



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

致：恒生銀行有限公司  
To: Hang Seng Bank Limited

請用正楷填寫，在適當方格內加上“√”，填妥表格後交回本銀行任何一間分行或郵寄到香港郵政信箱3013號恒生銀行有限公司。  
Please complete in BLOCK LETTERS, "√" where appropriate, and return the completed form to any of our branches or mail to Hang Seng Bank Ltd at GPO Box 3013, Hong Kong.

日期(日/月/年)  
Date(DD/MM/YY)

**甲部 Part A – 客戶資料 Customer Information**

|                       |                     |
|-----------------------|---------------------|
| 戶口號碼<br>Account No.   | 聯絡電話<br>Contact No. |
| 客戶姓名<br>Customer Name |                     |

**乙部 Part B – 所需文件 Document(s) Request (可√多於一項 Please√ more than one item if applicable)**

請發給本人(等)上列戶口之文件  
Please issue the following document(s) of my/our Account

- |                          |   |                 |                  |
|--------------------------|---|-----------------|------------------|
| <input type="checkbox"/> | 月結單副本<br>Duplicate statement as                   | 由 _____ 至 _____ | (日/月/年 DD/MM/YY) |
| <input type="checkbox"/> | 定期/儲蓄戶口進支紀錄<br>TMD/Savings account history record | 由 _____ 至 _____ | (日/月/年 DD/MM/YY) |
| <input type="checkbox"/> | 無摺收支項目詳細清單<br>Net Back Items                      | 由 _____ 至 _____ | (日/月/年 DD/MM/YY) |
| <input type="checkbox"/> | 經自動櫃員機進支紀錄<br>Via ATM Transaction Record          | 由 _____ 至 _____ | (日/月/年 DD/MM/YY) |
| <input type="checkbox"/> | 簽發利息證明書<br>Certificate of Deposit interest earned | 由 _____ 至 _____ | (日/月/年 DD/MM/YY) |

| 支票號碼<br>Cheque No. | 日期(日/月/年)<br>Date(DD/MM/YY) | 幣別<br>Currency | 金額<br>Amount | 機號<br>Terminal |
|--------------------|-----------------------------|----------------|--------------|----------------|
|                    |                             |                |              |                |

| 支/進傳票<br>Dr/Cr voucher | 日期(日/月/年)<br>Date(DD/MM/YY) | 幣別<br>Currency | 金額<br>Amount | 機號<br>Terminal |
|------------------------|-----------------------------|----------------|--------------|----------------|
|                        |                             |                |              |                |

其他 \_\_\_\_\_ (如適用) 由 \_\_\_\_\_ 至 \_\_\_\_\_ (日/月/年 DD/MM/YY)  
Others \_\_\_\_\_ (If applicable) From \_\_\_\_\_ To \_\_\_\_\_

**丙部 Part C – 收費 Charge (只可√一項 Please√ one item only)**

請將有關費用由本人(等)之戶口支取  
Please debit all charges incurred from my/our account Account No. \_\_\_\_\_

**丁部 Part D – 收取方式 Collection Method (只可√一項 Please√ one item only)**


郵寄至上述戶口通訊地址  
Sent by mail to the correspondence address recorded in the above account

郵寄至以下地址  
Sent by mail to the following address

客戶(等)簽署 Signature(s) of Customer(s)

注意 Note:

- 如所申請的文件涉及第三者的個人資料，本行必須獲得該第三者的書面同意始能提供予閣下。  
If the document(s) requested involve(s) personal information in respect of a third party, we are not in a position to release the required document(s) to you without the written consent of the relevant party.
- 如屬聯名戶口，請按戶口之簽署安排簽署表格。  
For Joint name account, please sign in accordance with signing arrangement with the bank.

X  S.V.  
請用留存本行印鑑簽署 Please use signature(s)/chop(s) filed with the Bank

**銀行專用 For Bank Use**

| Branch   | Remarks (For Br Collection only)  |
|--|---|
| Handling Br. Code  | Document Collection Br. Code  |
| Contact Staff Ext. No.   | Local Mobile Phone No. (For SMS use only)   |
| CRS Request ID   | Charges to be paid at Collection Br. <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Doc Retrieved and Charges are debited by Branch (if applicable) <input type="checkbox"/> Yes | Approver  |

S>OPS>SPS