

**Request for Account Document(s)**  
**戶口文件申請書**

Date:

日期: \_\_\_\_\_

Please complete in BLOCK LETTERS 請以正楷填寫

Please delete whichever inappropriate 請刪除不適用者

Please "✓" where applicable 請在適當方格內加上 "✓" 記號

客戶資料 Customer Information			
客戶名稱 Customer Name	中文 Chinese:		
	英文 English:		
客戶代碼 Customer Code		聯絡電話 Telephone No.	

所需文件 Document(s) Request				
請發給本人(等)下列戶口文件 Please issue the following document(s) of my/our Account				
<input type="checkbox"/> 月結單副本 Duplicate statement as				
賬戶號碼 Account No.	由: 年份 From: Year	月份 Month	至: 年份 To: Year	月份 Month
<input type="checkbox"/> 定期存款 / 戶口進支交易水單 Fixed Deposit / Transaction Advice				
日期 (日/月/年) Date (DD/MM/YY)	交易編號 Transaction Reference	幣別 Currency	金額 Amount	
<input type="checkbox"/> 其他 Others _____				

收費 Charge	
<input type="checkbox"/> 請將有關費用由本人(等)之戶口支取 Please debit all charges incurred from my/our account	戶口號碼 Account No. _____
<input type="checkbox"/> 其他 Others _____	

領取方法 Collection Method
<input type="checkbox"/> 郵寄至上述戶口通訊地址 Send by mail to the correspondence address in bank record
<input type="checkbox"/> 快遞至上述戶口通訊地址 Send by courier to the correspondence address in bank record
<input type="checkbox"/> 電郵至上述戶口聯絡人郵箱 Sent by E-Mail to the contact email in bank record

授權簽署人簽署 (與銀行記錄一致):  
Signature(s) of Authorised Signatory(ies) (Corresponding to the Bank's record):

\_\_\_\_\_ 

銀行專用 For Bank Use Only			
Transaction Ref. No.	Teller	Officer	Manager