

## Sample: Payroll Instruction and Bank Account Details

The data collected below will be used only for the purpose of payroll and expenses reimbursement arrangement. Only authorized Human Resource staff will have access to the data. The Company may transfer the data to other third parties for any purpose that is directly related to the above purpose or under order of legislation. You are entitled to have access to and correct the personal data held by the Company.

Please remit / deposit my salary and expenses reimbursement to my bank account as below:

Name of Account Holder : \_\_\_\_\_  
Bank Name : \_\_\_\_\_  
Issuing Branch : \_\_\_\_\_  
Bank Address : \_\_\_\_\_

(for remittance to bank a/c offshore, related expenses should be on payee's a/c)

Account Number : \_\_\_\_\_  
Effective Date (for change of account details) : \_\_\_\_\_

I understand that additional transaction time will be required should my bank account is not within the same banker's system of the Company.

Requested by : \_\_\_\_\_  
Print Name of Employee

\_\_\_\_\_  
Signature

Dated: \_\_\_\_\_

*For HR Dept use only:*

Commencement of Employment

Change of Bank Account Details

*Effective Date:* \_\_\_\_\_

Follow up actions:	Yes	No	Date	Initial
Update Personnel System				
Inform Medical Insurance Co.				
Inform Finance Department				
Others:				