

Disposal Instruction Type 處理戶口指示

I/We hereby authorise The Hongkong and Shanghai Banking Corporation Limited ("the Bank") to close the above account:

本人（等）現授權香港上海滙豐銀行有限公司（以下簡稱「貴行」）結束上述戶口：

Please tick one option only 請在其中一項加上剔號

- by transferring all remaining balances to the respective corresponding account under my/our existing Integrated
將戶口內所有結存餘額轉往本人（等）現有綜合理財

Account Number
戶口號碼

("Existing Account"); and make the arrangements as listed on page 3 of this form.
（「現有戶口」）的相關戶口；及根據本表格第 3 頁資料作出安排。

Note 注意： Both the account to be closed and the Existing Account must be in the same name, identification and with the same signing instruction.
將予結束戶口與現有戶口的客戶名稱、身分證文件及簽署指示均須相同。

- as per the disposal instructions specified on pages 4 to 8 of this form. 根據本表格第 4 至 8 頁的處理指示辦理。

Number of HSBC Premier / HSBC One / Personal Integrated Account ATM Card(s) / Cash Card / ATM Card(s) Enclosed:

附還滙豐卓越理財 / 滙豐 One / 個人綜合理財戶口自動櫃員機卡 / 提款卡 / 自動櫃員機卡張數：

HSBC Premier/HSBC Advance Credit Card Cancellation (Applicable to Closing Integrated Account - HSBC Premier/HSBC One) 取消滙豐卓越理財 / 運籌理財信用卡（適用於結束綜合理財戶口 - 滙豐卓越理財 / 滙豐 One）

Cardholder's Name 持卡人姓名		
Identification Document Number 身分證文件號碼	HSBC Premier/HSBC Advance Credit Card Number 滙豐卓越理財 / 運籌理財信用卡號碼	Card Returned or Destroyed 卡已交還或已銷毀 <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否
Reason Why Card Was Not Returned 未有退回卡的原因		Effective Date (within 60 days from today's date) 生效日期（由今天起 60 天內）
Remarks 備註		
Cardholder's Name 持卡人姓名		
Identification Document Number 身分證文件號碼	HSBC Premier/HSBC Advance Credit Card Number 滙豐卓越理財 / 運籌理財信用卡號碼	Card Returned or Destroyed 卡已交還或已銷毀 <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否
Reason Why Card Was Not Returned 未有退回卡的原因		Effective Date (within 60 days from today's date) 生效日期（由今天起 60 天內）
Remarks 備註		

Declaration 聲明

- I/We understand and acknowledge that I/we should return the HSBC Premier Credit Card(s)/HSBC Premier ATM Card(s)/Cash Card/HSBC Advance Credit Card(s)/HSBC Advance ATM Card(s)/Personal Integrated Account ATM Card(s)/ATM Card(s) and cheque book(s) for my/our above account to the Bank for cancellation upon the closure of my/our above account; or I/we will destroy my/our aforementioned Cards and cheque book(s) in my/our possession, as the case may be. 本人（等）明白及同意於本人（等）結束上述戶口時，須將有關的卓越理財信用卡 / 卓越理財自動櫃員機卡 / 提款卡 / 運籌理財信用卡 / 運籌理財自動櫃員機卡 / 個人綜合理財戶口自動櫃員機卡 / 自動櫃員機卡及支票簿交還貴行取消；或本人（等）將未退回的卡及支票簿自行銷毀。
- I/We understand and acknowledge that any Power of Attorney applying to the above account will be cancelled with effect from the Account Closing Date.
本人（等）明白及同意適用於上述戶口內的任何授權書將於戶口結束日起取消。
(Applicable to Transferring Balances/Arrangements to Existing Account 適用於將戶口結餘轉賬 / 安排到現有戶口)
- I/We understand and acknowledge that I/we should settle or reduce the outstanding debit balances, if any, in my/our above account to within the agreed credit facility limit, if any, for my/our Existing Account and that the Bank will not close my/our above account unless the same are so settled or reduced. 本人（等）明白及同意須將本人（等）上述戶口的任何尚欠款項清繳或減至本人（等）現有戶口經貴行核准的信貸額之內。惟在上述貸款未全數清繳或減少之前，貴行不會結束本人（等）的上述戶口。
(Applicable to Closing Integrated Account - HSBC Premier 適用於結束綜合理財戶口 - 滙豐卓越理財)
- I/We understand and acknowledge that I/we should also at the same time cancel my/our HSBC Premier Credit Card(s) including any additional HSBC Premier Credit Card(s). I/We shall destroy the plastic card(s) and settle the outstanding balance on my/our HSBC Premier Credit Card(s) including any additional HSBC Premier Credit Card(s) upon the due payment date.
本人（等）明白及確認本人（等）須同時取消本人（等）的卓越理財信用卡及附屬卡。本人（等）將銷毀該等膠卡及在付款到期日清繳卓越理財信用卡及附屬卡的結欠。
- I/We understand and acknowledge that my/our Junior Pack of HSBC Premier (if any) will be terminated at the same time as the closure of the Integrated Account. 本人（等）明白及知悉本人（等）需同時取消本人（等）的滙豐卓越理財「成才組合」。
(Applicable to Closing Integrated Account - HSBC One 適用於結束綜合理財戶口 - 滙豐 One)
- I/We understand and acknowledge that I/we should also at the same time cancel my/our HSBC Advance Credit Card(s) including any additional HSBC Advance Credit Card(s). I/We shall destroy the plastic card(s) and settle the outstanding balance on my/our HSBC Advance Credit Card(s) including any additional HSBC Advance Credit Card(s) upon the due payment date.
本人（等）明白及確認本人（等）須同時取消本人（等）的運籌理財信用卡及附屬卡。本人（等）將銷毀該等膠卡及在付款到期日清繳運籌理財信用卡及附屬卡的結欠。

X
Signature(s) 簽署

S.V.

Transfer to Existing Account 轉賬至現有戶口

I/We understand and acknowledge that the Bank will close my/our above-mentioned account on the Account Closing Date and hereby authorise the Bank to make the following arrangements: 本人（等）明白及同意，貴行於戶口結束日取消本人（等）上述戶口，並授權貴行作如下安排：

Transfer of Closure Balance 結束戶口的結餘

To transfer all remaining balances (inclusive/net of any credit/debit interest, Below Balance Fee/Monthly Service Fee accrued and any other charges incurred in any Investment/Payment Services) on the Account Closing Date to the respective corresponding accounts under my/our Existing Account. 於戶口結束日，將本人（等）戶口的結存餘額（連同/扣除任何應計存款/信貸利息、低額結存服務費/服務月費及任何與投資/付款服務有關費用）轉至本人（等）現有戶口內的相關戶口。

Time Deposit/Structured Investment Deposit 定期存款/結構性投資存款

To transfer on the Account Closing Date any outstanding time deposits or Structured Investment Deposit (provided that the value date is less than one year) under my/our above-mentioned account to my/our corresponding time deposit account in my/our Existing Account on the same terms (ie same value/maturity date, same deposit tenor, same interest rate, same maturity instruction, same return calculation, etc).

在戶口結束日，將任何尚未到期的定期存款/結構性投資存款（惟起息日期須少於一年）由本人（等）上述戶口轉至本人（等）現有戶口的定期存款內，所有條款不變（即是相同起息/到期日、相同存款期、相同利率、相同到期指示、相同回報計算等）。

For long-term Hong Kong Dollar time deposits with interim interest withdrawal before the transfer, the interim interest paid will be deducted from the final proceeds upon maturity. 如長期港元定期存款的中期利息在執行本指示前已被提取，該中期利息將於定期存款屆滿時從所得款項中扣除。

To transfer, on or before the Account Closing Date, the disposal account of any Time Deposit from my/our above-mentioned account to respective corresponding accounts under my/our Existing Account.

在戶口結束日或之前，將本人（等）上述戶口內用於處理任何定期存款的戶口轉至本人（等）現有戶口內的相關戶口。

Investment Service 投資服務

To transfer, on or before the Account Closing Date, any holding of unit trusts/shares/bonds/certificates of deposit/equity linked investment in my/our above-mentioned account to the respective investment account(s) under my/our Existing Account(s). Unit trusts/shares/bonds/certificates of deposit/equity linked investment may only be transferred after settlement. 在戶口結束日或之前，將本人（等）上述戶口內的任何基金/證券/債券/存款證/與股票掛鈎投資轉至本人（等）現有戶口內的相關戶口。基金/證券/債券/存款證/與股票掛鈎投資於結算後才會被轉存。

To transfer, on or before the Account Closing Date, any investment subscription instructions (Stock Monthly Investment Plan and Unit Trust Monthly Investment Plan) under my/our above-mentioned account to the respective corresponding accounts under my/our Existing Account. 在戶口結束日或之前，將本人（等）上述戶口內的任何投資產品購買指示（股票月供計劃及基金月供計劃）轉至本人（等）現有戶口內的相關戶口。

Unpresented Cheque 尚未兌現的支票

To effect payment of any unpresented cheques with an issue date prior to the Account Closing Date drawn on my/our above-mentioned account by debiting the amount of the cheques to my/our Existing Account provided that there shall be sufficient balance (or sufficient credit facility) in my/our Existing Account to effect such payment unless I/we shall have given specific instructions otherwise to the Bank.

兌現本人（等）上述戶口於戶口結束日前簽發而於戶口結束日或結束日後交收的任何支票，應從本人（等）的現有戶口支取款項，惟本人（等）的現有戶口須備有足夠存款（或足夠信貸額）支付，除非本人（等）另向貴行發出特別指示。

autoPay/Standing Instructions/Direct Debit Payment 自動轉賬/常行指示/直接付款

To transfer, on or before the Account Closing Date, any existing autoPay arrangements, standing instructions or direct debit payment instructions under my/our above-mentioned account to the corresponding accounts under my/our Existing Account on the same terms and conditions as for my/our original arrangements/instructions. 於戶口結束日或之前，將本人（等）上述戶口內的任何現有自動轉賬安排、常行指示或直接付款指示轉至本人（等）現有戶口內的相關戶口，有關條款將與原本的安排/指示相同。

Forex/RMB Switching Service 外幣/人民幣轉存服務

To transfer, on or before the Account Closing Date, any Forex/RMB Switching Service instructions under my/our above-mentioned account to the corresponding accounts under my/our Existing Account, provided no such service instruction has been set up in my/our Existing Account, on the same terms and conditions as for my/our original arrangements. 於戶口結束日或之前，將本人（等）上述戶口內的任何外幣/人民幣轉存服務指示轉至本人（等）現有戶口內的相關戶口，惟現有戶口必須未設立此類服務，而有關條款將與原本的安排相同。

Dual 'Life and Accident' Insurance 「人壽意外雙重保」

To transfer, on or before the Account Closing Date, the premium payment account of Dual 'Life and Accident' Insurance, if applicable, to my/our Existing Account. The Bank will debit the monthly premium from the Hong Kong Dollar Savings of my/our Existing Account starting from the last working day of the month in which the above-mentioned account is closed. I/We further understand that a policy endorsement confirming the change of terms and conditions of the insurance cover will be issued.

於戶口結束日或之前，將本人（等）用作支付「人壽意外雙重保」保費的戶口轉至現有戶口。貴行將會在上述戶口結束月份的最後一個工作天在本人（等）現有戶口內的港元儲蓄扣除保費。本人（等）亦明白貴行將會發出更改保險條款的保險批單給本人（等）。

†Disposal Instructions of Balances/Services under the above-mentioned Account (Continued) 處理上述戶口結餘/ 服務的指示 (續)

Integrated Time Deposits Account 綜合定期存款戶口

Upon maturity, pay principal and interest by 按以下指示於到期日支付本息

same disposal instruction for all deposits 按同樣處理指示結清所有定期存款

crediting to my/our Account Number 存入本人(等)戶口號碼

Others 其他

different disposal instruction for each deposit as per the attached "Time Deposits/Deposit Plus Maturity Instructions Form".
按夾附的「定期存款/ 高息投資存款到期處理指示」內的指示結清每項定期存款。

Integrated Foreign Currency Savings Account 綜合外幣儲蓄戶口

Settle the Credit Balance/any other Service Charges plus Credit Interest accrued by 按以下指示結清結餘額/ 任何服務費用及應計存款利息

paying me/us in Hong Kong Dollar cash 以港幣現金支付予本人(等)

paying me/us in account currency notes and converting coins part to Hong Kong Dollar and crediting to the following *Savings/Current account:
以戶口貨幣類別現鈔支付及轉兌硬幣部分為港幣並存入下述*儲蓄/ 往來戶口號碼：

Account Name 戶口名稱

Account Number 戶口號碼

crediting to the following CombiNations *Savings/Statement Savings Account 存入下述 *「外幣通」存摺儲蓄/ 結單儲蓄存款戶口：

Account Name 戶口名稱

Account Number 戶口號碼

converting to Hong Kong Dollar and crediting to the following *Savings/Current Account 轉兌為港幣後存入下述*儲蓄/ 往來戶口：

Account Name 戶口名稱

Account Number 戶口號碼

transferring by Telegraphic Transfer/Interbank Fund Transfer 以電匯匯出/ 跨行轉賬：

Details of Payment 支款詳情

Currency to be Remitted
匯款貨幣類別

Name and Address of Beneficiary Bank 受款銀行的名稱及地址

Name and Address of Intermediary Bank (Optional, for Telegraphic Transfer only) 中間人銀行的名稱及地址 (非必須填寫, 只適用於電匯)
(If specified, payment will be paid to the Beneficiary Bank through the Intermediary Bank 如註明, 匯款將會經中間人銀行轉交受款銀行)

For all Countries/Regions Transfers (For Euro payment to EU and EEA, BIC must be provided)
所有國家/ 地區的轉賬 (所有選取歐盟及歐洲經濟區為目的地的歐元匯款, 客戶必須填寫受款銀行的 BIC)

SWIFT BIC

For Hong Kong Interbank Fund Transfers
適用於香港跨行轉賬

Bank Code 銀行代號：

Beneficiary Account No. 受款人戶口號碼 / IBAN (Please state address of Beneficiary if Beneficiary Bank is not specified 如無指定的受款銀行, 請在此註明受款人地址) (For payments to UAE, Jordan, Pakistan or Qatar in all currencies and to EU and EEA in EURO, IBAN must be provided
所有選取阿聯酋/ 約旦/ 巴基斯坦/ 卡塔爾為目的地的匯款 (任何貨幣) 或選取歐盟及歐洲經濟區為目的地的歐元匯款, 客戶必須填寫受款人的 IBAN)

Name of Beneficiary 受款人名稱

Address of Beneficiary 受款人地址

For UK Transfers 適用於英國匯款

Bank Sorting Code 分類代號：

For USA Transfers 適用於美國匯款

Fedwire Routing No. 編號：

For RMB Transfers to Mainland China

適用於人民幣匯出匯款至中國內地

CNAPS No. 中國現代支付系統編號：

Message or Instructions to Beneficiary/Bank (if any) 給受款人/ 銀行的附言或指示 (如有)

Purpose of Payment (Please note that for overseas payments, there are additional requirements depending on the payment currency and/or the country/region of remittance. You may refer to the Customer Information Sheet for Outward Payments for details.) 匯款目的 (請注意若匯款到海外時, 將視乎受款貨幣及/ 或受款國家/ 地區而需要提供額外的匯款資料。您可以參閱匯出匯款客戶參考資料表了解詳情。)

Others 其他

✦ Disposal Instructions of Balances/Services under the above-mentioned Account (Continued) 處理上述戶口結餘/服務的指示 (續)

Integrated Gold Account 綜合黃金戶口

Settle the Gold balance by 按以下指示結清結餘的黃金

crediting to my/our Wayfoong statement gold account number
存入本人(等)的滙豐黃金券戶口號碼

converting to Hong Kong Dollar and crediting to the following *Savings/Current Account 轉兌為港幣後存入下述*儲蓄/往來戶口:

Account Name 戶口名稱	Account Number 戶口號碼
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Others 其他

Investment Services 投資服務

Settlement of the outstanding portfolio by 按以下指示結清餘下的證券

selling the investment holdings in accordance with the following 按下列委託單的指示沽出

Form 委託單	Applicable to Investment Service Account Number 只適用於投資服務戶口號碼
<input type="checkbox"/> Equity Linked Investment (ELI)/Structured Notes (SN) Sell Order Form 股票掛鈎投資/結構投資票據賣出委託單	<input type="checkbox"/> 380 <input type="checkbox"/> 391 <input type="checkbox"/> 392 <input type="checkbox"/> 393 <input type="checkbox"/> 394
<input type="checkbox"/> Notes/Bonds Sales Order 債券沽出委託單	<input type="checkbox"/> 380 <input type="checkbox"/> 391 <input type="checkbox"/> 392 <input type="checkbox"/> 393 <input type="checkbox"/> 394
<input type="checkbox"/> Securities Sale Order 證券沽出委託單	<input type="checkbox"/> 380 <input type="checkbox"/> 391 <input type="checkbox"/> 392 <input type="checkbox"/> 393 <input type="checkbox"/> 394
<input type="checkbox"/> Unit Trust Switching/Redemption Order 單位信託基金轉換/贖回委託單	<input type="checkbox"/> 380 <input type="checkbox"/> 391 <input type="checkbox"/> 392 <input type="checkbox"/> 393 <input type="checkbox"/> 394

transferring 轉移

the investment holdings, and/or 投資結餘, 及/或

my/our standing instruction with respect to dividend options as set out below 本人(等)有關於股息選擇的常行指示如下:

From below Investment Services Account Number 從下列投資服務戶口號碼	Transfer to my/our below Investment Services / Securities / Securities Margin Trading Service / Unit Trusts Account Number 轉移至本人(等)下列投資服務/證券/證券孖展買賣服務/單位信託基金戶口號碼
- - 3 8 0	- -
- - 3 9 1	- -
- - 3 9 2	- -
- - 3 9 3	- -
- - 3 9 4	- -

Note 注意: If Investment Services Account with suffix number 380 is closed, all relevant Investment Services Account(s) with suffix number(s) 391 and 394 must also be closed. 如需要結束投資服務的戶口號碼字尾為 380, 其所有相關投資服務的戶口號碼字尾 391 及 394 也必須同時結束。

transferring out ALL holdings of HK stock and China A shares to the broker/bank indicated below and with "Free of Payment" instruction:

將所有持有的港股及中國 A 股證券轉出至以下指示的經紀或銀行, 並使用「毋須付款交收」指示:

Name of Counterparty 對手名稱	Counterparty Securities Account No. 對手證券戶口號碼
Counterparty's CCASS Participant ID 對手中央結算編號	Settlement Date (Date you wish to deliver securities) 交收日期
Counterparty's Central Entity Number (CE No.) [Only applicable to Hong Kong stocks with change of beneficial ownership (CBO) transfer] 對手中央編號 (只適用於港股並且有實質權益變動)	

Any charges, please debit my/our settlement account. 任何有關費用, 請從本人(等)的交收戶口內扣除。

- Note** 注意:
- Please refer to the Securities Services Charges leaflet for the transaction charges involved and ensure sufficient funds in settlement account. 有關上述交收的手續費, 請參閱證券服務收費表並於戶口內備有足夠款項。
 - For HK stock and China A shares holding of other arrangement, please complete separate "Securities Settlement Instruction Form". 如持有的港股及中國 A 股證券有其他安排, 請分別填寫「證券交收指示表格」。
 - For transfer of securities to other brokers/banks, if your instruction is received by 12:00 noon, it will normally take 3 working days (excluding Saturday, Sunday or public holiday) to complete the delivery of securities. 對於轉出證券到其他經紀或銀行, 如果本行在正午 12 時前收到您的指示, 一般情況下, 交付指示需時三個工作天 (星期六、日或公眾假期除外) 完成。
 - Please instruct your broker/bank to receive the securities from HSBC (CCASS Participant ID: C00019). 請指示您的經紀或銀行從滙豐接收證券 (中央結算編號: C00019)。
 - The transfer of securities must be to an account of same name, i.e. no change of beneficial ownership. 證券的轉移必須以相同名稱的戶口, 即實質權益並無變動。
 - If you have Renminbi listed securities but no longer have eligible Renminbi deposit account, the payment of the sale proceeds and dividend will be in Hong Kong Dollar equivalent at the prevailing Renminbi to Hong Kong Dollar exchange rate as determined by the Bank at the time of the payment. Loss may be incurred due to exchange fluctuations. 如您持有交易所上市的人民幣證券而沒有有效的人民幣存款戶口, 有關出售收益和股息將會由本行決定以當時的人民幣兌換率以港元支付。兌換率波動可能會引致損失。
 - Please note that your Investment Services Account Name and/or Number will be provided to the counterparty for settlement. 請注意, 您在本行的投資服務戶口姓名/名稱及號碼將會交予對手以便執行交收指示。

Others 其他

Disposal Instructions of Balances/Services under the above-mentioned Account (Continued) 處理上述戶口結餘/ 服務的指示 (續)

Monthly Investment Plan 月供投資計劃

Please note that your Unit Trust Monthly Investment Plan/Stock Monthly Investment Plan, if any, that is associated with the Investment Services Account to be closed will be terminated accordingly upon closure of the account without separate notice. However, in order for such termination to take effect on the next Debit Date, the Account must be closed at least six (6) business days for Unit Trust Monthly Investment Plan/ten (10) business days for Stock Monthly Investment Plan before that Debit Date.

請留意任何附設於將要終止的投資服務戶口的基金月供投資計劃/ 股票月供投資計劃會於該戶口停止運作時被同時終止，本行將不作另行通知。而本行必須在下一個扣賬日的最少六個營業日（基金月供投資計劃）/ 十個營業日（股票月供投資計劃）之前收到終止戶口的指示，月供投資計劃的終止方可在該扣賬日生效。

I/We agree to redeem/sell any outstanding units/shares deposited to the Account after the account closure at then prevailing price and the relevant proceeds shall be credited to the settlement account related to the Account.

本人（等）同意以當時的價格贖回/ 沽出任何於戶口停止運作後所分派的基金單位/ 股票，並把有關款項將存入此戶口的交收戶口。

For any charges (including administration fee for closure of FundMax account, unit trust transfer fee and safe custody charge) incurred, please arrange to debit the following account: 有關的費用（包括取消 FundMax 戶口行政費、基金交付行政費及託管服務費），請從下述戶口扣除：

Account Name 戶口名稱	Signature(s) of the Account to be Debited (If different from the account to be closed) 支款戶口簽署（如與結束戶口簽署不同）
Account Number 戶口號碼	

Note 注意： Any Standing Instruction for this account will be revoked with effect from the account closure date. 此戶口內的任何常行指示將會自戶口結束日起取消。

Integrated Renminbi Savings Account 綜合人民幣儲蓄戶口

Settle the Credit Balance plus Credit Interest accrued by 按以下指示結清結餘額及應計存款利息

paying me/us in Hong Kong Dollar cash 以港幣現金支付予本人（等）

paying me/us in Renminbi 以人民幣現金支付予本人（等）

crediting to the following 存入下述

Renminbi Savings Account 人民幣儲蓄戶口

Renminbi Current Account 人民幣往來戶口

Account Name 戶口名稱	Account Number 戶口號碼
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converting to Hong Kong Dollar and crediting to the *Savings/Current Account:
轉兌為港幣後存入*儲蓄/ 往來戶口：

Account Name 戶口名稱	Account Number 戶口號碼
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Others 其他

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Note 注意： If a personal Renminbi Savings Account is closed, the personal Renminbi Current Account in the same name will also be closed.
如需要結束「私人」人民幣儲蓄戶口，其以相同姓名/ 名字持有的「私人」人民幣往來戶口將會同時結束。

Termination of Dual 'Life and Accident' Insurance due to Termination of Integrated Account

取消「人壽意外雙重保」（由於取消綜合理財戶口）

I/We understand that as I/we have ceased to be an Integrated Account holder(s), my/our Dual 'Life and Accident' Insurance cover will also terminate.

本人（等）明白由於本人（等）不再持有綜合理財戶口，本人（等）的「人壽意外雙重保」保障將會同時終止。

I/We understand that pursuant to the terms and conditions of the insurance cover, provided that premiums for the month in which I/we ceased to be an Integrated Account holder(s) have been fully paid on the Premium Debit Date, this insurance will terminate at the end of the coming month. If premiums for the month in which I/we ceased to be an Integrated Account holder(s) are not fully paid on the Premium Debit Date of that month, this insurance will terminate at the end of that Premium Due Date of the month. 本人（等）明白根據保單的條款及細則，若本人（等）在取消綜合理財戶口時，已於扣除保費日全數繳付當月的保費，該保單將於當月的最後一日終止。若本人（等）在取消綜合理財戶口時，於扣除保費日未有全數繳付當月的保費，則該保單將於當月的保費到期日終止。

For Bank Use Only 銀行專用			
Action to be taken by branches			
OTCR – Check the transferee HK BCAN status via HKIDR Consent Enquiry Screen: HK BCAN STATUS = Registered Successfully <input type="checkbox"/> I have checked this BCAN Status and confirm the instructions can proceed. REMINDER: If customer's HK BCAN STATUS = No BCAN Consent or if they need to update their CID information, please DO NOT accept this instruction form until customer CID update is completed by Ops. Please assist customer to provide consent and confirm CID and advise customer to return in 4 business days after their CID information is updated.			
Procedures	Initial	Procedures	Initial
Documents Checked		Junior Pack Account <input type="checkbox"/> Yes (Close Junior Pack A/C) <input type="checkbox"/> No	
Gold/RMB Balance Settled		Overseas Securities Service <input type="checkbox"/> Yes (Close Overseas Securities A/C) <input type="checkbox"/> No	
HSBC Premier/HSBC One/Personal Integrated Account ATM Card(s) / Cash Card / ATM Card(s) Destroyed		Securities Margin Trading Service <input type="checkbox"/> Yes (Close Margin Trading A/C) <input type="checkbox"/> No	
Unused Cheques Destroyed		RMB CUA Account <input type="checkbox"/> Yes (Close RMB CUA A/C) <input type="checkbox"/> No	
Cold Shoulder Order Checked (K072 / S6124) - For Securities Transfer-out		RMB Credit Card <input type="checkbox"/> Yes (Change Settlement A/C / Cancel RMB CRC) <input type="checkbox"/> No	
Local Shares/Bonds/CD/ELI Transfer (Copy SEC)		RMB Bond/CD <input type="checkbox"/> Yes (Sale / Transfer-out RMB Bond/CD) <input type="checkbox"/> No	
Unit Trust Transfer (Copy GSC UT)		RMB Listed Securities <input type="checkbox"/> Yes (Sale / Transfer-out RMB listed securities) <input type="checkbox"/> No	
Stock MIP Termination (Copy GSC UT)			
UT MIP Termination (Copy GSC UT)			
Maturity Instruction Maintained			
Documents as per checklist on page 10/10 are completed with the following: - related screen printout(s) obtained - sufficient copy(ies) of this form taken			
Memo to CSP NSC sent for - cancellation of Complex Limit Facility (CLS)			
Maintenance Request to GSC/CPD	Dept	Input Screen	For GSC/CPD Use Only
			Initial Date action taken
<input type="checkbox"/> Adjust Outstanding Monthly Service Fee Amount to _____ ¢ ¢	GSC	E301	
<input type="checkbox"/> Adjust NCI Accrued Amount to _____ ¢ ¢ CCY Amount	GSC	E505/E506	
<input type="checkbox"/> Add Closing	GSC	H201	
<input type="checkbox"/> Others: _____			
For Investment Services only Delete Securities account profile with close reason: <input type="checkbox"/> A (normal close) <input type="checkbox"/> Others: _____	GSC	S121	
Safe Custody Charge <input type="checkbox"/> Waived <input type="checkbox"/> Collected			
For Monthly Investment Plan only Terminate: <input type="checkbox"/> Stock MIP (Copy GSC UT) <input type="checkbox"/> UT MIP (Copy GSC UT)	GSC	-	
For HSBC Premier/HSBC Advance Credit Card <input type="checkbox"/> Cancel credit card record	CPD	-	
For Integrated Account with Investment Service RI Number: _____ Initial: _____	Authorised Signature and Branch/Department Chop		
Remarks			

For Bank Use Only (Continued) 銀行專用 (續)				
Checklist for Transfer to Existing Account (To be Completed by Form Receiving Branch)				
Tasks	Information can be obtained from ...	Checked (Please tick)	Action Required (Y/N)	+ Request to be sent to ...
Locate Service Information of the Account to be Closed:				
- For HKD SAV / CUA				
- autoPay	A84			ASV NSC - APC
- Loan Repayment	K077			GSC via CSP NSC
- HSBC Credit Card Repayment	A86			Card Centre
- Computerise SI	C371/C372			GSC via ASV NSC
- Dual 'Life and Accident' Insurance	H706			GSC via ASV NSC
- Dividend Income/Settlement A/C (For Customer Holding other Securities A/C)	S6121			GSC via ASV NSC
- Insurance Premium	CRMS - Relationship - Insurance Details - Payment Section			INAH
- For CUA				
- Unpresented Cheque	Customer			Branch of to be Closed Account
- For HKD SAV/CUA/FCY SAV				
- Manual SI	PSV NSC			PSV NSC
- Stock MIP	GSC UT			GSC UT
- UT MIP	CRMS - Relationship - Investment - Details - UT Portfolio			GSC UT
- TTSI	SIS - TTSI Enquiry			PSV NSC
- FXSI	SIS - FXSI Enquiry			GSC via ASV NSC
- Special Instruction in REM Data Base	R417			GSC - IRTT
- Other TMD Disposal A/C	K077/J92			GSC via ASV NSC
- For INV				
- With Local Shares / Bonds / CD / ELI	S642/S57 / CRMS - Relationship - Investment - Details - Securities Portfolio			SEC
- With Unit Trusts	S642/S57 / CRMS - Relationship - Investment - Details - UT Portfolio			GSC UT
- With Overseas Securities (For Closing HP A/C Only)	K071			Branch to raise separate request to dispose the holding and close the A/C
- With Stock MIP	S642/S57 / CRMS - Relationship - Investment - Details - Securities Portfolio			GSC UT
- With UT MIP	CRMS - Relationship - Investment - Details - UT Portfolio			GSC UT

Note: + For recipient as "GSC via ASV NSC", batch full set of account closure documents to ASV NSC as usual.

For other recipients, send/batch related screen printout under copy of the Close Account Request Form (Page 1/10) with appropriate instruction marked to the respective action party.