



樓宇按揭/租購文件/副本申請書

Request for Document(s) / Copy of Document(s) of Mortgage Loan / Hire Purchase

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或郵寄至香港旺角亞皆老街113號恒生113 17樓營運管理 - 按揭服務。

Please complete in BLOCK LETTERS and return the completed form to any of our branches or mail to Operations-Mortgage Services, 17/F Hang Seng 113, 113 Argyle Street, Mongkok, Hong Kong.

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並可從恒生銀行網頁下載：「銀行服務」>「服務收費」。

For handling charges, please refer to Banking Services Fees and Charges which can be downloaded from Hang Seng Bank website: "Banking">"Service Charges".

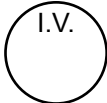
甲部 Part A – 客戶資料 Customer Information	
客戶姓名 Name(s) of Customer(s)	
貸款戶口號碼 Loan Account No.	聯絡電話 Contact No.

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. 樓宇按揭/租購文件 Document(s) of Mortgage Loan/Hire Purchase	
<input type="checkbox"/> (a) 還款過程表之副本 Copy of Repayment Schedule <input type="checkbox"/> 開戶 Date Open <input type="checkbox"/> 最新 Up-to-date <input type="checkbox"/> 於 _____ (月/年) 調整利率或更改還款條款 change rate or loan terms on _____ (MM/YYYY) (此文件為 預算 還款過程表，只供參考。) (This document is only a forecasted 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"/> 上述貸款戶口之通訊地址 the correspondence address of the above Loan Account <input type="checkbox"/> 下列恒生銀行戶口之通訊地址： 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): _____ _____ _____
<input type="checkbox"/> (b) 利息及本金證明書 Interest and Principal Statement 期間：由 04/ _____ 至 03/ _____ (月/年) Period: From _____ to _____ (MM/YYYY) (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.)	
<input type="checkbox"/> (c) 貸款已清繳證明書 Certification of Account Closure <input type="checkbox"/> (d) 清贖金額證明書 Certification of Loan Settlement Figures <input type="checkbox"/> (e) 貸款資料證明書 Certification of Loan Information <input type="checkbox"/> (f) 還款紀錄(含本金及利息明細分佈) Repayment History (With detailed principle and interest breakdown) 期間：由 _____ 至 _____ (月/年) Period: From _____ to _____ (MM/YYYY) (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.)	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"/> (g) 還款方式紀錄(如支賬經支票等) Repayment Method History (such as paid by a cheque...etc) 期間：由 _____ 至 _____ (月/年) Period: From _____ to _____ (MM/YYYY) (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.)	
<input type="checkbox"/> (h) 香港銀行同業拆息按揭計劃還款通知書 HIBOR-based mortgage plan repayment advice 通知書月份： _____ (月/年) Advice Month(s): _____ (MM/YYYY) (此文件為預算還款通知書，只供參考。) (This document is only a forecasted document and for reference only.)	

乙部 Part B – 所需文件及領取指示(續) Document(s) Request and Collection Instruction (Cont.)	
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)
II. 樓宇按揭契據副本 Copy of Title Deed Document(s) of Mortgage Loan	
<input type="checkbox"/> (a) 樓契之副本 Copy of Assignment <input type="checkbox"/> (b) 按揭契之副本 Copy of Mortgage Deed <input type="checkbox"/> (c) 買賣合約之副本 Copy of the Agreement for Sale and Purchase <input type="checkbox"/> (d) 擔保書之副本 Copy of Guarantee <input type="checkbox"/> (e) 其他(請註明: _____) Others(Please specify: _____)	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

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. <input type="checkbox"/> 其他恒生銀行戶口 Other Hang Seng Bank Account _____ - _____ - _____ <input type="checkbox"/> 於分行領取所需文件時付款 Fees will be collected at the time of receiving the requested documents at branch

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;">  </div> X 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-f)， 只能提供過往七年紀錄 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按揭服務部 (MTS - HOT 17/F)	Receiving Branch Code Name & Signing No. of Handling Staff
		Remarks