



**銷戶授權書**  
**Authority to Close Account(s)**

致：恒生銀行有限公司（「貴行」）  
To：Hang Seng Bank Limited (The "Bank")

請用正楷填寫，在適當方格內加上“√”及刪除不適用者\*，填妥表格後交回本銀行任何一間分行。  
Please complete in BLOCK LETTERS, “√” where appropriate, delete whichever inapplicable\* and return the completed form to any of our branches.

日期(日/月/年)  
Date(DD/MM/YY)

**甲部 Part A — 申請人資料 Applicant Information**

註 Notes:

- 有關申請於符合所有要求後發出，辦理需約七個工作天。  
The application processing takes around 7 working days when all requisitions have been complied with.
- 需提供承辦紙核證影印本以辦理此申請。  
The Bank will send the **Certified True Copy** of Grant of Probate/Letters of Administration to relevant department for this application.

申請人姓名  
Name(s) of Applicant(s)

香港身份證/護照號碼\*  
HKID/Passport No.(s)\*

**乙部 Part B — 承辦文件類別 Category of Grant ( 只可√一項 Please √ one item only)**

1. 由死者戶口放行款項而未具備遺囑認證/遺產管理書(不超過5萬港元遺產總值)  
For Release Money out of Bank Account(s) of the Deceased without Grant of Probate/Letters of Administration  
(For Estate Not Exceeding HK\$50,000 in aggregate)

本人為下述簽署人持有由 \*稅務局局長 / 民政事務總署署長 在 (日/月/年) \_\_\_\_\_ 就已故  
(姓名) \_\_\_\_\_ 發出不超過5萬港元遺產總值的豁免“確認通知書”，  
As the holder of “Confirmation Notice” issued by the \*Commissioner of Inland Revenue / The Director of Home Affairs dated  
(DD/MM/YY) \_\_\_\_\_ in respect of the estate of (Name) \_\_\_\_\_ ,  
deceased not exceeding HK\$50,000 - ,

2. 由死者戶口放行款項而已具備遺產管理書/遺囑認證  
For Release Money out of Bank Account(s) of the Deceased with Letters of Administration/Grant of Probate

本人(等)為已故(姓名) \_\_\_\_\_ 之 \*遺產管理人 / 遺囑執行人，有關之 \*遺產管理書 /  
遺囑認證(編號) \_\_\_\_\_ 已由香港特別行政區高等法院於  
(日/月/年) \_\_\_\_\_ 發出，  
As the \*Administrator(s) / Executor(s) of the estate/ Will of the late (Name) \_\_\_\_\_  
named in the \*Letters of Administration / Grant of Probate No. \_\_\_\_\_ issued by the  
High Court of Hong Kong SAR on (DD/MM/YY) \_\_\_\_\_ ,

**丙部 Part C — 提款指示 Instruction of Payment**

本人(等) \_\_\_\_\_

I/ We, \_\_\_\_\_

1a. 茲/已經奉上儲蓄存款戶口號碼 \_\_\_\_\_ 之存摺。  
the undersigned hereby surrender/having surrendered to you the relevant passbook(s) in respect of Savings Account No.(s)  
\_\_\_\_\_

丙部 Part C – 提款指示 (續) Instruction of Payment (Cont.)

1b. 現謹聲明有關戶口號碼 \_\_\_\_\_ 的存摺經已遺失及未能尋獲。  
 The undersigned hereby declare that the passbook(s) in connection with Savings Account No(s) \_\_\_\_\_ has/have been lost or mislaid and cannot be found.

本人(等)現特向貴行申請在未能出示有關儲蓄存款存摺的情況下，將上述戶口註銷並將上述戶口如遺囑認證/遺產管理書的資產及負債清單所列的全部結存支付予本人(等)。本人(等)並承認及明白此等款項為上述戶口的全部結存及應得利息(如有)。於發放款項後，上述戶口即會被註銷。

I / We hereby request the Bank to close the said account(s) and release the balances set out in the schedule of the Probate / Letters of Administration hereto without production of the relevant passbook(s) with the full knowledge and understanding that the said balances represent the entire credit balance(s) in the said accounts plus accrued interest (if any) and that the payment will result in the immediate closing of the account(s).

鑑於貴行獲授權並應本人(等)要求執行本文所述的指示，本人(等)特此聲明倘日後因此發生任何糾葛，以致貴行遭受任何損失者，本人(等)將共同及各別承擔一切賠償之責任，而本人(等)亦承諾當日後獲得上述存摺時，本人(等)會將存摺退還予貴行。  
 Whereas the Bank consents to accede to the request as stated herein and in consideration of the Bank's agreement to accede to my / our request as aforementioned, I / We hereby jointly and severally agree with the Bank that I / We will at all times hereafter indemnify and keep indemnified the Bank from and against all actions, proceedings, damages, costs, claims, demands, expenses or losses which the Bank may suffer incur or sustain by reason or on account of the Bank's agreement to accede to my / our request as stated herein and I / We further undertake to return the said Passbook(s) to the Bank if and when the same come into my / our possession.

2. 本人(等)現謹授權貴行取銷上述戶口及其他戶口，如有

\_\_\_\_\_ 並  
 I / We hereby request and authorise the Bank to close the said saving account(s) and other account(s), if any, \_\_\_\_\_ and \_\_\_\_\_

- 將結存連同利息(如有)扣除有關費用後(如有) to release to your discharge the entire credit balance(s) thereof and after deducting other charges, if any
- 將結存連同利息(如有)照市價折合港幣扣除有關費用後(如有) to convert the entire credit balance(s) thereof (with accrued interest, if any) at the current market rate into Hong Kong Dollars and, after deducting other charges, if any, release to your discharge the net proceeds
- 開具 \* 本票 / 滙票予以 \* 本人(等) / 本人(等)之下列律師行為抬頭人：  
 by way of your \* Cashier's Order / Bank Draft to be made payable to \* the undersigned / my / our solicitors Messrs \_\_\_\_\_

轉賬存入戶口號碼 \_\_\_\_\_ (戶名 \_\_\_\_\_ )  
 by transferring the same to Account No. \_\_\_\_\_  
 in the name(s) of \_\_\_\_\_

其他 Others : \_\_\_\_\_

申請人簽署 Signature(s) of Applicant(s)         X	見證人簽署 Signature(s) of Witness(es) <sup>#</sup>         X * 本行職員 Our Bank Staff / 香港律師 Solicitor, Hong Kong
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銀行專用 For Bank Use	
Authorized Signature by Branch :  (必須簽署並蓋上行所印鑑)	Receiving Br Code#: _____ Contact Staff#: _____ Tel No. #: _____

#請分行必須填寫。

註： 英文本與中文本之文義如有差異，概以英文為準。

Remark: In case of discrepancies between the English and Chinese versions, the English version shall apply and prevail.