上海商業銀行
SHANGHAI COMMERCIAL BANK

Credit Card Online Application Required Documents & Document Submission Channel

Required Documents

1. A copy of Principal and Supplementary Card applicant's (if any) Hong Kong Identity Card and please sign next to Hong Kong Identity Card. The Bank will treat this as a signature of credit card applicant (The Signature must be the same as that will appear on the Credit Card). As shown below:



2. A copy of residential address proof within the latest 3 months, e.g. rate bill, electricity bill or bank statement.

3. Your income proof / asset proof, e.g.:
   - ✧ A copy of pay roll record for the latest 3 months or latest income tax demand note (dated within 6 months); or
   - ✧ A copy of latest 1 month's bank statement / passbook showing your name, account number and salary entry; or
   - ✧ For housewife or retired person, please attach a copy of bank deposit account statement of the latest 3 months or other asset proof; or
   - ✧ For student, please attach a copy of Student Identity Card.

4. A copy of Principal Card applicant's valid Staff Card / Membership Card (Applicable to Co-branded Card application only, if any).

Apart from the above information, the Bank may request applicant(s) to provide additional information / document for processing of the application. Please note that any document including this form submitted will not be returned.

Document Submission Channel

Upload to: "Shacom Bank" Mobile App ("Credit Card Application" -> "Credit Card Document Upload")

Email to: issue.creditcard@shacombank.com.hk

To safeguard your personal information, please encrypt your income proof documents before emailing them to us. Recommended Encryption Standard: Use ZIP file encryption with AES-256, set a strong password (combination of letters, numbers, and symbols) and send the password to us via a separate email.

Fax to: 2816 2699 - Credit Card Department of Shanghai Commercial Bank

Mail to: Level 26, Tower 2, Kowloon Commerce Centre, 51 Kwai Cheong Road, Kwai Chung, New Territories, Hong Kong – Credit Card Department of Shanghai Commercial Bank

Submit to: Any Shanghai Commercial Bank Branch