

# Standard Chartered

## General Banking Terms and Conditions – Change to Contact Details

Thank you for banking with Standard Chartered Bank Sri Lanka Branch. We would like to take this opportunity to express our appreciation for your continuing support with our banking products and services.

It is important that you inform us in writing about any changes to your contact details. This is an essential part of how we communicate and manage our relationship with you.

You will be required to **complete and return an original signed copy** of this letter where:

- (a) you have changed your postal address, phone number, fax number or email address that we use to communicate with you; or
- (b) there are any other changes to your contact information which we may have on our records.

### **What next?**

We will need some time to update our records, after which the updated changes will apply. If we cannot process the requested change(s), we will let you know as soon as we can. We may request you to provide supporting documents to verify the changes.

We look forward to continuing our support for your banking needs. Should you have any questions, please ask your relationship manager.

**Standard Chartered Bank Sri Lanka Branch**

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### REQUEST FOR CHANGE TO CONTACT DETAILS

(Please complete the applicable sections where your contact details have changed)

<b>Registered Address</b>			
<b>Mailing Address</b> <i>(if different from above)</i>			
<b>Contact Person(s)</b>	<b>PERSON 1</b>	<b>PERSON 2</b>	<b>PERSON 3</b>
<b>Full Name</b>			
<b>Email Address</b>			
<b>Office Telephone</b>			
<b>Mobile</b>			
<b>Other(s)</b>			

(Please complete all relevant sections below)

<b>Name of Client</b>	
<b>Date of request</b>	

#### Primary signatory \*

**Full name**

**Title / Position within the Client**

**Signature** – please ensure signature remains within the box *(Note 1)*

#### Secondary signatory (if required)

**Full name**

**Title / Position within the Client**

**Signature** – please ensure signature remains within the box *(Note 1)*

**Note 1:** Please ensure that person(s) signing are authorised to do so on behalf of the Client.