

**Application for Enquiry / Amendment / Cancellation of Remittance**  
 匯款查詢 / 改匯 / 退匯申請書

Date: \_\_\_\_\_  
 日期: \_\_\_\_\_

Please write in Block letter 請以正楷填寫

\* Please delete whichever inappropriate 請將不適用者刪除

Please tick out as  in where applicable 請在適當處加上  記號

<b>Bank Ref:</b> 匯款編號	<b>Remit Amount:</b> 匯款金額
<b>Remit Date:</b> 匯款日期	<b>Beneficiary:</b> 收款人

Regarding the above mentioned remittance, please refer to the instruction marked with

\* 本人 / 吾等 委托貴行辦理之上列匯款，請按以下劃上  之指示辦理有關事宜。

- ENQUIRY** 查詢
  - Date of Payment effected 匯款解付日期
  - Date of beneficiary's account being credited 收款人之收賬日期
  - If not yet executed, please indicate reasons 如仍未解付，請將原因示覆。
  - \_\_\_\_\_
  
- AMENDMENT** 改匯
  - Beneficiary's name 收款人名
  - Beneficiary's account no. 收款人賬號
  - Beneficiary's address 收款人地址
  - Others 其他資料 \_\_\_\_\_


**Amended to be** 修改為: \_\_\_\_\_
  
- CANCELLATION** 退匯
  - Reason of cancellation 申請退匯原因 \_\_\_\_\_
  - When fund returned 當匯款退回
  - Please credit into \*my / our account no. 請存入\*本人 / 吾等戶口號碼 \_\_\_\_\_
  - \_\_\_\_\_
  
- OTHERS** 其它 \_\_\_\_\_

**Charges To Be Settled By 費用支付**

I \* I / We understand that besides your bank charge there will be overseas correspondent bank charges, and if any, it should be borne by \* me / us. \* 本人 / 吾等知悉除需承擔貴行辦理上述事項之費用外，如海外銀行收取費用，概由\* 本人 / 吾等承擔。

Bank Charges and Overseas Correspondent Bank Charges are settled by 貴行費用及海外銀行費用

- Debit\* my/our Account No. 請扣\* 本人 / 吾等賬號
- By Cheque no. \_\_\_\_\_ (subject to clearance of the cheque)

Applicant(s) 申請人	For Bank Use Only	
 Signature of Applicant(s) 申請人簽署 Name of Applicant 申請人姓名: _____ ID No. 證件號碼: _____ Address 地址: _____	Date Rece'd	
	Bank Ref. No.	
	Bank Chg.	
	Date of Returned	
	Clerk	
	Officer	
	Manager	