

To :  
UOB Kay Hian (Hong Kong) Limited  
UOB Kay Hian Futures (Hong Kong) Limited  
6/F Harcourt House  
39 Gloucester Road, Hong Kong  
Email: [eform@uobkayhian.com.hk](mailto:eform@uobkayhian.com.hk)

## CHANGE OF INFORMATION NOTICE 更改資料通知

- ✓ Please submit the completed change of information form, self-certification form and address proof (if applicable) by email, in person or by post. 填妥以下通知書, 自我證明表格與地址證明(如更改地址) 一同呈交 (電郵、郵寄或親自呈交)。
- ✓ Your requests will be subjected to call back procedure and the information will be updated after the call back has completed successfully (not apply to corporate client). 閣下的要求將須經電話確認程序確認, 相關資料將會在電話確認後才完成更新 (不適用於公司帳戶)。

### Section A: Account information as follows 帳戶資料如下-

Account Name(s) 帳戶名稱: _____	Account No. 帳戶號碼: _____ - _____ / M / S / F*
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\*Delete where applicable

### Section B: Contact Address information(s) as follows 地址聯絡資料更改如下-

<b>新郵寄地址</b> (不需地址證明) <b>New Mailing Address</b> (No need address proof)	<input type="checkbox"/>	<b>新居住地址</b> (請附上最近 3 個月內地址證明) <b>New Residential Address</b> (Provide address proof of recent 3 months)	<input type="checkbox"/>	<b>新郵寄與居住地地址</b> (請附上最近 3 個月內地址證明) <b>New mailing and residential address</b> (Provide address proof of recent 3 months)	<input type="checkbox"/>
<b>Address 地址:</b>					
<b>Room/ Flat 室</b> _____	<b>Floor 樓</b> _____	<b>Block 座</b> _____	<b>Section 段</b> _____	<b>Lane 巷</b> _____	<b>Alley 弄</b> _____
<b>Name of Building 大廈名稱</b> _____			<b>Name of Estate 屋苑名稱</b> _____		
<b>Street Number 街道號碼</b> _____		<b>Street Name 街道名稱</b> _____			
<b>District 地區</b> _____					
<b>City 市</b> _____	<b>County 縣</b> _____	<b>Country/ Region 國家地區</b> _____		<b>Postal Code 郵區編號 (*)</b> _____	
(*) <b>For Overseas Address Only</b> 只適用於海外地址					

### Section C: Contact Number information(s) as follows 電話聯絡資料更改如下-

	<b>New Contact Number 新增號碼</b>	
<b>Home Telephone No.</b> 住宅電話	(Country Code 國家號碼) - (Area Code 區域字頭) - (Phone No. 電話號碼): ( ) - ( ) - ( )	<input type="checkbox"/> Keep existing number 保留現存號碼 <input type="checkbox"/> Remove existing number 移除現存號碼
<b>Office Telephone No.</b> 公司電話	(Country Code 國家號碼) - (Area Code 區域字頭) - (Phone No. 電話號碼): ( ) - ( ) - ( )	<input type="checkbox"/> Keep existing number 保留現存號碼 <input type="checkbox"/> Remove existing number 移除現存號碼
<b>Mobile Telephone No.</b> 手提電話	(Country Code 國家號碼) - (Phone No. 電話號碼): ( ) - ( )	<input type="checkbox"/> Keep existing number 保留現存號碼 <input type="checkbox"/> Remove existing number 移除現存號碼
<b>Fax No.</b> 傳真號碼	(Country Code 國家號碼) - (Area Code 區域字頭) - (Phone No. 電話號碼): ( ) - ( ) - ( )	<input type="checkbox"/> Keep existing number 保留現存號碼 <input type="checkbox"/> Remove existing number 移除現存號碼

**Section D: Application of email statement / Contact email information(s) as follows-  
電郵結單申請 / 電郵資料新增 / 更改如下-**

<input type="checkbox"/>	Primary E-mail Address *(Only one e-mail address) 主電郵地址(只容許一個電郵地址):	
<div style="border-bottom: 1px dashed black; width: 100%; height: 15px;"></div>		(max 30 boxes 上限 30 字)
<p>* Primary email is for receiving all kinds of client communication, include: UTRADE (passwords, login notification, trade confirmation), E-Statement, Change of Information, Corporate Action, Welcome letter, Annual renewal letters, T &amp; C or other letter. 主電郵地址用作收取客戶端通信, 包括 UTRADE (密碼、登入通知、完成交易確認)、電郵結單、更改資料通知、企業行動、迎新信件、年度更新信件、條款或細則或其他信件。</p>		
<input type="checkbox"/>	Alternative E-mail Address ** (Maximum of Two e-mail addresses) 副電郵地址(最多只限兩個電郵地址):	<p>If this email would like to receive UTRADE password and notification please check the below box. 如果此電郵需要接收 UTRADE 密碼及通知, 請勾選以下方格。</p> <p><input type="checkbox"/> <u>Receive UTRADE password and notification</u></p> <p><input type="checkbox"/> <u>Receive UTRADE password and notification</u></p>
<input type="checkbox"/>	New <input type="checkbox"/> Update _____	
<input type="checkbox"/>	New <input type="checkbox"/> Update _____	
<p>** Alternative Email is for receiving E-Statement and Corporate Action. 副電郵地址用作收取電郵結單及企業行動。</p> <p>This email address will be used for <b>receiving e-statement</b> and the physical statement issuing will be terminated. I / We hereby confirm that the above email address is for my / our own use only and not accessible by any officer or employee of your company or its associated entity. 新電郵地址將會收取電郵結單並同時終止郵寄結單。本人/吾等謹此確認以上電郵地址為本人/吾等所擁有, 並且不會讓貴公司或其有聯繫實體之僱員登入及使用。</p>		

<b>Remarks 備註:</b>	
<p>If this form is not submitted in person, please be advised call back procedure will be performed during business hours from our phone number (852) 2136-1818 in order to confirm the details of changes (Not apply to corporate client).</p> <p>如此通知書並非由客戶本人遞交與大華繼顯(香港)有限公司, 本行將於辦公時間聯絡閣下以確認以上更改詳情。我們的電話號碼是(852) 2136-1818 (不適用於公司帳戶)。</p> <p>Please contact me during the below preferred time. 請於以下時段與我聯繫 _____ : _____ AM 上午/PM 下午 to _____ : _____ AM 上午/PM 下午</p>	
<b>Client's Declaration 客戶聲明 :</b>	
<p>I / We represent that the information on this form is true, complete and correct. Upon request from your Companies, I / We shall promptly (in any event, within 30 days) provide the Companies any additional documentation, including without limitation to the self-certification, in relation to the changes to such information. If the additional documentation is not provided timely, I / we understand that the Companies may disclose and / or submit certain of my / our account information in relation to the changes to the regulatory or Government Authority in the relevant jurisdiction(s) (including without limitation to U.S. Internal Revenue Service, U.S. Department of the Treasury and the Hong Kong Inland Revenue Department) for the purpose of complying with FATCA, Common Reporting Standard and other related laws, regulations, codes and rules. 本人/吾等茲聲明在本表格所提供之資料全部真實、完整及正確。如貴公司要求, 本人/吾等會盡快(在任何情況下, 在 30 天內)向貴公司提供所需的額外文件, 包括但不限於更新資料變更後的自我證明。如本人/吾等未能在指定時間內提供所需的額外文件, 本人/吾等明白貴公司可能根據有關的資料變更向相關司法管轄區內的監管及/或政府當局(包括但不限於美國國家稅務局、美國財政部和香港稅務局)披露及/或提交本人/吾等之相關賬戶資料, 以符合 FATCA、《共同匯報標準條例》和其他相關法規、守則和規則的規定。</p>	
Client Signature(s) 客戶簽署 _____	Date 日期 _____
Please use the signature(s) filed with the Company 請用留存在本公司之印鑑簽署	

<b>For official use only (if client submit this form in person)</b> 公司專用(如客戶親自提交此通知書):	
Name of witness 見證人姓名 _____	Witness Signature (by Branch Manager/ Client Service officer) 見證人簽署(分行經理/客戶服務助理) _____
I confirm I have met the client face-to-face and verified the identity document copy of the account owner. 本人確認已與客戶會面並核對身份證明文件	
Date and Time 時間與日期: _____	Place of Witness 見證地點: _____
Call Back Date / Time / Extension: _____	
Remarks: _____	