

Account Closure Form (Applicable for Corporate Customer)**戶口結束表格(適用於商業客戶)**

To: Hang Seng Bank Limited, Banking Operations Department, 17/F Hang Seng 113, 113 Argyle Street, Mongkok, Kowloon, Hong Kong

致： 恒生銀行有限公司 (香港九龍旺角亞皆老街 113 號恒生 113 十七樓帳戶服務部)

Account No(s):

戶口號碼

(collectively, "Account(s)")

(統稱「戶口」)

: _____

Customer Name

客戶名稱

: _____

Contact Person:

聯絡人

: _____

Contact Tel No.

聯絡電話

: _____

Notes 注意：

1. Our bank charges (but not commission) and postage incurred by the closure of the Account(s) will be waived. 因銷戶而涉及之本行銀行費用及郵費將會被豁免 (佣金除外)。
2. The Bank will take at least 15 working days to process the account closure instruction in this Form from the date of receiving this Form by the Bank. 本行需由收到此表格日起計最少15個工作天處理此戶口結束指示。
3. If conversion of one currency into another currency is required in the course of processing the account closure instruction in this Form, such conversion shall be effected at the exchange rate determined by the Bank to be prevailing at the relevant time and such exchange rate shall be conclusive and binding on you. 如因處理此表格內戶口結束指示之過程中需要將某種貨幣兌換為另一種貨幣，該貨幣兌換將按本行決定為當時通行之兌換率進行，而該兌換率是決定性的，並對你有約束性。
4. To minimize the exchange rate difference arising from any currency conversion, you are recommended to consolidate the remaining balance of all the Account(s) and process any conversion as one transaction. 為了將任何貨幣兌換產生之匯兌差額減至最低，建議你將所有戶口的結餘綜合為一筆交易進行轉賬。
5. Please be reminded to save / print all previously issued eStatement / eAdvice of the above Account(s) for record purpose, where applicable. These eStatement / eAdvice will not be available via Business e-Banking as from the Account Closure Date. 請列印或儲存上述戶口以往所有的電子結單 / 電子通知書作往後的參考或備用 (如適用)。由戶口結束日起，商業 e-Banking將不再提供該等電子結單 / 電子通知書。
6. As from the Account Closure Date, all autopay arrangement, standing instruction, direct debit payment instructions and FPS registrations linked to the above Account(s) will be automatically cancelled and deleted. 由戶口結束日起，連結上述戶口之自動轉賬安排、常行指示、直接付款指示及轉數快之登記記錄將會自動取消及刪除。
7. The Bank recommends you to update the transaction record(s) of the Account(s) by using the passbook update machine in branch or self-service center before mailing this Form. (Applicable only in the case of any Passbook Savings Account closed without Passbook). 本行建議你在郵寄此表格前可自行使用分行或自助理財中心之「打簿快」服務以更新戶口交易記錄。(只適用於未憑存摺註銷存摺儲蓄戶口)。
8. In case of any discrepancy between the English version and the Chinese version of this Form, the English version shall prevail. 此表格之中、英文文本義如有歧異，概以英文文本為準。

Account Closure Instructions 戶口結束指示:

We hereby instruct you to close the above Account(s) of our company and settle the remaining balance(s) (including any interest accrued) in accordance with the instruction below. We agree that if the account closure instruction in this Form involves (a) the conversion of one currency into another currency, the Bank's prevailing exchange rate will be used ; and/or (b) withdrawal of foreign currencies notes account by Cashier Order/ Interbank Fund transfer or telegraphic transfer, the Bank's commission will apply.

本公司指示貴行結束本公司上述戶口，並將銷戶結餘(包括任何應計存款利息) 按照下列指示處理。本公司同意如此表格內戶口結束指示涉及(a)一種貨幣兌換成另一種貨幣，將以貴行之最趨時匯價計算；及/或(b)以本票/電匯/跨行轉賬處理現鈔戶口提取，貴行之佣金將適用。

Balance Handling Instruction 結餘處理指示 (Please tick where appropriate 請在適當之選項加上 v 號)

Issue one or more, as applicable, HKD USD RMB Cashier Order(s) in the name of our company and send it by registered mail to our company address as maintained in the Bank's record or deliver it to the below designated Business Banking Centre for our collection. We understand and agree that the Bank's responsibility to us will be discharged once the relevant Cashier Order is sent by registered mail and the Bank will not be responsible for any mail service delay or failure or any stop payment charges or other charges which may be imposed by any third parties arising from any Cashier Order issued and mailed to our company.

發出一張或多張(如適用)以本公司為抬頭人之 港元 美元 人民幣 本票並以掛號郵寄至本公司於銀行紀錄的地址或傳遞本票至以下指定之商務理財中心到取。本公司明白並同意一旦相關本票以掛號郵寄發出，貴行即完成履行其對本公司的所有責任。貴行亦不會就任何因發出及郵寄任何本票予本公司而引致的任何郵件服務延遲或失敗或任何第三方徵收之停止付款收費或其他收費承擔任何責任。

Please select the instruction for collection of Cashier Order:

請選擇本票收取指示：

Send by registered mail to our company address as maintained in the Bank's record ;
掛號郵寄至本公司於銀行紀錄的地址；

Send to below designated Business Banking Centre* for collection :
傳遞本票至以下指定之商務理財中心*到取

Business Banking Centre 商務理財中心*：

Wan Chai 灣仔 Tsim Sha Tsui 尖沙咀 Kwun Tong 觀塘 Lai Chi Kok 荔枝角

Note 註:

If you choose to collect the Cashier Order(s) at the designated Business Banking Centre, please collect them within 3 months (commencing from the 16th working day after the date of this Form). Any Cashier Order(s) uncollected after the 3-month period will be cancelled without prior notice. Please submit the form again to withdraw your remaining balance(s). 如貴公司選擇到指定之商務理財中心領取本票，請於三個月內（自此表格日期後第16個工作天起計）領取。3個月後仍未領取的本票將被註銷，恕不另行通知。請再次提交表格以提取您的餘額。

Transfer to our company's bank account maintained in another financial institution by Telegraphic Transfer/Interbank Fund Transfer, details of such account are set out in the enclosed Remittance Smartform completed by us. 以電匯/跨行轉賬至本公司於其他金融機構的銀行戶口。轉賬詳情請參閱本公司附載之匯款智能申請書。

Note 註:

Please follow these steps to print and fill in the Remittance Smartform of Hang Seng Bank to be enclosed together with this Form for processing:

<https://www.hangseng.com/> > Business>Your Business Essentials>Transfer:Form Remittance Smartform

請根據以下步驟列印及填寫恒生銀行的匯款智能申請書，連同此表格寄給恒生銀行處理：

<https://www.hangseng.com/> > 商業理財>理財必備>轉賬方案:商業理財表格 > 匯款智能申請書

URL網址：https://www.hangseng.com/content/dam/hase/en_hk/business/cash-management/PDF/smartform.pdf

Please state "all remaining balance" beside the Remit Amount Field in the printed form after printing out for processing if customers are unable to state the exact remaining balance amount. 若客戶未能列出戶口結餘金額，請在列印表格的匯款金額欄旁寫上「所有戶口結餘」，以便處理。

*Address of Business Banking Centre 商務理財中心地址：

Wan Chai Business Banking Centre - 19/F Tai Tung Building, 8 Fleming Road, Wan Chai
灣仔商務理財中心 - 灣仔菲林明道 8 號大同大廈 19 樓

Tsim Sha Tsui Business Banking Centre - 3/F, Hang Seng Tsim Sha Tsui Building, 18 Carnarvon Road, Tsim Sha Tsui
尖沙咀商務理財中心 - 尖沙咀加拿分道 18 號恒生尖沙咀大廈 3 樓

Kwun Tong Business Banking Centre -Unit 1901, 19/F, Crocodile Centre, 79 Hoi Yuen Road, Kwun Tong
觀塘商務理財中心 - 觀塘開源道 79 號鱷魚中心 19 樓 1901 室

Lai Chi Kok Business Banking Centre - Unit 1-3 & 5-7 31/F Saxon Tower 7 Cheung Shun Street Lai Chi Kok
荔枝角商務理財中心 - 荔枝角長順街 7 號西頓中心 31 樓 1-3 及 5-7 室

Customer Acknowledgement 客人確認

(1) If there are more than one Account(s) to be closed and the remaining balance of any Account is less than HKD10,000 or equivalent, we agree and authorise you to settle such remaining balance in the following manner by issuing Cashier Order(s)/ Telegraphic Transfer/Interbank Fund Transfer in favour of our company: 如需取消多於一個戶口而當中任何一個戶口結餘少於港元10,000或等值，本公司同意並授權貴行將結餘經以下安排發出本票/電匯/跨行轉賬予本公司：

(a) Hong Kong Dollar, US Dollar and Renminbi remaining balances in any Account(s) will be consolidated respectively in the original currency and one Cashier Order/ Telegraphic Transfer/Interbank Fund Transfer instruction denominated in each of Hong Kong Dollar, US Dollar and/or Renminbi (as the case may be) will be issued/transferred for the consolidated balance; and (a)任何戶口內之港元、美元及人民幣之結餘將分別以原幣合併及就綜合結餘以港元、美元及/或人民幣（視情況而定）為單位發出一張本票/以電匯/跨行轉賬指示方式一次性轉賬；及

(b) other foreign currency accounts including Australian Dollar, Canadian Dollar, Euro, Japanese Yen, New Zealand Dollar, Pound Sterling, Swiss Franc, South African Rand, Thai Baht and Singapore Dollar will be converted into Hong Kong Dollar and thereafter consolidated and one Hong Kong Dollar Cashier Order/ Telegraphic Transfer/Interbank Fund Transfer instruction will be issued/transferred for the consolidated balance. (b)其他外幣戶口包括澳元、加元、歐羅、日圓、紐西蘭元、英鎊、瑞士法郎、南非蘭特、泰銖及新加坡元將兌換成港元及綜合後，發出一張本票或進行一次性電匯/跨行轉賬予本公司。

(2) We agree that the Bank shall not be held responsible for any delay or failure in effecting our above account closure instruction where such delay or failure is attributable (whether directly or indirectly) to any cause beyond the Bank's control including any equipment malfunction, technical limitation or failure and under no circumstances would the Bank be responsible to us for any consequential or indirect losses arising out of or in connection with its carrying out of our above instructions. 本公司同意貴行毋須對延遲或未能執行本公司以上的結束戶口指示負責，此等延遲或未能可(直接或間接)歸咎於貴行無法控制的任何原因，包括任何設備故障、技術限制或失靈，而貴行在任何情況下均不會就因執行上述指示而引致或與此有關的相應或間接損失對本公司負責。

(3) We agree that the above account closure instruction may not be revoked or changed upon such instruction having been received by the Bank. 本公司同意上述的結束戶口指示一經貴行接收，均不能撤回或更改。

(4) (Applicable only in the case of any Passbook Savings Account closed without Passbook 只適用於未憑存摺註銷存摺儲蓄戶口)
We confirm that we have not enclosed the Passbook for the above Account(s) to effect our above account closure instructions and we agree that as from the Account Closure Date, the Passbook in our possession will no longer be valid or be of any effect. We understand that we are responsible for updating the records in the Passbook on or before the Account Closure Date and that no records will be available for updating in the Passbook after the Account Closure Date. 本公司確定我們尚未附上上述戶口的存摺以執行上述戶口結束指示及本公司同意自戶口結束日起本公司持有的存摺將不再有效或有任何作用。本公司瞭解我們負責在戶口結束日之前更新存摺內的交易記錄及在戶口結束日後貴行不再提供該等記錄以作存摺之更新。

(5) (Applicable only for Cashier Orders sent by Mail 只適用於選擇本票郵寄方式)
We agree that the Bank will not be responsible for any mail service delay or failure or any stop payment charges or other charges which may be imposed by any third parties arising from any Cashier Order issued and mailed to our company as per our above account closure instructions. 本公司同意貴行不會就按照上述戶口結束指示所發出及郵寄的任何本票予本公司而引致的任何郵件服務延遲或失敗或任何第三方徵收之停止付款收費或其他收費承擔任何責任。

授權簽署 Authorised Signature*

X

日期 (日/月/年)
Date (DD/MM/YY) _____

X

日期 (日/月/年)
Date (DD/MM/YY) _____

*This Form is to be signed by the authorised signer(s) who is/are delegated with unlimited transaction amount with company chop (if applicable). 需由已在銀行備存紀錄和具有最高交易金額權限的授權簽署人（等）簽署和加蓋公司章（如適用）。