

To: **The Manager** 致: 經理

PUBLIC FINANCE LTD. 大眾財務有限公司

Branch 分行

Date 日期:

INSTRUCTIONS ON CHANGE OF CUSTOMER INFORMATION 更改客戶資料指示

Please where applicable 請在適當處鈎別

* I/We wish to inform you that * with immediate effect/with effect from

* 本人/吾等現通知貴公司 * 由即時起/由

my/our customer information will be changed as following:-

起, * 本人/吾等之客戶資料將更改為如下:

Correspondence Address
通訊地址

Email Address
電郵地址

Salutation
稱謂

Mr. 先生 Ms. 女士 Blank 空白

Telephone number
電話號碼

Office Tel. No.
住宅電話

Home Tel. No.
辦公室電話

Mobile/Pagar
手提電話 / 傳呼

Others
其他

* I/We presently have the following facilities with you :-

* 本人/吾等現時在貴公司持有下列賬戶:

Fixed Deposits A/C No.
定期存款賬戶號碼

Hire Purchase / Leasing A/C No.
分期租賃賬戶號碼

Personal Instalment Loans A/C No.
私人貸款賬戶號碼

Mortgage Loans A/C No.
物業按揭賬戶號碼

"My Cash" Revolving Loan A/C No.
"My Cash"循環貸款賬戶號碼

Other A/C No.
其他賬戶號碼

* I/We hereby instruct you to amend your address records in respect of such of the above facilities which *I/we have identified and to send all correspondence, statements, demands, notices or other documentation to *me/us at the new address with effect from the date specified above.

* 本人/吾等現指示貴公司將 * 本人/吾等有關上述賬戶之地址紀錄更改並將所有文件、結單、繳款通知通告或其他文件在上述指定生效日期起寄往 * 本人/吾等之新地址。

NOTES:

1. On receipt by the Co., this form will be circulated to the department(s) you have identified.

2. Please allow 7 working days from the day of receipt of this instruction for the concerned department(s) to update their records.

注意:

一. 本公司收到此表格後, 將通傳各有關部門。

二. 由收到此指示之日起, 本公司需時七個工作天以便有關部門更改其記錄。

Signature(s) 簽名

Present Address 現時地址

Full Name(s) (In Block Letters)

全名 (請用正楷)

*Please delete whichever not appropriate * 請刪去不適用者