



私人貸款文件 / 副本申請書

Request for Document(s) / Copy of Document(s) of Personal Loan

致：恒生銀行有限公司 / 恒生財務有限公司 / 恒生授信有限公司

To: Hang Seng Bank Limited / Hang Seng Finance Limited / Hang Seng Credit Limited

請用正楷填寫，填妥表格後交回本銀行任何一間分行。

Please complete in BLOCK LETTERS and return the completed form to any of our branches.

日期 (日/月/年)

Date (DD/MM/YY)

有關手續費，請參照各項銀行服務收費簡介：<http://bank.hangseng.com/1/2/chi/personal/service-charges/>


For handling charges, please refer to Banking Services Fees and Charges: <http://bank.hangseng.com/1/2/personal/service-charges>

甲部 Part A – 客戶資料 Customer Information	
客戶姓名 Name(s) of Customer(s)	
貸款戶口號碼 Loan Account No.	聯絡電話 Contact No.

乙部 Part B – 所需文件及領取指示 Document(s) Request and Collection Instruction	
所需文件 (可“✓”多項) Document(s) Request (“✓” more than one if applicable)	領取指示 (只可“✓”一項) Collection Instruction (“✓” one item only)
I. 私人貸款文件 Document(s) of Personal Loan	
<input type="checkbox"/> (a) 還款過程表之副本 Copy of Repayment Schedule 開戶/最新/於 _____ (月/年) 調整利率或更改還款條款 Date Open/Up-to-date/change rate or loan terms on _____ (MM/YY) (此文件為 <b>預算</b> 還款過程表，只供參考。) (This document is only a <b>forecasted</b> document and for reference only.)	所需文件將會以平郵寄往： Please mail the requested document(s) to: <input type="checkbox"/> 上述貸款戶口之通知地址 the correspondence address of the above Loan Account <input type="checkbox"/> 下列恒生銀行戶口之通知地址： the correspondence address of the following Hang Seng Bank Account: <input type="checkbox"/> 下列地址 (請以英文填寫)： the following address (please fill in English): _____ _____ _____ 請將所需文件送往： Please send the requested document(s) to: <input type="checkbox"/> _____ 分行由本人(等)領取 Branch for my/our collection
<input type="checkbox"/> (b) 貸款已清繳證明書 Certification of Account Closure	
<input type="checkbox"/> (c) 清贖金額證明書 Certification of Loan Settlement Figures	
<input type="checkbox"/> (d) 還款紀錄 Repayment History 期間：由 _____ 至 _____ (月/年) Period: From _____ to _____ (MM/YY) (此文件為客戶過去之還款過程，只供參考。) (This document is a historical statement and for reference only.)	

丙部 Part C – 繳費指示 Payment Information (只可“✓”一項 “✓” one item only)
<input type="checkbox"/> 請於本人(等)用作直接支付上述貸款之恒生銀行戶口支取所需費用。 Please debit the fees from my/our Hang Seng Bank Account designated for the above loan repayment.
<input type="checkbox"/> 於遞交申請書時已繳付所需費用。 Fees were collected at the time of application.

丁部 Part D – 聲明 Declaration
1. 本人(等)同意上述要求需經貴行批准為準。I/We agree that the above request(s) is/are subject to your approval. 2. 本人(等)同意貴行有權隨時更改收費而毋須事前通知。I/We agree that the charges are subject to change at your sole discretion without prior notice.

客戶(等)簽署 Signature(s) of Customer(s)  <div style="text-align: center;">             S.V.         </div>
<b>X</b> 請用留存本行之印鑑簽署 Please use signature(s)/chop(s) filed with the Bank

銀行專用 For Bank Use	
註：1. 上述項目乙部 I. (a-d)， <b>只能提供過往七年紀錄</b> 2. 請同事將有關費用記入賬戶 353-996937-001 (Service Income A/C)，並於 Narrative 欄位輸入貸款戶口號碼 3. 同事請將表格傳送至：九龍旺角亞皆老街 113 號 恒生 113 十七樓 - 卡務及貸款業務運作部 (CSS CAS - HOT 17/F)	Receiving Branch Code  Name & Signing No. of Handling Staff