



戶口結餘證明書申請表
Application for Certificate of Account Balance

致：恒生銀行有限公司
To: Hang Seng Bank Limited

請用正楷填寫，在適當方格內加上“√”及刪除不適用者*，填妥表格後交回本銀行任何一間分行。
Please complete in BLOCK LETTERS, “√” where appropriate, delete whichever inapplicable* and return the completed form to any of our branches.

日期(日/月/年)
Date(DD/MM/YY)

甲部 Part A – 客戶資料 Customer Information

稱謂
Title 先生Mr 太太Mrs 小姐Miss 女士Ms

申請人姓名
Name(s) of Applicant

戶口號碼
Account No. 聯絡電話
Contact No.

乙部 Part B – 所需文件及收取方式 Document(s) Request and Collection Method

請簽發上述戶口結餘證明書一份。結餘日期為
Please issue a certificate of balance in respect of the subject account(s) showing balance(s) as at the close of business on _____ (日/月/年 DD/MM/YY),
並附加以下資料
and attach the following documents:

開戶日期
Account Opening Date 銷戶日期^{註(1)}
Account Closing Date^{Note(1)} 地址證明^{註(2)}
Proof of address^{Note(2)} 顯示結餘為相等
幣之等值^{註(3)}
Please show the balance equivalent to _____ (Currency)^{Note(3)}

祈將結餘證明書發給下列人士^{註(4)}。
The certificate should be addressed to^{Note(4)}:

致有關人士
To whom it may concern

其他，請註明
Others, please specify: _____

郵寄至上述戶口紀錄之通訊地址
Sent by mail to the correspondence address recorded in the above account

郵寄至以下地址
Sent by mail to the following address

送往
Sent to your _____ branch (Code) _____ for my / our collection.
銀行專用 For Bank Use

註 1. 如戶口已銷戶，將不能顯示銷戶日結餘。
Note: If account is closed, the relevant closing balance will not be show.
2. 如地址為PO BOX，將不能辦理地址證明。
If the address is PO BOX, it cannot be handle.
3. 如結餘日期為銀行假期(即非銀行營業日)，則不能辦理顯示其他貨幣之等值。
If certify the balance date is Bank Holiday (Non Bank business day), it cannot show the balance equivalent to other currency.
4. 如不註明，將以“致有關人士”發出。
If the box is not select, it will show "To whom it may concern".

丙部 Part C – 收費 Charge (只可√一項 Please √ one item only)

請將有關費用由本人(等)之上述戶口支取
Please debit all charges incurred from my/our above account 請將有關費用以現金方式支付
Please settle all charges incurred in cash

請將有關費用由本人(等)之戶口支取
Please debit all charges incurred from my/our account 戶口號碼
Account No.: _____

客戶簽署 Signature(s) of Customer(s)

S.V.

X
請用留存本行之印鑑簽署 Please use signature(s)/chop(s) filed with the Bank

銀行專用 For Bank Use

Receiving Branch Code*:

Contact Staff*:

Tel No.*:

Approved by Branch
(if service charge is incurred in cash):

服務費優惠 Bank Charges Waiver
請在適當方格內加「√」號 Please 「√」
where appropriate.
沒有在適當方格內加「√」號，一律收取
費用 Service fee will be charged, if 「√」
cannot be found in the appropriate box.
 個人戶口豁免收費

*請分行必須填寫

Note: Fax Switch number 9534 (For URGENT application only)

>>OPS>BOS

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