

# Personal Contact Details Update Form

You can also update your personal details through **Personal Internet Banking**: Select **Services** and **Update Personal Information**

or Complete and submit this form with the required documents & Mail it to us with the Business Reply Envelope provided

Please complete the form in BLOCK letters and tick where applicable.

## My Personal Details *(mandatory section)*

**Full name** (as in NRIC/Passport)  Dr  Mr  Mrs  Mdm  Ms  Others, please specify

**Last Name/Surname**

**First/Given Name**

**Existing NRIC/Passport No.**

## 1. I would like to update *(mandatory section)* \*All accounts will be updated if no tick is indicated in any of the boxes.

**ALL** my accounts, products & services with HSBC Bank (Singapore) Limited and to **supersede** any previously provided details.  
*(For Joint-And account(s), Signatures of ALL account holders are required)*

my **Credit Card account** only *(Refer to point 'c' of "Important Notes" in page 2.)*  
For Supplementary Credit Card holder, please provide your card number  -  -  -

my **HSBC Insurance policy(ies)**

## 2. My new contact details

*(Refer to point "a" of "Important Notes" in page 2.)*

**Mobile No.** +  -   
Country code      Area code & Telephone numbers

**Home No.**  -   
Country code      Area code & Telephone numbers

**Office No.**  -   
Country code      Area code & Telephone numbers

**E-mail Address**   
*(complete in capital letters)*

## 3. My new address details

**New Residential Address**  
*(Residential Address refers to your current place of residence. PO Box and C/O addresses are not allowed. Refer to point "b" of "Important Notes" in page 2.)*

Country  Postal Code

At this address since D D M M Y Y Y Y

**Permanent Address** *(if differs from above)*

Country  Postal Code

**New Mailing Address** *(Please select one):*  New Residential Address  Permanent Address

**If your mailing address differs from Permanent/Residential address, please specify below:**  Work  Others

Country  Postal Code

## 4. Customer Declaration *(mandatory section)*

I/we confirm that I/we have read, acknowledged, and understood the "Important Notes (a) to (g)" as listed in the next page of this Form. Where I/we have ticked the box for "HSBC Insurance" above, I/we authorised the Bank to disclose my/our information to HSBC Insurance to enable them to update their records accordingly.

**Signature of principal account holder**

SV

Date

**Signature of joint account holder**

SV

Date

Name

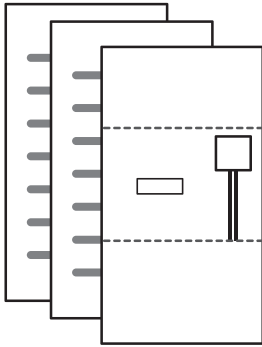


**For Bank use only**

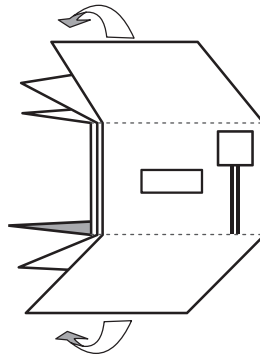
Customer no(s):  -  -

-  -

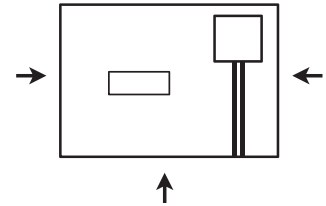
### How to use the Business Reply Envelope (BRE)



**a.** Fold along dotted lines.



**b.** Insert documents into business reply folder, folding inwards.



**c.** Seal along edges of folder with clear tape (do not staple). Drop sealed folder into post box.

fold here

**BUSINESS REPLY SERVICE  
PERMIT NO. 02885**



**HSBC Bank (Singapore) Limited**  
Service Delivery Banking Ops – Account Maintenance  
Robinson Road P.O. Box 896  
Singapore 901746

POSTAGE  
WILL BE PAID  
BY ADDRESSEE  
FOR POSTING IN  
SINGAPORE

Seal here with clear tape

Seal here with clear tape

SD / M635 / PROJ / PI

fold here

**Important Notes**

- a. Mobile number provided will be used for sending of SMS Transaction Alerts and Authorisation codes for Online Purchases. Please note that we need at least one working day to update your mobile number and de-register your old mobile number from PayNow. Therefore, please keep us updated of any changes to your number as soon as possible. Please remember to register your new mobile number with PayNow.
- b. For residential address, PO Box and C/O address is not allowed. If you reside in a country where complete legal addresses do not exist, please provide a description of the location of your property (which should include exact street/ building name, apartment/ villa number, city, country and the closest landmark, etc).
- c. For credit card account, please note that only the primary cardholder can authorise the change of address. For supplementary cardholder below the age of 18 years, update of your particulars has to be accompanied with primary cardholder's signature.
- d. If you hold any CPF Investment accounts, please notify the CPF investment account holding bank about your change in contact details.
- e. If you have taken up any insurance policies offered by other companies through the bank, please notify the respective insurance company directly about your change of contact details.
- f. The personal data which you are submitting is being collected for the purposes stated in HSBC's Data Protection Policy. For more information on how we manage your personal data, please visit <http://www.hsbc.com.sg/1/2/miscellaneous/privacy-and-security>.
- g. Please allow 5 working days from the receipt of your request to update all your records.

**Please note:**

- Please remember to sign on the form.
- Please ensure that you have attached the necessary supporting documents.