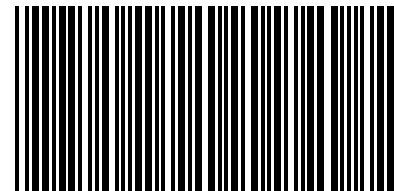


To 致： **The Hongkong and Shanghai Banking Corporation Limited**  
香港上海滙豐銀行有限公司



WCAS IQA

**STOP PAYMENT REQUEST / CANCELLATION FORM**  
**(For Non-personal Customer)**

停止支付指示/ 取消表格 (非個人客戶)

**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. The Bank will act according to your instructions and no acknowledgement will be sent to you. 本行將應閣下要求執行閣下的指示而不作另行通知。

3. Charge levied on your instruction(s) will be reflected on your account statement. 所收費用將列印在閣下的戶口結單內。

4. You can submit the form via the following channels 您可透過下列途徑遞交表格：

- [Convenient and efficient] Online - Visit [www.business.hsbc.com.hk](http://www.business.hsbc.com.hk), scroll down to "Quick Links" > "Form Download Centre" > "e-Form" > "Account Service Forms" to select and submit the respective form; or  
[快捷方便] 網上 - 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；或
- Postage - Mail to "The Hongkong and Shanghai Banking Corporation Limited, PO Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong"; or 郵寄 - 郵寄至「九龍中央郵政局郵政信箱 72677 號香港上海滙豐銀行有限公司」收；或
- Branches - Return to any Commercial Service Centres. 分行 - 前往任何商業客戶服務中心提交。  
(For location of the Commercial Service Centres, please visit <https://www.business.hsbc.com.hk/en-gb/products/commercial-service-centres> 查閱商業客戶服務中心地址，請瀏覽 <https://www.business.hsbc.com.hk/en-gb/products/commercial-service-centres>)

Date 日期	day 日 / month 月 / year 年

**Account Information 戶口資料**

Account Name 戶口名稱

Account Number 戶口號碼

**Paper Cheque Payment 紙張支票支付**

**Instructions and Details 指示及資料**

- ☐ Please arrange to stop payment of the cheque(s) as per information I/we provided as below: 請就本人 (等) 提供下列的資料而安排停止支票支付：  
I/We agree 本人 (等) 同意
- If I/we have provided to the Bank the relevant cheque number, or both the cheque number and amount, the Bank will not be required to contact me / us before stopping payment of the cheque(s) listed below if the presented cheque(s) match(es) either cheque number or amount provided. 如本人 (等) 已向貴行提供相關支票號碼，或相關支票號碼及金額，而要求兌現的支票與以下支票號碼或金額相符，貴行不須在停止支票支付前通知本人 (等)。
  - If I/we have only provided to the Bank the cheque amount (without the cheque number), then until 

Date 日期	or 或
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如本人 (等) 只向貴行提供相關支票金額 (而沒有支票號碼)，則貴行於右述指示日期  
(where no date is specified) the expiry of 6 months from the date of this instruction, the Bank will stop payment of any cheque of the same amount issued from the above account unless the Bank has obtained my/our confirmation that payment may proceed. The Bank will stop payment of the cheque(s) if I/we cannot be contacted to confirm the cheque(s) payment.  
(如沒有填寫任何日期) 此表格日期起 6 個月屆滿或之前，將不會支付上述戶口發出的同額支票 (除非貴行能夠取得本人 (等) 確認可以進行支付)。如貴行無法聯絡本人 (等) 確認付款支票，貴行將會停止支票支付。
  - This stop cheque instruction will be terminated by the Bank without further notice to me/us after the occurrence of the following date/events, whichever is the earliest 貴行將會於以下事件發生時 (以最早發生為準) 終止此停止支付指示而不會另行通知本人 (等)：
    - after the above date or (if no specific date has been provided) the expiry of 6 months from the date of this instruction or 在上述日期後或 (如沒有填寫任何日期) 此表格日期起 6 個月後或
    - (where only the cheque number, but not the amount, has been provided below) when the Bank has stopped a presented cheque which matches with the cheque number provided or (如以下只提供了支票號碼而沒有提供金額) 當貴行已停止兌現一張與提供的支票號碼相符的支票或
    - (where both the cheque number and amount have been provided below) when the Bank has stopped a presented cheque which matches with both the cheque number and amount provided. (如以下提供了支票號碼及金額) 當貴行已停止兌現一張與提供的支票號碼及金額相符。
  - The Bank will not be held liable for any loss suffered by me/us due to the stop payment. 貴行毋須就本人 (等) 因停止支票支付而遭受的任何損失負責。

**Details of Cheque 支票資料**

Date of Cheque 支票日期	Cheque Number 支票號碼	Amount 金額 (HKD/USD/CNY 港幣/美元/人民幣)

**Instructions and Details (Continued) 指示及資料 (續)**

- ☐ I/We cannot provide any details of the lost cheque(s), I/we agree that 本人 (等) 未能提供遺失支票的資料, 本人 (等) 同意
- a. Until   
貴行於右述指示日期  or (where no date is specified) the expiry of 6 months from the date of this instruction, or (如沒有填寫任何日期) 此表格日期起 6 個月屆滿或之前, the Bank will stop payment of any cheque issued from the above account unless the Bank has obtained my/our confirmation that payment may proceed. 將不會支付上述戶口發出的支票 (除非貴行已取得本人 (等) 確認可以進行支付)。
- b. The Bank will stop payment of the cheque(s) if I/we cannot be contacted to confirm the cheque(s) payment. 如貴行無法聯絡本人 (等) 確認付款支票, 貴行將會停止支票支付。
- c. The Bank will not be held liable for any loss suffered by me/us due to the stop payment. 貴行毋須就本人 (等) 因停止支票支付而遭受的任何損失負責。
- d. This stop cheque instruction will be cancelled without further notice to me/us on the above date or the expiry of 6 months from the date of this instruction (if no specific date has been provided). 貴行將會在上述日期後或 (如沒有填寫任何日期) 此表格日期起 6 個月後取消停止支付指示而不會另行通知。

- ☐ Please cancel my/our stop payment request made on   
請取消本人 (等) 在  of the cheque(s) listed below. 對下列支票的停止支付指示。

**Details of Cheque 支票資料**

Date of Cheque 支票日期	Cheque Number 支票號碼	Amount 金額 (HKD/USD/CNY 港幣/美元/人民幣)

**e-Cheque Payment 電子支票支付****Instructions and Details 指示及資料**

- ☐ Please arrange stop payment of the e-cheque(s) as per the information provided below. I/We acknowledge that once the e-Cheque(s) is /are stopped successfully, it/they cannot be presented again. 請就本人 (等) 提供下列的資料而安排停止電子支票支付, 本人 (等) 明白電子支票一經成功取消, 此電子支票將不能兌現。

**Details of e-Cheque 電子支票資料**

e-Cheque Number 電子支票號碼	Amount 金額 (HKD 港幣)

**Declaration 聲明**

1. I/We understand that a charge of   
本人 (等) 明白上述每項停止支付/ 取消停止支付收費  (equivalent in USD/CNY  
港幣 (美元/ 人民幣等值)) will be debited from my/our account for each of the above stop payment/cancellation of stop payment items. 將會從本人 (等) 的戶口中扣取。
2. I/We have confirmed that the above cheque(s) was/were not presented for payment on or before the date of this instruction. 本人 (等) 確證上述支票在此表格日期或之前尚未兌現。
3. I/We understand that no refund on the stop payment/cancellation of stop payment charges will be made even if the cheque(s) is/are later found out to have been paid before the last statement date. 本人 (等) 明白如發現該支票在對上一個結單日期前已支付, 已支付的停止支付/ 取消停止支付費用將不會退還。
4. I/We understand that the Bank will according to the above instruction dishonour and return the cheque(s) presented without further notice to me/us if I/we cannot be contacted and service charge in respect of returned cheque(s) will be imposed. 本人 (等) 明白如貴行根據以上指示及資料而未能與本人 (等) 聯絡, 貴行會拒絕兌現並會退回要求兌現的支票而不會另行通知並收取相關退票收費。

**X**  
Signature(s) 簽署

S.V.

For Bank Use Only 銀行專用	
<b>Action</b> Stop Record: <input type="checkbox"/> Added <input type="checkbox"/> Deleted RCQ Record: <input type="checkbox"/> Added <input type="checkbox"/> Confirm Customer Contact Telephone Number(s) is/are up-to-date	Authorised Signature and Branch Chop
<b>Initial</b>	