

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

CERTIFICATE OF BALANCE / STATEMENT / CHEQUE COPY / HISTORY REPORT REQUEST FORM 存款結餘證明書/結單/支票副本/收支紀錄申請表

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. * For NIL Balance Investment Statement request, please specify in the option 'Others'.
* 如申請無結餘投資戶口結單，請在選項「其他」中註明。

Please return a completed AND signed form either by (1) online submission (Business Internet Banking users can logon and go to "Form & Document Submission Centre", select service type as "Statement / Advice / Document" and form name as "[Request] Certificate of Balance/Statement/Cheque Copy/History Report Request Form", then upload the scanned copy of form), or (2) mail to "The Hongkong and Shanghai Banking Corporation Limited, P O Box 72677, Kowloon Centre Post Office, Kowloon, Hong Kong", or (3) visiting HSBC Branch. The request will normally be processed within 10 working days upon our receipt of the form. 請將已填妥並簽署的表格 (1) 經網上遞交 (商務「網上理財」使用者可於登入後進入「表格及文件遞交中心」，選擇服務種類為「結單/通知書/文件」及表格名稱為「[指示]存款結餘證明書/結單/支票副本/收支紀錄申請表」，再上傳表格的掃描副本)，或 (2) 寄回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 (3) 交回滙豐分行。本行將在收到申請表後十個工作天內處理。

Details of Account 戶口資料

Account Name 戶口名稱

ABC COMPANY

Account Number (Not applicable to Certificate of Balance) 戶口號碼 (不適用於存款結餘證明書)

S/P/ENK

Details of Request 申請資料

Please arrange to supply me/us with a copy of the following document(s) and mail them to my/our correspondence address: 請發給本人(等)下列文件的副本，並郵寄往本人(等)的通訊地址：

請發給本人(等)下列文件的副本，並郵寄往本人(等)的通訊地址：

* Statement/Report * 結單/紀錄

<input type="radio"/> ^Account Statement ^戶口結單	Period 時期：From 由 _____ to 至 _____
<input type="radio"/> Debit Interest Statement 信貸利息結單 <i>(For Integrated and Business Integrated Account only 只適用於綜合理財及商業綜合戶口)</i>	Period 時期：From 由 _____ to 至 _____ <i>(Only the two most recent Debit Interest Cycles are available 只能提供最近兩個周期的信貸利息結單)</i>
<input type="radio"/> Savings Bank History Report 儲蓄存款收支紀錄	Period 時期：From 由 _____ to 至 _____
<input type="radio"/> Savings Consolidation Statement 儲蓄存款綜合結單	Statement Date 結單日期：From 由 _____ to 至 _____
<input type="radio"/> Credit Card Statement 信用卡結單	Statement Date 結單日期：_____ (MM/YY H/年)

Paid Cheque 支票

Cheque Number 支票號碼	Cheque Amount 支票金額	Transaction Date 交易日期
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Certificate of Balance 存款結餘證明書

Please furnish me/us with a Certificate of Balance as at the close business on **31/12/2022**
請發給本人(等)下列戶口存款截至 _____

123456789838 456789123001

To apply for Certificate of Balance, please provide your account number here. 如申請存款結餘證明書，請在此填寫戶口號碼。

Please input a specific date in DDMMYYYY format. If you require the record of additional date(s), please specify your request in 'Others'. 請以日月年(DDMMYYYY)的格式填寫一個指定日。如需申請多於一個日期的記錄，請在「其他」註明你的指示。

Braille Account Statement Service (Applicable to HKD Current Account/Debit Card/HSBC One) 點字結單服務 (只適用於港元往來戶口、綜合理財戶口、滙豐卓越理財/滙豐One)

Add 新增 Account Number _____ Effective Date 生效日期: 01/01/2023-31/03/2023

Note 注意： If customer statement in _____ with the re-printing copy of _____

If you wish to apply for a Certificate of Interest, please write down your request after selecting 'Other' and provide a period in DDMMYYYY format, such as 01/01/2023-31/03/2023. 如需申請利息收入證明書，請在選擇「其他」後寫上你的指示，並以日月年(DDMMYYYY)格式提供有效時段，如 _____

If you wish to apply for transaction record/ advice, such as Outward Remittance Advice, Credit Advice and Time Deposit Maturity Advice etc., please write your request in this option and provide transaction date and amount. 如需申請交易記錄/文件，如匯出匯款通知書、入賬確認書、定期存款到期通知書等，請在此選項寫上你的指示，並提供交易日期及金額。

Others: 其他:

^You can view up to 7 years of eStatements of eligible accounts by using Online Banking or HSBC HK App, and download them with Online Banking, Business Internet Banking or HSBC HK Business Express Mobile App for free. ^您可透過網上理財或香港滙豐流動理財應用程式查閱過去7年的特定戶口電子結單，及直接在網上理財、商業網上理財或香港滙豐 Business Express 流動應用程式免費下載。

Handling Charge (Not applicable to Wealth & Personal Banking customers)
手續費 (不適用於財富管理及個人銀行客戶)
(Not applicable to Debit Interest Statement request 不適用於申請信貸利息結單)

Please debit my/our #account number 請支取本人(等)的#戶口，戶口號碼為：
1 2 3 4 5 6 7 8 9 8 3 8

Please specify Savings/Current for Business Integrated Account. 如為綜合商業戶口，請註明儲蓄/往來。

For Business Integrated Account, please provide the account number suffix as 838 for savings account and 001 for current account. 如為商業綜合戶口，請將儲蓄戶口號碼尾三位數填寫為838，或往來戶口號碼尾三位數填寫為001。

Signature(s) and Contact Telephone Number 簽署及聯絡電話號碼

Please sign according to the bank account record. 請按照銀行戶口的紀錄簽署。

Signature(s) 簽署 _____

Contact Telephone Number 聯絡電話號碼：_____

Remarks 備註 _____

If you want to receive the document(s) through courier, please write down your request here. Please note that extra charges applied. 如欲以速遞接收文件，請在此填寫有關指示。請注意此服務需額外收費。

For Item Relating to	Method of Submission
Current / SEE / INV / IA / BIA Account	For interim statement before the request, submit via Central Retrieval System (CRS). For statement period between the last statement date and the day of request, submit via Central Retrieval System (CRS).
Braille Statement	For customer with Braille statement need, complete CYS Braille Statement Account Maintenance Form and submit it to GSC on next working day if the Account is newly converted to HP or HSBC One.
Savings Account / Paid Cheque Copy	Input via Central Retrieval System (CRS).