



### **HK WCAS IOA**

# **Close Account Request Form (For Non-personal Customer)**

結束戶口表格(非個人客戶)

	day 日 / month 月 / year 年					
Date 日期						

Note 注意: 1. Please tick where applicable. 請在適當的地方加上剔號。

(Applicable to customer who opts in for eStatement / eAdvice 適用於電子結單/電子通知書的客戶) Please be reminded to save / print all previously issued eStatement / eAdvice of the to-be-closed account for record purpose, where applicable. The eStatement / eAdvice will not be available via online banking after the account is closed.

For Bank Use Only 銀行專用 ☐ Balance settled by Branch

請在結束戶口前列印或儲存該戶口的電子結單/電子通知書作往後的參考或備用(如適用)。戶口一經結束,有關的電子結單/電子通知書將無法透過網上銀行使用。

- む To facilitate the account closure processing, please complete Section II, III & IV if there is outstanding balance む 為確保客戶能完成註銷戶口程序,請填妥 II、III 及 IV 欄,以便安排處理戶口的餘額。
- 4. 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: 理、是否需要任何額外資料及包括但不限於以下情況:
  - 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;
  - Change of correspondence address is required; 需要更改通訊地址; (ii)
  - (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)

- You can submit the form via online channel Visit <u>www.business.hsbc.com.hk</u>, 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,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。
- 6. Submission via online channel is not applicable for the below cases, where physical submission is expected:
  - 以下情況不適用於透過網上提交,需實體提交: (Applicable to Limited Company 適用於有限公司)
  - If the account was opened on or before 30 November 2002, a certified true copy of the Board Resolution along with this application is expected; 如戶口於 2002 年 11 月 30 日或之前開立,請提交經核實的董事局決議真確副本;
  - Account closure with investment holding 結束戶口中包括投資資產
- 7. After your request for account closure is processed by the Bank, your FPS registrations with the closed account will be deregistered automatically. 當銀行處理您的結束戶口申請後,連結已結束戶口的「轉數快」登記紀錄將會被自動刪除。
- 8. Once your business account(s) is (are) closed, all internet banking and phone banking services will be deregistered within 14 days. 當您所有商業戶口結束後,相關的網上理財及電話理財服務亦會於 14 天內被註銷。
- The Bank may verify information with you by phone in order to complete the account closure. Please ensure you have a valid contact telephone number maintained in the Bank's record. 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

Account Number 戶口號碼

#### Details of Account to be Closed 結束戶口的資料

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。)
II. Account Closure Reasons 結束戶口原因	
Change in Business Operation 公司營運變更	Unsatisfactory of Product or Service 不滿意的產品或服務
□ Business closure / deregistration 結束業務/ 撤銷註冊	• Product / Service 產品/ 服務
☐ Permanent departure from Hong Kong 永久離開香港	☐ Account 戶口 ☐ Investment 投資
□ Reduce number of accounts in HSBC (e.g. holding 2 accounts before, now reduce to 1 account) 減少持有滙豐的戶口數量,例如:由原本的 2 個戶口減少到 1 個戶口	☐ Finance 融資 ☐ Insurance 保險 ☐ Card 信用咭 ☐ Payment 付款
☐ Fund consolidated to other bank 資金合併於其他銀行	☐ Trade 貿易
Fees and charges related 收費相關  □ Expiry of promotions 推廣優惠期滿 □ Fee and pricing 收費及產品價格 □ Balance requirement and charges 存款要求及收費	● Service Channel 服務渠道  ☐ Branch service 分行提供的服務 ☐ Contact Centre 電話理財熱線 ☐ Online Banking 網上銀行
Bank Policy or Operation related 銀行政策或操作相關 ☐ Review process 審查程序 ☐ Bank's policy 銀行政策 ☐ HSBC brand 滙豐的品牌形象	● Staff service 職員服務
☐ Due to attractive offers by other bank 因為其他銀行提供更吸引優惠	
□ Other, please specify 其他,請註明:	

>> ASV-NSC

Account Name(s) 戶口名稱

## III. ᡇBalance Handling Instructions 結餘處理指示

	Closing Balance (Inclusive/net of any credit/debit interest accrued/any other service charges) 結餘數額 (連同/ 扣除任何應計存款/ 信貸利息/ 任何服務費用)								
	Settle by 按以下指示結清								
		cash deposit 存入现		取現金					
	_	debiting from the f		crediting to the follo	owing 存入下述				
		☐ Savings Accor							
			Account Name 戶口名稱 Signature(s) of the acco						
			, - 1 ",		(if different fro	om the account to be closed) 如與結束戶口簽署不同)			
		Account Number	r 戶口號碼	X	S.V.				
		converting to Cashier's Order 轉換為本票							
		In favour of 抬頭	[人為	_					
		與戶口名稱村		other name: 其他名稱:					
		ORD CAS	ER PURCHASE FO HIER'S ORDER PUR	RM / RENMINBI ČASH	IER'S ORDER I	ase form (HKD CASHIER'S PURCHASE FORM / USD 買表格(「港幣本票購買表格」			
		transferring by Tel	legraphic Transfer/Inte	erbank Fund Transfer 以電	匯匯出/ 跨行轉賬				
		Details of Payme	ent (Continued) 支款詞						
For closure of Current / Securities Margin Settlement / Foreign Currency Current / Wayfoong Statement Gold / HKD / CombiNations Statement Savings account only 只適用於結束往來/證券孖展結算/外幣往來/黃金券/港元/「外幣通」結單儲蓄戶口		Currency to be Remitted 匯款貨幣類別	Name and Address	of Beneficiary Bank 受款銷	<b>?</b> 行的名稱及地址				
		Name and Address of Intermediary Bank (Optional, for Telegraphic Transfer only) (If specified, payment will be paid to the Beneficiary Bank through the Intermediary Bank) 中間人銀行的名稱及地址(非必須填寫,只適用於電匯)(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  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 Qata 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/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: 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:							
		Purpose of Payment (Please note that for overseas payments, there are additional requirements depending on the payment currency and/or the country/region of remittance. You may refer to the Customer Information Sheet for Outward Payments for details.) 匯款目的 (請注意若匯款到海外時,將視乎受款貨幣及/或受款國家/地區而需要提供額外的匯款資料。您可以參閱匯出匯款客戶參考資料表了解詳情。)							
		Other instructions 其他指示							

III. ♥Balance Handling l	[nstru	ctions	(Continued) 結餘處理指示(續)					
For closure of Renminbi Savings / Renminbi Commercial Current / Renminbi Trade Settlement Savings Account 只適用於結束人民幣储蓄/人民幣商業往來戶口/人民幣貿易結算儲蓄戶口	Settle the Credit Balance plus #Credit Interest accrued by 按以下指示結清結餘額及應計#存款利息  paying me/us in Hong Kong Dollar cash 以港幣現金支付予本人(等)  paying me/us in Renminbi 以人民幣現金支付予本人(等)  crediting to the following 存入下述  Renminbi Savings Account 人民幣儲蓄戶口  Renminbi Commercial Current Account 人民幣商業往來戶口  Renminbi Trade Settlement Savings Account 人民幣貿易結算儲蓄戶口							
	Coi	Account Name 戶口名稱  Converting to Hong Kong Dollar and crediting to the following 轉兑為港幣後存入下述  Savings Account 儲蓄戶口						
	Others 其他  Note 注意: #Applicable to Renminbi Savings account only. #只適用於人民幣儲蓄戶口。							
IV. †Other Instruction	s 其他	指示						
Please tick and complete as appropriate. 請在適當的地方 加上剔號並填寫。	Yes 有	No 無	Remarks 備註					
Unpresented cheque(s) 尚未兑現的支票			Instructions 指示					
Unpresented sales			Instructions 指示					

Please tick and complete as appropriate. 請在適當的地方加上剔號並填寫。	Yes 有	No 無	Remarks 備註
Unpresented cheque(s) 尚未兑現的支票			Instructions 指示
Unpresented sales transactions 尚未兑現的銷售交易			Instructions 指示
Unused cheques enclosed 附還未使用的支票			Cheque nos. from 支票號碼由to號至號至
Standing instruction(s) 常行指示			□ Cancel with effect from account closing date 自戶口結束日起取消 □ Transfer to my/our account number 轉往本人(等)戶口號碼 ■ Note 注意: Please specify the account type and currency for Business Integrated Account. 如轉往的戶口為商業綜合戶口,請註明戶口類別及貨幣。
Account card 戶口卡			Card(s) with issue no(s)./card no(s).       returned         原卡及簽發號碼/卡號碼       一併交還
Payment instruction 付款指示  Credit card direct debit 信用卡轉賬  Loan repayment 信貸還款  autoPay 自動轉賬			□ Cancel with effect from account closing date 自戶口結束日起取消 □ Transfer to my/our account number 轉往本人(等)戶口號碼 ■ Note 注意: Please specify the account type and currency for Business Integrated Account. 如轉往的戶口為商業綜合戶口,請註明戶口類別及貨幣。
Settlement/Charge/ Dividend Income Account of Investment Services/ Securities account 投資服務/證券戶口的交收/ 扣數/利息收入戶口			Change to new Settlement/Charge/Dividend Income Account 更改至新的交收/ 扣數/ 利息收入戶口  for Investment Services/Securities account 投資服務/證券戶口  Note 注意: The settlement/charge/dividend income account of an Investment Services Account(s) with suffix number(s) 391-394 should be the same settlement/charge/dividend income account as that of an Investment Services Account with suffix number 380. 投資服務戶口號碼字尾 391-394 的交收/ 扣數/ 利息收入戶口必須與投資服務戶口號碼字尾 380 的交收/ 扣數/ 利息收入戶口相同。

### V. �Outstanding Portfolio Handling Instructions 餘下的證券處理指示

	Settlement of the outstanding portfolio by	按以下指示結清餘下的證券							
	selling the investment holdings in accordance  Form 委託單	dance with the following 按下列委託單的指示沽出  Applicable to Investment Service Account Number 只適用於投資服務戶口號碼							
	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	□ 380 □ 391 □ 392 □ 393 □ 394 □ Others : 其他 :							
	□ Notes/Bonds Sales Order 債券沽出委託單	□ 380 □ 391 □ 392 □ 393 □ 394 □ Others 其他 :							
	Securities Sale Order 證券沽出委託單	□ 380 □ 391 □ 392 □ 393 □ 394 □ Others 其他 :							
	Unit Trust Switching/ Redemption Order 單位信託基金轉換/ 贖回委託單	□ 368 □ 369 □ Others : 其他							
For closure of Securities / Securities Margin Trading Service / Unit Trusts / Investment Services account only 只適用於結束證券/ 證券孖展買賣服務/單位信託基金/ 投資服務戶口	□ transferring 轉移 □ the investment holdings, and/or 投資結餘,及/或 □ my/our standing instruction with respect to dividend options as set out below: 本人(等)有關於股息選擇的常行指示如下:								
	From below Investment: Account Number 從下列投資	Service/Unit Trusts Account Number							
		- 3 8 0							
		-   3   9   1         -           -							
		-   3   9   2         -           -							
		-   3   9   3           -             -							
		-   3   9   4         -           -							
	Account(s) with suffix nu	account with suffix number 380 is closed, all relevant Investment Services amber(s) 391 and 394 must also be closed. 如需要結束投資服務的戶口號碼字尾 8的戶口號碼字尾為 391 及 394 也必須同時結束。							
	Outcos Ale								
VI Doclaration 酸明	<u> </u>								

#### VI.Declaration 耸明

- I/We hereby authorise The Hongkong and Shanghai Banking Corporation Limited ("the Bank") to close the above account as per the Pinstructions 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分指示辦理。
- 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 處理任何未結清的款項。



Signature(s) 簽署

VII. For Bank Use Only 銀行專用											
Action to be Taken by Br				ranches				ı			
Procedure	Initial	Procedure		Initial			Procedure			Initial	
Surrendered account card(s) destroyed		Cold Shoulder Order Ch (K072 / S6124) - For Securities Transfer Local Shares/Bonds/CD/ ELI Transfer (Copy SEC	-out			CUA? Credit Card?	JA?				
Unsurrendered account card(s) "Hot" status added		Unused cheques destroye			With RMB With RMB		☐ Yes (Uplift outstanding TMD) ☐ No ☐ Yes (Sale/Transfer-out RMB ☐ No Bond/CD)				
Unit Trust (in 08X account) Transfer (Copy GSC UT)		Unit Trust (in 383 accou Transfer (Copy GSC UT)			With RMB securities?	listed	Yes (Sale/Transfer-out RMB No listed securities)				
Stock MIP termination enquiry		UT MIP termination enq	quiry				110000 00001111	-5)			
Unit Trusts HKD Financing (in 368 account) Transfer (Copy GSC UT)		Unit Trusts USD Financ (in 369 account) Transfe (Copy GSC UT)	ing er								
		Ma	intenan	ce Req	uest to GSC	/ASV-NSC					
	A	action to be Taken				Department	Input Screen/ Maintenance Form	For A Initial	SV-NSC Use Date Action		
☐ Adjust Outstanding Fee ☐ Monthly service fee ☐ Override amount to ☐ Transaction fee ☐ Override amount to					¢ ¢	GSC	E301				
☐ Others:						GSC/ASV GSC/ASV GSC GSC GSC GSC GSC GSC GSC GSC ASV	C103/P1294-FEX C103/P1294-FEX C103 C103 C002 C002 C102 C102 C102 C001/C101  C201 CIF5				
Unit: 1 ☐ Terminate MIP (Copy G	nount to           ll: 9 digits +   digits +   digits SC UT)	its + 2 decimal point 3 decimal point		Sig	 n '-'	GSC GSC	E505/E506				
☐ Stock MIP ☐ UT MIP ☐ Delete Securities Account Profile with close reason: ☐ A (normal close)					GSC	S121					
☐ Others: ☐ Safe Custody Charge ☐ Waived ☐ Collected by Branch ☐ Collected by GSC ☐ Change of Settlement/Charge/Dividend Income Account ☐ Others:					GSC GSC	S121 S121					
Remarks		:	Servic	e/Unit ing/Ur	Securities Ma Trusts/Unit Trusts US Account		Branch/Department (	Chop and A	Authorised Sig	gnature	