

更改 / 更新商业客户资料 CHANGE/ UPDATE OF CORPORATE CUSTOMER'S INFORMATION

致: 恒生银行(中国)有限公司

分行

日期:

To: Hang Seng Bank (China) Limited

Branch

Date:

客户名称 Customer Name:

客户号 Customer No.:

* 请在适当方格加 ✓ 号, 用正楷填写

Please ✓ where appropriate and complete this form in BLOCK LETTERS

* 每项更改/更新所需提交的文件已详细列明在后页, 敬请参阅

For details about supporting documents required for each type of update, please refer to the second page

1. 证件更新 Documents Update

<input type="checkbox"/> 营业执照 Business License	<input type="checkbox"/> 商业登记证 Business Registration
<input type="checkbox"/> 组织机构代码证 Organization Code Certificate	<input type="checkbox"/> 机构信用代码证 Organization Credit Code Certificate
<input type="checkbox"/> 其它证件 (请列明) Other Documents (Please Specify)	

2. 客户资料更新 Customer Information Update

注册地址 <input type="checkbox"/> Registered Address		邮政编号 Postal Code
通讯地址 <input type="checkbox"/> Correspondence Address		邮政编号 Postal Code
<input type="checkbox"/> 电话号码 Telephone No.	<input type="checkbox"/> 注册资金 Registered Capital	币种 Currency 金额 Amount

3. 公司组织资料更新 请为新增之相关人士填写并提交“非个人客户-补充表格(有关人士的个人资料)”或“商业客户变更授权书”

Update of Organization Details Please submit “Supplementary Form for Non-Personal Customers (Individual Details)” or “Amendment to Mandate for Business Accounts” for added individuals

<input type="checkbox"/> 增加 Add <input type="checkbox"/> 删除 Delete	姓名 Name	<input type="checkbox"/> 董事总经理 Managing Director <input type="checkbox"/> 董事 Director <input type="checkbox"/> 授权签字人 Authorised Signer	<input type="checkbox"/> 主要股东 Principal Shareholder <input type="checkbox"/> 受益所有人 Beneficial Owner <input type="checkbox"/> 法定代表人 Legal Representative	<input type="checkbox"/> 交易确认人 Transaction Contact Person <input type="checkbox"/> 其他 Others:
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 删除 Delete	姓名 Name	<input type="checkbox"/> 董事总经理 Managing Director <input type="checkbox"/> 董事 Director <input type="checkbox"/> 授权签字人 Authorised Signer	<input type="checkbox"/> 主要股东 Principal Shareholder <input type="checkbox"/> 受益所有人 Beneficial Owner <input type="checkbox"/> 法定代表人 Legal Representative	<input type="checkbox"/> 交易确认人 Transaction Contact Person <input type="checkbox"/> 其他 Others:
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 删除 Delete	姓名 Name	<input type="checkbox"/> 董事总经理 Managing Director <input type="checkbox"/> 董事 Director <input type="checkbox"/> 授权签字人 Authorised Signer	<input type="checkbox"/> 主要股东 Principal Shareholder <input type="checkbox"/> 受益所有人 Beneficial Owner <input type="checkbox"/> 法定代表人 Legal Representative	<input type="checkbox"/> 交易确认人 Transaction Contact Person <input type="checkbox"/> 其他 Others:
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 删除 Delete	姓名 Name	<input type="checkbox"/> 董事总经理 Managing Director <input type="checkbox"/> 董事 Director <input type="checkbox"/> 授权签字人 Authorised Signer	<input type="checkbox"/> 主要股东 Principal Shareholder <input type="checkbox"/> 受益所有人 Beneficial Owner <input type="checkbox"/> 法定代表人 Legal Representative	<input type="checkbox"/> 交易确认人 Transaction Contact Person <input type="checkbox"/> 其他 Others:
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 删除 Delete	姓名 Name	<input type="checkbox"/> 董事总经理 Managing Director <input type="checkbox"/> 董事 Director <input type="checkbox"/> 授权签字人 Authorised Signer	<input type="checkbox"/> 主要股东 Principal Shareholder <input type="checkbox"/> 受益所有人 Beneficial Owner <input type="checkbox"/> 法定代表人 Legal Representative	<input type="checkbox"/> 交易确认人 Transaction Contact Person <input type="checkbox"/> 其他 Others:

4. 其它资料更新 Other Updates

<input type="checkbox"/> 更改印鉴 Update Signing Arrangement (需同时附上新印鉴的印鉴卡 Please provide the updated Signature Card) <input type="checkbox"/> 其它(请列明) Others (Please Specify): 1. _____ 2. _____ 3. _____
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谨请贵行自即日起, 将本司在贵行开立的所有账户的上述资料进行更改, 如果日后贵行因此而发生任何损失, 一律由本司承担。

With immediate effect, kindly amend the above information in all our account(s) maintained in the Bank. We agree to hold you harmless and indemnify you from all loss damages costs actions and proceedings which you may be liable to or suffer as a result of your acceding to our request.

<div style="text-align: center;">S.V.</div>	注意: 1. 如为第1部分-营业执照/组织机构代码证/商业登记证/机构信用代码证有效期变更/年检之更新, 请使用留存在本行的印鉴签署或加盖公章。如为其它部分信息变更, 请使用留存在本行的印鉴签署, 且须另加盖公章。 2. 除特别列明外, 上述资料更改适用于公司在本行中国境内各分行开立及运作的账户。 Note: 1. For Part I - Effective Date or Annual Inspection Update for Business License or Organization Code Certificate or Business Registration or Organization Credit Code Certificate, please use signature(s) filed with the Bank or affix the company seal. For other updates, please use signature(s) filed with the Bank and company seal shall also be affixed. 2. Unless otherwise specified, the above updates/changes are applicable to all accounts opened and maintained with branches of the Bank in China.
客户签署 Customer Signature	

更新所需提交文件 Required Documents

1. 营业执照/组织机构代码证/商业登记证/机构信用代码证有效期变更/年检之更新

请连同更新的证件复印件加盖企业公章提交我行。

Effective Date or Annual Inspection Update for Business License or Organization Code Certificate or Business Registration or Organization Credit Code Certificate

Please submit a copy of the updated document (sealed with company chop).

2. 其它证件有效期变更之更新

有权人需携带身份证明文件正本及复印件(加盖企业公章), 相关证明文件正本及复印件(加盖企业公章), 前往开户行办理; 如果为公司重要个人身份证件(法定代表人/负责人除外)的更新, 则提交相关证件复印件加盖企业公章即可; 若非由原商业客户账户授权书中的有权人来办理, 则需提交商业客户变更授权书。

Effective Date Update for Other Documents

Authorised Person must come to their account opening branch in person. Original personal ID and a set of ID copy (sealed with company chop) of the Authorised Person, in addition to the original and a set of copy (sealed with company chop) of the relevant supporting documents are required. For personal ID update of relevant individuals (other than Legal Representative/Responsible Person), only a set of ID copy (sealed with company chop) is required. If the update is conducted by someone other than the Authorised Person specified in the Mandate for Business Accounts, an Amendment to Mandate for Business Accounts would also be required (seal with Sole Propitiator/ Legal Representative/ Responsible Person signature and company chop).

3. 客户资料更新

如变更公司通讯地址, 有权人需携带身份证明文件正本及复印件(加盖企业公章), 法定代表人(负责人)身份证复印件(加盖企业公章)(若营业执照、组织机构代码证或其他基础证明文件需与通讯地址一同变更, 则还需出具法定代表人(负责人)身份证原件), 及变更后的公司营业执照、组织机构代码证正本及复印件(加盖企业公章)前往开户行办理; 若非由原商业客户账户授权书中规定的有权人来办理, 则需提交商业客户变更授权书。

如变更其他客户资料, 有权人需携带本人及法定代表人(负责人) 的身份证明文件正本及复印件(加盖企业公章), 及相关证明文件正本及复印件(加盖企业公章), 前往开户行办理; 若非由原商业客户账户授权书中的有权人来办理, 则需提交商业客户变更授权书。

Customer Information Update

For update of company address, the Authorised Person must come to their account opening branch in person. Original personal ID and a set of ID copy (sealed with company chop) of the Authorised Person are required, along with a set of ID copy (sealed with company chop) of Legal Representative/Responsible Person (Original ID of Legal Representative/Responsible Person is required if other Company Documents are updated with the address change), as well as the original and a set of copy (sealed with company chop) of the updated Company License and Organization Code Certificate are required. However, if the update is conducted by someone other than the Authorised Person specified in the Mandate for Business Accounts, an Amendment to Mandate for Business Accounts would also be required (seal with Sole Propitiator/ Legal Representative/ Responsible Person signature and company chop).

For other updates, the Authorised Person must come to their account opening branch in person. Original personal ID and a set of ID copy (sealed with company chop) of the Authorised Person and the Legal Representative/Responsible Person, in addition to the original and a set of copy (sealed with company chop) of the relevant supporting documents are required. If the update is conducted by someone other than the Authorised Person specified in the Mandate for Business Accounts, an Amendment to Mandate for Business Accounts would also be required (seal with Sole Propitiator/ Legal Representative/ Responsible Person signature and company chop).

4. 公司组织资料更新

如客户为法定代表人变更或董事变更, 需另外填写“非个人客户-补充表格(有关人士的个人资料)”; 有权人需携带本人之身份证明文件及法定代表人(负责人)之身份及地址证明文件正本及复印件(加盖企业公章), 及相关证明文件正本及复印件(加盖企业公章)前往开户行办理; 若由非原商业客户账户授权书中的有权人来办理, 则需提交商业客户变更授权书。

如客户为联系人资料变更(包括大额资金划转联系人、开户/关户联系人、账户信息变更联系人), 则需另外填写商业客户变更授权书; 有权人需携带身份证明文件正本及复印件(加盖企业公章), 亲临开户行的企业开户专柜办理; 如有权人并非法定代表人(负责人), 则需要提交法定代表人(负责人)的身份证明文件复印件(加盖企业公章)。

Update of Organization Details

For Update of Legal Representative or Director, an additional form “Supplementary Form for Non-Personal Customers (Individual Details)” is required. The Authorised Person must come to their account opening branch in person. Original personal ID of the Authorised Person and a set of ID copy and address proof (sealed with company chop) of the Legal Representative/Responsible Person, in addition to the original and the copy (sealed with company chop) of the relevant supporting documents are required. If the update is conducted by someone other than the Authorised Person specified in the Mandate for Business Accounts, an Amendment to Mandate for Business Accounts would also be required (seal with Sole Propitiator/ Legal Representative/ Responsible Person signature and company chop).

For Update of Contact Person (Including Contacts for Large Amount Transfer, Contact person for account opening/closing, Contacts for Account Information Changing), the Authorised Person must come to their account opening branch in person. Original personal ID and a set of ID copy (sealed with company chop) of the Authorised Person, in addition to an Amendment to Mandate for Business Accounts are required (seal with Sole Propitiator/ Legal Representative/ Responsible Person signature and company chop). If the Authorised Person is not a Legal Representative/Responsible Person, a set of the ID copy (sealed with company chop) of the Legal Representative/Responsible would also be required.

5. 更改印鉴

印鉴卡变更时, 在更改印鉴的账户授权书中已有所有签署式样及安排, 并且印鉴卡和账户授权中的预留印鉴必须一致; 除提交账户授权书外, 还需提供有权人及法定代表人的身份证件原件及复印件(加盖企业公章)。另外, 如公司基础文件在有效期内, 且没有内容上的更新, 则无须提交。

Update Signing Arrangement

For change of signing arrangement, the signing arrangement on Account Authorisation Letter must be the same as the one on the original Signature Card. In addition to submitting the Account Authorisation Letter, the original and a set of copy (sealed with company chop) of the personal ID of the authorised person and the Legal Representative must also be submitted. In any case, Company documents are not required if they are within their effective dates and there are no updates on the documents.

客户经理专用表格

此次变更属于 实质性触发事件 一般触发事件

若 GB 客户的变更属于实质性触发事件，请确认是否完成 World Check One C35

注：若属于实质性触发事件，请完成下述表格填写；若仅为一般性触发事件，则无需填写下述表格。

其他信息变更情况			
		是否发生变更 (Y/N)	变更内容
企业分类 (GH0 Class)			
企业性质 (Legal Type)			
经营范围 (Market Sector)			
Source of Wealth			
Sixth Filter			
是否需要调高为高风险		是	否
如需调整，请详细叙述原因			
进行信息审核方式			
电话核对	当面审核	基于客户经理对客户了解	其他 (请备注)
申明：该客户在我行过往交易中是否有异常交易			
是 (需提交异常行为报告，具体参见 HACN CMB AML LoBP Chapter 3)			否

*请根据实际情况正确填写，如果客户信息发生变更，请填写具体变更内容。

客户经理签字及客户经理号 客户信息审核完成时间

复核人员签字 (分行业务主管或以上)

柜台专用				Branch Approval
*Please '✓' where appropriate				
A/C No.	Update Customer Information in HUB	Maker	Checker	Authorised Signature (Name & No.):