



Office 分行 _____

Date 日期 _____

Business Customer Information Change Application Form 商业客户信息变更申请表

Note 注意: 1. Please tick (✓) where applicable and complete this form in BLOCK LETTERS. 请在适当的方格内划上钩号(✓), 并用正楷填写
2. Please cross out those not applicable. 请划去所有不适用的部分
3. Please provide relevant documentation necessary for information change and attach after this form 所提交的新/修改后的资料请附于本表后

Customer Name
客户名称 _____

Customer Number
客户号码 _____

Part I 第一部分

(Domestic Entity) Change of Legal Representative/Person-in-Charge

(境内机构) 变更法定代表人/单位负责人

Change contact details only

(Overseas Entity) Change of Person-in-Charge

(境外机构) 变更负责人

仅变更联系信息

Name 姓名 _____	ID Type/ Number 身份证明文件种类/号码 _____
Contact Number(s) 联络电话 _____	Date of Birth(DD/MM/YYYY) 出生日期 (日/月/年) _____

Change of Specimen of Company Chop/Financial Chop 公章/财务章样本变更

Reason of Change 更改公章/财务章样本原因	<input type="checkbox"/> Lost 遗失	<input type="checkbox"/> Damaged 损毁	<input type="checkbox"/> Change Name 更名	<input type="checkbox"/> Others 其他
Company Chop Sample 公章样本 _____	Financial Chop Sample 财务章样本 _____			

Change of Customer Name 客户名字变更

Name in Chinese 中文名称 _____	<input type="checkbox"/> Please refer to the Business Registration Certificate/Business License/Certificate of Incorporation 请参照本公司商业登记证/营业执照/商业注册证书	<input type="checkbox"/> Please specify 请注明
Name in English 英文名称 _____	<input type="checkbox"/> Please refer to the Business Registration Certificate/Business License/Certificate of Incorporation 请参照本公司商业登记证/营业执照/商业注册证书	<input type="checkbox"/> Please specify 请注明

Part II 第二部分

Change of Specimen of Specific Authorized Signatory 授权签字人本人签章样本变更

Name of the Applicant 变更申请人姓名 _____	ID Type/ Number 身份证明文件种类/号码 _____
Previous Signature/Chop 原有签章 _____	New Signature/Chop 新签章 _____

Part III 第三部分

Change of Financial Controller

财务负责人变更

Change contact details only
仅变更联系信息

Name 姓名 _____	ID Type/ Number 身份证明文件种类/号码 _____
Contact Number(s) 联络电话 _____	Date of Birth(DD/MM/YYYY) 出生日期 (日/月/年) _____

Change of Other Transaction Contact Person
其他交易确认人变更

Change contact details only
仅变更联系信息

Previous Contact to be Replaced 被替换的原联系人姓名 _____

New Contact Name 新联系人姓名 _____ ID Type/ Number 身份证明文件种类/号码 _____

Contact Number(s) 联络电话 _____ Date of Birth(DD/MM/YYYY) 出生日期(日/月/年) _____

Change of Corporate Contact Details 客户联系方式变更

Correspondence Address 邮寄地址 _____

Contact Person 联络人 _____ Postal Code 邮政编码 _____

Telephone Number 电话号码 _____ Fax Number 传真号码 _____

Change of Corporate Register Address 客户注册地址变更

Register Address 注册地址 _____

Please refer to the registered address shown on the Business Registration Certificate/Business License/Certificate of Incorporation

请参照本公司商业登记证/营业执照/商业注册证书上的所示之商业注册地址

Postal Code 邮政编码 _____ Telephone Number 电话号码 _____ Fax Number 传真号码 _____

Change of Statement Cycle/Date 结单周期/结单日变更

Statement Cycle 结单周期 Weekly 每周 Quarterly 每季 Monthly 每月 Half-yearly 半年 Bi-monthly 两月 Yearly 每年

Statement Date 结单日 Month End of each Month 每月的最后一天

Others _____ 其他

Statement Type 结单类别 Regular Statement 普通结单 Composite Statement 综合结单

Statement Language 结单语言 English 英文 Chinese 中文

Change of Company Investor 客户投资方变更

Please refer to attachment for details 投资方变更具体请见附件

Add 新增

Delete 减少

Change of Foreign Currency Capital Investment Amount 外币资本金额变更

From (Currency/Amount) 自(币种/金额) _____ To (Currency/Amount) 变更为(币种/金额) _____

Part IV. Customer Signatory 第四部分 客户签署

Notes 签署说明:

- For Changes in Part I: Domestic entity should sign this Form by Legal Representative/Person-in-Charge's Signatory plus Company Chop; Overseas entity should sign it by any group of authorized signatory(ies)/Chop(s).
第一部分若有变更: 境内机构应由法定代表人/单位负责人签字并加盖公章(对于企业英文名称变更, 若其预留印鉴并未发生相应更改, 则可遵循第三部分的签署要求); 境外机构应由任意一组授权签字人签章。
- For Changes in Part II: the authorized signatory should give his/her previous signatory(ies)/chop(s) in Part II.
第二部分若有变更: 该授权签字人本人应在第二部分相应栏位中留下原有签章
- For Changes in Part III: Domestic Entity could sign the Form by Legal Representative/Person-in-Charge's Signatory plus Company Chop OR any group of authorized signatory(ies)/Chop(s); Overseas Entity should sign it by any group of authorized signatory(ies)/Chop(s).
第三部分若有变更: 境内机构可由法定代表人/单位负责人签字并加盖公章或由任意一组授权签字人签章; 境外机构应由任意一组授权签字人签章。

For Bank Use Only

Item	Y/N
Blacklist	
CCRT	
Sanction	
SCC	
Other High risk factors	

Checked by _____

Customer Signatory(ies)/Chop(s) 客户签章