

Customer Name 客戶名稱: _____

ID No. 身份證號碼: _____

1. Enrol / Cancel the e-Statement Service for the following Account (s) in my/our name 登記 / 取消下列本人(等)名下帳戶之電子結單服務	
Instruction 指示	Internet Banking Registered Account Number 已登記網上銀行帳戶號碼
Enrol 登記	1. _____ 2. _____ 3. _____ 4. _____
	5. _____ 6. _____ 7. _____ 8. _____
Cancel 取消	1. _____ 2. _____ 3. _____ 4. _____
	5. _____ 6. _____ 7. _____ 8. _____
<p>Note 備註:</p> <ol style="list-style-type: none"> For joint accounts, the Bank will immediately cease sending the physical copy of statement once the enrolment process for e-Statement Service has been successfully completed. If any joint account holder(s) do(es) not have i-Banking Service and wish(es) to receive e-Statement for such joint account, he/she will have to apply the i-Banking Service and enrol for e-Statement Service. 就聯名帳戶成功登記電子結單服務後，貴行將即時停止發送該帳戶之紙張結單，如任何聯名帳戶持有人欲同時收取該聯名帳戶的電子結單，其需自行申請 i-Banking 服務及就該帳戶登記電子結單服務。 The above accounts must be registered in i-Banking account portfolio. 以上帳戶須先登記於 i-Banking 之指定帳戶。 For Consolidated Statement (applicable when the primary account is registered in i-Banking account portfolio), only one of the account numbers should be filled to effect the change for the statement. 如為綜合月結單(基本帳戶已登記於 i-Banking 之指定帳戶)，只需填寫其中一個帳戶號碼以使變更生效。 The Enrol / Cancel e-Statement request will be effective in 7 working days. 登記/取消電子結單服務之要求將會在七個工作天內生效。 	
<p>2. e-Notification Instruction 電子通知書指示:</p> <p>An e-Notification will be sent to my/our registered email address when new e-Statement is available and the email will be the only notice that e-Statement is posted in the Bank's website. I/We shall provide a valid email address to the Bank and notify the Bank immediately after my/our email address has been changed. 本行將於有新電子結單時發送電子通知書至本人(等)登記之電郵地址，此電郵將為本人(等)獲通知電子結單已上載至貴行網站的唯一途徑。本人(等)將提供有效的電郵地址予貴行，並在更改電郵地址後立即通知貴行。</p> <p>Email Address* 電郵地址*: (Please fill in English BLOCK letters; Maximum 30 Characters 請用英文正楷填寫; 最多30個位)</p> <p>Customer Name* 客戶姓名*: _____ Email Address* 電郵地址*: _____ *Mandatory Field *必須輸入欄</p> <p>(A) _____</p> <p>(B) _____</p>	

Declaration 聲明**Enrol for e-Statement Service 登記電子結單服務:**

- I/We acknowledge and confirm that the information given in this Instruction and Request Form is correct and complete and I/we hereby authorize the Bank to communicate and to exchange such information with whatever sources the Bank may consider appropriate for the purpose of verifying the same. I/We further undertake to notify the Bank promptly in writing whenever there are any changes to any of such information. 本人(等)明瞭及確認本要求及指示表格所提供之資料全屬正確及完整，並授權貴行與任何其認為適當之人士溝通及交換資料以核實該等資料之真實性。本人亦承諾如任何該等資料有所更改，本人(等)須立即以書面通知貴行。
- I/We acknowledge and accept that the use of e-Statement Service shall at all times be subject to the Terms and Conditions for i-Banking Services as incorporated in the Terms and Conditions for Bank Accounts and General Services, the terms and conditions governing the accounts and such other terms and conditions as the Bank may from time to time specify. 本人(等)確認及接受電子結單服務須時刻受載於銀行帳戶及一般服務章程及條款內之 i-Banking 服務章程及條款、管轄帳戶之章程及條款及貴行不時修訂之章程及條款所約束。
- I/We acknowledge and agree that (1) for the deposit account, credit card account or securities account enrolled for the e-Statement Service, the Bank will keep the e-Statements in "e-Statement Mailbox" on the relevant webpage for 12 months or such other period as the Bank may from time to time consider appropriate before deleting them; and (2) for the deposit account, credit card account or securities account not enrolled for the e-Statement Service, e-Statements will be available and retained by the Bank for 3 months or such other period as the Bank may from time to time consider appropriate. 本人(等)確認及同意(1) 已登記電子結單服務之存款帳戶、信用卡帳戶或證券帳戶，貴行將電子結單於有關網頁「電子結單郵箱」內登載十二個月，或貴行不時可能認為適當的其他時期內登載，然後始予刪除；及(2) 尚未登記電子結單服務之存款帳戶、信用卡帳戶或證券帳戶，電子結單將供取覽及保留三個月，或貴行不時可能認為適當的其他時期。

Cancel e-Statement Service 取消電子結單服務:

I/We instruct the Bank to cancel the e-Statement Service and resume sending me/us the physical copies of my/our statements in connection with each of the accounts in my/our name(s). I/We acknowledge that after the cancellation of the e-Statement Service, the Bank shall have the right not to make available the relevant e-Statements for my/our access or use through i-Banking Services at any time (without notice to me/us). 本人(等)現指示貴行取消電子結單服務並恢復郵寄由本人(等)開立之每個帳戶之紙張結單。本人(等)確認於取消有關服務後，貴行有權(毋須通知本人(等))隨時停止將有關電子結單透過 i-Banking 服務供本人(等)取覽或使用。

(If there is any conflict between the English and Chinese versions, the English version shall prevail. 如英文版本與中文版本如有歧異，概以英文版本為準。)

Customer's Signature 客戶簽署: _____ Date 日期: _____
(Signed by all Account Holders 由全體帳戶持有人簽署)**For Bank Use Only 銀行專用**

Rec'd Date	Branch	Signature Verified	Approved by	CIC	
				Input	Accepted

上海商業銀行

SHANGHAI COMMERCIAL BANK

To: Data Protection Officer
Shanghai Commercial Bank Limited ("the Bank")
致: 上海商業銀行有限公司 ("貴行")
資料保護主任

Date 日期:

Instruction Form for Receiving Marketing Materials 客戶接收推廣資訊指示表格

Name 姓名: Contact No. 聯絡電話:
Identification Document No. 身份證明文件號碼:

Note 注意:

- Please complete this form and return it to Shanghai Commercial Bank Limited at G.P.O Box 139 Hong Kong or any of the branches. 填妥表格後請寄回香港郵政信箱 139 號上海商業銀行有限公司或交回任何一間分行。
- Please allow 7 working days for processing this request. 請預留 7 個工作日辦理此項要求。

A. Instruction for the Bank's Direct Marketing 貴行直銷推廣指示

Note: Please tick in the appropriate box(es) below, which represents your choice on the use of your personal data stated as below:
注意: 請於以下適當的方格內加上剔號, 以代表閣下就閣下的個人資料使用方法的意願:

The Bank can send the latest offering and promotional materials/messages to me through any of the channels.
貴行可經由任何途徑傳送最新優惠及推廣函件/訊息予本人。

- Agree 同意
- Disagree 不同意 - Reject Direct Marketing Channels 拒收以下直銷推廣途徑:
- Mail 郵件 Email 電郵 Telephone 電話 SMS 短訊

B. Instruction for Providing Personal Data to Other Persons for Direct Marketing 提供個人資料予其他人士作直銷推廣指示

Note: Please tick in the appropriate box below, which represents your choice on the use of your personal data stated as below:
注意: 請於以下適當的方格內加上剔號, 以代表閣下就閣下的個人資料使用方法的意願:

The Bank may provide my personal data to other persons for their use in direct marketing which in any event the Bank will not receive any money or other property in return and, whether or not such persons are members of the Bank's group.
貴行可將本人的個人資料提供予其他人士作直銷推廣使用, 在任何情況下 貴行不會因而獲得任何金錢或其他財產的回報, 不論該等人士是否 貴行集團成員。

- Agree 同意
- Disagree 不同意

Declaration 聲明:

The above represents my present choice whether or not to receive direct marketing contact or information. This replaces any choice communicated by me to the Bank prior to this instruction form. I understand that my above choice applies to the direct marketing of the classes of products, services and/or subjects as set out in Bank's Circular to Customers and Other Individuals relating to the Personal Data (Privacy) Ordinance ("Circular"). I may refer to the Circular on the kinds of personal data which may be used in direct marketing and the classes of persons to which my personal data may be provided for them to use in direct marketing.

以上代表本人目前就是否希望收到直銷推廣聯繫或資訊的選擇, 並取代本人於本指示表格前向 貴行傳達的任何選擇。本人明白本人以上的選擇適用於 貴行“關於個人資料(私隱)條例致客戶及其他個別人士的通知”(「該通知」)中所列出的產品、服務及/或標的類別的直銷推廣。本人亦可參閱該通知以得知在直銷推廣中可使用的個人資料的種類, 以及本人的個人資料可提供予什麼類別的人士以供該等人士在直銷推廣中使用。

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Signature of Customer 客戶簽署
(For verification purpose, please sign according to the specimen signature filed with the Bank)
(請按照帳戶留存印鑑簽署作核對用途)

Account No. (optional) 帳戶號碼(非必須填寫):

For Bank Use Only	
Handling Branch:	S.V.
Receive Date:	