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戶口結餘處理指示表格（商業客戶）- 補充表格

請將已填妥的表格寄回香港九龍深旺道一號滙豐中心二座一樓「賬戶註銷組」收。

Date 日期	day 日 / month 月 / year 年

請用**正楷**填寫，並在適當的地方加上剔號。

2. *Please delete whichever is not appropriate. *請刪去不適用者。
3. If you have any questions about this form, please refer to the enclosed form completion guide, or call us on +852 2748 8288 and press #-0-1 after language selection. 如在填寫表格上需要任何協助，請參照隨信附上的戶口結餘處理指示填寫指引或致電+852 2748 8288，選擇語言後按 #-0-1。
4. The Bank may verify information with you by phone in order to process your instruction for account closure. Please ensure you have a valid contact telephone number in the Bank's record. Please visit:
為完成結束戶口程序，銀行有可能以電話與您核實資料，請確保您已於本行記錄了有效的聯絡電話號碼。請瀏覽：
www.online-banking.business.hsbc.com.hk/portalserver/form-centre/en-us/digital-form
5. This form is available for download online, please visit: 表格可供下載，請瀏覽：
www.business.hsbc.com.hk/en-gb/form-download-centre/account-services-forms
6. ^For details of commercial tariff, please visit: ^關於商業銀行服務收費，請瀏覽：
www.business.hsbc.com.hk/en-gb/resource-centre/commercial-tariffs

For Bank Use Only 銀行専用	<input type="checkbox"/> Balance settled by Branch
	Sales Staff ID <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

Registered Name of Accountholder 戶口登記名稱	Account(s) Number 戶口號碼
Future Correspondence Address (Please complete if different from the Bank's record.) 日後通訊地址（如與本行紀錄不同，請填寫此欄。）	

A. Note 注意 All alterations to this form must be initialed by the Chairman of Meeting / Sole Proprietor / <u>ALL</u> partners. 凡經修改之處，必須由會議主席/ 獨資經營人/ <u>所有</u> 合夥人簽署。		
B. Declaration by the Company 公司聲明 1. I/We hereby authorise The Hongkong and Shanghai Banking Corporation Limited ("the Bank") to close the above Account(s) as per the ④disposal instructions specified in this form. 本人（等）現授權香港上海滙豐銀行有限公司（以下簡稱「貴行」）結束上述戶口及根據本表格的④處理指示辦理。 2. If the above Account(s) has been linked to PayMe for Business, I/we understand and acknowledge that prior to the Account Closure Date, I/we should also transfer out any residual balance after settling outstanding refunds, if any, in my/our PayMe for Business Account to my/our above Account(s). In addition, I/we understand and acknowledge that I/we will no longer be able to perform any outstanding settlements using PayMe for Business with effect from the Account Closure Date. 如果上述賬戶已連結到 PayMe for Business，本人（等）明白及同意，本人（等）應在戶口結束日之前結清在 PayMe for Business 賬戶未償還的退款（如有）後，轉移任何結餘至本人（等）的上述賬戶。此外，本人（等）明白及同意，由戶口結束日起，本人（等）將不再能夠使用 PayMe for Business 處理任何未結清的款項。 3. I/We confirm that all information given in this form is correct and complete and authorise the Bank to confirm this from any source it may choose. I/We acknowledge and agree that such information will be used for processing the close account and disposal instructions specified in this form and for any other purpose that the Bank in its sole discretion deems fit. 本人(等)證實此表格的資料乃正確及完整，並授權貴行可向任何方面查證。本人（等）知悉此資料會用於此結束戶口及結餘處理申請及其他貴行認為合適的用途。 4. I/We understand the Bank has the right to, at any time, obtain further information / document from us. I/We agree to provide the Bank with such information / documents as may be requested by the Bank from time to time in connection with this close account and disposal instruction and authorise the Bank to obtain information relating to me/us from any third parties at any time. 本人（等）明白貴行保留向申請人索取更多資料/ 文件的權利。本人（等）同意應貴行不時的要求提供所需的資料/ 文件用以處理此結束戶口及結餘處理申請，並授權貴行隨時向任何第三者索取有關本人（等）的資料。		
Signed for and on behalf of the Company 授權簽署的申請公司代表人		
(1)	Full name in BLOCK LETTERS 全名（請用正楷填寫）	Director/Partner/Sole Proprietor Signature 董事/ 合夥人/ 獨資經營人簽署 <div style="text-align: center; font-size: 24px; font-weight: bold;">X</div>

II. Declaration and Certificate of Due Authorisation for Disposal Instruction (Continued)

戶口結餘處理指示聲明及授權人證明書 (續)

(2)	Full name in BLOCK LETTERS 全名 (請用正楷填寫)	Director/Partner Signature 董事/ 合夥人簽署 X
(3)	Full name in BLOCK LETTERS 全名 (請用正楷填寫)	Director/Partner Signature 董事/ 合夥人簽署 X

C. Certificate of Due Authorisation (For * Limited Company / Society / Club / Association / Owners Incorporation)

授權人證明書 (適用於*有限公司/ 社團/ 會社/ 協會/ 業主立案法團)

I HEREBY CERTIFY that this completed form has been tabled, confirmed and approved and the following resolutions were validly passed at a meeting of the Board of Directors of the Company named in the above Section I on [Insert date] that:
本人茲證明, 此表格已提交、確認及通過, 並已在上述第一節所述於 (請填寫日期) 舉行的董事會會議上通過下列決議:

- The Company authorises the Bank to transfer the closing balance(s), and transfer and/or dispose of the investment products held in the Account(s) specified in the above Section I in accordance with the disposal instructions specified in this form.
本公司授權貴行按照此表格列明的結餘處理指示轉出戶口結餘, 並轉讓和/ 或處置上述第一節指定賬戶中持有的投資產品。
- The person(s) named below be authorised on behalf of the Company to provide, if required, further instructions to the Bank for the disposal and/or transfer of the closing balance and/or investment products held in the Account(s); and to provide the Bank with necessary information and to complete and sign all the relevant forms and documents necessary to facilitate such disposal and/or transfer. 下列人士獲授權代表本公司在需要時向貴行提供進一步指示, 以處理和/ 或轉移賬戶中持有的戶口餘額和/ 或投資產品; 並向貴行提供必要的信息, 並填寫及簽署所需的相關表格和文件, 以協助此等處理和/ 或轉移的指示。

Name of authorised signatory(ies) (full name in BLOCK LETTERS)
授權簽署人姓名 (全名請用正楷填寫)

Signature Specimen of #authorised signatory(ies) 授權簽署式樣

X

- These resolutions will remain in force unless and until the Company delivers to the Bank a new resolution revoking, amending or superseding these resolutions and the Bank has a reasonable opportunity to update its records and confirm the same with the Company.
此等決議案將一直生效, 除非及直至本公司向貴行提交一項新決議, 撤銷、修改或取代此等決議案, 而貴行有合理的機會更新其記錄並與本公司確認。
- I further certify that the details of the above resolutions have been entered into the Minute Book of the Company and signed by the chairman of the meeting and are in accordance with the Company's Articles of Association or equivalent constitutional documents.
本人進一步確認以上決議詳情已記錄於本公司的會議記錄簿內並由會議主席簽署, 且符合本公司的組織章程或具相同效力的公司組織文件的規定。
- English version shall prevail in the event of any discrepancy or inconsistency. 如有任何歧義或不一致, 概以英文本為準。

Signed for and on behalf of the Company 授權簽署的申請公司代表人

X	Signature (Chairman of the Meeting) 簽署 (會議主席)	Full name in BLOCK LETTERS 全名 (請用正楷填寫)
	<div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">S.V.</div>	Meeting Date 日期
Signing requirements 簽署指引	Sole Proprietorship 獨資經營商號 Trust with a Sole Trustee 唯一受託人的信託基金 Partnership 合夥經營商號 Limited Company 有限公司	Signed by the Sole Proprietor 須由獨資經營人簽署 Signed by the Sole Trustee 須由唯一受託人簽署 (one signature 一個簽名) Signed by <u>ALL</u> partners 須由所有合夥人簽署 Signed by the Director 須由董事簽署 [the director signing here must be a different person to the Chairman of the meeting signing the certificate of Due Authorisation below, unless the Company has (lawfully) only one director. 須由簽署下列授權證明書的董事會會議主席以外的其他董事簽署, 若公司只有單一名董事 (符合法例規定下) 則不受此項限制。] Signed by the Chairman 須由會議主席簽署 [Where the Company has 2 or more directors but only 1 director is authorised to operate the Account, the person who acted as the Chairman of the abovesaid meeting and hence signing here should be another director of the Company. 如公司擁有兩名或以上董事, 但只有一名董事操作此商業綜合戶口, 前述會議的主席及在此簽署的人士, 必須為另外一位公司董事。]
	#New Signature Specimen 新簽署式樣	Signed by the new authorised signatory 須由新獲授權簽署的人士簽署

II. Declaration and Certificate of Due Authorisation for Disposal Instruction (Continued)

戶口結餘處理指示聲明及授權人證明書 (續)

Note 注意

1. By completing this Certificate of Due Authorisation, there is no need to submit a separate Mandate or Board Resolution.
如已填寫此授權人證明書，則不需提供其他戶口授權書或董事會決議書。
2. The Board of Directors shall, in the case of 董事會可以是
 - A society, Club or Association, be referred to as the Members of the Committee, 在會、社或團中，被指為委員會委員
 - An Owners Incorporation, be referred to as the Members of the Management Company, 在業主立案法團中，被指為管理委員會委員
 - A Trade Union, be referred to as the Members of the Executive, 在職工會中，被指為執行委員會委員
 - A Trust, be referred to as the Trustees, 在信託基金中，被指為受託人
 - A Joint Venture, be referred to as the Partners/Members of the Joint Venture 在合夥企業中，被指為合夥人或成員AND 及
References to the Company and the Director(s) shall be construed accordingly. 本表格中凡指「公司」及「董事」者，均須按此詮釋。

IMPORTANT: Checklist for Customer to Take Action 重要事項：客戶安排須知

Please submit the required documents according to below checklist to us together with this form. We can only process your instructions upon receipt of the required documents.

請根據以下清單將所需文件連同此表格一併交回本行。我們會在收到所需文件後處理您的指示。

All documents have to be certified by 所有文件副本必須經由下列人士簽證為真確的副本：

A banker, solicitor, member of the Hong Kong Institute of Chartered Secretaries (HKICS), certified public accountant (CPA) or notary public. 銀行經理、律師、香港特許秘書公會會員、執業會計師或公證人

For limited company incorporated in Hong Kong 在香港成立的有限公司

- (i) The latest Annual Return (Form NAR1), and (ii) the Notice of Change of Company Secretary and Director (Form ND2A), each marked with the acknowledgement of receipt from the Companies Registry
- (i) 最近一期的周年申報表 (表格 NAR1), 及 (ii) 更改公司秘書及董事通知書 (表格 ND2A), 每份須印有公司註冊處的確認收據

For limited company incorporated outside Hong Kong, but registered in Hong Kong as a foreign company

海外成立的有限公司並在香港註冊

- (i) The latest Annual Return of the Registered Non-Hong Kong Company, and (ii) the Return of Change of Company Secretary and Director of Registered Non-Hong Kong Company (Form NN6), each marked with the acknowledgement of receipt from the Companies Registry
- (i) 最近一期的註冊非香港公司周年申報表，及 (ii) 註冊非香港公司更改公司秘書及董事通知書 (表格 NN6)

For limited company incorporated outside Hong Kong and not registered in Hong Kong as a foreign company

海外成立的有限公司不在香港註冊

Certificate of Incumbency issued and certified within the last 12 months 最近 12 個月發出的董事、股東證明書

For Partnership 合夥人商號

Business Registration Regulations Form 1 (c) and Amendment History 商業登記表格 1 (c) 及更改紀錄

For Society / Club / Association 社團、會社或協會

Official document for appointment of the Chairman issued and certified within the last 12 months 最近 12 個月發出任命主席的正式文件

For any new Specimen Signature of the director(s)/ authorised signatory(ies)/ Chairman of the meeting/ Partner/ Sole Proprietor 任何董事/ 授權簽署人/會議主席/ 合夥人/ 獨資經營人的新簽字式樣

- (i) Specimen signature, authenticated by a banker or notary public, and (ii) Copy of the identification document
- (i) 由銀行經理/ 公證人認證的簽署式樣，及 (ii) 身分證明文件

Disposal Instructions of Balances/Services under the above-mentioned Account(s) 處理上述戶口結餘/ 服務的指示

Note 注意： Please refer to the notification letter on how your account balance (if any) should be settled. 請參照通知書上戶口餘額 (如有) 處理適用的限制。

☐ Business Integrated Savings / Savings Account 商業綜合儲蓄/ 儲蓄戶口

Closing Balance (inclusive / net of any interests, fees and charges applicable to the account) 結餘數額 (連同/ 扣除任何適用於該戶口的應計利息/ 服務費用)

Settle by 按以下指示結清 (Select one option only 只選擇一種指示)

☐ cash *deposit/withdrawal *存入/ 支取現金

Note 注意： Please call +852 2748 8288 and press #-0-1 after language selection to make branch appointment for cash transactions.

請致電+852 2748 8288，選擇語言後按 #-0-1 預約分行現金交易安排。

☐ *debiting from/crediting to the following HSBC *Savings/Current Account *支取自/ 存入下述 *儲蓄/ 往來戶口

Account Name 戶口名稱

Account Number 戶口號碼

Signature(s) of the Account to be Debited
(If different from the account to be closed)
支款戶口簽署 (如與結束戶口簽署不同)

✦Disposal Instructions of Balances/Services under the above-mentioned Account (Continued) 處理上述戶口結餘/ 服務的指示 (續)

☐ transferring by Telegraphic Transfer/Interbank Fund Transfer 以電匯匯出/ 跨行轉賬:

Details of Payment 支款詳情	
Currency to be Remitted 匯款貨幣類別	Name and Address of Beneficiary Bank 受款銀行的名稱及地址
Name and Address of Intermediary Bank (Optional, for Telegraphic Transfer only) 中間人銀行的名稱及地址 (非必須填寫, 只適用於電匯) (If specified, payment will be paid to the Beneficiary Bank through the Intermediary Bank 如註明, 匯款將會經中間人銀行轉交受款銀行)	
For all Countries/Regions Transfers (For Euro payment to EU and EEA, BIC must be provided) 所有國家/ 地區的轉賬 (所有選取歐盟及歐洲經濟區為目的地的歐元匯款, 客戶必須填寫受款銀行的 BIC)	For Hong Kong Interbank Fund Transfers 適用於香港跨行轉賬
SWIFT BIC	Bank Code 銀行代號:
Beneficiary Account No. 受款人戶口號碼 / IBAN (Please state address of Beneficiary if Beneficiary Bank is not specified 如無指定的受款銀行, 請在此註明受款人地址) (For payments to UAE, Jordan, Pakistan or Qatar in all currencies and to EU and EEA in EURO, IBAN must be provided 所有選取阿聯酋/ 約旦/ 巴基斯坦/ 卡塔爾為目的地的匯款 (任何貨幣) 或選取歐盟及歐洲經濟區為目的地的歐元匯款, 客戶必須填寫受款人的 IBAN)	
Name of Beneficiary 受款人名稱	
Address of Beneficiary 受款人地址	
For UK Transfers 適用於英國匯款 Bank Sorting Code 分類代號:	For USA Transfers 適用於美國匯款 Fedwire Routing No. 編號:
Message or Instructions to Beneficiary/Bank (if any) 給受款人/ 銀行的附言或指示 (如有)	
Purpose of Payment 匯款目的	
Remarks 備註	

<input type="checkbox"/> Cashier's Order 本票	Currency 貨幣 <input type="checkbox"/> HKD 港幣 <input type="checkbox"/> USD 美元 <input type="checkbox"/> CNY 人民幣	In favor of 抬頭人為 <input type="checkbox"/> Same as the Account Name 與戶口名稱相同 <input type="checkbox"/> Other Name 其他名稱:
	Delivered by mail to following address 寄至以下地址:	
	Receiver Name 收件人 Address 收件人地址	
<input type="checkbox"/> Others 其他		

☐ Business Integrated Current / Current Account 商業綜合往來/ 往來戶口

Closing Balance (inclusive / net of any interests, fees and charges applicable to the account) 結餘數額 (連同/ 扣除任何適用於該戶口的應計利息/ 服務費用)

Settle by 按以下指示結清 (Select one option only 只選擇一種指示)

☐ cash *deposit/withdrawal *存入/ 支取現金

Note 注意: Please call +852 2748 8288 and press #-0-1 after language selection to make branch appointment for cash transactions.
請致電+852 2748 8288, 選擇語言後按 #-0-1 預約分行現金交易安排。

☐ *debiting from/crediting to the following HSBC *Savings/Current Account *支取自/ 存入下述 *儲蓄/ 往來戶口

Account Name 戶口名稱	Signature(s) of the Account to be Debited (If different from the account to be closed) 支款戶口簽署 (如與結束戶口簽署不同)
Account Number 戶口號碼	

✚ Disposal Instructions of Balances/Services under the above-mentioned Account (Continued) 處理上述戶口結餘/ 服務的指示 (續)

☐ transferring by Telegraphic Transfer/Interbank Fund Transfer 以電匯匯出/ 跨行轉賬：

Details of Payment 支款詳情	
Currency to be Remitted 匯款貨幣類別	Name and Address of Beneficiary Bank 受款銀行的名稱及地址
Name and Address of Intermediary Bank (Optional, for Telegraphic Transfer only) 中間人銀行的名稱及地址 (非必須填寫, 只適用於電匯) (If specified, payment will be paid to the Beneficiary Bank through the Intermediary Bank 如註明, 匯款將會經中間人銀行轉交受款銀行)	
For all Countries/Regions Transfers (For Euro payment to EU and EEA, BIC must be provided) 所有國家/ 地區的轉賬 (所有選取歐盟及歐洲經濟區為目的地的歐元匯款, 客戶必須填寫受款銀行的 BIC)	For Hong Kong Interbank Fund Transfers 適用於香港跨行轉賬
SWIFT BIC	Bank Code 銀行代號:
Beneficiary Account No. 受款人戶口號碼 / IBAN (Please state address of Beneficiary if Beneficiary Bank is not specified 如無指定的受款銀行, 請在此註明受款人地址) (For payments to UAE, Jordan, Pakistan or Qatar in all currencies and to EU and EEA in EURO, IBAN must be provided 所有選取阿聯酋/ 約旦/ 巴基斯坦/ 卡塔爾為目的地的匯款 (任何貨幣) 或選取歐盟及歐洲經濟區為目的地的歐元匯款, 客戶必須填寫受款人的 IBAN)	
Name of Beneficiary 受款人名稱	
Address of Beneficiary 受款人地址	
For UK Transfers 適用於英國匯款 Bank Sorting Code 分類代號:	For USA Transfers 適用於美國匯款 Fedwire Routing No. 編號:
Message or Instructions to Beneficiary/Bank (if any) 給受款人/ 銀行的附言或指示 (如有)	
Purpose of Payment 匯款目的	
Remarks 備註	

☐ Cashier's Order 本票

Currency 貨幣 <input type="checkbox"/> HKD 港幣 <input type="checkbox"/> USD 美元 <input type="checkbox"/> CNY 人民幣	In favor of 抬頭人為 <input type="checkbox"/> Same as the Account Name 與戶口名稱相同 <input type="checkbox"/> Other Name 其他名稱:
Delivered by mail to following address 寄至以下地址:	
Receiver Name 收件人	
Address 收件人地址	

☐ Others 其他

☐ Business Integrated Time Deposits / Time Deposits Account 商業綜合定期存款/ 定期存款

☐ Upon maturity, pay principal and interest by
按以下指示於到期日支付本息

☐ ^Pre-mature uplift, pay principal and interest by
提早結束定期, 按以下指示支付本息

Note 注意:

^Interest accrued will not be paid and handling charge, with calculation stated below, will apply for pre-mature uplift of time deposits. Time Deposit Principal x (HSBC's Interbank Offered Rate - Time Deposit Interest Rate) x Number of Days due to Maturity. 過早提存的定期存款將不獲支付利息及將會被收取適用的手續費, 手續費按如下所述計算: 定期本金 x (銀行同業拆借利率 - 定期存款利率) x 到期天數。

Same disposal instruction for all deposits 按同樣處理指示結清所有定期存款
(Select one option only 只選擇一種指示)

☐ Follow the same disposal instruction of the settlement account
按照處理戶口餘額的安排處理相關定期存款的收益淨值

☐ Others 其他

✚ Disposal Instructions of Balances/Services under the above-mentioned Account (Continued) 處理上述戶口結餘/ 服務的指示 (續)

☐ Business Integrated Foreign Currency Savings / Foreign Currency Current Account 商業綜合外幣儲蓄/ 外幣往來戶口

Note 注意: You may take copy of this page if you have multiple Foreign Currencies disposal instructions. 如有多個外幣結餘指示, 可複印本頁繼續填寫。

Closing Balance (inclusive / net of any interests, fees and charges applicable to the account) 結餘數額 (連同/ 扣除任何適用於該戶口的應計利息/ 服務費用)

Settle by 按以下指示結清

☐ paying me/us in Hong Kong Dollar cash 以港幣現金支付予本人 (等):

Note 注意: Please call +852 2748 8288 and press #-0-1 after language selection to make branch appointment for cash transactions.
請致電+852 2748 8288, 選擇語言後按 #-0-1 預約分行現金交易安排。

Please tick applicable foreign currency account 請於所適用的外幣戶口加上剔號:

☐ USD 美元 ☐ CNY 人民幣 ☐ AUD 澳元 ☐ CAD 加拿大元 ☐ CHF 瑞士法郎 ☐ EUR 歐元 ☐ GBP 英鎊 ☐ NZD 紐西蘭元
☐ SGD 新加坡元 ☐ THB 泰銖 ☐ JPY 日圓 ☐ Others (please specify the currency) 其他 (請註明貨幣):

☐ paying me/us in account currency notes and converting coins part to Hong Kong Dollar and crediting to the following *Savings/Current account:
以戶口貨幣類別現鈔支付及轉兌硬幣部分為港幣並存入下述*儲蓄/ 往來戶口號碼:

Note 注意: Please call +852 2748 8288 and press #-0-1 after language selection to make branch appointment for cash transactions.
請致電+852 2748 8288, 選擇語言後按 #-0-1 預約分行現金交易安排。

Please tick applicable foreign currency account 請於所適用的外幣戶口加上剔號:

☐ USD 美元 ☐ CNY 人民幣 ☐ AUD 澳元 ☐ CAD 加拿大元 ☐ CHF 瑞士法郎 ☐ EUR 歐元 ☐ GBP 英鎊 ☐ NZD 紐西蘭元
☐ SGD 新加坡元 ☐ THB 泰銖 ☐ JPY 日圓 ☐ Others (please specify the currency) 其他 (請註明貨幣):

Account Name 戶口名稱

Account Number 戶口號碼

☐ crediting to the following HSBC CombiNations *Savings/Statement Savings Account 存入下述 *「外幣通」存摺儲蓄/ 結單儲蓄存款戶口:

Please tick applicable foreign currency account 請於所適用的外幣戶口加上剔號:

☐ USD 美元 ☐ CNY 人民幣 ☐ AUD 澳元 ☐ CAD 加拿大元 ☐ CHF 瑞士法郎 ☐ EUR 歐元 ☐ GBP 英鎊 ☐ NZD 紐西蘭元
☐ SGD 新加坡元 ☐ THB 泰銖 ☐ JPY 日圓 ☐ Others (please specify the currency) 其他 (請註明貨幣):

Account Name 戶口名稱

Account Number 戶口號碼

☐ converting to Hong Kong Dollar and crediting to the following HSBC *Savings/Current Account 轉兌為港幣後存入下述*儲蓄/ 往來戶口:

Please tick applicable foreign currency account 請於所適用的外幣戶口加上剔號:

☐ USD 美元 ☐ CNY 人民幣 ☐ AUD 澳元 ☐ CAD 加拿大元 ☐ CHF 瑞士法郎 ☐ EUR 歐元 ☐ GBP 英鎊 ☐ NZD 紐西蘭元
☐ SGD 新加坡元 ☐ THB 泰銖 ☐ JPY 日圓 ☐ Others (please specify the currency) 其他 (請註明貨幣):

Account Name 戶口名稱

Account Number 戶口號碼

☐ transferring by Telegraphic Transfer/Interbank Fund Transfer 以電匯匯出/ 跨行轉賬:

Details of Payment 支款詳情

Currency to be Remitted
匯款貨幣類別

Name and Address of Beneficiary Bank 受款銀行的名稱及地址

Name and Address of Intermediary Bank (Optional, for Telegraphic Transfer only) 中間人銀行的名稱及地址 (非必須填寫, 只適用於電匯)
(If specified, payment will be paid to the Beneficiary Bank through the Intermediary Bank 如註明, 匯款將會經中間人銀行轉交受款銀行)

For all Countries/Regions Transfers (For Euro payment to EU and EEA, BIC must be provided)
所有國家/ 地區的轉賬 (所有選取歐盟及歐洲經濟區為目的地的歐元匯款, 客戶必須填寫受款銀行的 BIC)

SWIFT BIC

For Hong Kong Interbank Fund Transfers
適用於香港跨行轉賬

Bank Code 銀行代號:

Beneficiary Account No. 受款人戶口號碼 / IBAN (Please state address of Beneficiary if Beneficiary Bank is not specified 如無指定的受款銀行, 請在此註明受款人地址) (For payments to UAE, Jordan, Pakistan or Qatar in all currencies and to EU and EEA in EURO, IBAN must be provided
所有選取阿聯酋/ 約旦/ 巴基斯坦/ 卡塔爾為目的地的匯款 (任何貨幣) 或選取歐盟及歐洲經濟區為目的地的歐元匯款, 客戶必須填寫受款人的 IBAN)

Name of Beneficiary 受款人名稱

Address of Beneficiary 受款人地址

For UK Transfers 適用於英國匯款

Bank Sorting Code 分類代號:

||| ||| ||| ||| ||| |||

For USA Transfers 適用於美國匯款

Fedwire Routing No. 編號:

||| ||| ||| ||| ||| ||| ||| ||| ||| |||

Message or Instructions to Beneficiary/Bank (if any) 給受款人/ 銀行的附言或指示 (如有)

Purpose of Payment 匯款目的

Remarks 備註

✚ Disposal Instructions of Balances/Services under the above-mentioned Account (Continued) 處理上述戶口結餘/ 服務的指示 (續)

☐ transferring by Telegraphic Transfer/Interbank Fund Transfer (Continued) 以電匯匯出/ 跨行轉賬 (續):

Details of Payment 支款詳情	
Currency to be Remitted 匯款貨幣類別	Name and Address of Beneficiary Bank 受款銀行的名稱及地址
Name and Address of Intermediary Bank (Optional, for Telegraphic Transfer only) 中間人銀行的名稱及地址 (非必須填寫, 只適用於電匯) (If specified, payment will be paid to the Beneficiary Bank through the Intermediary Bank 如註明, 匯款將會經中間人銀行轉交受款銀行)	
For all Countries/Regions Transfers (For Euro payment to EU and EEA, BIC must be provided) 所有國家/ 地區的轉賬 (所有選取歐盟及歐洲經濟區為目的地的歐元匯款, 客戶必須填寫受款銀行的 BIC)	For Hong Kong Interbank Fund Transfers 適用於香港跨行轉賬
SWIFT BIC	Bank Code 銀行代號:
Beneficiary Account No. 受款人戶口號碼 / IBAN (Please state address of Beneficiary if Beneficiary Bank is not specified 如無指定的受款銀行, 請在此註明受款人地址) (For payments to UAE, Jordan, Pakistan or Qatar in all currencies and to EU and EEA in EURO, IBAN must be provided 所有選取阿聯酋/ 約旦/ 巴基斯坦/ 卡塔爾為目的地的匯款 (任何貨幣) 或選取歐盟及歐洲經濟區為目的地的歐元匯款, 客戶必須填寫受款人的 IBAN)	
Name of Beneficiary 受款人名稱	
Address of Beneficiary 受款人地址	
For UK Transfers 適用於英國匯款 Bank Sorting Code 分類代號:	For USA Transfers 適用於美國匯款 Fedwire Routing No. 編號:
Message or Instructions to Beneficiary/Bank (if any) 給受款人/ 銀行的附言或指示 (如有)	
Purpose of Payment 匯款目的	
Remarks 備註	

<input type="checkbox"/> Cashier's Order 本票	Currency 貨幣 <input type="checkbox"/> HKD 港幣 <input type="checkbox"/> USD 美元 <input type="checkbox"/> CNY 人民幣	In favor of 抬頭人為 <input type="checkbox"/> Same as the Account Name 與戶口名稱相同 <input type="checkbox"/> Other Name 其他名稱:
	Delivered by mail to following address 寄至以下地址:	
	Receiver Name 收件人 Address 收件人地址	
<input type="checkbox"/> Others 其他		

☐ Business Integrated Wayfoong Statement Gold Account 商業綜合黃金券戶口

Settle the Gold balance by 按以下指示結清結餘的黃金 (Select one option only 只選擇一種指示)

☐ converting to Hong Kong Dollar and crediting to the following *Savings/Current Account 轉兌為港幣後存入下述*儲蓄/ 往來戶口:

Account Name 戶口名稱	Account Number 戶口號碼
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☐ Others 其他

✚ Disposal Instructions of Balances/Services under the above-mentioned Account (Continued) 處理上述戶口結餘/ 服務的指示 (續)

☐ Investment Services 投資服務 / Securities 證券 / Unit Trusts 單位信託基金

Settlement of the outstanding portfolio by 按以下指示結清餘下的證券

☐ selling the investment holdings in accordance with the following 按下列委託單的指示沽出

Form 委託單	Applicable to Investment Service Account Number (suffix-380) 只適用於投資服務戶口號碼 (字尾為-380)
<input type="checkbox"/> Equity Linked Investment (ELI)/Structured Notes (SN) Sell Order Form 股票掛鈎投資/ 結構投資票據賣出委託單	Please complete the instrument sales form as selected. 請按選擇填妥相關委託單。 Please visit: 請瀏覽: https://www.business.hsbc.com.hk/en-gb/form-download-centre/other-forms
<input type="checkbox"/> Notes/Bonds Sales Order 債券沽出委託單	
<input type="checkbox"/> Securities Sale Order 證券沽出委託單	
<input type="checkbox"/> Unit Trust Switching/Redemption Order 單位信託基金轉換/ 贖回委託單	

☐ transferring out ALL holdings of HK stock and China A shares to the broker/bank indicated below and with "Free of Payment" instruction:

將所有持有的港股及中國 A 股證券轉出至以下指示的經紀或銀行，並使用「毋須付款交收」指示：

Name of Counterparty 對手名稱	Counterparty Securities Account No. 對手證券戶口號碼
Counterparty's CCASS Participant ID 對手中央結算編號	Settlement Date (Date you wish to deliver securities) 交收日期

Any charges, please debit my/our settlement account. 任何有關費用，請從本人 (等) 的交收戶口內扣除。

- Note 注意：**
- Please refer to the Securities Services Charges leaflet for the transaction charges involved and ensure sufficient funds in settlement account.
有關上述交收的手續費，請參閱證券服務收費表並於戶口內備有足夠款項。
 - For transfer of securities to other brokers/banks, if your instruction is received by 12:00 noon, it will normally take 3 working days (excluding Saturday, Sunday or public holiday) to complete the delivery of securities.
對於轉出證券到其他經紀或銀行，如果本行在正午 12 時前收到您的指示，一般情況下，交付指示需時三個工作天 (星期六、日或公眾假期除外) 完成。
 - Please instruct your broker/bank to receive the securities from HSBC (CCASS Participant ID: C00019).
請指示您的經紀或銀行從滙豐接收證券 (中央結算編號: C00019)。
 - The transfer of securities must be to an account of same name, i.e. no change of beneficial ownership.
證券的轉移必須以相同名稱的戶口，即實質權益並無變動。
 - If you have Renminbi listed securities but no longer have eligible Renminbi deposit account, the payment of the sale proceeds and dividend will be in Hong Kong Dollar equivalent at the prevailing Renminbi to Hong Kong Dollar exchange rate as determined by the Bank at the time of the payment. Loss may be incurred due to exchange fluctuations. 如您持有交易所上市的人民幣證券而沒有有效的人民幣存款戶口，有關出售收益和股息將會由本行決定以當時的人民幣兌換率以港元支付。兌換率波動可能會引致損失。

☐ delivering the following unit trust(s) from my/our Investment Services/Securities account: 由本人 (等) 的投資服務/ 證券戶口交付下項基金單位：

Investment Services/Securities Account Number 投資服務/ 證券戶口號碼
<div style="border: 1px solid black; padding: 2px; display: inline-block;"> - </div>

Name of Fund 基金名稱	HSBC Fund Code 滙豐基金代號	Currency 貨幣	Dividend Distribution Method 派息方法 (Cash/Unit/ Accumulation 現金/ 單位/ 累積)	Other Bank/Financial Institution 其他銀行 / 金融機構		No. of Units 基金單位數目	Unit Price 單位市價 (Latest Available as of this instruction) 該指示當時 最新價格)	Market Value 市值
				Name of Bank/Financial Institution 銀行/ 金融機構名稱 (from with the Units are transferred in OR to which the Units are transferred out 基金單位託收或交付)	Account Name and Number 戶口姓名及號碼 (only transfer into/from same name accounts is allowed 基金託收/ 交付將只限於同名戶口)			
Fund 基金								
Fund 基金								
Fund 基金								

Administration Fee (fees are non-refundable irrespective of whether the transfer out is successful or not) 行政費用 (無論基金成功交付與否將不獲退還)

Please debit the administration fee (HKD100 per fund) from my/our account stated below:

請由本人 (等) 的下列戶口扣除行政費用 (每要求交付的基金為港元100)：

Account Number
戶口號碼

Account Currency and Type 戶口貨幣及類別
(e.g. HKD SAV / HKD CUA / USD SAV
例如：港幣儲蓄/ 港幣往來/ 美元儲蓄戶口)

Note 注意： The transfer fee will be charged against the designated cash account upon receipt of such instruction at the denomination currency of that cash account. If the fund denomination currency is not of the same currency as that of your designated cash account, the transfer fee will be converted to the denomination currency of your cash account at the prevailing exchange rate as of the date of collection. 交付費會於本行收到您的指示時從您的指定現金戶口中以該戶口的結算貨幣扣除。如基金報價貨幣不同於您指定現金戶口的結算貨幣，交付費會以徵收該日當前的兌換率換算為您指定現金戶口的結算貨幣後從該戶口扣除。

For Bank Use Only 銀行專用			
Action to be taken by branches			
Procedures	Initial	Procedures	Initial
Documents Checked		Overseas Securities Service <input type="checkbox"/> Yes (<i>Close Overseas Securities A/C</i>) <input type="checkbox"/> No	
Gold/RMB Balance Settled			
Business Integrated Account ATM Card(s) / Cash Card / ATM Card(s) / Business Debit Card(s) / Company Deposit Card(s) / Company ATM Card(s) Destroyed		Securities Margin Trading Service <input type="checkbox"/> Yes (<i>Close Margin Trading A/C</i>) <input type="checkbox"/> No	
Unused Cheques Destroyed			
Local Shares/Bonds/CD/ELI Transfer (<i>Copy SEC</i>)		RMB CUA Account <input type="checkbox"/> Yes (<i>Close RMB CUA A/C</i>) <input type="checkbox"/> No	
Unit Trust Transfer (<i>Copy GSC UT</i>)		RMB Credit Card <input type="checkbox"/> Yes (<i>Change Settlement A/C / Cancel RMB CRC</i>) <input type="checkbox"/> No	
Maturity Instruction Maintained		RMB Bond/CD <input type="checkbox"/> Yes (<i>Sale / Transfer-out RMB Bond/CD</i>) <input type="checkbox"/> No	
Documents as per below checklist are completed with the following: - related screen printout(s) obtained - sufficient copy(ies) of this form taken		RMB Listed Securities <input type="checkbox"/> Yes (<i>Sale / Transfer-out RMB listed securities</i>) <input type="checkbox"/> No	
Memo to CSP-CMU sent for - discharging the security documents and collection of the Companies Registry's Fee from the BBP Account - cancellation of Complex Limit Facility (CLS)		Balance settled in RMB account (<i>for RMB Trade Settlement Savings account</i>) <input type="checkbox"/> Yes (<i>must be self-name RMB Trade SAV</i>) <input type="checkbox"/> No	

Maintenance Request to GSC	Dept	Input Screen	For GSC/CPD Use Only	
			Initial	Date action taken
<input type="checkbox"/> Adjust Outstanding Monthly Service Fee Amount to <div style="border-bottom: 1px solid black; width: 100%; margin-top: 5px;"></div> <div style="text-align: right; margin-top: 5px;"> <div style="border-bottom: 1px solid black; width: 20px; display: inline-block;"></div> <div style="border-bottom: 1px solid black; width: 20px; display: inline-block;"></div> <div style="display: inline-block; vertical-align: bottom;">¢ ¢</div> </div>	GSC	E301		
<input type="checkbox"/> Adjust NCI Accrued Amount to <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="border-bottom: 1px solid black; width: 15%; text-align: center;">CCY</div> <div style="border-bottom: 1px solid black; width: 60%; text-align: center;">Amount</div> <div style="display: flex; align-items: center;"> <div style="border-bottom: 1px solid black; width: 20px; display: inline-block;"></div> <div style="border-bottom: 1px solid black; width: 20px; display: inline-block;"></div> <div style="display: inline-block; vertical-align: bottom;">¢ ¢</div> </div> </div>	GSC	E505/E506		
<input type="checkbox"/> Add Closing <input type="checkbox"/> Others: <div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 5px;"></div>	GSC	H201		
For Investment Services only Delete Securities account profile with close reason: <input type="checkbox"/> A (normal close) <input type="checkbox"/> Others: <div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 5px;"></div> Safe Custody Charge <input type="checkbox"/> Waived <input type="checkbox"/> Collected	GSC	S121		

For Integrated Account with Investment Service RI Number: _____ Initial: _____	FW (<i>if applicable</i>) <input type="checkbox"/> BIA Closure Fee
Remarks	It must be approved by the appropriate authoriser as per the "AMH CMB Product Pricing Handling Procedure" For BB: SVP Team Head or Above Approval (<i>for fee waiver with strong justification</i>) <div style="border-top: 1px solid black; height: 40px; margin-top: 10px;"></div> <div style="text-align: right; margin-top: 5px;"> <i>(Name and Authorised Signature)</i> <div style="border-top: 1px solid black; width: 100%; height: 20px; margin-top: 5px;"></div> </div>

For Bank Use Only (Continued) 銀行專用 (續)				
Checklist (To be Completed by Form Receiving Branch)				
Tasks	Information can be obtained from ...	Checked (Please tick)	Action Required (Y/N)	+ Request to be sent to ...
Check Customer Eligibility:				
- CDS Refer List	K072/K074/CRMS - Customer Overview			
- A/C Status	H701/H202			
- A/C Capacity	K071/K076/CRMS - Account Relationship Overview			
- Signing Instructions	Y41			
Check Portfolio of the Account to be Closed:				
- A/C Portfolio	H801/A82			
- FXSI	SIS Enquiry			
- TMD/Deposit Plus/SID	J91/J92			
- (for a/c holding RMB) Check if Existing A/C has P/A	K076			
Locate Service Information of the Account to be Closed:				
- For HKD SAV / CUA				
- autoPay	A84			ASV NSC - APC
- Loan Repayment	K077			GSC via CSP NSC
- HSBC Credit Card Repayment	A86			Card Centre
- Computerise SI	C371/C372			GSC via ASV NSC
- Dual 'Life and Accident' Insurance	H706			GSC via ASV NSC
- Dividend Income/Settlement A/C (For Customer Holding other Securities A/C)	S6121			GSC via ASV NSC
- Insurance Premium	CRMS - Relationship - Insurance Details - Payment Section			INAH
- For CUA				
- Unpresented Cheque	Customer			Branch of to be Closed Account
- For HKD SAV/CUA/FCY SAV				
- Manual SI	PSV NSC			GSC via ASV NSC
- TTSI	SIS - TTSI Enquiry			GSC via ASV NSC
- FXSI	SIS - FXSI Enquiry			GSC via ASV NSC
- Special Instruction in REM Data Base	R417			GSC - IRTT
- Other TMD Disposal A/C	K077/J92			GSC via ASV NSC
- For INV				
- With Local Shares / Bonds / CD / ELI	S642/S57 / CRMS - Relationship - Investment - Details - Securities Portfolio			SEC
- With Unit Trusts	S642/S57 / CRMS - Relationship - Investment - Details - UT Portfolio			GSC UT
- With Overseas Securities (For Closing HP A/C Only)	K071			Branch to raise separate request to dispose the holding and close the A/C

Note: + For recipient as "GSC via ASV NSC", batch full set of account closure documents to ASV NSC as usual.

For other recipients, send/batch related screen printout under copy of the Account Balance Disposal Instruction Form (For Business customer)

- Supplementary Form (Page 1/10) with appropriate instruction marked to the respective action party.

ACCOUNT BALANCE DISPOSAL INSTRUCTION FORM COMPLETION GUIDE

戶口結餘處理指示填寫指引

Details of Account(s) to be Closed 結束戶口的資料

Account Name 戶口名稱 Chan Tai Man Limited	Account Number 戶口號碼 XXX-XXXXXX-838
Future Correspondence Address (Please complete if different from the Bank's record.) 日後通訊地址 (如與本行紀錄不同, 請填寫此欄。)	
<div>Only complete if different from the Bank's record. 如與本行紀錄不同, 請填寫此欄。</div>	

Transferring by Telegraphic Transfer/Interbank Fund Transfer 以電匯匯出/ 跨行轉賬

Details of Payment 支款詳情	
Currency to be Remitted 匯款貨幣類別 USD & GBP	Name and Address of Beneficiary Bank 受款銀行的名稱及地址 XXX Bank of XXX XX Ave, XXXX, XXX, 10001
Name and Address of Intermediary Bank (Optional, for Telegraphic Transfer only) 中間人銀行的名稱及地址 (非必須填寫, 只適用於電匯) (If specified, payment will be paid to the Beneficiary Bank through the Intermediary Bank 如註明, 匯款將會經中間人銀行轉交受款銀行)	
<div>Optional, complete only if receiving bank requires an intermediary bank for telegraphic transfer 非必要, 如收款銀行要求中轉銀行資料則提供</div>	
For all Countries/Regions Transfers (For Euro payment to EU and EEA, BIC must be provided) 所有國家/地區的轉賬 (所有選取歐盟及歐洲經濟區為目的地的歐元匯款, 客戶必須填寫受款銀行的 BIC)	For Hong Kong Interbank Fund Transfers 適用於香港跨行轉賬
SWIFT BIC XXXXXX XXXX	Bank Code 銀行代號 XXX
Beneficiary Account No. 受款人戶口號碼 / IBAN (Please state address of Beneficiary if Beneficiary Bank is not specified 如無指定的受款銀行, 請在此註明受款人地址) (For payments to UAE, Jordan, Pakistan or Qatar in all currencies and to EU and EEA in EURO, IBAN must be provided 所有選取阿聯酋/約旦/巴基斯坦/卡塔爾為目的地的匯款 (任何貨幣) 或選取歐盟及歐洲經濟區為目的地的歐元匯款, 客戶必須填寫受款人的 IBAN)	
159XXXXXX789	
Name of Beneficiary 受款人名稱 Chan Tai Man	<div>Optional, only applicable for transfers within Hong Kong 非必要, 只適用於本地跨行轉賬</div>
Address of Beneficiary 受款人地址	<div>Optional, but mandatory for telegraphic transfers to Canada 非必要, 如匯款至加拿大則必須填寫</div>
For UK Transfers 適用於英國匯款 Bank Sorting Code 分類代號: XXXXXX	For USA Transfers 適用於美國匯款 Fedwire Routing No. 編號: XXXXXX XXXX
Message or Instructions to Beneficiary/Bank (if any) 給受款人/銀行的附言或指示 (如有)	
Purpose of Payment 匯款目的	<div>Please provide purpose of payment 請提供匯款目的</div>
Remarks 備註	

Transfer by cashier's order 以本票轉賬

Currency 貨幣 <input type="checkbox"/> HKD 港幣 <input type="checkbox"/> USD 美元 <input type="checkbox"/> CNY 人民幣	In favor of 抬頭人為 <input type="checkbox"/> Same as the Account Name 與戶口名稱相同 <input type="checkbox"/> Other Name 其他名稱:
Delivered by mail to following address 寄至以下地址:	
Receiver Name 收件人	
Address 收件人地址	
<div>For "Other Name" please provide the beneficiary's FULL NAME. 若選擇其他名稱, 請提供抬頭人全名。</div>	

☐ Cashier's Order 本票