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Change of Contact Information Form 更改通讯资料表格

Part A 甲部 – Client Information 客户资料		
Client Name 客户姓名		
ID Document Type 身份证明文件类别	<input type="radio"/> HKID Card 香港身份证 <input type="radio"/> Passport 护照 <input type="radio"/> Others其他 _____	ID Document No. 身份证明文件号码
Effective Date 生效日期	<input type="radio"/> Immediate 实时 (Please allow 3-7 working days for processing. 请预留 3-7 个工作日办理)	<input type="radio"/> From (DD/MM/YYYY) 由 (日/月/年) _____

Part B 乙部 – Details of Address 更改地址 (Please fill in the changed items only. 只须填写更改之事项.)	
<input type="radio"/> New Address 新地址 1. Address Type 地址类别 <input type="radio"/> Residential 住宅 <input type="radio"/> Office 办事处 Room / Flat 号数 Floor 层数 Block 座数 Building 大厦 Estate / Court 屋村/屋苑 Street No. & Name 街号及街名 <input type="radio"/> HKI 香港岛 <input type="radio"/> NT 新界 <input type="radio"/> KLN 九龙 <input type="radio"/> Outlying Islands 离岛 Country 国家 (For Overseas Address 只适用于海外地址)	2. Is the New Address your Correspondence Address? 新地址是否通讯地址? <input type="radio"/> Yes (Default option if not specified) 是 (如不注明, 通讯地址会更改。) <input type="radio"/> No, please keep the correspondence address unchanged. 否, 请维持通讯地址不变。 <input type="radio"/> No, please change to the following address: 否, 请更改为以下地址 / 邮政信箱。 ▼ _____ _____

Part B 乙部 – Details of Other Changes 更改其他资料 (Please fill in the changed items only. 只须填写更改之事项)	
New E-mail Address (Maximum 35 characters) <Please complete in BLOCK LETTERS. > 新电邮地址 (最多35个字符) <请用正楷填写> ▼ _____ Please provide E-mail Address, if available, for our follow up. 请尽量提供电邮地址, 以便跟进。	

Signature(s) of Client(s) 客户(等)签署 X _____ Please use signature(s)/chop(s) field with the company. 请用留存本公司印鉴签署。	Name of Signatory(ies) 签署人姓名 (Applicable if this form is signed by Authorised Person) (只适用于表格是由客人被授权人签署) X _____
Notes 注: Signature(s) must correspond with the existing record. 签署须与现存纪录相同。	