

**證券交收指示表格**  
**Securities Settlement Instruction Form**

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

請用正楷填寫，並在適當方格內加上“√”。  
 Please complete in BLOCK LETTERS and “√” where appropriate.

日期(日/月/年)  
 Date(DD/MM/YY)

<b>甲部 Part A — 戶口資料 Account Information</b>	
恒生銀行有限公司中央結算編號 Hang Seng Bank Limited CCASS Participant ID	<b>C00018</b>
電話 Tel No	<b>8100 5257</b>
客戶證券戶口號碼 Customer SEC A/C No.	-
客戶聯絡電話 Customer Telephone Number	
證券戶口持有人姓名 Name(s) of SEC A/C Holder(s)	
交收對手名稱(例如：銀行/證券行) <sup>1</sup> Name of Counterparty (e.g. Bank/Broker) <sup>1</sup>	交收對手所在國家或地區 Country or Region of Counterparty
交收對手中央結算編號 Counterparty CCASS Participant ID	客戶於交收對手證券戶口號碼 Customer SEC A/C No. with Counterparty
交收對手聯絡人及電話號碼 Counterparty Contact Person & Tel No.	

<b>乙部 Part B — 證券交收指示 Securities Settlement Instruction</b>			
<input type="checkbox"/> 請安排 <b>收取</b> 下列證券並存入本人(等)之證券戶口。本人確認 <b>該等證券之實益持有人並無轉變</b> 。 Please arrange to <b>RECEIVE</b> the following securities for my/our securities account. I confirm <b>no change of beneficiary ownership involved for these securities.</b>			
<input type="checkbox"/> 請由本人(等)之證券戶口 <b>提取</b> 下列證券並安排交付。本人確認 <b>該等證券之實益持有人並無轉變</b> 。 Please arrange to <b>DELIVER</b> the following securities from my/our securities account. I confirm <b>no change of beneficiary ownership involved for these securities.</b>			
是次收取或提取原因 Reason of Receive or Deliver : _____			
本人(等)確認本人(等)明白並同意： I/We confirm that I/we understand and agree that:			
1) 本人(等)及此證券交收指示受管轄貴行的證券服務及本人(等)之證券戶口之條款及細則，及貴行的證券服務收費所規限。相關服務收費(如有)將於上述證券戶口之結算戶口自動扣取；及 I/we and this securities settlement instruction are subject to the terms and conditions governing the Bank's securities services and my/our securities account and the Bank's securities services charges. Relevant services charges (if any) will be debited from the settlement account of the above mentioned SEC A/C automatically; and			
2) (只適用於在下表有列明多櫃台合資格證券的非主要交收櫃台之詳情)此證券交收指示包括指示貴行在證券從貴行轉出前為本人(等)進行櫃台轉換至主要交收櫃台，或在證券轉入貴行後為本人(等)從主要交收櫃台進行櫃台轉換；及 (Only applicable where details of non-domain settlement counter of Multi-counter Eligible Securities are specified in the following table) this securities settlement instruction includes an instruction to the Bank for inter-counter transfer to (or from) the domain settlement counter before transfer-out from (or after transfer-in to) the Bank; and			
3) 貴行並不曾就此證券交收指示提供任何意見或建議(只適用於個人客戶，不包括私人銀行客戶)。 the Bank did not provide any advice or recommendation in relation to this securities settlement instruction (only applicable to Personal Customers, excluding Private Banking Customers).			
<b>證券編號<sup>2</sup></b> Securities Code <sup>2</sup>	<b>證券名稱<sup>2</sup></b> Name of Securities <sup>2</sup>	<b>股數<sup>2</sup></b> Quantity of Securities <sup>2</sup>	<b>交收日期(日/月/年)</b> Settlement Date(DD/MM/YY) (如適用 If applicable)

丙部 Part C — 交收款項指示 Payment Instruction

- ☐ 交收金額為 **港幣** 請通過中央交收及結算系統繳付/收取(如屬收取款項者,本人(等)明瞭並同意若證券已根據中央交收及結算系統之有關規例交付予有關經紀,而該筆款項最終被對方付款銀行拒絕支付,本行不會為所引起之損失承擔任何責任。)  
Pay/Collect the sum of **HK\$** through Electronic Payment Instruction generated by CCASS (I/We understand and agree that for collecting payment, if the relevant amount is eventually rejected by the paying bank of the counterparty but the securities have been delivered to the receiving agent in accordance with the relevant rules of CCASS, the Bank shall not be liable for any resulting loss.)
- ☐ 不需交收款項,只收取/交付證券。  
Free of Payment, receive/deliver securities only.

- 註 1. 請同時通知上述的交易對手有關上述證券交收指示,並留意交收對手可能收取相關手續費(如有)。  
Note: Please notify the above Counterparty the above-mentioned securities settlement instruction and note that Counterparty may collect relevant handling fees (if any).
2. (a) 此表格只供同名戶口之間的轉戶。若此證券交收指示須同時通過中央交收及結算系統繳付/收取款項,則每張SEC220表格只可填寫一隻證券交收指示。  
This form is for same name transfer only. If this securities settlement instruction is required to pay/collect funds through Electronic Payment Instruction of CCASS, only one securities settlement instruction can be filled for each copy of this SEC220 form.
- (b) 就多櫃台合資格證券(包括股票及交易所買賣基金)而言,如有列明非主要交收櫃台之詳情,此指示包括指示本行在證券轉出本行前從指定貨幣交易櫃台進行櫃台轉換至主要交收櫃台,或在證券轉入本行後從主要交收櫃台進行櫃台轉換至指定貨幣交易櫃台(視屬何情況而定)。該櫃台轉換之手續費現正豁免,直至另行通知。有關多櫃台合資格證券名單,請參閱香港交易所網站。  
In respect of Multi-counter Eligible Securities (including stocks and ETFs), where the details of non-domain settlement counter are specified, this includes an instruction for inter-counter transfer of holdings from the designated currency trading counter to the domain settlement counter before transfer-out from the Bank, or from the domain settlement counter to the designated currency trading counter after transfer-in to the Bank (as the case may be). The handling fee for such inter-counter transfer is currently waived until further notice. Please refer to HKEX website for the list of Multi-counter Eligible Securities.
3. 如欲即日完成交收程序,務必於交收當日上午十時前填妥此文件送達本行財富服務。如此證券交收指示涉及多櫃台合資格證券轉換至主要交收櫃台或由主要交收櫃台進行櫃台轉換,本行或需多一個交易日處理該櫃台轉換,在此情況下,此證券交收指示未必能即日完成交收程序。為此條款的目的,「交易日」並不包括由香港交易所不時指明之非交收日,例如半天交易日、因存在特殊情況而休市之交易日等。  
Instructions for same day settlement must reach Wealth Services of the Bank before 10:00a.m. on the settlement day. If this securities settlement instruction(s) will involve inter-counter transfer of Multi-counter Eligible Securities to or from the domain settlement counter, the Bank may take one additional trading day for such inter-counter transfer and in such case, same day settlement may not be conducted. For the purpose of this clause, trading day does not include non-settlement days as specified by HKEX from time to time, e.g. half-day trading day, trading days on which markets are closed due to exceptional situation, etc.
4. 請確保於上述列明的證券戶口有足夠已完成交收之股份可供轉換(就多櫃台合資格證券而言,以每個交易櫃台計算)。倘若本行為客戶辦理轉換時,該證券戶口內沒有足夠已完成交收之股份可供轉換,本行不會執行此證券交收指示之全部及不會轉換任何股份。  
Please ensure the securities account specified above has sufficient settled shares for transfer (on per trading counter basis in respect of Multi-counter Eligible Securities). In case there are insufficient settled shares in your securities account specified above for transfer at the time when the Bank process the transfer for you, the Bank will NOT perform this securities settlement instruction as a whole and will NOT transfer any holdings for you.
5. 恒生銀行不接受存入透過「人證港幣交易通」購入之人民幣證券。  
Hang Seng Bank does not accept Receipt Instructions for Securities bought via RMB Equity Trading Support Facility.
6. 如果轉換個別證券的價值超過某一限額,本行需與客戶電話確認指令後才會執行轉換證券。  
If the value of individual security to be transferred exceeds a certain threshold, the Bank will only effect the transfer after calling the customer to confirm the instruction.

戶口持有人簽署  
Signature(s) of Account Holder(s)

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

Officer  
S.V.

銀行專用 For Bank Use

For Branch	For IOD
Branch Code	Ref No.:
	S231/S251: S9231/S9251:
Handling Staff Name	S232/S252: S9232/S9252:
	S6121/C771: O.K. Release:
	Credit Control Limit Hold (HK\$):
Contact Tel.	Associated Cash A/C:
	S235/S255: S9235/S9255:
	SI Settlement Confirmed: S6492:
<input type="checkbox"/> Check S6121 account status is 1, if the account status is unclaimed/dormant, follow up to change the status to normal	Remarks:

>>OPS>IOD

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