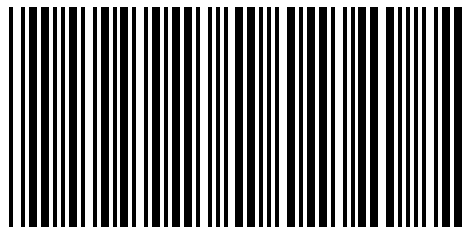


**ACCOUNT BALANCE DISPOSAL  
INSTRUCTION FORM  
(FOR BUSINESS CUSTOMER)  
戶口結餘處理指示表格(商業客戶)**

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



Please return your completed form by mail to "Account Closure Team, 1/F Tower 2 HSBC Centre, 1 Sham Mong Road, Kowloon, Hong Kong".

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

2. \*Please delete whichever is not appropriate. \*請刪去不適用者。
3. The Bank will normally complete processing your request within 8 working days upon receipt of this form. Please note the processing time may take longer depending on various factors such as the form submission channel, whether any special circumstances apply to the account and multi-processing is required, any additional information is needed and including but not limited to the following scenarios: 本行一般在收到申請表後八個工作天內完成有關申請。請注意處理時間可能因各種因素而延長，例如：申請表提交渠道、戶口是否存在特殊情況並需要進行多重處理、是否需要任何額外資料及包括但不限於以下情況：
- (i) The Account has been linked with AutoPay / Standing instruction / Direct debit instruction to other HSBC account(s) / Transfer of an investment holding is required; 戶口設有自動轉賬、常行指示、直接支賬指示至其他滙豐戶口或需要處理投資結餘過戶；
- (ii) Change of correspondence address is required; 需要更改通訊地址；
- (iii) The Account is holding outstanding Time Deposit, Structured Investment Deposit and/or Deposit Plus, in which case the closure date of the Account will not be earlier than the latest maturity date of any such product.  
戶口持有未到期之定期存款、結構性投資存款和/或高息投資存款，此情況下戶口之結束日期不早於任何此類產品的最後到期日。

Once the account closure process is completed, the final account statement will be sent to the correspondence address or Future Correspondence Address (if provided in this form). 結束戶口程序處理完成後，最後一期戶口結單將會郵寄至公司的通訊地址或更新的通訊地址（如已在申請表上提供新的通訊地址）。

4. 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。
5. The Bank may verify information with you by phone in order to process your instruction for account closure. Please ensure you have maintained 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/portalservice/form-centre/en-us/digital-form](http://www.online-banking.business.hsbc.com.hk/portalservice/form-centre/en-us/digital-form)
6. 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](http://www.business.hsbc.com.hk/en-gb/form-download-centre/account-services-forms)
7. ^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](http://www.business.hsbc.com.hk/en-gb/resource-centre/commercial-tariffs)
8. You can submit the form via online channel - Visit [www.business.hsbc.com.hk](http://www.business.hsbc.com.hk), scroll down to "Quick Links" > "Form Download Centre" > "e-Form" > "Account Services Form" select and submit the respective form.  
你可透過網上遞交表格：前往 [www.business.hsbc.com.hk](http://www.business.hsbc.com.hk)，向下捲動至「捷徑」>「表格下載中心」>「電子表格」>「戶口服務表格」選擇相應的表格並提交。
9. Submission via online channel is not applicable for account closure with investment account, where physical submission is expected.  
網上提交方式不適用於結束戶口中包括投資戶口，需實體提交。

Account Name 戶口名稱	Account 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。)	

1. I/We hereby authorise The Hongkong and Shanghai Banking Corporation Limited ("the Bank") to close the above account as per the disposal instructions specified on 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處理指示辦理。

2. If the above account has been linked to PayMe for Business, I/we understand and acknowledge that (i) 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. Otherwise, the Bank will automatically transfer any residual balance in my/our PayMe for Business Account to the above account before the account closure date; (ii) I/we will no longer be able to perform any outstanding settlements using PayMe for Business with effect from the account closure date.

如果上述戶口已連結到 PayMe for Business, 本人(等)明白及同意, 本人(等) (i) 應在戶口結束日之前結清在 PayMe for Business 戶口未償還的退款(如有)後, 轉移任何結餘至本人(等)的上述戶口。否則, 貴行將在戶口結束日期前自動由本人(等)的 PayMe for Business 戶口轉賬任何結餘至上述戶口; (ii) 由戶口結束日起, 本人(等)將不再能夠使用 PayMe for Business 處理任何尚未結清的款項。

**X**  
Signature(s) 簽署

**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	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:	For RMB Transfers to Mainland China 適用於人民幣匯出匯款至中國內地 CNAPS No. 中國現代支付系統編號:
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 以 <input type="checkbox"/> mail to me/us at the correspondence address with the Bank. 寄給本人 (等) 於貴行的通訊地址。 <input type="checkbox"/> mail to third party beneficiary address 寄至第三方收款人地址:	
Receiver Name 收件人	
Address 收件人地址	

☐ 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:	For RMB Transfers to Mainland China 適用於人民幣匯出匯款至中國內地 CNAPS No. 中國現代支付系統編號:
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 以 <input type="checkbox"/> mail to me/us at the correspondence address with the Bank. 寄給本人 (等) 於貴行的通訊地址。 <input type="checkbox"/> mail to third party beneficiary address 寄至第三方收款人地址:	
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:

\_\_\_\_\_

For RMB Transfers to Mainland China  
適用於人民幣匯出匯款至中國內地  
CNAPS No. 中國現代支付系統編號:

\_\_\_\_\_

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:	For RMB Transfers to Mainland China 適用於人民幣匯出匯款至中國內地 CNAPS No. 中國現代支付系統編號:
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 以 <input type="checkbox"/> mail to me/us at the correspondence address with the Bank. 寄給本人 (等) 於貴行的通訊地址。 <input type="checkbox"/> mail to third party beneficiary address 寄至第三方收款人地址:	
Receiver Name 收件人	
Address 收件人地址	

☐ 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: <a href="https://www.business.hsbc.com.hk/en-gb/form-download-centre/other-forms">https://www.business.hsbc.com.hk/en-gb/form-download-centre/other-forms</a>
<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 費charges, please debit my/our settlement account. 任何有關 費費用，請從本人 (等) 的交收戶口內扣除。

- Note 注意：**
1. 費 Please refer to the Securities Services Charges leaflet for the transaction charges involved and ensure sufficient funds in settlement account.  
費 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。
  2. 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。
  3. 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）。
  4. 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。
  5. 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; width: 100%; height: 20px; position: relative;"> <div style="position: absolute; left: 50%; top: 50%; transform: translate(-50%, -50%); font-size: 24px;">-</div> </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 (Close Overseas Securities A/C) <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 (Close Margin Trading A/C) <input type="checkbox"/> No	
Unused Cheques Destroyed			
Local Shares/Bonds/CD/ELI Transfer (Copy SEC)		RMB CUA Account <input type="checkbox"/> Yes (Close RMB CUA A/C) <input type="checkbox"/> No	
Unit Trust Transfer (Copy GSC UT)		RMB Credit Card <input type="checkbox"/> Yes (Change Settlement A/C / Cancel RMB CRC) <input type="checkbox"/> No	
Maturity Instruction Maintained		RMB Bond/CD <input type="checkbox"/> Yes (Sale / Transfer-out RMB Bond/CD) <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 (Sale / Transfer-out RMB listed securities) <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 (for RMB Trade Settlement Savings account) <input type="checkbox"/> Yes (must be self-name RMB Trade SAV) <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: 1px solid black; width: 350px; height: 20px; margin: 5px 0;"></div> <div style="text-align: right; margin-right: 20px;"> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> ¢ ¢ </div> <input type="checkbox"/> Adjust NCI Accrued Amount to <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 5px;"> <div style="text-align: center;"> <div style="border: 1px solid black; width: 60px; height: 20px; display: inline-block;"></div> CCY </div> <div style="text-align: center;"> <div style="border: 1px solid black; width: 250px; height: 20px; display: inline-block;"></div> Amount </div> <div style="text-align: right; margin-right: 20px;"> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> ¢ ¢ </div> </div> <input type="checkbox"/> Add Closing <input type="checkbox"/> Others: <div style="border: 1px solid black; width: 380px; height: 20px; display: inline-block;"></div>	GSC	E301		
	GSC	E505/E506		
	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: 380px; height: 20px; display: inline-block;"></div> Safe Custody Charge <input type="checkbox"/> Waived <input type="checkbox"/> Collected	GSC	S121		

For Integrated Account with Investment Service	FW (if applicable)
RI Number: _____ Initial: _____	<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 (for fee waiver with strong justification)
	(Name and Authorised Signature)
	Authorised Signature and Branch/Department Chop

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 ...
<b>Check Customer Eligibility:</b>				
- 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			
<b>Check Portfolio of the Account to be Closed:</b>				
- 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			
<b>Locate Service Information of the Account to be Closed:</b>				
<b>- For HKD SAV / CUA</b>				
- 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
<b>- For CUA</b>				
- Unpresented Cheque	Customer			Branch of to be Closed Account
<b>- For HKD SAV/CUA/FCY SAV</b>				
- 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
<b>- For INV</b>				
- 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) (Page 1/8) 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 <b>Chan Tai Man Limited</b>	Account Number 戶口號碼 <b>XXX-XXXXXX-838</b>
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。)	
↓	
<b>Only complete if different from the Bank's record. 如與本行紀錄不同, 請填寫此欄。</b>	

## Declaration 聲明

<p>1. I/We hereby authorise The Hongkong and Shanghai Banking Corporation Limited ("the Bank") to close the above account as per the disposal instructions specified on 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處理指示辦理。</p> <p>2. If the above account has been linked to PayMe for Business, I/we understand and acknowledge that (i) 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. Otherwise, the Bank will automatically transfer any residual balance in my/our PayMe for Business Account to the above account before the account closure date; (ii) I/we will no longer be able to perform any outstanding settlements using PayMe for Business with effect from the account closure date.</p> <p>如果上述戶口已連結到 PayMe for Business, 本人(等)明白及同意, 本人(等)(i) 應在戶口結束日之前結清在 PayMe for Business 戶口未償還的退款(如有)後, 轉移任何結餘至本人(等)的上述戶口。否則, 貴行將在戶口結束日期前自動由本人(等)的 PayMe for Business 戶口轉賬任何結餘至上述戶口; (ii) 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。</p>		S.V.
X	←	Signature(s) 簽署

**Please sign as per the mandate in the Bank's record. 請根據已在銀行備存紀錄的授權書簽署。**

## 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 <b>USD</b>	Name and Address of Beneficiary Bank 受款銀行的名稱及地址 <b>XXX Bank of XXX</b> <b>XX Ave, XXXX, XXX, 10001</b>	
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)		
<b>Optional, complete only if receiving bank requires an intermediary bank for telegraphic transfer</b> <b>非必要, 如收款銀行要求中轉銀行資料則提供</b>		
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 <b>XXXXXX XXXX</b>	Bank Code 銀行代號 <b>XXXX</b>	
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)		
<b>159XXXXXX789</b>		
Name of Beneficiary 受款人名稱 <b>Chan Tai Man</b>	<b>Optional, only applicable for transfers within Hong Kong</b> <b>非必要, 只適用於本地跨行轉賬</b>	
Address of Beneficiary 受款人地址	<b>Optional, but mandatory for telegraphic transfers to Canada</b> <b>非必要, 如匯款至加拿大則必須填寫</b>	
For UK Transfers 適用於英國匯款 Bank Sorting Code 分類代號: <b>XXXXXX</b>	For USA Transfers 適用於美國匯款 Fedwire Routing No. 編號: <b>XXXXXX</b>	For RMB Transfers to Mainland China 適用於人民幣匯出匯款至中國內地 CNAPS No. 中國現代支付系統編號: <b>XXXXXX</b>
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 <b>Please provide purpose of payment 請提供匯款目的</b>		
Remarks 備註		

## Transfer by cashier's order 以本票轉賬

<b>Currency 貨幣</b> <input type="checkbox"/> HKD 港幣 <input type="checkbox"/> USD 美元 <input type="checkbox"/> CNY 人民幣	<b>In favor of 抬頭人為</b> <input type="checkbox"/> Same as the Account Name 與戶口名稱相同 <input type="checkbox"/> Other Name 其他名稱：		
<b>Delivered by 以</b> <input type="checkbox"/> mail to me/us at the correspondence address with the Bank. 寄給本人（等）於貴行的通訊地址。 <input type="checkbox"/> mail to third party beneficiary address 寄至第三方收款人地址：			
<div><input type="checkbox"/> Cashier's Order 本票</div> <table border="1"><tr><td>Receiver Name 收件人</td></tr><tr><td>Address 收件人地址</td></tr></table>		Receiver Name 收件人	Address 收件人地址
Receiver Name 收件人			
Address 收件人地址			

***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。***

***If you would like a third-party beneficiary to receive the Cashier's Order, please provide the third party's name and address.  
若選擇第三方為收取本票，請提供第三方收款人名稱及地址。***