

To: The Manager 致: 经理  
HSBC Bank (China) Company Limited. 汇丰银行 (中国) 有限公司

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

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

变更法定代表人/单位负责人 (境内机构) /首席代表 (代表处)

#### Change of Person-in-Charge (Overseas Entity) 变更负责人 (境外机构)

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          
出生日期 (日/月/年)

#### Change of Specimen of Company Chop/Financial Chop (Please provide the previous chop specimen except for changing name.) 公章/财务章样本变更 (除更名外, 需提供原章样本)

Reason of Change  Lost  Damaged  Change Name  Others   
更改公章/财务章样本原因 遗失 损毁 更名 其他

Company Chop/Financial Chop Previous Specimen  
原公章/财务章样本

Company Chop/Financial Chop New Specimen  
新公章/财务章样本

#### Change of Customer Name 客户名字变更

Name in Chinese  Please refer to the Business Registration Certificate/Business License/Certificate of Incorporation  
中文名称 请参照本公司商业登记证/营业执照/商业注册证书

Please specify 请注明

Name in English  Please refer to the Business Registration Certificate/Business License/Certificate of Incorporation  
英文名称 请参照本公司商业登记证/营业执照/商业注册证书

Please specify 请注明

### Part II 第二部分

#### Change of Specimen of Specific Authorized Signatory/ Legal Representative/ Person-in-Charge/ Chief Representative

授权签字人/法定代表人/单位负责人/首席代表本人签章样本变更

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 (Please specify the reason if cannot provide.) (若不能提供请注明原因)

New Signature/Chop 新签章

### Part III 第三部分

#### Change of Financial Controller 财务负责人变更

Previous Financial Controller to be Replaced 被替换的原财务负责人姓名

New/Existing Financial Controller(details to be changed)  
新财务负责人/需变更联系信息的财务负责人姓名

ID Type/ Number   
身份证明文件种类/号码

Contact Number(s)   
联络电话

Date of Birth          
出生日期 (日/月/年)

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

Previous Contact Person to be Replaced 被替换的原其他交易确认人姓名

New/Existing Contact Person(details to be changed)  ID Type/ Number   
 新交易确认人 / 需变更联系信息的财务负责人姓名 身份证明文件种类 / 号码

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

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

Please clarify "Add only" or "Delete only" for the contact number, or the bank will refer to the details on the application form.  
 请注明“仅为添加”或“仅为删除”的联系方式，否则我行将以该申请书上的联系方式为准。

Correspondence Address   
 邮寄地址

Contact Person  Postal Code   
 联络人 邮政编码

Office Phone Number  Mobile Phone Number  Fax Number   
 办公号码 手机号码 传真号码

**Change of Corporate Registered 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  Telephone Number  Fax Number   
 邮政编码 电话号码 传真号码

**Change of VAT Information (for Invoice issuance) 增值税信息变更 (适用于发票开具)**

Tax Registration Number or Unified Social Credit Number  Phone Number   
 纳税人识别号或统一社会信用代码 联络电话

Name of the Bank (for tax purpose)  Account Number (for tax purpose)   
 纳税专户开立的银行中文名称 纳税专户开立的银行账户号

Frequency of Invoice Mailing 增值税发票寄送方式  
 Sent on every Statement Date monthly 每月结单日寄送  Sent by request 按需寄送

General VAT taxpayer 一般纳税人  Yes 是  No 否

\*The address printed on the VAT invoice will be the corporate registered address \*增值税发票打印地址将为贵司在我行登记之商业注册地址  
 \*VAT invoice will be sent to your correspondence address recorded in the bank \*增值税发票邮寄地址将为贵司在我行登记之邮寄地址

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

Statement Cycle 结单周期  Weekly 每周  Monthly 每月  Bi-monthly 两月  
 Quarterly 每季  Half-yearly 半年  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 Capital Investment Amount 变更资本金额**

To (Currency/Amount)   
 变更为 (币种 / 金额)

**Change of Registered Capital 变更注册资本**

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/representative office should sign this Form by Legal Representative/Person-in-Charge/Chief Representative's Signatory plus Company Chop; Overseas entity should sign it by any group of authorized signatory(ies)/Chop(s). For mere change of domestic entity/representative office's company chop/financial chop, any group of authorized signatory(ies)/Chop(s) plus company chop is also acceptable; for change of English name, the direction of Part III can be followed if the signatory of the company remains unchanged.  
 第一部分若有变更: 境内机构 / 代表处应由法定代表人 / 单位负责人 / 首席代表签字并加盖公章; 境外机构应由任意一组授权签字人签署。对于境内机构 / 代表处仅变更公章 / 财务章样本, 也可由任意一组授权签字人签署并加盖公章; 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。
- For Changes in Part II: The authorized signatory should give his/her previous signatory(ies)/chop(s) in Part II; if he/she cannot provide previous signature/chop, the authorized signatory should come to any branch in person with the application form on which company chop has been stamped or Legal Representative/Person-in-Charge/Chief Representative has signed.  
 第二部分若有变更: 该签字人本人应在第二部分相应栏位中留下原有签章; 若无法提供原有签章, 需签字人本人亲临办理, 并在客户签章处加盖公章或法定代表人 / 单位负责人 / 首席代表签字生效。
- For Changes in Part III: Domestic Entity/Representative Office could sign the Form by Legal Representative/Person-in-Charge/Chief Representative'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 / 代表处可由法定代表人 / 单位负责人 / 首席代表签字并加盖公章或由任意一组授权签字人签署; 境外机构应由任意一组授权签字人签署。

Customer Signatory(ies)/Chop(s) 客户签章