



To 致: The Hongkong and Shanghai Banking Corporation Limited  
 香港上海滙豐銀行有限公司

# REQUEST FOR RECEIVING / NOT RECEIVING DIRECT MARKETING CONTACT AND/OR INFORMATION (APPLICABLE FOR NON-PERSONAL CUSTOMER)

Date (DD-MMM-YYYY) 日期 (日-月-年)

--	--	--	--	--	--	--	--	--	--

## 選擇接受 / 不接受使用客戶資料進行直接促銷指示表格 (適用於非個人客戶)

### Note 注意:

1. Please complete in **Block Letters** and tick where applicable. 請用正楷填寫，並在適當的地方加上剔號。
  2. The request will be processed by the Bank free of charge. 此項申請的安排，本行不會收取任何費用。
  3. For change of the promotional materials sent by Email Address and/or Telephone Calls and/or Mobile Messages, it will take **7 calendar days** to take effect. For other requests, it will take **4 to 5 weeks** to take effect.  
 經電子郵件地址及/或電話及/或流動電話短訊傳送的推廣服務/產品，有關的更改將於**七個日曆天**內生效。其他的申請，更改將於**四至五個星期**內生效。
  4. This form is applicable to business accounts only. Customer who wishes to indicate his/her/its choice as to whether or not to receive direct marketing contact or information from Personal Banking, Private Banking or other business lines must complete a separate form. Please contact the Bank for details.  
 此表格只適用於商業戶口。閣下如希望接受或不接受本行個人零售銀行、私人銀行或其他業務使用閣下的個人資料進行直接促銷，請聯絡本行以另作安排。
  5. You can submit the form via the following channels:
    - i. [Convenient and efficient] Online - Visit [www.business.hsbc.com.hk](http://www.business.hsbc.com.hk), scroll down to 'Quick Links' > 'Form Download Centre' > 'e-Form' > 'Other Services Forms' to select and submit the respective form; or
    - ii. Postage - Mail to 'The Hongkong and Shanghai Banking Corporation Limited, PO Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong'; or
    - iii. Branches - Return to any Commercial Service Centres. (For location of the Commercial Service Centres, please visit <https://www.business.hsbc.com.hk/en-gb/products/commercial-service-centres>)
- 你可透過下列途徑遞交表格：
- i. [快捷方便] 網上一前往 [www.business.hsbc.com.hk](http://www.business.hsbc.com.hk)，向下捲動至「捷徑」>「表格下載中心」>「電子表格」>「其他服務表格」選擇相應的表格並提交；或
  - ii. 郵寄—郵寄至「九龍中央郵政局郵政信箱72677號香港上海滙豐銀行有限公司」收；或
  - iii. 分行—前往任何商業客戶服務中心提交。（查閱商業客戶服務中心地址，請瀏覽<https://www.business.hsbc.com.hk/en-gb/products/commercial-service-centres>）

### Customer Details 客戶資料

Registered Name in English 英文登記名稱

Contact Telephone Number 聯絡電話號碼

☐ Registration/Incorporation Document Details 登記/註冊證明文件資料

Type 種類

Number 號碼

☐ Business Registration Certificate 商業登記證

☐ Certificate of Incorporation 公司註冊證書

☐ Others (please specify) 其他 (請註明) :



OR 或

☐ Account Number 戶口號碼

### Instruction Details 指示資料

I/We wish to give instructions as specified below:

本人/本公司希望作出以下的安排：

☐ Promotional Materials by Post 推廣服務/產品的書信郵件

(DMEL)

Not Receiving  
不接收

☐

Resume Receiving  
接收

☐

☐ Promotional Materials by Email 推廣服務/產品的電子郵件

(EMEL)

☐
☐

To specify Email Address, please fill in the next section

如提供指定的電子郵件地址，請填妥以下部分

☐ Promotional Telephone Calls 推廣服務/產品的電話

(TCEL)

☐
☐

☐ Mobile Messages 流動電話短訊

(MMEL)

☐
☐

To specify Mobile Phone Number, please fill in the next section

如提供指定的流動電話號碼，請填妥以下部分

☐ Individual Messages by Business Internet Banking

(ESEL)

☐
☐

經商務「網上理財」的電子訊息

☐ Pre-approved Credit Related Promotion Mailing

(PAEL)

☐
☐

預先批核信貸推廣服務/產品的書信郵件

☐ All promotional materials and channels as listed above (if applicable)

☐
☐

以上所有的推廣服務/產品/渠道 (如適用)

## Instruction Details (Continued) 指示資料 (續)

### Contact Person(s) to Receive the above Information 由以下聯絡人收取以上的資訊

Only applicable to unincorporated entities (e.g. sole proprietorships, partnerships, trusts, clubs, associations, societies, etc.)  
只適用於非法團機構 (例如：獨資、合夥經營商號、信託基金、會社、協會、社團等)

	Not Receiving 不接收	Resume Receiving 接收
<input type="checkbox"/> * Contact Person 聯絡人 1	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> * Contact Person 聯絡人 2	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> * Contact Person 聯絡人 3	<input type="radio"/>	<input type="radio"/>

\*Refers to the contact person(s) specified in the account opening form/mandate. 開戶表格/任務指定的聯絡人。

### To Register Specific Email Address and/or Mobile Phone Number 登記指定的電子郵件地址及/或流動電話號碼

I/We wish to give instructions regarding the use of my/our Email Address and/or Mobile Phone Number in direct marketing as specified below:

本人/本公司希望本人/本公司的電子郵件地址及/或流動電話號碼在於進行直接促銷時能作出以下的安排：

#### Email Address 電子郵件地址：

	Not Receiving 不接收	Resume Receiving 接收
(1)	<input type="radio"/>	<input type="radio"/>
(2)	<input type="radio"/>	<input type="radio"/>
(3)	<input type="radio"/>	<input type="radio"/>
(4)	<input type="radio"/>	<input type="radio"/>
(5)	<input type="radio"/>	<input type="radio"/>

#### Hong Kong Mobile Phone Number 香港流動電話號碼：

(1)	<input type="radio"/>	<input type="radio"/>
(2)	<input type="radio"/>	<input type="radio"/>
(3)	<input type="radio"/>	<input type="radio"/>
(4)	<input type="radio"/>	<input type="radio"/>
(5)	<input type="radio"/>	<input type="radio"/>

Note 注意：

1. The above represents your present choice whether or not to receive direct marketing contact or information. This replaces any choice communicated by you to the Bank prior to this application.

以上代表閣下目前就是否希望收到直接促銷聯繫或資訊的選擇，並取代閣下於本申請前向本行傳達的任何選擇。

2. Please note that your above choice applies to the direct marketing of the classes of products, services and/or subjects as set out in the Bank's "Notice relating to the Personal Data (Privacy) Ordinance". Please also refer to the Notice on the kinds of personal data which may be used in direct marketing. 請注意閣下以上的選擇適用於就本行「關於個人資料(私隱)條例的通知」中所列出的產品、服務及/或標的類別的直接促銷。閣下亦可參閱該通知以得知在直接促銷中可使用的個人資料的種類。

### Signature and Other Information 簽署及其他資料

Authorised Signature(s) 授權簽署

X

S.V.

Name of Signatory(ies) 簽署人姓名

Account Number (Specify any one account number to which the above signature(s) can apply.) 戶口號碼 (請註明任何一個使用以上簽署的戶口號碼。)

### For Bank Use Only (To be Completed by Receiving Branch) 銀行專用

Branch Chop and Authorised Signature

For Opt-out Request by Non-bank Customer Only

☐ Filled in the Mobile Phone Number in "To Register Specific Email Address and/or Mobile Phone Number" Section

Prepared by

Staff Name:

Initial:

Branch Chop