

Form Completion Guide







Certificate of Balance / Interest / Statement / Cheque Copy /History Report Request Form (For Non-Personal Customer)

The Form serves as a convenient and efficient way for your to request specific financial documents and information. Through the form, you can request essential documents like **1) Statements, 2) Certificate of balance, 3) Certificate of interest, 4) Paid cheque copies and 5) Saving and Current accounts transaction details** for your business need on recordkeeping, verification, or transaction reconciliation. Please note that each form is for 1 company ONLY. If you wish to apply document(s) for different companies, please submit an additional form.

Before proceeding, please read the reminders and tips provided in this Completion Guide.

- The Bank only provides records within 7 years.
- Primary and Secondary User(s) can view and download up to 7 years of eStatements of eligible accounts by using Business Internet Banking or HSBC HK Business Express mobile app for free.
- Business Internet Banking Primary User can visit www.business.hsbc.com.hk, scroll down to 'Quick Links' > 'Form Download Centre' > 'e-Form' to select and submit the respective form faster, simpler and more efficient.

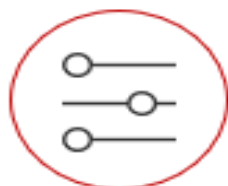
Tips for the Form Button

| | |
|---|--|
|  | Click this button to provide more than one request |
|  | Click this button to delete the request as required |
|  | Click this button to save your progress at any point and you can return to it later. |
|  | Click this button when you finish your input for validation. QR code(s) will be generated. |
|  | Click this button if you need to amend any information after validation. When you finish, please click the 'Validate' button again. |
|  | Click this button to print the Form. Please also print all the QR code(s) and send to us with the Form. Once you clicked this button, you will not be able to make any amendment on the form. |

5 steps to completing the Form



[Enter your business information](#)



[Select your request](#)
[a. Details of Request](#)
[b. Collection Method](#)
[c. Handling Charge](#)



[Revise the information](#)



[Validate and print](#)



[Sign and submit](#)



[Enter your business information](#)

| Details of Account 戶口資料 |
|-------------------------|
| Account Name 戶口名稱 |
| <input type="text"/> |

Please enter the **Full Account Name** that is **currently held by the Bank**.



Select your request

a. Details of Request

Click to select the applicable choice(s). Where applicable, you may **select multiple document types as you need**. Relevant instruction types will be displayed according to your selection.

Details of Request 申請資料

- ☒ Statement / Report 結單 / 紀錄
 - ☐ Savings Account History Report 儲蓄存款收支紀錄
 - ☐ Savings Consolidation Statement (for Passbook **Net Back Item**) 儲蓄存款綜合結單 (適用於存摺)
 - ☐ Account Statement 戶口結單
 - ☐ Debit Interest Statement (for Business Integrated Account) 信貸利息結單 (適用於商業綜合戶口)
 - ☐ HSBC Global Wallet composite statement 綜合結單 - 滙豐環球商幣滙
 - ☐ Commercial Cards – Individual Statement / Consolidated Statement 商業卡 - 結單 / 綜合結單
- ☐ Paid Cheque 支票
- ☐ Certificate of Balance 存款結餘證明書
- ☐ Certificate of Interest 利息證明書
- ☐ Saving and Current Accounts Transaction Details 存款及往來戶口的交易紀錄
- ☐ Other 其他

For Debit Interest Statement, please note that only the **2 MOST RECENT** Debit Interest Cycles are available.

For each document type, you are required to provide **Account Number** and will need to make further choices and inputs:



Statement/ Report/ Certificate of Interest (Credit Interest only) - 'Period' (DD/MM/YYYY)



Paid Cheque - 'Transaction Date' (DD/MM/YYYY), 'Cheque Currency', 'Amount' and 'Cheque Number'



Certificate of Balance - 'Specific Date' (DD/MM/YYYY)



Saving and Current Accounts Transaction Details - 'Currency', 'Amount', 'Date'(DD/MM/YYYY) and 'Type: Withdrawal/ Deposit'



Other - If you wish to apply for a transaction record/ report/ advice that is not available in the provided choice(s), please select 'Other' and provide the 'Account number', 'Description of Document Requested', 'Transaction Date'/ 'Period' and 'Amount', any information where applicable. **Please note that acceptance of the required document(s) is at the Bank's sole discretion.**

b. Collection Method

Please **select ONLY 1 Collection Method** in this section.

Please note that **Credit card statement or Document(s) required to be inputted to the 'Other' box can only be sent to the Correspondence address of the account by Ordinary Mail.**

Collection Method 領取方式

- ☐ Send to the email address that the applicant company subscribed for "eStatement and eAdvice" Service (Not applicable for Commercial Cards Statement and 'Others' items) 發送至申請公司已登記「電子結單及電子通知書」服務的電郵地址(不適用於商業卡結單及其他項目)
- ☐ Mail to the correspondence address of the above applicant's account number 寄往上述申請戶口的通訊地址
- ☐ Mail to the following address 寄往以下地址
- ☐ Collect by the following authorised person 由以下授權人領取



Send to email address

The document(s) will be sent to **the email address that your company has subscribed for the "eStatement and eAdvice" Service.**



Mail to the correspondence address

Mail to the corresponding address of the specific account(s) by Ordinary Mail / Courier (with extra charge).



Mail to the following address

Only applicable to institutions that require the Bank to directly mail the documents to them. You may state the name of the institution and provide the address in the form.



Collect by authorised person

Authorised person needs to go to the selected branch to collect the required document(s) with the Identification Document provided in the form.

Please refer the notes in the form for more details.

c. Handling Charge

Please **select ONLY 1 Debit Method** in this section.

Handling Charge 手續費
Not applicable to Debit Interest Statement request
不適用於申請信貸利息結單

Debit Method 支取方式

☐ Please debit my / our account number
請支取本人（等）的戶口，戶口號碼為：

☐ Cheque 支票 (applicable for instruction submitted by post / via branch but not applicable for commercial card statement request
適用於以郵寄 / 透過分行遞交的指示但不適用於商業卡結單的申請)

☐ Cash 現金 (applicable for instruction submitted via branch 適用於透過分行遞交的指示)

☐ Please debit my / our Commercial Card number 請支取本人（等）的商業卡，戶口號碼為：(applicable for commercial cards statement request only 僅適用於商業卡結單的指示)

For Business Integrated Account, the service charge will be debited from the HKD savings account. If there is insufficient balance, the Bank will debit the service charge from other accounts under the same Business Integrated Account.

Only for Commercial Card statement request.



Revise the information

If any of the information you provide doesn't match the requirements shown, you will see tips to help you correct it. Please follow these tips to revise the information, where appropriate.

Warning: JavaScript Window - Invalid Data



Please input a valid 12-digit account number.
請輸入有效的12位數字戶口號碼。

OK




Validate and print

| For Bank Use Only 銀行專用 | | |
|--------------------------------------|---|--------------------------------------|
| For item Related to | Actions Required | Authorized Signature and Branch Chop |
| Current / SEE/INV / IA / BIA Account | For interim statement (ie for transactions performed between the last statement date and the day before the request), submit this form to GSC via NSC. For statement period on or before the last statement date, input via Central Retrieval System (CRS). | |
| Savings Account / Paid Cheque Copy | Input via Central Retrieval System (CRS) | |

Please click '**Validate**' after you have finished entering the information.

You will see an error message **if any information is missing**. Please check that all the mandatory information has been provided and then click 'Validate' again.

Warning: JavaScript Window -



Please fill all mandatory fields highlighted in red.
請填寫所有紅色標示的部份。

Collection Method 領取方式

- ☐ Send to the email address that the applicant company subscribed for "eStatement and eAdvice" Service (Not applicable for Commercial Cards Statement and "Others" items) 發送至申請公司已登記「電子結單及電子通知書」服務的電郵地址(不適用於商業卡結單及其他項目)
- ☐ Mail to the correspondence address of the above applicant's account number 寄往上述申請戶口的通訊地址
- ☐ Mailed to the following address 寄往以下地址
- ☒ Collect by the following authorised person 由以下授權人領取

Name 姓名

Identification Document Number 身份證明文件號碼

Collection Branch 領取分行

OK

When the form is **successfully validated**, **QR codes will be generated** at the end of the Form.

Warning: JavaScript Window - Message



Successfully validated. 成功核實。
You can now click the 'Print' button to print the Form or click 'Amend' button to revise any information. Please note that you will not be able to make any amendment on the form after clicking the 'Print' button. 現在你可按「列印」鍵列印此表格或按「更改」鍵更改表格中的資料。請注意，按下「列印」鍵後此表格將不能作出任何更改。



QR Code

OK

| For Bank Use Only 銀行專用 | | |
|--------------------------------------|---|--------------------------------------|
| For item Related to | Actions Required | Authorized Signature and Branch Chop |
| Current / SEE/INV / IA / BIA Account | For interim statement (ie for transactions performed between the last statement date and the day before the request), submit this form to GSC via NSC. For statement period on or before the last statement date, input via Central Retrieval System (CRS). | |
| Savings Account / Paid Cheque Copy | Input via Central Retrieval System (CRS) | |

After validation, '**Amend**' and '**Print**' buttons will become available. You can click the '**Print**' button to print the form **OR** click the '**Amend**' button to make change before printing out the form if required.

Please ensure the information provided in the form is correct before clicking '**Print**' button. Once you click the '**Print**' button, **the information can no longer be changed**. Highly recommend you save the validated form.



Sign and submit

Please provide the signature of the Authorised Signature(s) in accordance with the signing instructions recorded in the Bank.

Authorised Signature(s) 授權簽署

X

S.V.

Primary User(s) can view the existing physical signing instructions by logging on to Business Internet Banking and going to 'Account' > 'Business Information'.

Signature(s) of the Account to be debited / Commercial Card (If different from the business account authorised signature(s))
扣賬戶口/商業卡簽署 (如與商業戶口授權簽署不同)

X

S.V.

If the signature(s) on the debit account/ commercial card differ from the business account signature(s), the signature(s) of the account to be debited/ commercial card must be provided.

Notes to submit the Form:

1. Please **print out and submit all the QR codes generated** with the form to the Bank.
2. You can submit the form via mail to "The Hongkong and Shanghai Banking Corporation Limited, P O Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong".