

Bank Reference Letter Application Form 銀行證明信申請表

- Note 注意：**
- 1. Please tick where applicable. 請在適當的地方加上剔號。
 - 2. # Under normal circumstances, the Bank will issue the Bank Reference Letter in English version with average account balance shown in number of figures, unless instructed to the contrary. However, the Bank also reserves the right not to provide the present account balance on the Bank Reference Letter. 除非有特別指示，在一般情況下，本行所發出的銀行證明信會以英文版本為主及以位數顯示有關戶口的平均結餘，而本行將保留權利，在銀行證明信上不顯示戶口的現有結餘。
 - 3. + For Integrated/BusinessVantage Account, please specify Account Type. +如屬綜合理財/「商業」理財戶口，請註明戶口類別。
 - 4. Your request will normally be processed within 3 working days (excluding Saturday, Sunday and public holiday) upon receipt of your form. 在一般情況下，本行將在收到您的申請表後三個工作天內（不包括星期六、日及公眾假期）處理您的申請。

Name of Applicant 申請人姓名	<input type="checkbox"/> Mr 先生 <input type="checkbox"/> Mrs 太太 <input type="checkbox"/> Miss 小姐 <input type="checkbox"/> Ms 女士		
Account Number 戶口號碼			Contact telephone number 聯絡電話號碼
Correspondence Address 通訊地址			
Reason for Application 申請原因	<div><input type="checkbox"/> To sponsor 為支持／協助</div> <div><div>Name 姓名 <input type="checkbox"/> Mr 先生 <input type="checkbox"/> Mrs 太太 <input type="checkbox"/> Miss 小姐 <input type="checkbox"/> Ms 女士</div><div>Relationship 關係</div><div>Reason 原因 <input type="checkbox"/> Tour 旅遊 <input type="checkbox"/> Business 公幹 <input type="checkbox"/> Education 升學 <input type="checkbox"/> Immigration 移民</div></div> <div><input type="checkbox"/> Others 其他：</div>		
Bank Reference Letter to be addressed to 銀行證明信抬頭人			
# Special Instruction # 特別指示			
Bank Reference Letter to be 請將銀行證明信	<div><input type="checkbox"/> held for collection by myself/ourselves. 留待本人（等）領取。</div> <div><input type="checkbox"/> held for collection at your branch by the following authorised person 留在貴分行待以下授權人領取：<div><div>Name 姓名</div><div>Identification 身分證明</div></div></div> <div><input type="checkbox"/> mailed to my/our correspondence address. 寄往本人（等）的通訊地址。</div> <div><input type="checkbox"/> mailed to the following address 寄往以下地址：<div></div></div>		
Charges 費用	<div>Please 請</div> <div><input type="checkbox"/> debit my/our account 扣除本人（等）戶口：<div>Account Number 戶口號碼 + Account Type + 戶口類別</div></div> <div><input type="checkbox"/> receive cheque 收取支票：<div>Cheque No. 支票號碼</div></div>		
Signature 簽署	<div><div><div><div><div></div><div>S.V.</div></div><div>X</div></div><div>Signature of Applicant(s) 申請人簽署</div></div><div><div><div><div></div><div>S.V.</div></div><div>X</div></div><div>Signature of Recipient 收件人簽署</div></div><div>or</div><div><div><div><div></div><div>ID Checked</div></div><div>For Third Party Collection</div></div></div></div> <div>Note 注意： Not Applicable For Applications Handled By TCI Department. 不適用於由貿易資訊部處理的申請。 <i>I hereby acknowledge receipt of the above Bank Reference Letter.</i> 本人茲收到上述的銀行證明信。</div>		

For Bank Use Only 銀行專用			
Reference Letter Prepared by	Charges Collected by	Reference Letter Despatched/ Collected on	Branch/Department Chop