

XXX Company

To: Human Resource Department

CHANGE OF PERSONAL PARTICULARS

Reference no.:

EMPLOYEE NAME

DEPARTMENT / BRANCH / SECTION

OFFICE TEL. NO.

CHANGE IN DEPENDANT(S)	DEPENDENT'S NAME	DATE OF MARRIAGE / BIRTH / DEATH	RELATIONSHIP	* DEPENDANT'S HK I/D CARD / BIRTH CERT. NO.	HR OFFICE USE
					VERIFIED BY

* Please attach a copy of the supporting document with this form or present the original to the HR Unit for verification.

PERSON TO BE CONTACTED (HK) IN CASE OF EMERGENCY

CHANGE IN DEPENDANT(S)	NAME	RELATIONSHIP
	ADDRESS	TEL. / PAGER NO. (1) (2) (3) Office :

CHANGE OF ADDRESS	OLD ADDRESS	TEL. / PAGER NO. (1) (2) (3)
	NEW ADDRESS	(Please state all telephone numbers)

OTHER CHANGES	* (e. g. For additional qualifications – to be supported by copy of relevant document/certificate. For change of bank account for auto-payment of salaries – to attach a new AutoPay form for debiting of electricity charges if appropriate)

REMARKS	EMPLOYEE'S SIGNATURE

Your personal data will be used by the companies in employment related activities, salary and benefits administration, communication and activities in compliance with legal requirements. You should inform the HR Unit of any changes to the above data.

DATE:

I declare that the above information is authentic and correct. I authorize the Company, in accordance with the Personal Data (Privacy) Ordinance, to use and transfer my personal data provided herein or in any documents provided by me to the Company pursuant to this form for the purpose as specified in this form. I undertake that I shall promptly inform the Company should there be any changes to / revisions of the information provided and / or subsequently withdrawals of any claims. I agree to accept and bear any consequence (including but not limited to disciplinary actions by the Company against me and indemnification by me in favor of the Company against any loss, damage, costs or expenses which may be incurred or suffered by the Company), which may have arisen out of or in connection with my failure to provide authentic and correct information, and / or failure to notify the Company of any aforesaid changes / revisions.