

To 致：The Hongkong and Shanghai Banking Corporation Limited

香港上海滙豐銀行有限公司

Cheque Processing Services 支票處理中心 (Fax: 9057)

Date 日期	day 日 / month 月 / year 年

NON-RECEIPT OF RETURNED CHEQUE 未收到退回支票申報表

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

- Inward Returned Cheque 退回存入的支票**
- Drop-in-Box (DIB) Unprocessed Cheque 寄存辦理箱未能處理的支票**
- Cheque Deposit Machine (CQM) Unprocessed Cheque 「入票易」未能處理的支票**

Returned/Unprocessed Cheque Details 退回/未能處理支票資料	
Cheque Deposit Account Number 存入支票的戶口號碼	Date Deposited/Inserted into DIB/CQM 存入戶口/寄存辦理箱/「入票易」的日期
Cheque Number 支票號碼	Amount 金額
Drawee Bank 受票銀行	

Instruction Details 指示資料
<p>I/We have not received the above inward returned cheque/drop-in-box/cheque deposit machine unprocessed cheque and request for a certified true copy of the above cheque. 本人(等)並未收到上述退回存入/寄存辦理箱/「入票易」未能處理的支票，請補發支票副本予本人(等)。</p> <p><input type="radio"/> I/We will collect the cheque copy at <input type="text"/> branch. 本人(等)將於 <input type="text"/> 分行領取補發的支票副本。</p> <p><input type="radio"/> Please mail the cheque copy to me/us at the correspondence address of the above account. 請將補發的支票副本寄給本人(等)上述戶口的通訊地址。 Note 注意： Cheque copy must be deposited into <u>HSBC account</u>. 支票副本必須存入<u>滙豐的戶口</u>。</p> <p><input type="radio"/> Please re-deposit the cheque copy to 請將以上支票副本存入： <input type="radio"/> the above account 上述戶口 <input type="radio"/> my/our account no. 本人(等)的戶口號碼 <input type="text"/></p> <p>If the cheque is returned unpaid/unprocessed for reason(s) that cannot be re-deposited (e.g. cheque out-dated, account closed), then the cheque copy should be: 如支票副本因退票/未能處理理由而未能存入戶口(如支票經已過期、戶口已結清)，請將支票副本： <input type="radio"/> held for collection at <input type="text"/> branch. 寄存在 <input type="text"/> 分行留待領取。 <input type="radio"/> mailed the cheque copy to me/us at the correspondence address of the above account. 寄給本人(等)上述戶口的通訊地址。</p>

Signature(s) 簽署	
<p>X</p> <p style="text-align: right;"><input type="radio"/> S.V. OR <input type="radio"/> ID Sighted</p>	
Full Name(s) 全名	Contact Telephone Number 聯絡電話號碼

For Bank Use Only 銀行專用	
Terminal No. (Applicable to Inward Returned Cheque Only)	Authorised Signature and Branch Chop
Cheque Returned Unpaid/Unprocessed Reason	Branch Contact Tel No.: