



來函註銷商業綜合戶口 / 儲蓄戶口 / 往來存款戶口 - 指示索引 (商業客戶)
CLOSURE OF INTEGRATED BUSINESS SOLUTIONS ACCOUNT / SAVING ACCOUNT / CURRENT ACCOUNT BY MAIL – INSTRUCTION GUIDE (FOR COMMERCIAL CUSTOMERS)

I. 貴公司需要作出什麼安排?
What does your company need to do?

1. 請填妥和提供本索引下列之第二項之部分所需文件和表格，以註銷貴公司的商業綜合戶口 / 儲蓄戶口 / 往來存款戶口並說明貴公司取回戶口餘額 (如有) 的處理安排。請將文件和表格郵寄至以下地址。

Please complete and provide the required documents as listed in Section II below to close your company's Integrated Business Solutions Account/ Saving Account/ Current Account and specify how your company will collect the remaining balance in such account (if any). Please post the completed required documents to the following address.

香港九龍九龍灣偉業街三十三號
德福廣場恒生中心十六樓
支付服務部
來函組
存款主任收

Payment Services Officer
Payment Services Department
Corporate Services Section - Mail-in
16/F Hang Seng Tower Telford Plaza
33 Wai Yip Street Kowloon Bay Hong Kong

2. 來函銷戶不適用持有任何定期存款、投資結餘的客戶，如需辦理定期存款的到期指示，敬請客戶親臨恒生銀行分行；如需處理投資結餘，敬請親臨恒生商務理財中心或經商業 e-Banking 提交沽出指示。

Closure of account by mail is not applicable to customer with any Time Deposit balance or Investment holding. For the maturity instruction of Time Deposit, please visit our branches. For the disposal of investment holding, please visit our Business Banking Centres or submitting your sales instruction through Business e-Banking.

II. 來函銷戶的所需文件 Required documents for account closure by mail

1. 載於本索引下列之第五項並列明註銷戶口的授權之註銷戶口授權書。(必要)
Account Closure Authorisation Letter containing the account closure authorisation, a form of which is set out in Section V below. **(Mandatory)**
2. 兩者任一
Either
 - a. 如貴公司之註銷戶口的結餘，以銀行轉賬形式轉至恒生銀行有限公司另一個銀行戶口（不論是貴公司或第三者名下的戶口），請瀏覽恒生銀行網站內的表格下載中心下載、填寫和交回款項轉賬申請表格(只適用於商業客戶款項轉賬至香港恒生銀行之戶口)。
If your company chooses to transfer the remaining balance in your company's account to be closed to another account maintained with Hang Seng Bank Limited (whether in the name of your company or a third party) by account transfer, please visit our Form Download Centre on our website (for details please see Section III below) to download, complete and return a copy of the Fund Transfer Application Form (Applicable to Commercial Customer for fund transfer between Hang Seng Bank Account in Hong Kong only).

或 OR

- b. 如貴公司之註銷戶口的結餘，以跨行轉賬(CHATS)或電匯轉賬(TT)形式轉至另一個銀行戶口（不論是貴公司或第三者名下的戶口），請瀏覽恒生銀行網站內的表格下載中心下載、填寫和交回匯款智能申請書。
If your company chooses to transfer the remaining balance in your company's account to be closed to another account maintained with another bank (whether in the name of your company or a third party) by interbank transfer (CHATS) or telegraphic transfer (TT), please visit our Form Download Centre on our website (for details please see Section III below) to download, complete and return a copy of the Remittance Smartform.

III. 表格下載中心 Form Download Centre

網址 - 繁體中文：<https://www.hangseng.com/zh-hk/business/forms-download-centre/>

Website - English：<https://www.hangseng.com/en-hk/business/forms-download-centre/>

款項轉賬申請表格 (只適用於商業客戶款項轉賬至香港恒生銀行之戶口)

Fund Transfer Application Form (Applicable to Commercial Customer for fund transfer between Hang Seng Bank Account in Hong Kong only)

路徑 Path

理財必備 > 戶口服務 > 其他戶口服務

Your Business Essentials > Account > Other Account Services

匯款智能申請書

Remittance Smartform

路徑 Path

理財必備 > 轉賬方案 > 匯款服務

Your Business Essentials > Money Transfer > Remittance Services

IV. 需要協助？

Need assistance?

如貴公司需要任何協助（例如：填寫有關表格），請聯絡「商伴同恒」服務專線

If your company needs any assistance (e.g. completing the relevant form), please contact our Business Partner Direct

香港 (852) 2198 8000 選擇語言後，按 1 1 7 2。

Hong Kong After language selection, press 1 1 7 2.

或 OR

內地免費專線# 400 120 8288 選擇語言後，按 1 1 7 2。

Mainland Toll-free#

24 小時「商伴同恒」服務專線-內地(免費專線)讓你身處內地，也可免費致電與我們聯絡。此專線只適用於查詢一般商業理財服務，並不適用於查詢/處理投資產品事宜。透過手機、固網電話、公共電話或電話卡均可致電此免費專線。請注意恒生銀行有限公司（「本行」）概不承擔任何電話/電訊服務供應商之收費及就有關服務的所有索賠、糾紛或投訴。

24-hour Business Partner Direct - Mainland (Toll-free) allows you to contact us for free even when staying in Mainland China. This hotline is applicable to general enquiries on commercial banking services only, but not enquiries/transactions of investment related matters. The toll-free hotline can be accessed from mobile lines, fixed telephone lines, payphones and call cards. Please note that Hang Seng Bank Limited (the "Bank") assumes no responsibilities for charges by any phone/telecommunications service providers, as well as all claims, disputes and complaints in relation thereto.

V. 註銷戶口授權書

A form of the Account Closure Authorisation Letter

註銷戶口授權書

Account Closure Authorisation Letter

日期：

Date:

致：恒生銀行有限公司（「貴行」）

To: **Hang Seng Bank Limited (the "Bank")**

註銷銀行戶口授權 - 商業綜合戶口 / 儲蓄戶口 / 往來存款戶口

Account Closure Authorisation - Integrated Business Solutions Account/ Saving Account/ Current Account

戶口名稱:

Account Name:

戶口號碼:

Account Number:

1. 本人（等）要求貴行註銷上述銀行戶口，並於戶口結束日前，將戶口的結存金額（減去/扣除任何應計存款/信貸利息/任何服務費用），按附載本授權書內的款項轉賬申請表格(只適用於商業客戶款項轉賬至香港恒生銀行之戶口)或匯款智能申請書（按照情況而定）的指示，轉入給該申請表格或申請書內指定的收款戶口。

We hereby authorise the Bank to close the above account, and transfer any remaining balance in such account (net of/after deducting any credit/debit interest and any other charges incurred in respect of such account) on the Account Closing Date to the beneficiary account as designated under the Fund Transfer Application Form (Applicable to Commercial Customer for fund transfer between Hang Seng Bank Account in Hong Kong only) or the Remittance Smartform (as the case may be) enclosed with this Authorisation Letter.

2. 本人（等）明白及同意上述銀行戶口的自動櫃員機卡/入賬卡和支票簿將在戶口結束日起失效並須將該等自動櫃員機卡/入賬卡和支票簿交還貴行進行取消；或將未退回的卡及支票簿自行銷毀。

We understand and acknowledge that the ATM card(s)/ Deposit card(s) and cheque book(s) for the above account are no longer effective from the Account Closing Date and should be returned for cancellation; or the above-mentioned card(s) and cheque book(s) in our possession will be destroyed by ourselves.

3. 本人（等）明白及同意上述銀行戶口內的任何電話理財服務將於戶口結束日起取消。
We understand and acknowledge that any Phonebanking service applying to the above account will be cancelled with effect from the Account Closing Date.

註：

Note:

1. 本授權書內所提及的戶口結束日為本行收到此授權書的 30 天內。
The Account Closing Date as referred to in this Authorisation Letter will be within 30 days of receipt of this Authorisation Letter by the Bank.

2. 請在戶口結束日前列印或儲存上述銀行戶口的電子結單 / 電子通知書作往後的參考或備用 (如適用)。由戶口結束日起，有關之電子結單 / 電子通知書將無法透過商業 e-Banking 使用。
Please be reminded to save / print all previously issued eStatement / eAdvice of the above account for record purpose, where applicable. The eStatement / eAdvice will not be available via Business e-Banking from the Account Closing Date.

3. 由戶口結束日起，連結上述銀行戶口之自動轉賬安排、常行指示、直接付款指示及轉數快之登記記錄將會被自動取消及刪除。
As from the Account Closing Date, all autopay arrangement, standing instruction, direct debit payment instructions and FPS registrations linked to the above account will be automatically cancelled and deleted.

授權簽字

Authorised Signature(s)*

聯絡人：

Contact Person:

聯絡電話：

Telephone Number:

* 授權書需要由已在銀行備存紀錄和具有最高交易金額權限的授權簽署人（等）簽署和加蓋公司章（如適用）。

This Authorisation Letter is to be signed by the authorised signer(s) who is/are delegated with unlimited transaction amount with company chop (if applicable).