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

Date 日期	day 日 / month 月 / year 年

OUTWARD TELEGRAPHIC TRANSFER / INTERBANK FUNDS TRANSFER AMENDMENT / CANCELLATION / ENQUIRY REQUEST FORM
更改／ 取消／ 查詢匯出電匯／ 跨行轉賬申請表格

Important Notes 重要事項：

1. On top of the Bank's charges, the correspondent and/or beneficiary bank(s) may also charge you for handling this request.
   除本行的費用外，代理銀行及／ 或受款銀行在處理閣下的申請時，可能會向您收取有關服務費。
2. The Bank will inform you about the amendment or cancellation result as soon as reasonably practicable if the payment amount has not yet been debited from the account. The Bank cannot guarantee that any cancellation instruction or amendment instruction that has been accepted by the Bank can be successfully executed notwithstanding receipt by the Bank of this Request Form (whether or not your account has already been debited).
   若付款款項尚未從戶口扣賬，本行會在合理可行的時段內盡快通知閣下更改或止付指示的結果。儘管本行收到此申請表格並接受有關更改或止付指示，本行不能保證有關更改或止付指示可成功執行，無論有關款項是否已從閣下戶口中扣除。
3. Please note that acceptance of this amendment instruction is at the Bank's sole discretion. In the event that this amendment instruction cannot be processed or is rejected by the Bank, please indicate in the form below whether you want the Bank to (i) cancel your original payment instruction and recall the funds; or (ii) disregard your amendment instruction and continue to process your original payment instruction. 請注意：本行有權決定是否接受此更改指示。如本行未能執行或拒絕此更改指示，請於下面的表格中註明閣下是否希望本行：(i) 取消閣下原本的付款指示並要求退款；或 (ii) 毋須處理閣下的更改指示並繼續處理原本的付款指示。
4. The Bank will communicate your amendment/cancellation/payment enquiry instruction below that has been accepted by us to the correspondent or beneficiary bank. However, whether they will act on the instructions is at their absolute discretion and out of the Bank's control.
   本行將會通知代理銀行或受款銀行下列被本行接受的更改／ 取消／ 查詢指示，但須視乎代理銀行或受款銀行會否就該指示採取行動，本行就此並無控制權。
5. If the currency of the returned funds is not supported by the payment debit account, the funds will be converted into the payment debit account currency at the Bank's prevailing exchange rate at the time of conversion. 如付款戶口並不支援有關退款的貨幣，該筆退款將按本行當時的匯率被折算為付款戶口貨幣。
6. For Integrated / Business Integrated Account, please specify Account Type (e.g. Savings / Current). For Foreign Currency Account, please specify currency to be debited. 如屬綜合理財／ 商業綜合戶口，請註明戶口類別（如儲蓄／ 往來）。如屬外幣戶口，請註明支賬的貨幣類別。
7. Your email address and contact number maintained in the Bank's record will be used for correspondence in respect of this instruction. Please ensure that your email address and contact number with the Bank are up to date. 請確保您於本行維持最新的電郵地址和電話號碼紀錄，本行將以這紀錄用作此指示的聯繫通訊。
8. *(For personal customers only 僅適用於個人客戶)*
   Please note that you cannot use this form to raise request by mail for transactions with payment reference number starting with "GXZ". For further assistance, please visit any HSBC branch or call us at (852) 2233 3033 for HSBC Global Private Banking customers, (852) 2233 3033 for HSBC Premier Elite customers, (852) 2233 3322 for HSBC Premier customers, (852) 2233 3000 for other customers.
   請注意，本表格不適用於以投遞或郵寄方式及付款參考編號以「GXZ」開首的轉賬，如需協助，請親臨任何一間滙豐分行，或致電（852）2233 3033（滙豐環球私人銀行客戶），（852）2233 3033（滙豐卓越理財尊尚客戶），(852) 2233 3322（滙豐卓越理財客戶），(852) 2233 3000（其他客戶）。

Details of Outward Telegraphic Transfer / Interbank Funds Transfer 匯出電匯／ 跨行轉賬資料 *(Mandatory fields 必須填寫)*

Payment Reference 付款參考編號 *[(For personal customers only) Requests for payments with reference number starting with "GXZ" cannot be raised via this form by mail. Please refer to Important Notes 8 for details.* *（僅適用於個人客戶）本表格不適用於以投遞或郵寄方式及付款參考編號以「GXZ」開首的轉賬。詳情請參閱重要事項 8。]*		Payment Instruction Date / Payment Amount Debit Date *(if applicable)* 付款指示日期／ 付款扣賬日期 *（如適用）*
Beneficiary Name 受款人名稱	Payment Currency 付款貨幣	Payment Amount 付款金額

Instructions 指示 *(Please tick where applicable 請在適當的地方加上剔號）*

1. ☐ Cancel the above Telegraphic Transfer / Interbank Funds Transfer 取消上述電匯／ 跨行轉賬

Please deposit the returned funds into my / our account[5], account details are
請將該筆退款存入本人（等）的戶口[5]，戶口資料為

Account Number 戶口號碼	
Account Type 戶口類別[6]	Currency 貨幣[6]

2. ☐ Enquire the above Telegraphic Transfer / Interbank Funds Transfer 查詢上述電匯／ 跨行轉賬

Tick (✓)	Enquiry Details 查詢詳情	
☐	Beneficiary advised that the funds have not yet been received. Please check the status of the transaction 受款人仍未收到有關款項，請查詢交易狀況	
☐	The funds received by the beneficiary were less than the payment amount. Please check the details regarding the difference 受款人收到的款項少於付款金額，請查詢差額詳情	
☐	The currency of funds received by the beneficiary was different from the instructed payment currency. Please check the transaction details 受款人收到的款項貨幣與指示的付款貨幣不相符，請查詢交易詳情	
☐	Others *(please specify)* 其他 *（請註明）*	

Instructions (Continued) 指示（續）*(Please tick where applicable 請在適當的地方加上剔號)*

3. ☐ **Amend the above Telegraphic Transfer / Interbank Funds Transfer as follows** 更改上述電匯 / 跨行轉賬如下：

Note 注意：
a. If there is a need to amend the payment currency, payment amount, beneficiary bank, beneficiary name, beneficiary account number / IBAN, debit account number, message to beneficiary, and/or purpose of payment of the above Telegraphic Transfer / Interbank Funds transfer which has not been released by the Bank, please cancel the transfer by completing Section 1 (Cancel the above Telegraphic Transfer / Interbank Funds Transfer) and submit a new payment instruction.
如上述電匯 / 跨行轉賬的款項尚未匯出，而您需要更改付款貨幣、付款金額、受款銀行、受款人名稱、受款人戶口號碼 / IBAN、支賬戶口、致受款人的訊息及 / 或匯款目的，請填寫選項 1（取消上述電匯 / 跨行轉賬）以取消上述轉賬並重新發出新的轉賬指示。

b. It is mandatory to complete Sections A and B (i and ii). 請必須填寫 A 及 B (i 及 ii) 部。

c. If there is a need to amend a Telegraphic Transfer / Interbank Funds transfer that has already been released by the Bank, please put a tick next to the item to be amended and provide the amendment instructions in the table of Section A.
如您需要修改的電匯 / 跨行轉賬的款項已經匯出，請在 A 部表中，於需要更改的項目加上剔號並提供更改指示。

I/We understand that the acceptance of this amendment instruction is subject to the Bank's sole discretion.
本人（等）明白貴行有權決定是否接受此更改指示。

(A)

Tick (✓)	**Amendment Details** 更改詳情	
☐	Intermediary Bank Details (e.g. SWIFT BIC or Address) 中轉銀行資料（例如：SWIFT BIC 或地址）	
☐	Others *(please specify)* 其他 *（請註明）*	

(B)(i) If the above Telegraphic Transfer / Interbank Funds Transfer is returned to the Bank before this amendment instruction that has been accepted by the Bank is effected, please 如上述電匯 / 跨行轉賬在此被貴行接受的更改指示生效前已被退回，請貴行

☐ deposit the returned funds into my / our account[5], account details are
將該筆退款存入本人（等）的戶口[5]，戶口資料為

Account Number 戶口號碼	
Account Type 戶口類別[6]	Currency 貨幣[6]

☐ resend the Telegraphic Transfer / Interbank Funds Transfer according to amended information, with the amount of
根據以上的更改指示重新匯出該筆電匯 / 跨行轉賬，金額為

Tick (✓)	**Amount** 金額		
☐	net returned amount 淨退回金額		
☐	original amount, and deduct the difference in amount *(if any)* from the original Debit Account 原本指示的金額，並在原本的付款戶口扣除差額（如有）	Account Type 戶口類別[6]	Currency 貨幣[6]

(B)(ii) If this amendment instruction is rejected by the Bank, please 如貴行拒絕此更改指示，請貴行

☐ cancel the above Transfer and recall the funds 取消上述轉賬並要求退款

☐ disregard this amendment instruction 毋須處理此更改指示

Charges 費用

Local charges and overseas charges[1] are to be paid from my / our account, account details are as follows:
本地費用及海外費用[1]從本人（等）的戶口支付，戶口資料為：

Account Number 戶口號碼 *(Mandatory fields 必須填寫)*	
Account Type 戶口類別 [6]	Currency 貨幣 [6]

Please sign if the Account Number for charges is different from the Debit Account Number below
如支付費用的戶口號碼與下列的付款戶口號碼不相同，請簽署

S.V.

X

Signature and Details of Customer 客戶簽署及資料 *(Mandatory fields 必須填寫)*

Signature(s) 簽署	Full Name(s) (in Block Letters) 全名（請用正楷填寫）
S.V. **X**	Debit Account Number of the above Outward Telegraphic Transfer / Interbank Funds Transfer 上述匯出電匯／ 跨行轉賬的付款戶口號碼

For Bank Use Only 銀行專用	
Branch Chop	Authorised Signature (for S.V.) with Signature Number or Staff Number