

Items to be Updated		Supporting Documents
1	For Individual Account	
1a	Change of Particulars of The Account Holder	
	Account Name	Certified True Copy of ID Card /Passport
	ID Number/Passport Number	Certified True Copy of ID Card /Passport
	Nationality	Certified True Copy of ID Card /Passport
	Mobile Phone Number	N/A
	Home Phone Number	N/A
	Office Phone Number	N/A
	E-mail Address	N/A
	Home Address / Mailing Address	Recent Address Proof of which the date is within the recent three months
	Bank Account Number	Recent Bank Statement , Passbook or Bank Card
1b	Addition/Deletion of Authorized Person	
	Addition of Third Party Authorized Person	Authorization Letter Certified True Copy of ID Card /Passport Recent Address Proof of which the date is within the recent three months
	Deletion of Third Party Authorized Person	A Letter of Instruction of the Account Holder
1c	Change of Particulars of Authorized Person	
	Name	Certified True Copy of ID Card /Passport
	ID Number/Passport Number	Certified True Copy of ID Card /Passport
	Nationality	Certified True Copy of ID Card /Passport
	Mobile Phone Number	N/A
	Home Phone Number	N/A
	Office Phone Number	N/A
	E-mail Address	N/A
	Home Address / Mailing Address	Recent Address Proof of which the date is within the recent three months
2	For Corporate Account	
2a	Change of Particulars of the Company	
	Company Name	Certificate of Change of Name by the Company Registry or equivalent documents
	Office Phone Number	N/A
	E-mail Address	N/A
	Office Address / Mailing Address	Recent Address Proof of which the date is within the recent three months
	Bank Account Number	Recent Bank Statement
2b	Change of the Director/ Authorized Persons/ Substantial Shareholders/ Ultimate Beneficial Owners	
	Addition of Director/Authorized Persons	Board Resolution with Specimen Signatures Register of Directors or Notice of Change of Company Secretary and Director (ND2A) or equivalent Certified True Copy of ID Card /Passport Recent Address Proof of which the date is within the recent three months
	Removal/Resignation of Director/Authorized Persons	Board Resolution with Specimen Signatures

	Notice of Resignation of Company Secretary and Director (ND4)
Change of Substantial Shareholders/Ultimate Beneficial Owners	Register of Members and / or equivalent documents showing the current shareholding or equivalent Certified True Copy of ID Card /Passport Recent Home Address Proof
2c Change the Particulars of the Director/Authorized Persons/Substantial Shareholders/Ultimate Beneficial Owners	
Name	Certified True Copy of ID Card /Passport
ID Number/Passport Number	Certified True Copy of ID Card /Passport
Nationality	Certified True Copy of ID Card /Passport
E-mail	N/A
Mobile Phone Number	N/A
Home Phone Number	N/A
Home Address / Mailing Address	Recent Address Proof of which the date is within the recent three months
# For Directors, please also provide Notice of Change in Particulars of Company Secretary and Director (e.g. ND2B) or equivalent	
Remarks	
<ol style="list-style-type: none"> 1. If home address/office address/ mailing address are located in different countries, please provide a letter of explanation. 2. For substantial ownership, it refers to shareholders with shareholding over 5% of the total shareholding. 3. For change of certain particulars, please state in Others on the Amendment Form and provide supporting documents. 4. The Core Securities Company Limited reserves the right to request clients for additional supporting documents for change of account information. 	