



**戶口文件申請書**  
**Request for Account Document(s)**

致：恒生銀行有限公司  
To: Hang Seng Bank Limited

請用正楷填寫，在適當方格內加上“√”，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, "√" where appropriate, and return the completed form to any of our branches or mail to Hang Seng Bank Ltd at GPO Box 3013, Hong Kong.

日期(日/月/年)  
Date(DD/MM/YY)

**甲部 Part A – 客戶資料 Customer Information**

戶口號碼 Account No.	聯絡電話 Contact No.
客戶姓名 Customer Name	

**乙部 Part B – 所需文件 Document(s) Request (可√多於一項 Please√ more than one item if applicable)**

請發給本人(等)上列戶口之文件  
Please issue the following document(s) of my/our Account

- |                          |   |                 |                  |
|--------------------------|---|-----------------|------------------|
| <input type="checkbox"/> | 月結單副本<br>Duplicate statement as                   | 由 _____ 至 _____ | (日/月/年 DD/MM/YY) |
| <input type="checkbox"/> | 定期/儲蓄戶口進支紀錄<br>TMD/Savings account history record | 由 _____ 至 _____ | (日/月/年 DD/MM/YY) |
| <input type="checkbox"/> | 無摺收支項目詳細清單<br>Net Back Items                      | 由 _____ 至 _____ | (日/月/年 DD/MM/YY) |
| <input type="checkbox"/> | 經自動櫃員機進支紀錄<br>Via ATM Transaction Record          | 由 _____ 至 _____ | (日/月/年 DD/MM/YY) |
| <input type="checkbox"/> | 簽發利息證明書<br>Certificate of Deposit interest earned | 由 _____ 至 _____ | (日/月/年 DD/MM/YY) |

支票號碼 Cheque No.	日期(日/月/年) Date(DD/MM/YY)	幣別 Currency	金額 Amount	機號 Terminal

支/進傳票 Dr/Cr voucher	日期(日/月/年) Date(DD/MM/YY)	幣別 Currency	金額 Amount	機號 Terminal

其他 (如適用) 由 \_\_\_\_\_ 至 \_\_\_\_\_ (日/月/年 DD/MM/YY)  
Others (If applicable) From \_\_\_\_\_ To \_\_\_\_\_

**丙部 Part C – 收費 Charge (只可√一項 Please√ one item only)**

請將有關費用由本人(等)之戶口支取  
Please debit all charges incurred from my/our account Account No. \_\_\_\_\_

**丁部 Part D – 收取方式 Collection Method (只可√一項 Please√ one item only)**

郵寄至上述戶口通訊地址  
Sent by mail to the correspondence address recorded in the above account

郵寄至以下地址  
Sent by mail to the following address

**客戶(等)簽署 Signature(s) of Customer(s)**

X  S.V.  
請用留存本行印鑑簽署 Please use signature(s)/chop(s) filed with the Bank

**注意 Note:**  
1. 如所申請的文件涉及第三者的個人資料，本行必須獲得該第三者的書面同意始能提供予閣下。  
If the document(s) requested involve(s) personal information in respect of a third party, we are not in a position to release the required document(s) to you without the written consent of the relevant party.  
2. 如屬聯名戶口，請按戶口之簽署安排簽署表格。  
For Joint name account, please sign in accordance with signing arrangement with the bank.

**銀行專用 For Bank Use**

Branch	Remarks (For Br Collection only)
Handling Br. Code	Document Collection Br. Code
Contact Staff Ext. No.	Local Mobile Phone No. (For SMS use only)
CRS Request ID	Charges to be paid at Collection Br. <input type="checkbox"/> Yes <input type="checkbox"/> No
Doc Retrieved and Charges are debited by Branch (if applicable) <input type="checkbox"/> Yes	Approver

SPS>>OPS