

Business Contact Update

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)

Bank use only :

Signature verified/ Data captured by : _____

HSBC Business



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 :

Signature verified by:		Data captured by:	
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HSBC Business

