



HK WCAS IQA

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

CLOSE ACCOUNT REQUEST FORM (Business Integrated Account) 結束戶口申請表格 (商業綜合戶口)

Note 注意： 1. Please complete in **Block Letters** and tick where applicable.
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. 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. (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. 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。

5. To facilitate the account closure processing, please complete the "Disposal Instructions of Balances/Services" if there is outstanding balance.

為確保客戶能完成註銷戶口程序，請填妥「戶口結餘/ 服務的指示」，以便安排處理戶口的餘額。

6. You can submit the form via online channel - Visit 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，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。

7. 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：

(i) (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；

(ii) Account closure with investment holding 結束戶口中包括投資資產

8. If you would like to withdraw share certificate, please approach our HSBC Business Centre to submit the withdrawal request and the close account request. 如需提取實物股票，請前往滙豐中小企中心提交有關的提取指示和結束戶口指示。

9. 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。

10. Once your Business Integrated Account(s) is (are) closed, all internet banking and phone banking service will be deregistered within 14 days. 當您所有商業綜合戶口結束後，相關的網上理財及電話理財服務亦會於 14 天內被註銷。

11. 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。

| | | | | | | | | |
|----------------------------------|--|--|--|--|--|--|--|--|
| For Bank Use Only 銀行專用 | <input type="checkbox"/> Balance settled by Branch | | | | | | | |
| | Sales Staff ID <table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> | | | | | | | |
| | | | | | | | | |

| | | | | | | | | |
|---------|--|--|--|--|--|--|--|--|
| Date 日期 | day 日 / month 月 / year 年 | | | | | | | |
| | <table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> | | | | | | | |
| | | | | | | | | |

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

| | |
|---|---------------------|
| 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。) | |

Account Closure Reasons 結束戶口原因

| | |
|--|--|
| Change in Business Operation 公司營運變更 <input type="checkbox"/> Business closure / deregistration 結束業務/ 撤銷註冊 <input type="checkbox"/> Permanent departure from Hong Kong 永久離開香港 <input type="checkbox"/> 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 <input type="checkbox"/> Fund consolidated to other bank 資金合併於其他銀行 Fees and charges related 收費相關 <input type="checkbox"/> Expiry of promotions 推廣優惠期滿 <input type="checkbox"/> Fee and pricing 收費及產品價格 <input type="checkbox"/> Balance requirement and charges 存款要求及收費 Bank Policy or Operation related 銀行政策或操作相關 <input type="checkbox"/> Review process 審查程序 <input type="checkbox"/> Bank's policy 銀行政策 <input type="checkbox"/> HSBC brand 滙豐的品牌形象 <input type="checkbox"/> Due to attractive offers by other bank 因為其他銀行提供更吸引優惠 <input type="checkbox"/> Other, please specify 其他，請註明： <div></div> | Unsatisfactory of Product or Service 不滿意的產品或服務 • Product / Service 產品/ 服務 <input type="checkbox"/> Account 戶口 <input type="checkbox"/> Finance 融資 <input type="checkbox"/> Card 信用卡 <input type="checkbox"/> Trade 貿易 <input type="checkbox"/> Investment 投資 <input type="checkbox"/> Insurance 保險 <input type="checkbox"/> Payment 付款 • Service Channel 服務渠道 <input type="checkbox"/> Branch service 分行提供的服務 <input type="checkbox"/> Contact Centre 電話理財熱線 <input type="checkbox"/> Online Banking 網上銀行 • Staff service 職員服務 <input type="checkbox"/> Attitude / knowledge 態度/ 缺乏知識 <input type="checkbox"/> Unresolved complaint 未能解決相關投訴 |
|--|--|

Disposal Instruction Type 處理戶口指示

I/We hereby authorise The Hongkong and Shanghai Banking Corporation Limited ("the Bank") to close the above account:
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：

Please tick one option only 請在其中一項加上剔號

☐ by transferring all remaining balances to the respective corresponding account under my/our existing Business Integrated
將戶口內所有結存餘額轉往本人（等）現有商業綜合
Account Number ("Existing Account"); and make the arrangements as listed on page 3 of this form.
戶口號碼（「現有戶口」）的相關戶口；及根據本表格第 3 頁資料作出安排。

Note 注意： Both the account to be closed and the Existing Account must be in the same name, identification and with the same signing instruction.
將予結束戶口與現有戶口的客戶名稱、身分證文件及簽署指示均須相同。

☐ as per the disposal instructions specified on pages 4 to 7 of this form. 根據本表格第 4 至 7 頁的處理指示辦理。

Number of Business Debit Card(s) / Company Deposit Card(s) / Company ATM Card(s) Enclosed:
附遞商業扣賬卡/ 商業入數卡/ 商業櫃員機卡張數：

Declaration 聲明

1. I/We understand and acknowledge that I/we should return the Business Debit Card(s)/Company Deposit Card(s)/Company ATM Card(s) and cheque book(s) for my/our above account to the Bank for cancellation upon the closure of my/our above account; or I/we will destroy my/our afore-mentioned Cards and cheque book(s) in my/our possession, as the case may be.
本人（等）明白及同意於本人（等）結束上述戶口時，須將有關的商業扣賬卡/ 商業入數卡/ 商業櫃員機卡及支票簿交還貴行取消；或本人（等）將未退回的卡及支票簿自行銷毀。

(Applicable to Transferring Balances/Arrangements to Existing Account 適用於將戶口結餘轉賬/ 安排到現有戶口)

2. I/We understand and acknowledge that I/we should settle or reduce the outstanding debit balances, if any, in my/our above account to within the agreed credit facility limit, if any, for my/our Existing Account and that the Bank will not close my/our above account unless the same are so settled or reduced. 本人（等）明白及同意須將本人（等）上述戶口的任何尚欠款項清繳或減至本人（等）現有戶口經貴行核准的信貨額之內。惟在上述貸款未全數清繳或減少之前，貴行不會結束本人（等）的上述戶口。

3. I/We understand and acknowledge that any Phonebanking service applying to the above account will be cancelled with effect from the Account Closing Date.
本人（等）明白及同意適用於上述戶口內的任何電話理財服務將於戶口結束日起取消。

4. 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.
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。

X
Signature(s) 簽署

S.V.

Transfer to Existing Account 轉賬至現有戶口

I/We understand and acknowledge that the Bank will close my/our above-mentioned account on the Account Closing Date and hereby authorise the Bank to make the following arrangements: 本人（等）明白及同意，貴行於戶口結束日取消本人（等）上述戶口，並授權貴行作如下安排：

Transfer of Closure Balance 結束戶口的結餘

To transfer all remaining balances (inclusive/net of any credit/debit interest, Below Balance Fee/Monthly Service Fee accrued and any other charges incurred in any Investment/Payment Services) on the Account Closing Date to the respective corresponding accounts under my/our Existing Account. 於戶口結束日，將本人（等）戶口的結存餘額（連同/扣除任何應計存款/信貸利息、低額結存服務費/服務月費及任何與投資/付款服務有關費用）轉至本人（等）現有戶口內的相關戶口。

Time Deposit/Structured Investment Deposit 定期存款/結構性投資存款

To transfer on the Account Closing Date any outstanding time deposits or Structured Investment Deposit (provided that the value date is less than one year) under my/our above-mentioned account to my/our corresponding time deposit account in my/our Existing Account on the same terms (ie same value/maturity date, same deposit tenor, same interest rate, same maturity instruction, same return calculation, etc).

在戶口結束日，將任何尚未到期的定期存款/結構性投資存款（惟起息日期須少於一年）由本人（等）上述戶口轉至本人（等）現有戶口的定期存款內，所有條款不變（即是相同起息/到期日、相同存款期、相同利率、相同到期指示、相同回報計算等）。

For long-term Hong Kong Dollar time deposits with interim interest withdrawal before the transfer, the interim interest paid will be deducted from the final proceeds upon maturity.

如長期港元定期存款的中期利息在執行本指示前已被提取，該中期利息將於定期存款屆滿時從所得款項中扣除。

To transfer, on or before the Account Closing Date, the disposal account of any Time Deposit from my/our above-mentioned account to respective corresponding accounts under my/our Existing Account.

在戶口結束日或之前，將本人（等）上述戶口內用於處理任何定期存款的戶口轉至本人（等）現有戶口內的相關戶口。

Investment Service 投資服務

To transfer, on or before the Account Closing Date, any holding of unit trusts/shares/bonds/certificates of deposit/equity linked investment in my/our above-mentioned account to the respective investment account(s) under my/our Existing Account(s). Unit trusts/shares/bonds/certificates of deposit/equity linked investment may only be transferred after settlement.

在戶口結束日或之前，將本人（等）上述戶口內的任何基金/證券/債券/存款證/與股票掛鉤投資轉至本人（等）現有戶口內的相關戶口。基金/證券/債券/存款證/與股票掛鉤投資於結算後才會被轉存。

To transfer, on or before the Account Closing Date, any investment subscription instructions (Stock Monthly Investment Plan and Unit Trust Monthly Investment Plan) under my/our above-mentioned account to the respective corresponding accounts under my/our Existing Account.

在戶口結束日或之前，將本人（等）上述戶口內的任何投資產品購買指示（股票月供計劃及基金月供計劃）轉至本人（等）現有戶口內的相關戶口。

Unpresented Cheque 尚未兌現的支票

To effect payment of any unpresented cheques with an issue date prior to the Account Closing Date drawn on my/our above-mentioned account by debiting the amount of the cheques to my/our Existing Account provided that there shall be sufficient balance (or sufficient credit facility) in my/our Existing Account to effect such payment unless I/we shall have given specific instructions otherwise to the Bank. 兌現本人（等）上述戶口於戶口結束日前簽發而於戶口結束日或結束日後交收的任何支票，應從本人（等）的現有戶口支取款項，惟本人（等）的現有戶口須備有足夠存款（或足夠信貸額）支付，除非本人（等）另向貴行發出特別指示。

autoPay/Standing Instructions/Direct Debit Payment 自動轉賬/常行指示/直接付款

To transfer, on or before the Account Closing Date, any existing autoPay arrangements, standing instructions or direct debit payment instructions under my/our above-mentioned account to the corresponding accounts under my/our Existing Account on the same terms and conditions as for my/our original arrangements/instructions. 於戶口結束日或之前，將本人（等）上述戶口內的任何現有自動轉賬安排、常行指示或直接付款指示轉至本人（等）現有戶口內的相關戶口，有關條款將與原本的安排/指示相同。

Forex/RMB Switching Service 外幣/人民幣轉存服務

To transfer, on or before the Account Closing Date, any Forex/RMB Switching Service instructions under my/our above-mentioned account to the corresponding accounts under my/our Existing Account, provided no such service instruction has been set up in my/our Existing Account, on the same terms and conditions as for my/our original arrangements. 於戶口結束日或之前，將本人（等）上述戶口內的任何外幣/人民幣轉存服務指示轉至本人（等）現有戶口內的相關戶口，惟現有戶口必須未設立此類服務，而有關條款將與原本的安排相同。

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

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

☐ Closing Balance (Inclusive / Net of any Credit Interest / Debit Interest / Below Balance Fee Accrued / Monthly Service Fee Accrued / Companies Registry Fee / Business Integrated Account Closure Fee / Any Other Service Charges)

結餘數額 (連同/ 扣除任何應計存款利息/ 信貸利息/ 低額結存服務費/ 服務月費/ 公司押記費用/ 商業綜合戶口結束戶口費用/ 任何服務費用)

Settle by 按以下指示結清

☐ cash *deposit/withdrawal *存入/ 支取現金

☐ *debiting from/crediting to the following *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 | |

☐ 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 (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。) | | |

☐ Others 其他

☐ 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 No. 轉往本人 (等) 戶口號碼

☐ 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 No. 轉往本人 (等) 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)

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

Note 注意: If secured credit has been set up in your Business Integrated Account, all facilities supported by the secured credit, if any, will also be cancelled.
如有抵押信貸設立於商業綜合戶口, 所有以是項信貸作抵押的安排, 如有, 將一併取消。

☐ **Closing Balance** (Inclusive / Net of any Credit Interest / Debit Interest / Commitment Fee Accrued / Business Integrated Account Closure Fee / Any Other Service Charges) 結餘數額 (連同/ 扣除任何應計存款利息/ 信貸利息/ 透支承諾費/ 商業綜合戶口結束戶口費用/ 任何服務費用)

Settle by 按以下指示結清

☐ cash *deposit/withdrawal *存入/ 支取現金

☐ *debiting from/crediting to the following *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 | |

☐ 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 (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。) | | |

☐ Others 其他

☐ **Unpresented Cheque(s)** 尚未兌現的支票

Instructions 指示

☐ **Unused Cheques Enclosed** 附還未使用的支票

Cheque Numbers: From
支票號碼: 由

To
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 No.
轉往本人 (等) 戶口號碼

☐ **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 No.
轉往本人 (等) 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)

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

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

☐ same disposal instruction for all deposits 按同樣處理指示結清所有定期存款

☐ crediting to my/our Account Number 存入本人(等)戶口號碼

☐ Others 其他

☐ different disposal instruction for each deposit as per the attached "Time Deposits/Deposit Plus Maturity Instructions Form".
按夾附的「定期存款/ 高息投資存款到期處理指示」內的指示結清每項定期存款。

☐ Business Integrated Foreign Currency Savings Account 商業綜合外幣儲蓄戶口

Settle the Credit Balance/any other Service Charges plus Credit Interest accrued by 按以下指示結清結餘額/ 任何服務費用及應計存款利息

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

☐ paying me/us in 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：

Account Name 戶口名稱

Account Number 戶口號碼

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

Account Name 戶口名稱

Account Number 戶口號碼

☐ 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

☐ 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 (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。)

☐ 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 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

☐ crediting to my/our Wayfoong statement gold account number 存入本人（等）的黃金券戶口號碼

☐ 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 |
|-------------------|---------------------|
| | |

☐ Others 其他

☐ **Investment Services 投資服務**
 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 只適用於投資服務戶口號碼 | | | | |
|--|---|------------------------------|------------------------------|------------------------------|------------------------------|
| <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 | <input type="checkbox"/> 380 | <input type="checkbox"/> 391 | <input type="checkbox"/> 392 | <input type="checkbox"/> 393 | <input type="checkbox"/> 394 |
| <input type="checkbox"/> Notes/Bonds Sales Order 債券沽出委託單 | <input type="checkbox"/> 380 | <input type="checkbox"/> 391 | <input type="checkbox"/> 392 | <input type="checkbox"/> 393 | <input type="checkbox"/> 394 |
| <input type="checkbox"/> Securities Sale Order 證券沽出委託單 | <input type="checkbox"/> 380 | <input type="checkbox"/> 391 | <input type="checkbox"/> 392 | <input type="checkbox"/> 393 | <input type="checkbox"/> 394 |
| <input type="checkbox"/> Unit Trust Switching/Redemption Order 單位信託基金轉換/ 贖回委託單 | <input type="checkbox"/> 380 | <input type="checkbox"/> 391 | <input type="checkbox"/> 392 | <input type="checkbox"/> 393 | <input type="checkbox"/> 394 |

☐ 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 Services Account Number 從下列投資服務戶口號碼 | Transfer to my/our below Investment Services / Securities / Securities Margin Trading Service / Unit Trusts Account Number 轉移至本人（等）下列投資服務/ 證券/ 證券孖展買賣服務/ 單位信託基金戶口號碼 |
|--|--|
| <div style="border: 1px solid black; display: flex; justify-content: space-between; padding: 2px 10px;"> - - 3 8 0 </div> | <div style="border: 1px solid black; display: flex; justify-content: space-between; padding: 2px 10px;"> - - </div> |
| <div style="border: 1px solid black; display: flex; justify-content: space-between; padding: 2px 10px;"> - - 3 9 1 </div> | <div style="border: 1px solid black; display: flex; justify-content: space-between; padding: 2px 10px;"> - - </div> |
| <div style="border: 1px solid black; display: flex; justify-content: space-between; padding: 2px 10px;"> - - 3 9 2 </div> | <div style="border: 1px solid black; display: flex; justify-content: space-between; padding: 2px 10px;"> - - </div> |
| <div style="border: 1px solid black; display: flex; justify-content: space-between; padding: 2px 10px;"> - - 3 9 3 </div> | <div style="border: 1px solid black; display: flex; justify-content: space-between; padding: 2px 10px;"> - - </div> |
| <div style="border: 1px solid black; display: flex; justify-content: space-between; padding: 2px 10px;"> - - 3 9 4 </div> | <div style="border: 1px solid black; display: flex; justify-content: space-between; padding: 2px 10px;"> - - </div> |

Note 注意： If Investment Services Account with suffix number 380 is closed, all relevant Investment Services Account(s) with suffix number(s) 391 and 394 must also be closed. 如需要結束投資服務的戶口號碼字尾為 380，其所有相關投資服務的戶口號碼字尾 391 及 394 也必須同時結束。

☐ Others 其他

☐ **Business Integrated Renminbi Savings/Business Integrated Renminbi Trade Settlement Savings Account**
商業綜合人民幣儲蓄／商業綜合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

| | |
|--|--|
| <input type="checkbox"/> Renminbi Savings Account 人民幣儲蓄戶口 <input type="checkbox"/> ^Renminbi Trade Settlement Savings Account ^ 人民幣貿易結算儲蓄戶口 <input type="checkbox"/> Renminbi Current Account 人民幣往來戶口 | Account Name 戶口名稱 Account Number 戶口號碼 |
|--|--|

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

| | |
|-----------------------------------|---------------------|
| Account Name 戶口名稱 | Account Number 戶口號碼 |
|-----------------------------------|---------------------|

☐ Others 其他

Note 注意: ^The transferee account must be in the same name as the terminated account. ^存入戶口必須與取消戶口同名。

| For Bank Use Only 銀行專用 | | | |
|---|---|--|---|
| Action to be taken by branches | | | |
| Procedures | Initial | Procedures | Initial |
| Documents Checked | | Junior Pack Account <input type="checkbox"/> Yes (Close Junior Pack A/C) <input type="checkbox"/> No | |
| Gold/RMB Balance Settled | | | |
| Business Debit Card(s) / Company Deposit Card(s) / Company ATM Card(s) Destroyed | | Overseas Securities Service <input type="checkbox"/> Yes (Close Overseas Securities A/C) <input type="checkbox"/> No | |
| Unused Cheques Destroyed | | Securities Margin Trading Service <input type="checkbox"/> Yes (Close Margin Trading A/C) <input type="checkbox"/> No | |
| Cold Shoulder Order Checked (K072 / S6124) - For Securities Transfer-out | | | |
| 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) | | | |
| Stock MIP Termination (Copy GSC UT) | | RMB Credit Card <input type="checkbox"/> Yes (Change Settlement A/C / Cancel RMB CRC) <input type="checkbox"/> No | |
| UT MIP Termination (Copy GSC UT) | | | |
| Maturity Instruction Maintained | | RMB Bond/CD <input type="checkbox"/> Yes (Sale / Transfer-out RMB Bond/CD) <input type="checkbox"/> No | |
| Documents as per checklist on page 9/9 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 NSC 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/CPD | 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;">¢ ¢</div> | GSC | E301 | |
| <input type="checkbox"/> Adjust NCI Accrued Amount to <div style="display: flex; justify-content: space-between; align-items: center;"><div style="border: 1px solid black; width: 80px; height: 20px;"></div><div style="border: 1px solid black; width: 250px; height: 20px;"></div></div> <div style="display: flex; justify-content: space-between; align-items: center;"><div>CCY</div><div>Amount</div><div style="text-align: right;">¢ ¢</div></div> | GSC | E505/E506 | |
| <input type="checkbox"/> Add Closing | GSC | H201 | |
| <input type="checkbox"/> Others: <div style="border: 1px solid black; width: 380px; height: 20px;"></div> | | | |
| 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;"></div> Safe Custody Charge <input type="checkbox"/> Waived <input type="checkbox"/> Collected | GSC | S121 | |
| For Monthly Investment Plan only Terminate: <input type="checkbox"/> Stock MIP (Copy GSC UT) <input type="checkbox"/> UT MIP (Copy GSC UT) | GSC | - | |
| For HSBC Premier/HSBC Advance Credit Card <input type="checkbox"/> Cancel credit card record | CPD | - | |
| For Integrated Account with Investment Service RI Number: Initial: | FW (if applicable) <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 for Transfer to Existing Account (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 ... |
| 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 | | | PSV NSC |
| - Stock MIP | GSC UT | | | GSC UT |
| - UT MIP | CRMS - Relationship - Investment - Details - UT Portfolio | | | GSC UT |
| - TTSI | SIS - TTSI Enquiry | | | PSV 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 |
| - With Stock MIP | S642/S57 / CRMS - Relationship - Investment - Details - Securities Portfolio | | | GSC UT |
| - With UT MIP | CRMS - Relationship - Investment - Details - UT Portfolio | | | GSC UT |

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 Close Account Request Form (Page 1/9) with appropriate instruction marked to the respective action party.