

Documents Required for Credit Card / Spending Card Application

* Please mark your HKID card number / passport number on the copies of the required documents listed below.

1. Hong Kong Identity Card / Hong Kong Permanent Identity Card / Passport (with signature on blank area of photocopy)



- Enlarge to 200% when making the photocopy
- Choose a lighter colour tone when making the photocopy
- Sign on blank area of photocopy**

- If principal card and supplementary card applicant(s) (if applicable) is/are non-permanent HKID cardholder(s), please provide HKID card and valid passport copy; or Exit-entry Permit for Travelling to and from Hong Kong and Macao and home country identification document (if applicable) and latest employment contract (if applicable)
- If supplementary card is applied at the same time, please also provide supplementary card applicant's identification document

2. Income Proof (Only applicable to Credit Card Application)

- Bank statements / passbook showing principal card applicant's name, account number and the latest one month's income (Income proof is waived for Hang Seng auto-payroll customers who have payroll transactions in previous one month); OR
- Current payroll advice / latest tax demand note of principal card applicant (If self-employed, please provide Business Registration Certificate); OR
- Other proof of asset(s), e.g. unencumbered time deposit advice, other bank deposit statement; OR
- The latest Hang Seng MPF record (Only applicable to Hang Seng MPF customers)

3. Residential / Permanent Address Proof (if applicable)

- If permanent address of principal card and supplementary card applicant(s) (if applicable) is different from his/her residential address, please provide permanent address proof
- If correspondence address of principal card and supplementary card applicant(s) (if applicable) is/are on the Mainland (only applicable to Hang Seng Renminbi Credit Card) or office address, please provide residential address proof in Hong Kong, e.g. electricity bill, bank statement etc.
- Please provide residential address proof of supplementary card applicant (if applicable) if different from principal card applicant

4. Other Documents (if applicable)

Applicable to full-time university / tertiary student

- If you are a full-time university / tertiary student, attending certificate level or above course offered by following accredited education institutions and their subsidiaries, including: accredited universities in Hong Kong, Chu Hai College of Higher Education, Vocational Training Council, Hong Kong Academic of Performing Arts, Caritas Institute of Higher Education (formerly known as Caritas Francis HSU College), Caritas Bianchi College of Careers, Hong Kong Institute of Technology, Hong Kong College of Technology/HKCT Institute of Higher Education, Centennial College, Tung Wah College, Hong Kong Nang Yan College of Higher Education, Caritas Institute of Community Education, HKU Space Po Leung Kuk Stanley Ho Community College, Hong Kong Art School, Pui Ching Academy, Yew Chung Community College and YMCA College of Careers, please enclose Full-time Student ID card.

Applicable to full-time staff of affinity university / college only

- Staff ID card; CUHK's full-time staff applicants must have been employed by the CUHK for at least 3 months at the time of application submission; All HSU's full-time staff (management and support grade) applicants must have been employed by HSU for at least 3 months at the time of submitting the application

Applicable to part-time student of CUHK / HKBU / SCE, HKBU / City U / CityU SCOPE only

- Student ID card

Applicable to non full-time student of SCS CUHK only

- SCS CUHK Tuition Fee Receipt, Attendance Pass, Certificate of Attendance, Certificate / Diploma of the programmes, Academic Transcript or Result Slip (if applicable)

Applicable to contract staff of CUHK / HKBU / SCE, HKBU / CityU only

- Employee contract of not less than 12 months and at the time of application, such contract should have at least 6 months of validity period

Note:

1. All documents are not returnable.
2. Hang Seng Bank Limited ("The Bank") reserves the right to request customers to provide relevant true copies and/or additional proof.
3. The Bank may reserve the right to contact principal cardholder and/or supplementary card applicant to verify the relevant application; additional documents & information may be required for approval of application.
4. Applicant's specimen signature provided during the application will be served for operation use of the credit card account upon approval.
5. Correspondence and monthly statements will be sent to the correspondence address of the principal card applicant.
6. Hang Seng Spending Card account is a non-interest bearing account. Funds maintained in the Hang Seng Spending Card account are not protected deposit and are not protected by the Deposit Protection Scheme in Hong Kong.

Documents Required for Cash / Spending / Balance Transfer Instalment Plan Application

1. Other Bank Disbursement Account Proof (Only applicable to Cash Instalment Application and the disbursement account is non Hang Seng Bank / HSBC)

- First page of other bank passbook / a recent monthly bank statement of other bank with below information:
 - a) Your name; AND
 - b) Other bank account number

2. Other Bank Credit Card Statement (Only applicable to Balance Transfer Instalment)

- A recent other bank credit card statement, which is issued within 60 days with below information:
 - a) The name of the card issuing bank; AND
 - b) Your name; AND
 - c) Credit card number; AND
 - d) Outstanding balance

3. Other Documents (as requested by the bank)

- Any document as requested by the bank

Documents Required for Credit Card Limit Increase Application

1. Income Proof (as requested by the bank)

- a) Last two months bank statements / passbook with first page showing the salary records; OR
- b) Latest two months payroll slips; OR
- c) Last Income Tax Assessment / Profit Tax Assessment

2. Asset Proof (as requested by the bank)

- a) The name of the card issuing bank; AND
- b) Your name; AND
- c) Credit card number; AND
- d) Outstanding balance

3. Other Documents (as requested by the bank)

- Any document as requested by the bank