



**兼任導師個人資料更改通知書**  
**Amendment Form for Part-time Instructor Personal Data**

請於填寫本表格前參閱以下須知。 Please read the following notes before completing this form.

- 個人資料收集聲明：閣下在本表格內所提供的個人資料將供本院職員處理更改個人資料之用。  
Personal Data Collection Statement: The personal data provided in this form will be used by the School for the purpose of updating the personal data of Part-time Instructors.
- 閣下如需修改或更正個人資料，請填寫此表格並寄回「尖沙咀漆咸道南 39 號鐵路大廈 6 樓香港中文大學專業進修學院行政部(人事組)」或傳真至 2603 6565。  
Please complete and return this form to "School of Continuing and Professional Studies, CUHK, 6/F, Railway Plaza, 39 Chatham Road South, Tsim Sha Tsui (Attn.: Administration Division – HR Team)" or fax to 2603 6565.

**I. 兼任導師資料 Part-time Instructor Information**

姓名 (英文) (姓氏先行) \_\_\_\_\_ (中文) \_\_\_\_\_  
Name (English) (Surname First) \_\_\_\_\_ (Chinese) \_\_\_\_\_

導師編號 \_\_\_\_\_ (如未能提供導師編號，請填上香港身份證號碼。)  
Instructor Code \_\_\_\_\_ (Please provide your HKID Card No. if your Instructor Code is not available.)

**II. 更改資料 Information to be amended**

(請於所需更改之項目填上☑號及提供新的資料。 Please tick ☑ the appropriate box(es) and provide the new information.)

姓名 (英文) (姓氏先行) \_\_\_\_\_ (中文) \_\_\_\_\_  
Name (English) (Surname First) \_\_\_\_\_ (Chinese) \_\_\_\_\_  
(\*若導師更改身份證上之姓名，請提供有關證明文件之影印本。)  
(\*Please enclose copy of supporting document if you have changed your name on the HKID Card.)

通訊地址 \_\_\_\_\_  
Correspondence Address \_\_\_\_\_

聯絡電話 Contact No.  住宅 Home \_\_\_\_\_  辦事處 Office \_\_\_\_\_  
 手提 Mobile \_\_\_\_\_  傳真 Fax \_\_\_\_\_

電郵地址 E-mail Address \_\_\_\_\_

銀行戶口資料 Bank Account Details  戶口持有人名稱 Name Filed with Bank \_\_\_\_\_  銀行名稱 Name of Bank \_\_\_\_\_

戶口號碼 Account No. \_\_\_\_\_  
(分行號碼 Branch No.) \_\_\_\_\_ (戶口號碼 Account No.) \_\_\_\_\_

(\* 如欲付款指示於當月開始生效，請於當月 15 日前遞交此通知書。  
另請提供附有以上銀行戶口及戶口持有人資料的銀行提款卡副本、存摺首頁副本或銀行月結單副本以供核對。)  
(\* Please submit the completed form on or before the 15th of the month, if you wish the above instruction be effected in the same month's payroll.  
For verification purpose, please enclose a copy of the ATM card or bank book or bank statement showing the payee name and bank account no. provided above.)

其他 Others \_\_\_\_\_

導師簽署 Instructor's Signature \_\_\_\_\_ 日期 Date \_\_\_\_\_

**For Official Use Only**

Handled by \_\_\_\_\_ Date \_\_\_\_\_

Filed by \_\_\_\_\_ Date \_\_\_\_\_