³ (請提供電郵地址) By e-mail ³ (Please provide the email address)
結單語言 Statement Language	<input type="checkbox"/> 繁體中文 Traditional Chinese	<input type="checkbox"/> 簡體中文 Simplified Chinese <input type="checkbox"/> 英文 English
請將以上資料更新於 Please update above change(s) to		
<input type="checkbox"/> 所有結單 ALL statements		
<input type="checkbox"/> 只更改下列賬戶的結單 (請提供結單內其中一個賬戶號碼以識別) Only update to the statements of the following specified accounts (Please provide any one of account number that is included in statement to identify)		
_____	_____	
_____	_____	
_____	_____	
增加/刪除結單賬戶 Add/delete accounts in statement		
增加 Add	刪除 Delete	賬戶號碼 Account Number
增加 Add	刪除 Delete	賬戶號碼 Account Number
結單包括 Statement includes		
<input type="checkbox"/> 保險資料 Insurance information		
<input type="checkbox"/> 投資賬戶資料 Investment Account information		


³ 閣下可登入中國工商銀行(亞洲)個人網上理財服務 (www.icbcasia.com) 查閱電子結單。上述服務的賬戶結單列印本將不另行寄發。Applicant has to logon to Personal Internet Banking of ICBC(Asia) (www.icbcasia.com) and read the e-Statement. Hardcopy of account statement will not be issued.

V. 新職業/公司資料 New Employment/Business Details			
職業狀況 Employment Status	<input type="checkbox"/> 受僱 Employed	<input type="checkbox"/> 自僱 Self-Employed	<input type="checkbox"/> 失業 Unemployed
	<input type="checkbox"/> 退休 Retired	<input type="checkbox"/> 學生 Student	<input type="checkbox"/> 家庭主婦 Housewife
職業 Occupation	僱主/公司業務 Employer/Company Business		
僱主/公司名稱 Name of Employer/Company			

VI. 更改聯絡人資料 Change of Contact Person(s) Information			
	聯絡人姓名 Contact Person Name	職位 Position	聯絡電話號碼 Contact Tel. Number
<input type="checkbox"/> 新增 Add	<input type="checkbox"/> 刪除 Delete	<input type="checkbox"/> 更改 Change	
<input type="checkbox"/> 新增 Add	<input type="checkbox"/> 刪除 Delete	<input type="checkbox"/> 更改 Change	
<input type="checkbox"/> 新增 Add	<input type="checkbox"/> 刪除 Delete	<input type="checkbox"/> 更改 Change	
<input type="checkbox"/> 新增 Add	<input type="checkbox"/> 刪除 Delete	<input type="checkbox"/> 更改 Change	
<input type="checkbox"/> 新增 Add	<input type="checkbox"/> 刪除 Delete	<input type="checkbox"/> 更改 Change	

*請列明聯絡人的先後次序如適用。Please state the priority of contact person if applicable.

VII. 更改其他客戶信息相關資料 Details for Change of Other Customer Information Only (只須填寫需更改之事項 Please fill in the changed items only)
其他 Others _____

客戶(等)簽署 Signature(s) of Customer(s)	
簽署人姓名 Name of Signatory(ies)	
日期 Date	

注意 Notes:

- 簽署須與現存紀錄相同。如涉及聯名賬戶，請依照本行留存之授權簽署安排。Signature(s) must correspond with the existing record. If relate(s) to any joint account(s), please sign in accordance with the authorised signing arrangement filed with the Bank.
- 如為信用卡戶口，此更改表格必須由主卡持有人簽署方為有效。For credit card account, primary cardholder must sign.

銀行專用 For Bank Use Only				
Branch/Dept			TPC	
Br/Dept Code	Handled by	Checked by	Processed by	Checked by

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