

To: **Tai Sang Bank Limited 大生銀行有限公司**

Date 日期 _____

CHANGE OF CORRESPONDENCE INFORMATION 更改通訊資料

Please be informed that with immediate effect / with effect from _____*, the details of my / our* correspondence information recorded with you shall be changed as follows:

現通知 貴行 由即時起 / 由 _____* 起，本人 / 吾等*在 貴行紀錄之通訊資料更改如下：

Address 地址 _____

Telephone Number 電話號碼: Residence 住宅 _____ Office 辦事處 _____

Pager 傳呼機 _____ Mobile 手提電話 _____

The above instruction shall apply to the following account(s) 上述指示適用於下列帳戶：

Current A/C No. _____

往來賬戶號碼 _____

HKD Savings A/C No. _____

港幣儲蓄賬戶號碼 _____

Fixed Deposits Customer No. _____

定期存款客戶號碼 _____

Loan A/C No. _____

信貸賬戶號碼 _____

Safe Deposit Box No. _____

保管箱號碼 _____

Others _____

其他 _____

Name 全名: _____

Identity Document No. 證明文件號碼 _____

(HK Identity Card/Business Registration* 香港身份證/商業登記*)

Signature 簽署 _____

NOTES 注意

* Please delete whichever is not appropriate.

* 請刪去不適用者。

Please allow 5 working days from the date of receipt of this instruction for the department(s) concerned to update their records.

由收到此指示之日起，本行需時五個工作天以便有關部門更改其紀錄。

All correspondence, statements, demands, notices or other documentation will be sent to you at your new address when the records have been updated.

當紀錄被修改後，所有信件、結單、繳款通知書、通告或其他文件等將寄往 台端之新地址。

Separate instruction(s) should be given to the bank if you are using different signature(s) for accounts under your name.

如 台端在本行有不同類戶口或其中一類不只一戶口而各戶之簽署式樣各別者，則請特別指示。