To： **MUFG Bank, Ltd.**
(Incorporated in Japan with limited liability)
致： **三菱UFJ銀行**

Date 日期: _____

Dear Sirs,
敬啓者：

<u>NOTICE OF ALTERATION</u>
<u>更改通知</u>

I/We hereby request your bank to amend the record of my/our account(s) mentioned below by inserting the following change(s) with effect from _____ (DD/MM/YY).

本人/我方特此通知貴行進行以下更改，以修正本人/我方之戶口紀錄，並由_____(日/月/年) 起生效。

1.   Account Name in Full 戶口全名: _____

2.   Type of Account(s) Concerned
     相關戶口類別   : _____

3.   After Change 更改後   :   (Please tick "✓" as appropriate. 請於合適選項格內，加上"✓"。)

     ☐ Tel. No. 電話號碼^: _____

     ☐ Mobile Phone No. 手提電話號碼^: _____

     ☐ Fax No. 圖文傳真號碼^: _____

     ^ For overseas number, please add the country code & area code (if any) in front of the number. 如海外號碼，請於號碼 前加入國家及地區編碼(如有)。

     ☐ Email Address 電郵地址: _____

     ☐ Mailing Address 郵寄地址   ☐ Business Registration Address 商業註冊地址

     ☐ Residential Address 住宅地址

        Room/ Flat/ Floor: ☐ Room   ☐ Flat: _____   Floor: _____

        Name of Building: _____

        Number and Name of Street: _____

        District: _____

        City/ Town*: _____

        Province/ State/ Region*: _____

        Postal Code*: _____

        Country/ Jurisdiction*: _____

        * For overseas address only 只適用海外地址

     ☐ Others (including Passport/ H.K. Identity Card No.) 其他 (包括護照及香港身份證號碼): _____

4.   Reason for Change 更改原因   : _____

The bank is allowed to have reasonable time to amend its record in accordance with this Notice and the bank is not liable for any loss prior to its record amendment. In any event the bank is not liable for any loss unless it is caused by the bank's wilful negligence.

貴行可於合理時間內跟據此通知更改相關紀錄，而貴行亦免就相關紀錄修正前所引起之任何損失負上責任。除貴行 之蓄意疏忽行為外，在任何情況下，貴行將不會就任何損失負上責任。

Further, I/we will indemnify you against all claims damages and liability whatsoever in relation thereto.

再者,本人/我方將彌償貴行一切隨之引起之損失及責任。

                                Yours faithfully,
                                順頌商祺！

                                _____
                                Authorized Signature 獲授權簽署
                                (with rubber stamp if there is any)
                                （加蓋印章，如有）

(If there is any inconsistency or conflict between the Chinese and English versions, the latter shall prevail.) (如與英文版本有異，概以英文版本為準。)

Reminder: If address change is applicable to FATCA/CRS, please request customer to fill in another FATCA/CRS-related forms.

Is any US indicia found / or FATCA trigger event identified in the "Notice of Alternation" above? (Please tick "✓" as appropriate)

☐ YES → Please also fill in the "Checklist of FATCA Due Diligence Assessment Form (For Preexisting Individual Customer)" (FATCA-002) "or "Checklist of FATCA Due Diligence Assessment Form (For Preexisting Corporate Customer)" (FATCA-003) as well.

☐ NO

Is any reportable indicia under CRS found in the "Notice of Alternation" above or there is any change of the tax residency? (Please tick "✓" as appropriate)

☐ YES → Please request customer to fill in the
"CRS Self-Certification Form for Individual" (CRS-001),
"CRS Self-Certification Form for Entities" (CRS-002), or
"CRS Self-Certification Form for Controlling Persons" (CRS-003)

☐ NO

DPS Address Type (Please tick "✓" only 1 box)

☐	No change is required	-	No change on mailing address
☐	Otherwise	-	Mailing address = HK address
☐	Outside HK	-	Mailing address = Non-HK / overseas address
☐	Address is office of MUFG Bank	-	Mailing address = C/O MUFG Bank
☐	Address Undeliverable or no addr	-	Self-explanatory
☐	Report DPS using resident addr	-	HOST: refer to form CIF-001; T24: not an option

HK USER MENU **>CUSTOMER** **>View Customers Addresses**	If there are NO items between PRINT.2 and PRINT.49, then	Proceed as usual
	If there are items between PRINT.2 and PRINT.49 (e.g. PRINT.3 exists), then	Communicate with Marketing whether the address change is applicable for the existing PRINT.X or not
Entity	If Mailing Address = Business Registration Address, then	Mailing Address => PRINT.1
	If Mailing Address =/= Business Registration Address, then	Mailing Address => PRINT.1 Business Registration Address => PRINT.60
Individual	If Mailing Address = Residential Address, then	Mailing Address => PRINT.1
	If Mailing Address =/= Residential Address, then	Mailing Address => PRINT.1 Residential Address => PRINT.60

T24 Label	Input
GB Legal Address.1	Line 1 of Mailing Address (PRINT.1) [35 characters]
GB Legal Address.2	Line 2 of Mailing Address (PRINT.1) [35 characters]
GB Legal Address.3 or above	Line 3 or above of Mailing Address (PRINT.1) [35 characters per line] [Try to keep 2 lines only on a best effort basis for Payment Workstream]
GB STREET	Line 1 of Mailing Address (PRINT.1) [35 characters] [Duplicate input from "GB Legal Address.1" for Payment Workstream]
GB City	Line 2 of Mailing Address (PRINT.1) [35 characters] [Duplicate input from "GB Legal Address.2" for Payment Workstream]
ADDRESS Item1	Street, particularly
ADDRESS Item2	City, particularly

Attended by

Marketing Dept.	
Dept Head	Manager and/or A/C Officer

Operations Dept.		
Manager	Checker	Maker

Account Number _____   Customer Number _____

Remarks : _____