



恒生銀行
HANG SENG BANK

貸款條件信副本申請書 (樓宇按揭 / 私人貸款文件)

Request for Document(s) - Letter of Offer (Mortgage Loan/ 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

日期(日/月/年)
Date(DD/MM/YY)

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到香港郵政信箱3013號恒生銀行有限公司。

Please complete in BLOCK LETTERS and return the completed form to any of our branches or mail to Hang Seng Bank Ltd at GPO Box 3013, Hong Kong.

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

貸款戶口號碼 Loan Account No.	聯絡電話 Contact No.
客戶姓名 Name(s) of Customer(s)	

乙部 Part B – 所需文件及領取指示 Document(s) Request and Collection Instruction

所需文件 (只可“√”一項)
Document(s) Request (“√” one item only)

<input type="checkbox"/> (a) 私人貸款文件 Document(s) of Personal Loan 貸款條件信之副本/批核通知書 Copy of Letter of Offer/Approval Advice 開戶/於_____ (月/年)調整利率或更改還款條款 Date Open / change rate or loan terms on _____ (MM/YY)	<input type="checkbox"/> (b) 樓宇按揭文件 Document(s) of Mortgage Loan 貸款條件信之副本/批核通知書 Copy of Letter of Offer/Approval Advice 開戶/於_____ (月/年)調整利率或更改還款條款 Date Open / change rate or loan terms on _____ (MM/YY)
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領取指示 (只可“√”一項)
Collection Instruction (“√” one item 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"/> 下列地址(請以英文填寫): the following address (please fill in English): _____ _____ _____
<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"/> 請將所需文件送往: Please send the requested document(s) to: _____ 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"/> 請將有關費用由本人(等)之戶口支取。 Please debit all charges incurred from my/our account _____ - _____ - _____ (請同事將有關費用記入賬戶397-998659-002，並於Narrative欄位輸入貸款戶口號碼)
<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

- 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.
- 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) I.V. 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
	Branch
	Handling Br. Code
	Contact Staff
	Ext. No.
	CRS Request ID

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