

支票錯誤入賬通知表格
Cheque Mis-Transfer Report Form

 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“√”，填妥表格後交回本行任何一間分行。
 Please complete the form in BLOCK LETTERS, “√” where appropriate, and return the completed form to any of our branches.

 日期(日/月/年)
 Date(DD/MM/YY)

甲部 Part A – 付款人/持票人資料 Transferor / Bearer Information		
付款人/持票人之戶口號碼 Transferor / Bearer Account No.		
戶口持有人(等)姓名/持票人姓名 Name(s) of Account Holder(s) / Name of Bearer(s)		
身份證/護照/公司註冊證號碼*/商業登記證號碼* HKID / Passport / CI No(s) / BR No(s).*	*請刪去不適用者 *Please delete whichever is not applicable	電話號碼 Tel No.

乙部 Part B – 付款詳情 Payment Detail	
存入方式 Deposit Channel:	<input type="checkbox"/> 櫃面存入 Deposit at Counter <input type="checkbox"/> 「存票快」入票機# Cheque Deposit Machine# <input type="checkbox"/> 「入票快」箱 Drop-In-Box
	分行名稱 Branch: _____ 銀行備考 Bank Reference : _____ 分行名稱 Branch : _____
支票號碼(如有) Cheque No. (if any)	存入日期/時間 Deposit Date / Time
支票銀碼 Cheque Amount	
收款銀行 Transferee Bank	錯誤存入戶口號碼 Mis-Transfer Deposit Account No.

請隨表格附上「存票快」入票機通知書(如有)。Please enclose CQM Advice with this form (if any).

丙部 Part C – 聲明 Declaration
本人/本司現確認，承認及同意如下： I / We hereby confirm, acknowledge and agree to the following:
1. 上述支票存入收款銀行戶口乃因本人/本司錯誤所引致(「錯誤入賬」)。 The deposit of the said cheque to the transferee's bank account was caused by my / our own mistake (the "Mis-Transfer").
2. 本人/本司要求及授權恒生銀行(「貴行」)代表本人/本司聯絡收到上述支票被錯誤入賬的收款人和/或收款銀行，視情況而定，以通知收款人有關事宜並確認上述金額為錯誤入賬所得。如經確認，獲取收款人之授權將有關款項退回本人/本司。 I/We hereby request and authorize Hang Seng Bank Limited ("the Bank") to contact on my / our behalf the transferee and / or the transferee's bank, to which the said cheque had been mistakenly deposited, to inform the transferee of the matter and confirm with the transferee if any funds were mis-transferred and, if so, obtain the transferee's authorization of returning the mis-transferred funds to me / us.
3. 除非得到收款人之同意及經收款銀行，視情況而定，收到退回款項，貴行並無責任將款項退回本人/本司。 The Bank is not obliged to make any refund unless the transferee agrees to do so and the transferee's bank, as the case may be, has refunded the said sum to the Bank.
4. 本人/本司須在任何時間就貴行一切因或有關錯誤入賬，上述要求及/或退回上述款項予本人/本司而可能招致或遭受之任何法律行動、訴訟、控訴、索償、要求、責任、損失、損毀、成本及開支(包括但不限於全面彌償引致的法律費用及其他所有合理地招致而金額合理的開支，負責對貴行作出彌償)。 I / we will at all times hereafter fully indemnify the Bank for and against all actions, suits, proceedings, claims, demands, liabilities, losses, damages, costs and expenses (including, without limitation, legal fees on a full indemnity basis and other expenses of reasonable amount and reasonably incurred) whatsoever which may be incurred or suffered by the Bank as a result of or arising out of or in connection with the Mis-Transfer, this request and / or the Bank's refunding the said sum to me / us.

丙部 Part C – 聲明(續) Declaration (Cont.)

5. 本人/本司確認及同意貴行可能將錯誤入賬之所有有關資料(如付款人及收款人姓名、戶口號碼、涉及金額及支票號碼等)提供予收款銀行，視情況而定，收款人及香港警務處如適當，作為錯誤入賬及上述要求跟進的用途。

I / We acknowledge and agree that the Bank may share all relevant information of the Mis-Transfer, such as the name and account number of transferor and transferee, the involved amount and cheque numbers, with the transferee's bank, the transferee and the Hong Kong Police Force as appropriate for the purpose of handling the Mis-Transfer and this request.

付款人/持票人簽署 Signature(s) of Transferor / Bearer(s)

銀行專用 For Bank Use

Receiving Branch Code:

Cheque Deposit Record Verified

Send via Faxswitch ID 9887 to CPC

Authorised Signature(s):

S.V.

X

請用留存本行之印鑑簽署 Please use signature(s) / chop(s) filed with the Bank