

30 November 2015

**Notice of Amendments to the “General Information”**

Please be informed that the Bank’s “General Information” have been amended and will be effective from 7 December 2015 (“Effective Date”).

**Amendment Details**

**Part : Cheque**

Section	Amendments
1	For clarity’s sake, the fifth paragraph shall be amended as follows: “Please use care in drawing paper cheques; do not facilitate alteration or forgery. The signature should not be too simple. Write in non-erasable ink or ballpoint pen in Chinese or English. Write the payee’s full name, and cross out any blank space. Leave no space in front of, in between or after the amount. Add “only” after the amount in words. Use Arabic numerals for figures. Confirm any alteration by your full signature.”.
2	For clarity’s sake, the sixth paragraph shall be amended as follows: “A paper cheque book will usually be mailed to you within 1 week. If you request bearer cheques to be mailed to you, registered post will be used at your cost. On receipt, please check the cheque serial numbers, account number, your printed name and the number of the cheques. Please immediately report any irregularities to us. Please keep your cheque books under lock. Please immediately report the loss of any signed or blank cheque or cheque book to us.”.
3	For “e-Cheques Services”, introduce seventh paragraph as follows: “For channel(s) of using “e-Cheques Service”, please visit our website or contact our staff for details.”.
4	For “e-Cheques Services”, introduce eighth paragraph as follows: “Please use care in issuing e-Cheque: please keep your electronic banking service password secret. Write the payee’s full name.”.

Please note that if you continue to maintain your account(s) with the Bank or use any of our banking, financial or other services on or after the Effective Date, you will be deemed to have agreed to the change(s). The Bank may not be able to

continue to serve you if you do not accept the relevant changes. Should you have any enquiry/response, please contact our staff or call our Personal Customer Service Hotline at (852) 3988 2388.

The new version of the “General Information” will be available at our official website ([www.bochk.com](http://www.bochk.com)) and displayed in our branches from the Effective Date. Should there be any discrepancy between the English and Chinese versions of this notice, the Chinese version shall prevail.

**Bank of China (Hong Kong) Limited**