

# Business Contact Update

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Date:

The Manager  
HSBC Bank Middle East Limited, UAE.

Branch \_\_\_\_\_

Account Title : \_\_\_\_\_

Customer number : \_\_\_\_\_

We give below the contact details for all of our accounts held with you, under the above serial number. Kindly update your records accordingly.

### Correspondence address :

P O Box \_\_\_\_\_ Emirate : \_\_\_\_\_

Telephone: Office 1 \_\_\_\_\_

Office 2 \_\_\_\_\_

Fax: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**Company location address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Authorised signatory(ies)

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### Bank use only :

**Signature verified/ Data captured by :** \_\_\_\_\_

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## Documents Delivery Authorisation Form

To: HSBC Bank Middle East Limited, UAE.

Date:

Company Name : \_\_\_\_\_

Customer No: \_\_\_\_\_

We hereby authorise the following person(s) to collect the under-mentioned documents on behalf of our company account until further notice from our end:

1. Name:		2. Name:	
Identification type:		Identification type:	
Identification number:		Identification number:	
Mobile number:		Mobile number:	

	Returned Cheques
	Bank Statements
	Demand Drafts / Cashiers Orders
	Trade documents
	Bank guarantees

The above instructions supersede all our previous instructions.

For and on behalf of the company:

\_\_\_\_\_  
Authorised signatory(ies)

**Bank use only :**

<b>Signature verified by:</b>		<b>Data captured by:</b>	
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