

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。

Date 日期	day 日 / month 月 / year 年

Details of Account 戶口資料

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

☐ * 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 (For Integrated and Business Integrated Account only 只適用於綜合理財及商業綜合戶口)	Period 時期：From 由 to 至 (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)
<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 月／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 _____ for the following accounts:
請發給本人(等)下列戶口存款截至 _____ 結束營業時的存款結餘證明書：

☐ Braille Account Statement Services (Applicable to HKD Current Account, Integrated Account - HSBC Premier/HSBC Advance only)
點字結單服務 (只適用於港元往來戶口，綜合理財戶口－卓越理財／運籌理財)

<input type="radio"/> Add 新增 Account Number 戶口號碼： _____ Effective Date 生效日期： _____	<input type="radio"/> Delete 取消 Account Number 戶口號碼： _____ Effective Date 生效日期： _____
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Note 注意： If customer requests a re-printing copy of Braille account statement, the Bank can only provide customer with the re-printing copy of statement in written format. 如客戶需要重印點字結單，本行只可提供以文字形式重印結單予客戶。

☐ Others 其他：

Handling Charge (as stated in the General Bank Tariffs)
手續費 (請參照一般銀行服務簡介)
(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 :
請支取自本人(等)的#戶口，戶口號碼為： _____

Please specify Savings/Current for Integrated and Business
Integrated Account. 如為綜合理財及商業綜合戶口，請註明儲蓄／往來。

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

X Signature(s) 簽署 Contact Telephone Number 聯絡電話號碼： Remarks 備註	S.V.
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For Bank Use Only 銀行專用

For Item Relating to	Actions Required	Authorised Signature and Branch Chop
Current Account / Super Ease Account / Investment Account	For interim statement (ie for transactions performed between the last statement date and the day before the request), submit this form to GSC via NSC. For statement period on or before the last statement date, input via Central Retrieval System (CRS).	
IA / BIA Account	For interim statement and Debit Interest Statement requests, submit this form to GSC via NSC. For statement request of other cycles, input via Central Retrieval System (CRS).	
Savings Account / Paid Cheque Copy	Input via Central Retrieval System (CRS).	