

客戶須知 Notice to Customer

- ◆ 聯名賬戶客戶如欲同時更新其個人賬戶之聯絡資料，請另行填寫一份「新增 / 更改聯絡資料通知書」。
If Joint Accounts' customer wishes to update the contact details of his/her Individual Account(s) simultaneously, please fill in a separate 'Notice of Addition / Change of Contact Details'.
- ◆ 請用正楷填寫並於適當方格內加“✓”號。填妥通知書後請寄回香港郵政總局信箱 139 號上海商業銀行有限公司或交回本行任何一間分行，並請預留 7 個工作天辦理。
Please use BLOCK LETTERS and put a “✓” in the appropriate box(es). Please complete this notice and return it to Shanghai Commercial Bank Ltd at G.P.O. Box 139 Hong Kong or any of our branches and please allow 7 working days for processing.
- ◆ 如中文譯本與英文譯本有異，則以英文譯本為準。
In the event of any inconsistency between the English and Chinese versions, the English version will prevail.

第一部份：客戶資料 (必須填寫) Part 1: Customer Information (Mandatory)	
客戶名稱 Name of Customer(s)	
身份證明文件號碼 Identification Document No.	<input type="checkbox"/> 香港身份證 HKID Card <input type="checkbox"/> 護照 Passport <input type="checkbox"/> 往來港澳通行證 Exit-entry Permit <input type="checkbox"/> 商業登記證 B / R <input type="checkbox"/> 公司註冊證 CI <input type="checkbox"/> 社團 Association <input type="checkbox"/> 其他 Others
第二部份：更改聯絡資料 (只需填寫所需更改的資料) Part 2: Change of Contact Details (Complete only the information to be changed)	
A) 更改地址 Change of Address	
更改地址指示 Instruction for Address Changes	下列地址資料適用於 The address details listed below is applicable to : <input type="checkbox"/> 所有香港分行賬戶 All Hong Kong branch account(s) <input type="checkbox"/> 所有美國 / 英國分行賬戶 All US / UK branch account(s) <input type="checkbox"/> 所有國內分行賬戶 All mainland China branch account(s) <input type="checkbox"/> 指定賬戶 Specified account(s) :
地址類別 Address Type	<input type="checkbox"/> 通訊 Correspondence <input type="checkbox"/> 住宅*Residential* <input type="checkbox"/> 營業 Business <input type="checkbox"/> 註冊辦事處 Registered Office *不接受郵政信箱作為住宅地址 Using P.O. Box as residential address is not acceptable
地址資料 Address Details	
永久 / 長期居留地址* (非香港永久居民適用) Permanent Address (Applicable for Non-HK Permanent Resident)	<input type="checkbox"/> 與上述地址相同 Same as Address above

B) 更改聯絡號碼¹ Change of Contact Number¹

註 Note:

- 如需取消指定電話類別的所有聯絡號碼記錄，請於個別欄位註明「取消」（證券 SMS 短訊通知服務除外），但必須於本行保留最少一個電話號碼記錄作聯絡用途。
Please specify "Cancel" in the relevant field(s) to cancel all the contact number record of specific telephone type (Except Securities SMS Notification Service). At least one telephone number record must be retained in the Bank for contact purpose.
- 請儘量提供本地號碼，以便接收本行不時發出的短訊通知。
Please try to provide local number, in order to receive our Bank's SMS Notifications from time to time.
- 如首次登記或取消以手機短訊收取證券交易確認/一次性驗證碼，或更改獲授權人士之證券 SMS 短訊通知/一次性驗證碼服務號碼，請另行向本行索取「證券賬戶服務要求及指示表格」填寫。
For first time registration or cancellation of the securities trading confirmations / One-time Password via SMS, or change of Authorized Order Placer's Securities SMS Notification / One-time Password Service number, please obtain 'Instruction and Request Form for Securities Account Service' from the Bank and complete as required.

電話類別 Telephone Type	國家編號 Country Code	聯絡號碼 Contact Number	電話類別 Telephone Type	國家編號 Country Code	聯絡號碼 Contact Number
主要手提電話 ² Main Mobile Phone ²	(此格只可填寫一個號碼。This field can be filled in one number only.)		其他手提電話 Other Mobile Phone		
住宅 Residential			辦事處 Office		
傳真 Fax			證券 SMS 短訊通知及/或 一次性驗證碼服務 ³ Securities SMS Notification and / or One-time Password Service ³		

C) 更改電郵地址 Change of Email Address

電郵地址 Email Address	(請用英文正楷填寫，並不可多於 50 個字母或符號。Please complete in English BLOCK letters and a maximum of 50 characters or symbols.)
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第三部份：個人客戶同時更改聯名賬戶資料指示(如適用)

Part 3: Instruction for Individual Customer to Change Information in Joint Account(s) Simultaneously (if applicable)

註 Note：如聯名賬戶需更改之聯絡資料與第二部份所填不同，請另行填寫一份「新增/更改聯絡資料通知書」。If the change of contact details in Joint Account(s) are different from those filled in Part 2, please fill in a separate 'Notice of Addition / Change of Contact Details'.

更改聯名賬戶聯絡資料指示 Instruction for Changes of Contact Details in Joint Account(s)	<p>第二部份需更新之以下聯絡資料類別亦適用於下列之聯名賬戶：</p> <p>The following type(s) of contact details requiring update under Part 2 are also applicable to Joint Account(s) listed below:</p> <p><input type="checkbox"/> 通訊地址 Correspondence Address</p> <p><input type="checkbox"/> 證券 SMS 短訊通知及/或一次性驗證碼服務³ Securities SMS Notification and / or One-time Password Service³</p> <p><input type="checkbox"/> 電郵地址 Email Address</p>				
聯名賬戶資料 Information of Joint Account(s)	<p>請同時更新本人與以下人士名下之所有聯名賬戶的聯絡資料：</p> <p>Please also update the contact details of all Joint Account(s) under the name of the following person(s) and me:</p> <table border="0"> <tr> <td style="text-align: center;">客戶名稱 Name of Customer(s)</td> <td style="text-align: center;">聯名賬戶號碼 Joint Account No.</td> </tr> <tr> <td></td> <td>(請提供任何一個相關賬戶號碼以作識別 Please provide any relevant Account No. for identification)</td> </tr> </table> <p>1) _____</p> <p>2) _____</p>	客戶名稱 Name of Customer(s)	聯名賬戶號碼 Joint Account No.		(請提供任何一個相關賬戶號碼以作識別 Please provide any relevant Account No. for identification)
客戶名稱 Name of Customer(s)	聯名賬戶號碼 Joint Account No.				
	(請提供任何一個相關賬戶號碼以作識別 Please provide any relevant Account No. for identification)				

本人(等)/本公司在此確認上述指示，並聲明及確認如下：

I/We hereby acknowledge the above instruction(s), and further declare and confirm that:

- 本人(等)/本公司確認在此表格內及就此提供及/或之後提供的所有文件的所有資料全屬真實、準確和完整，並授權 貴行以任何其認為適當的途徑以確認該等資料之真確性及向有關方面傳達和交換該等資料。如該等資料及文件有任何更改，本人(等)/本公司承諾會即時通知 貴行，亦會就 貴行要求向 貴行提供有關更新或額外資料及文件。
I/We confirm that all information given in this form and all supporting documents submitted by me/us herewith and/or subsequently is true, accurate and complete and authorize the Bank to communicate and exchange such information with whatever sources the Bank may consider appropriate for the purpose of verifying the same. I/We undertake to notify the Bank forthwith of any changes to such information, documents and/or material and provide the Bank with such updated or additional information, documents and material as may be requested by the Bank.
- 本人(等)/本公司已閱讀及明白 貴行之關於個人資料的收集和處理致客戶及其他個別人士的通知(「該通知」)(經不時修訂或更新)。
I/We have read and understood the Bank's Circular to Customers and Other Individuals relating to the Collection and Handling of Personal Data ("Circular") (as may be amended or updated from time to time).
- 本人(等)/本公司確認在本欄蓋上之公司印章式樣乃公司現時採用之印章。本人(等)/本公司明白及確認此式樣僅供 貴行參考之用，而不具任何法律意義。
I/We confirm that the specimen of company chop affixed hereto refers to the company chop currently used by the Company. I/We understand and confirm that this specimen is for the Bank's reference purpose only and shall not have any legal significance.

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 客戶簽署 Signature of Customer(s) 日期 Date

請按照留存本行之印鑑及賬戶簽名安排簽署作核對用途。
 For verification purpose, please sign according to the specimen signature(s) and signing arrangement filled with the Bank.

