



Close Account Request Form (For Personal Customer) 結束戶口表格 (個人客戶)

Date 日期	day 日 / month 月 / year 年
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Note 注意： 1. Please tick where applicable. 請在適當的地方加上剔號。

2. (Applicable to customer who opts in for eStatement / eAdvice 適用於電子結單 / 電子通知書的客戶)
Please be reminded to save / print all previously issued eStatement / eAdvice of the to-be-closed account for record purpose, where applicable. The eStatement / eAdvice will not be available via online banking after the account is closed.

請在結束戶口前列印或儲存該戶口的電子結單 / 電子通知書作往後的參考或備用 (如適用)。戶口一經結束，有關的電子結單 / 電子通知書將無法透過網上銀行使用。

3. To facilitate the account closure processing, please complete Section II, III & IV if there is outstanding balance.
 為確保客戶能完成註銷戶口程序，請填妥 II、III 及 IV 欄，以便安排處理戶口的餘額。
4. After your request for account closure is processed by the Bank, your FPS registrations with the closed account will be deregistered automatically. 當銀行處理您的結束戶口申請後，連結已結束戶口的「轉數快」登記紀錄將會被自動刪除。
5. Your Personal Internet Banking account will be deregistered within 7 days of closing all your accounts with HSBC. 如果您結束所有滙豐戶口，您的個人網上理財戶口將於 7 日內被註銷。
6. The Bank may verify information with you by phone in order to complete the account closure. Please ensure you have a valid contact telephone number maintained in the Bank's record. 為完成結束戶口程序，銀行有可能以電話與您核實資料，請確保您已於本行記錄了有效的聯絡電話號碼。

For Bank Use Only 銀行專用

Balance settled by Branch

I. Customer Details 客戶資料

Account Name(s) 戶口名稱						
Account Number 戶口號碼	Effective Date 生效日期	<table border="1"> <tr> <td>Day 日</td> <td>Month 月</td> <td>Year 年</td> </tr> </table>		Day 日	Month 月	Year 年
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II. Balance Handling Instructions 結餘處理指示

<p>For closure of Current / Super Ease / Cash Card / Securities Margin Settlement / Unit Trusts HKD Financing Settlement / Unit Trusts USD Financing Settlement / Foreign Currency Current / Wayfoong Statement Gold / Wayfoong Passbook Gold / HKD/CombiNations Statement Savings / University Student account only 只適用於結束往來 / 「萬用戶口」 / Cash Card / 證券孖展結算 / 基金港元融資結算戶口 / 基金美元融資結算戶口 / 外幣往來 / 黃金券 / 金簿仔 / 港元 / 「外幣通」結單儲蓄 / 「大學生」理財戶口</p>	<p>Closing Balance (Inclusive/net of any credit/debit interest accrued/any other service charges) 結餘數額 (連同 / 扣除任何應計存款 / 信貸利息 / 任何服務費用)</p> <p>Settle by 按以下指示結清</p> <p><input type="checkbox"/> cash deposit 存入現金 <input type="checkbox"/> cash withdrawal 支取現金</p> <p><input type="checkbox"/> debiting from the following 支取下述 <input type="checkbox"/> crediting to the following 存入下述</p> <p><input type="checkbox"/> Savings Account 儲蓄戶口 <input type="checkbox"/> Current Account 往來戶口</p> <table border="1"> <tr> <td>Account Name 戶口名稱</td> <td rowspan="2">Signature(s) of the account to be debited (if different from the account to be closed) 支賬戶口簽署 (如與結束戶口簽署不同)</td> </tr> <tr> <td>Account Number 戶口號碼</td> </tr> </table> <p><input type="checkbox"/> converting to Cashier's Order 轉換為本票</p> <table border="1"> <tr> <td>In favour of 抬頭人為</td> <td><input type="checkbox"/> same as the account name 與戶口名稱相同</td> <td><input type="checkbox"/> other name: 其他名稱:</td> </tr> </table> <p>Note 注意： For Cashier's Order, please also complete the corresponding currency cashier's order purchase form (HKD CASHIER'S ORDER PURCHASE FORM / RENMINBI CASHIER'S ORDER PURCHASE FORM / USD CASHIER'S ORDER PURCHASE FORM). 本票：請亦填妥相應貨幣的本票購買表格 (「港幣本票購買表格」 / 「人民幣本票購買表格」 / 「美元本票購買表格」)。</p> <p><input type="checkbox"/> transferring by Telegraphic Transfer/Interbank Fund Transfer 以電匯匯出 / 跨行轉賬</p> <table border="1"> <tr> <td>Details of Payment 支款詳情</td> </tr> <tr> <td>Currency to be Remitted 匯款貨幣類別</td> </tr> <tr> <td>Name and Address of Beneficiary Bank 受款銀行的名稱及地址</td> </tr> </table>	Account Name 戶口名稱	Signature(s) of the account to be debited (if different from the account to be closed) 支賬戶口簽署 (如與結束戶口簽署不同)	Account Number 戶口號碼	In favour of 抬頭人為	<input type="checkbox"/> same as the account name 與戶口名稱相同	<input type="checkbox"/> other name: 其他名稱:	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
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>> ASV-NSC

II. Balance Handling Instructions (Continued) 結餘處理指示 (續)

For closure of ^Renminbi Savings/Current Account 只適用於結束^人民幣儲蓄/往來戶口	transferring by Telegraphic Transfer/Interbank Fund Transfer (Continued) 以電匯匯出/ 跨行轉賬 (續)																				
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<input type="checkbox"/> Other instructions 其他指示																					
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																					
<input type="checkbox"/> paying me/us in Hong Kong Dollar cash 以港幣現金支付予本人 (等)																					
<input type="checkbox"/> paying me/us in Renminbi 以人民幣現金支付予本人 (等)																					
<input type="checkbox"/> crediting to the following 存入下述																					
<input type="checkbox"/> Renminbi Savings Account 人民幣儲蓄戶口 <input type="checkbox"/> Renminbi Current Account 人民幣往來戶口																					
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<input type="checkbox"/> Others 其他																					
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Note 注意: 1. ^ 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。 2. # Applicable to Renminbi Savings account only. #只適用於人民幣儲蓄戶口。																					

III. Other Instructions 其他指示

<i>Please tick and complete as appropriate. 請在適當的地方加上剔號並填寫。</i>	Yes 有	No 無	Remarks 備註
Unpresented cheque(s) 尚未兌現的支票			Instructions 指示
Unpresented sales transactions 尚未兌現的銷售交易			Instructions 指示
Unused cheques enclosed 附還未使用的支票			Cheque nos. from : _____ to _____ 支票號碼由 _____ 號至 _____ 號
Standing instruction(s) 常行指示			<input type="checkbox"/> Cancel with effect from account closing date 自戶口結束日起取消 <input type="checkbox"/> Transfer to my/our account number _____ 轉往本人(等)戶口號碼 _____ Note 注意: Please specify the account type and currency for Integrated Account. 如轉往的戶口為綜合戶口, 請註明戶口類別及貨幣。
Account card 戶口卡			Card(s) with issue no(s)/card no(s). : _____ returned 原卡及簽發號碼/卡號碼 _____ 一併交還
Payment instruction 付款指示 <input type="checkbox"/> Credit card direct debit 信用卡轉賬 <input type="checkbox"/> Loan repayment 信貸還款 <input type="checkbox"/> autoPay 自動轉賬			<input type="checkbox"/> Cancel with effect from account closing date 自戶口結束日起取消 <input type="checkbox"/> Transfer to my/our account number _____ 轉往本人(等)戶口號碼 _____ Note 注意: Please specify the account type and currency for Integrated Account. 如轉往的戶口為綜合戶口, 請註明戶口類別及貨幣。
Settlement/Charge/ Dividend Income Account of Investment Services/ Securities account 投資服務/證券戶口的交收/ 扣數/利息收入戶口			Change to new Settlement/Charge/ Dividend Income Account 更改至新的交收/扣數/利息收入戶口 my/our Account No. 本人(等)戶口號碼 _____ for Investment Services/Securities account 投資服務/證券戶口 Account No. 戶口號碼 _____ Note 注意: The settlement/charge/dividend income account of an Investment Services Account(s) with suffix number(s) 391-394 should be the same settlement/charge/dividend income account as that of an Investment Services Account with suffix number 380. 投資服務戶口號碼字尾 391-394 的交收/扣數/利息收入戶口必須與投資服務戶口號碼字尾 380 的交收/扣數/利息收入戶口相同。

IV. Outstanding Portfolio Handling Instructions 餘下的證券處理指示

For closure of Securities / Securities Margin Trading Service / Unit Trusts / Unit Trusts HKD Financing / Unit Trusts USD Financing / Investment Services account only 只適用於結束證券/ 證券孖展買賣服務/ 單位信託基金/基金港元融 資/基金美元融資/ 投資服務戶口	Settlement of the outstanding portfolio by 按以下指示結清餘下的證券 <input type="checkbox"/> selling the investment holdings in accordance with the following 按下列委託單的指示沽出										
	<table border="1"> <thead> <tr> <th>Form 委託單</th> <th>Applicable to Investment Service Account Number 只適用於投資服務戶口號碼</th> </tr> </thead> <tbody> <tr> <td> <input type="checkbox"/> Equity Linked Investment (ELI)/Structured Notes (SN) Sell Order Form 股票掛鉤投資/結構投資票據賣出委託單 </td> <td> <input type="checkbox"/> 380 <input type="checkbox"/> 391 <input type="checkbox"/> 392 <input type="checkbox"/> 393 <input type="checkbox"/> 394 <input type="checkbox"/> Others : 其他 </td> </tr> <tr> <td> <input type="checkbox"/> Notes/Bonds Sales Order 債券沽出委託單 </td> <td> <input type="checkbox"/> 380 <input type="checkbox"/> 391 <input type="checkbox"/> 392 <input type="checkbox"/> 393 <input type="checkbox"/> 394 <input type="checkbox"/> Others : 其他 </td> </tr> <tr> <td> <input type="checkbox"/> Securities Sale Order 證券沽出委託單 </td> <td> <input type="checkbox"/> 380 <input type="checkbox"/> 391 <input type="checkbox"/> 392 <input type="checkbox"/> 393 <input type="checkbox"/> 394 <input type="checkbox"/> Others : 其他 </td> </tr> <tr> <td> <input type="checkbox"/> Unit Trust Switching/Redemption Order 單位信託基金轉換/贖回委託單 </td> <td> <input type="checkbox"/> 368 <input type="checkbox"/> 369 <input type="checkbox"/> 380 <input type="checkbox"/> 391 <input type="checkbox"/> 392 <input type="checkbox"/> 393 <input type="checkbox"/> 394 <input type="checkbox"/> Others : 其他 </td> </tr> </tbody> </table>	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 股票掛鉤投資/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"/> Others : 其他	<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"/> Others : 其他	<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"/> Others : 其他	<input type="checkbox"/> Unit Trust Switching/Redemption Order 單位信託基金轉換/贖回委託單	<input type="checkbox"/> 368 <input type="checkbox"/> 369 <input type="checkbox"/> 380 <input type="checkbox"/> 391 <input type="checkbox"/> 392 <input type="checkbox"/> 393 <input type="checkbox"/> 394 <input type="checkbox"/> Others : 其他
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IV. Outstanding Portfolio Handling Instructions (Continued) 餘下的證券處理指示 (續)

- 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為 391 及 394 也必須同時結束。

For closure of Securities / Securities Margin Trading Service / Unit Trusts / Unit Trusts HKD Financing / Unit Trusts USD Financing / Investment Services account only (Continued)
只適用於結束證券/證券孖展買賣服務/單位信託基金/基金港元融資/基金美元融資/投資服務戶口(續)

- 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.) 對手中央編號 [Only applicable to Hong Kong stocks with change of beneficial ownership (CBO) transfer 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。

- Others 其他

IV. Outstanding Portfolio Handling Instructions (Continued) 餘下的證券處理指示 (續)

<p>For closure of Securities / Securities Margin Trading Service / Unit Trusts / Unit Trusts HKD Financing / Unit Trusts USD Financing / Investment Services account only (Continued) 只適用於結束證券/證券孖展買賣服務/單位信託基金/基金港元融資/基金美元融資/投資服務戶口 (續)</p>	<p>Monthly Investment Plan 月供投資計劃</p> <p>Please note that your Unit Trust Monthly Investment Plan/Stock Monthly Investment Plan, if any, that is associated with the Investment Services Account/Unit Trusts Account/Securities 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.</p> <p>請留意任何附設於將要終止的投資服務戶口/單位信託基金戶口/證券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。</p> <p>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。</p> <p>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：</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Account Name 戶口名稱</td> <td style="padding: 2px;">Signature(s) of the account to be debited 支款戶口簽署 (if different from the account to be closed 如與結束戶口簽署不同)</td> </tr> <tr> <td style="padding: 2px;">Account Number 戶口號碼</td> <td style="text-align: center; vertical-align: middle;">X</td> </tr> </table> <div style="text-align: right; margin-top: 10px;"> </div>	Account Name 戶口名稱	Signature(s) of the account to be debited 支款戶口簽署 (if different from the account to be closed 如與結束戶口簽署不同)	Account Number 戶口號碼	X
Account Name 戶口名稱	Signature(s) of the account to be debited 支款戶口簽署 (if different from the account to be closed 如與結束戶口簽署不同)				
Account Number 戶口號碼	X				

Note 注意： Any Power of Attorney and Standing Instruction for this account will be revoked with effect from the account closure date. 此戶口內的任何授權簽署及常行指示將會自戶口結束日起取消。

V. Signature(s) 簽署

<p>X</p>	
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VI. Future Correspondence Address 日後通訊地址

(Please complete if different from the Bank's Record 如與本行紀錄不同，請填寫此欄)

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VII. 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

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.

Procedure	Initial	Procedure	Initial	Procedure	Initial
Surrendered account card(s) destroyed		Cold Shoulder Order Checked (K072 / S6124)		For closing RMB SAV	
		- For Securities Transfer-out		With RMB CUA? <input type="checkbox"/> Yes (Close RMB CUA) <input type="checkbox"/> No	
Unsurrendered account card(s) "Hot" status added		Local Shares/Bonds/CD/ELI Transfer (Copy SEC)		With RMB Credit Card? <input type="checkbox"/> Yes (Change Settlement A/C / Cancel RMB CRC)	
		Unused cheques destroyed		With RMB TMD? <input type="checkbox"/> Yes (Uplift outstanding TMD) <input type="checkbox"/> No	
Unit Trust (in 08X account) Transfer (Copy GSC UT)		Unit Trust (in 383 account) Transfer (Copy GSC UT)		With RMB Bond/CD? <input type="checkbox"/> Yes (Sale/Transfer-out RMB Bond/CD) <input type="checkbox"/> No	
Stock MIP termination enquiry		UT MIP termination enquiry		With RMB listed securities? <input type="checkbox"/> Yes (Sale/Transfer-out RMB listed securities) <input type="checkbox"/> No	
Unit Trusts HKD Financing (in 368 account) Transfer (Copy GSC UT)		Unit Trusts USD Financing (in 369 account) Transfer (Copy GSC UT)			

VII. For Bank Use Only (Continued) 銀行專用 (續)

Maintenance Request to GSC/ASV-NSC

Action to be Taken	Department	Input Screen/ Maintenance Form	For ASV-NSC Use Only	
			Initial	Date Action Taken
<input type="checkbox"/> Adjust Outstanding Fee Amount <input type="checkbox"/> Monthly service fee - Override amount to <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> ¢ ¢ <input type="checkbox"/> Transaction fee - Override amount to <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> ¢ ¢ <input type="checkbox"/> Others: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> ¢ ¢	GSC	E301		
<input type="checkbox"/> Apply credit interest <input type="checkbox"/> Apply debit interest <input type="checkbox"/> Apply commitment fee <input type="checkbox"/> Apply service charge <input type="checkbox"/> Add bad status <input type="checkbox"/> Add doubtful status <input type="checkbox"/> Add written off <input type="checkbox"/> Add written off (Amount: <input type="text"/>) <input type="checkbox"/> Delete service charge criteria <input type="checkbox"/> Adjust debit interest Account <input type="checkbox"/> with facility <input type="checkbox"/> without facility Amount <input type="checkbox"/> Adjust zero <input type="checkbox"/> + HKD <input type="checkbox"/> - HKD <input type="checkbox"/> Adjust NCI Accrued Amount to <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Currency Code <i>Decimal: 9 digits + 2 decimal point</i> Sign '-' <i>Mil: 8 digits + 3 decimal point</i> <i>Unit: 11 digits</i>	GSC/ASV GSC/ASV GSC GSC GSC GSC GSC GSC GSC GSC GSC GSC ASV GSC	C103/P1294-FEX C103/P1294-FEX C103 C103 C002 C002 C102 C102 C102 C001/C101 C201 CIF5 E505/E506		
<input type="checkbox"/> Terminate MIP (<i>Copy GSC UT</i>) <input type="checkbox"/> Stock MIP <input type="checkbox"/> UT MIP <input type="checkbox"/> Delete Securities Account Profile with close reason: <input type="checkbox"/> A (normal close) <input type="checkbox"/> Others: <input type="text"/> <input type="checkbox"/> Safe Custody Charge <input type="checkbox"/> Waived <input type="checkbox"/> Collected by Branch <input type="checkbox"/> Collected by GSC <input type="checkbox"/> Change of Settlement/Charge/Dividend Income Account <input type="checkbox"/> Others:	GSC GSC GSC GSC GSC	- S121 S121 S121		
Remarks	For Securities/Securities Margin Trading Service/Unit Trusts/Unit Trusts HKD Financing/Unit Trusts USD Financing Account		Branch/Department Chop and Authorised Signature	
	RI Number	Initial		