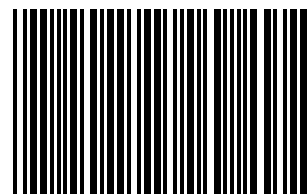


To 致： **The Hongkong and Shanghai Banking Corporation Limited**  
**香港上海滙豐銀行有限公司**

**HONG KONG DOLLAR/US DOLLAR/RMB CHEQUE-BOOK**  
**REQUEST FORM (For Non-Personal Customer)**  
港元/ 美元/ 人民幣支票簿申請表（非個人客戶）



WCAS IQA

**Note 注意：** 1. Please note that the date that you submit this request. If you do not receive the cheque-book(s) within 10 working days, please call our Commercial Banking Service Hotline on 2748 8288. 請留意遞交申請表的日期，如於遞交申請表後十個工作天內仍未收到支票簿，請致電本行工商金融服務熱線 2748 8288。

2. Please tick where applicable. 請在適當的地方加上剔號。

3. Please refer to our commercial tariff for the latest cheque book request fee.  
有關支票簿申請費用，請參閱工商金融服務收費簡介。

4. 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。

Date 日期	day 日 / month 月 / year 年
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**A. Company Details 公司資料**

Account Name (In English) 戶口名稱 (以英文填寫)	Account Number 戶口號碼
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**B Type of Cheque-book Required 所需要的支票簿類別**

**I. Hong Kong Dollar Cheque-book 港元支票簿**

	Type No. 類別號碼	No. of Cheque-book 支票簿數目
30 bearer cheques without counterfoil 30 張無票根持票人支票	1	<input type="text"/>
50 bearer cheques with counterfoil 50 張有票根持票人支票	3	<input type="text"/>
30 "account payee only" crossed cheques without counterfoil 30 張無票根「入受款人戶口」劃線支票	9	<input type="text"/>
50 "account payee only" crossed cheques with counterfoil 50 張有票根「入受款人戶口」劃線支票	5	<input type="text"/>

**II. US Dollar Cheque-book 美元支票簿**

	Type No. 類別號碼	No. of Cheque-book 支票簿數目
30 "account payee only" crossed cheques without counterfoil 30 張無票根「入受款人戶口」劃線支票	9	<input type="text"/>
50 "account payee only" crossed cheques with counterfoil 50 張有票根「入受款人戶口」劃線支票	5	<input type="text"/>

**III. RMB Cheque-book 人民幣支票簿**

	Type No. 類別號碼	No. of Cheque-book 支票簿數目
50 "Non-Transferable account payee only" crossed cheques with counterfoil 50 張有票根「不得轉讓存入受款人戶口」劃線支票	5	<input type="text"/>

**C. Collection Method 領取方式**

Cheque-books will be sent to you by ordinary mail. If your facilities for receiving mail are not secure then, by checking the box below, cheque-books can be mailed to you by registered post at a nominal fee. Please refer to the bank tariff guide for details of the charges.

本行會以平郵方式寄上支票簿。如您收取郵件的設備不安全，亦可勾選以下選項要求以掛號郵遞方式收取支票簿，但本行得酌收手續費。有關收費詳情，請參閱銀行服務收費簡介。

☐ Send to the correspondence address of the account via registered mail 以掛號郵件方式寄往戶口的通訊地址

**Authorised Signature(s) 授權簽署**

Authorised Signature(s) 授權簽署	<div>S.V.</div>
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**For Bank Use Only 銀行專用**

Special Instruction	<input type="checkbox"/> ID Sighted	Branch Chop
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