This form is used to update your personal information in company records. Please complete the relevant sections and submit it to the HR department.

**Employee Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: | [Insert Full Name] | Job Title: | [Title] |
| Employee ID: | [Insert ID] | Department: | [Department] |
| Date of Submission: | [Date] |  |  |

**Information to Be Updated.** *(Please check the information you are updating and provide details below)*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ☐ Name | Previous Name: | |  | | Updated Name: | |  |
| ☐ Address | Previous Address: | |  | | Updated Address: | |  |
| ☐ Phone Number | Previous Number: | |  | | Updated Number: | |  |
| ☐ Email Address | Previous Email: | |  | | Updated Email: | |  |
| **☐ Emergency Contact** | | | | | | | |
| Previous Contact Number: | | [Insert] | | | | | |
| Relationship: | | [Relationship] | | Phone Number: | | [Number] | |
| Updated Contact Name | | [Insert] | | | | | |
| Relationship: | | [Relationship] | | Phone Number: | | [Number] | |
| **☐ Banking Information (for payroll purposes)** | | | | | | | |
| Previous Bank Name: | |  | | Previous Account No. | |  | |
| Updated Bank Name: | |  | | Updated Account No. | |  | |

☐ Other (Please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Authorization**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, confirm that the above information is accurate and agree to notify the company of any further changes as soon as possible.

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Signature: |  | Date: |  |

**For HR Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| Received by: | [Name] | Date Received: | [Date] |
| Updated in System By: | [Name] | Date Updated: | [Date] |