

Date _____

To: **BDO Unibank, Inc. Hong Kong Branch (the "Bank")**

Dear Sirs,

Account Name: _____

Account No.: _____

Type of Change(s) with a tick mark as follows will be effective from _____

- | | |
|---|--|
| <input type="checkbox"/> Change of Correspondence Address | <input type="checkbox"/> Change of Registered Address |
| <input type="checkbox"/> Change of Contact Person* | <input type="checkbox"/> Change of Tel. No./Fax No./e-mail Address |
| <input type="checkbox"/> Change of Company Name | <input type="checkbox"/> Change of Signature |
| <input type="checkbox"/> Deletion of Signatory | <input type="checkbox"/> Others (Please specify) _____ |

Existing Record	New Record

* Please provide the Full name, Telephone number and e-mail address of the new contact person

Yours truly,

(Please use signature(s) filed with the Bank)

Name in Block Letters

N.B.

- Please allow 5 working days from the date of receipt of this instruction for the Bank to process this advice.
- Please provide appropriate supporting documents (e.g. Board Resolution, Business Registration, HKID or Passport Copy, Certificate of Registration of Change of Corporation Name, Address Proof, etc.) to facilitate updates of your account information with the Bank.

FOR BANK USE ONLY

Completion Date	Inputted	Approved: