



即時放行

請回覆: \_\_\_\_\_

內線: \_\_\_\_\_

**已故客戶呈報及戶口資料申請書**

**Deceased Account Reporting and Information Request Form for Deceased Account**

致：恒生銀行有限公司(“貴行”)

To：Hang Seng Bank Limited (the “Bank”)

日期(日/月/年)

Date(DD/MM/YY)

如呈報人同時為遺產承辦人，可填寫本表格第二部份申請已故客戶戶口/保管箱資料。

The reporter can request the bank to provide with the particulars of the accounts/safe deposit box(es) by completing Part II if he/she is the Executor or Administrator.

請在適當方格內加“√” Please “√” where appropriate

<input type="checkbox"/> 已故客戶呈報 (請填寫第一部份) Deceased Account Reporting (Please complete Part I)	<input type="checkbox"/> 已故客戶戶口資料申請書 (請填寫第二部份) Information Request Form for Deceased Account (Please complete Part II)
--	--

已故客戶資料 (必須填寫及提供) Information of Deceased (must be provided)		
姓名 (中文) Name (in Chinese)	姓名 (英文) Name (in English)	
別名 (中文) Alias (in Chinese)	別名 (英文) Alias (in English)	
性別 Sex <input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female	已故日期(日/月/年) Date of death (DD/MM/YY)	香港身份證號碼/護照號碼 HKID/ Passport No.
通訊地址 Correspondence Address		

已提供之文件 Document(s) provided
<input type="checkbox"/> 已故客戶身份證/護照副本 (必須提供) Photocopy of HKID/Passport of the Deceased (must be provided)
<input type="checkbox"/> 呈報人身份證/護照副本 (必須提供) Photocopy of HKID/Passport of the Reporter (must be provided)
<input type="checkbox"/> 證明死亡之文件 (必須提供) The proof document of deceased (must be provided) (如死亡證副本/火葬證明文件副本/遺囑認證/遺產管理書/確認通知書或其他文件) (e.g. photocopy of Death Certificate of the Deceased / Certificate of Cremation/Probate / Letters of Administration/ Confirmation Notice or other documents)
<input type="checkbox"/> 呈報人與已故客戶的關係證明文件副本 (如需申請已故客戶戶口/保管箱資料，則必須提供) Photocopy of the document(s) showing relationship between the Reporter and the Deceased (must be provided if the application for deceased account information is required)
<input type="checkbox"/> 需要檢視銀行保管箱證明書 Certificate for Necessity of Inspection of Bank Deposit Box
<input type="checkbox"/> 自銀行保管箱取去物品授權書 Authorisation for Removal from Bank Deposit Box
<input type="checkbox"/> 支付款項證明書 Certificate for Release of Money
<input type="checkbox"/> 其他影本，請詳細列明： Photocopy of others, please specify:

>>>DBS>BOS(Consumer and Wholesale)

DC9-R5(YX) 1-3 12/24 E

<b>第一部份 Part I : 呈報資料 Deceased Account Reporting</b>	
<b>消息來源 Sources of Information</b>	
<input type="checkbox"/> 由客戶方面提供消息 Provided by customer	
<input type="checkbox"/> 根據報章訃文 (請附影本) Obituary in newspaper (Please enclosed photocopy)	
<input type="checkbox"/> 接獲經辦律師樓信件通知 (請附影本) Notification from Lawyer (Please enclosed photocopy)	
<input type="checkbox"/> 社會福利署/稅務局/庫務署/民政事務總署/警務署等政府部門來函通知 (請附影本) Notification from Social Welfare Department / Inland Revenue / Treasury / Home Affair Department / Hong Kong Police etc. Government Departments (Please enclosed photocopy)	
<input type="checkbox"/> 其他, 請詳細列明: Other, please specify: _____	
呈報人姓名 (中文) Name of Reporter (in Chinese)	(英文) (in English)
呈報人身份證/護照號碼 HKID/Passport No. of the Reporter	
性別 Sex <input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female	呈報人為身故客戶之 Relationship with the deceased <input type="checkbox"/> 丈夫 Husband <input type="checkbox"/> 妻子 Wife <input type="checkbox"/> 子女 Children <input type="checkbox"/> 其他 Others <input type="checkbox"/> 父母 Parent <input type="checkbox"/> 親屬 Relatives <input type="checkbox"/> 朋友 Friends
通訊地址 Correspondence Address	電話 Telephone No.
已故客戶如有保管箱, 請填報以下資料: Please complete below if the deceased maintains a safe deposit box with the Bank:	
保管箱號碼 Box No.	分行 Branch
戶主姓名 Name(s) of Box holders (如屬聯名箱請附上保管箱租約 Please enclosed the Rental Agreement for the joint name box renter)	保管箱按金 Deposit
備註: Remarks (Office Use only): (如欠租或箱租到期日等 e.g. Arrears of rent or rental due date)	
上述保管箱於_____年_____月_____日由生存箱主/被授權人退箱 Above box is closed by Surviving Renter/ Authorized Person on _____YY_____MM_____DD	

<b>第二部份 Part II : 查核已故客戶戶口資料 Request for Deceased Account Information</b>	
<b>甲部 Part A - 申請人資料 Particulars of the Applicant</b>	
註: 1. 辦理需時約三十天。 Notes: <b>It takes around 30 days to process the application.</b> 2. 如屬聯名戶口, 需取得聯名戶主同意才可提供資料。 Separate consent(s) from the surviving joint account holder(s) is/are required for producing information of Joint name Account(s)/Safe Deposit Box(es). 3. 本行有權要求提供額外的文件以處理此申請。 The Bank reserves the right to request additional supporting documents in relation to this application. 4. 如呈報人與申請人相同, 無需填寫。 If the Reporter is same as the applicant, no need fill in	
申請人之英文姓名 Name(s) of Applicant in English	申請人之中文姓名 Name(s) of Applicant in Chinese
申請人之身份證/護照號碼 HKID / Passport No. of the Applicant	與已故客戶關係 (如已故客戶沒有遺囑) Relationship with the Deceased (if the Deceased died intestate) <input type="checkbox"/> 中文版本 Chinese Version* <input type="checkbox"/> 英文版本 English Version*
電話號碼 Tel. No.	郵寄地址 Mailing Address

**第二部份 Part II：查核已故客戶戶口資料(續) Request for Deceased Account Information (Cont.)****甲部 Part A – 申請人資料(續) Particulars of the Applicant (Cont.)**

本人(等)，以下簽署人(“申請人”)為已故客戶的遺囑執行人/有權申請已故客戶遺產管理書/確認通知書人士，現要求貴行提供以下“√”已故客戶截至其身故當日於 貴行的詳細戶口/保管箱資料(如有)，作為向香港特別行政區高等法院遺產承辦處申請承辦已故客戶之遺產授予書/民政事務總署遺產受益人支援組申請確認通知書之用途。

I/We, the undersigned (the “Applicant(s)”, being the executor(s) appointed under the Will of the Deceased/the person(s) entitled to apply for the Letters of Administration/Confirmation Notice of the Deceased, hereby request the Bank to provide with the particulars of the account(s) and safe deposit box(es) (if any) as “√” below of the Deceased at the date of his/her death for the purpose of my/our application of the Grant of the Deceased at the Probate Registry of the Court of Hong Kong/Confirmation Notice at the Estate Beneficiaries Support Unit of the Home Affairs Department.

已故客戶的所有戶口 / 保管箱 (包括於死亡日後取銷的戶口/信用卡等)  
All Account(s) / Safe Deposit Box(s) of the Deceased (including Account(s)/Credit Card Account etc. closed after the date of deceased death)

**乙部 Part B – 收取方式 Collection Method**

請將文件送往 \_\_\_\_\_ 分行(代號) \_\_\_\_\_ 候本人(等)到取  
Please send the information to your \_\_\_\_\_ branch (code) \_\_\_\_\_ for my/our collection.  
銀行專用 For Bank Use  
(必須填寫 Mandatory)

請將文件寄往本人(等)之郵寄地址 Please send the information to my/ our Mailing address

\_\_\_\_\_

\_\_\_\_\_

**丙部 Part C – 聲明及保證 Declaration and Undertaking**

1. 本人(等)謹此聲明就本人所知及所信，以上所提供的資料及提交的文件均為正確及完整。  
I/We hereby declare that to the best of my/our knowledge and belief, the information given in this form and the relevant attachment(s) is / are correct and complete.
2. 本人(等)明白貴行對於本人(等)要求所提供的資料有保密責任，本人(等)並且承諾該等資料只會用作向香港特別行政區高等法院遺產承辦處申請承辦已故客戶之遺產授予書 / 民政事務總署遺產受益人支援組申請確認通知書之用。  
I/We hereby understand that the information provided by the Bank to me/us at my/our request is strictly on confidential basis and I/We hereby undertake to use the Information only for application of the Grant of the Deceased at the Probate Registry of the Court of Hong Kong / Confirmation Notice at the Estate Beneficiaries Support Unit of the Home Affairs Department.

申請人簽署 Signature(s) of Applicant(s)

X \_\_\_\_\_

S.V.

**銀行專用 For Bank Use**

Please fax this form to BOS(RBWM) - Deceased (Fax no. 34184867)

Authorized Signature by Branch:

Receiving Br. Code \*\*: \_\_\_\_\_

Contact Staff \*\*: \_\_\_\_\_

(必須簽署並蓋上印章)

Tel No. \*\*: \_\_\_\_\_

\*如不註明申請中文或英文版本，將以英文版本申請。

If the application not indicate in Chinese Version or English Version, the application will issue in English version.

\*\*請分行必需填寫