## To 致: The Hongkong and Shanghai Banking Corporation Limited 香港上海滙豐銀行有限公司

	day 日 / month 月 / year 年
Date 日期	

## ENQUIRY FOR THE OUTSTANDING BALANCE OF THE DECEASED'S ACCOUNT REQUEST 查詢已故客戶戶口結餘

## Important Point to Note 重要事項

Your request will normally be processed within 15 working days upon our receipt of your form and post to your Correspondence Address. 本行將在收到您的由請表後十五個工作天內處理您的由請,並郵客到您的通訊地址。

本行將在收到您的申請表後十五個工作天內處理您的申請	,並郵寄到您的通訊地址。				
1. Details of Applicant 申請人資料					
Name 姓名		Contact Telephone Number 聯絡電話號碼			
C A II YEAR III					
Correspondence Address 通訊地址					
2. Details of the Deceased 已故客戶資料					
Name 姓名					
			T.		
Identification Document Number 身份證明文件號碼	on Document Number 身份證明文件號碼 Death Certificate Number 死亡證明書號碼		Date of Death 去世日期		
3. Language of the Letter 信件中所用的語文	(Note 公音: Please select either one 口灣一语。)				
	ese Version 繁體中文版本				
English version 英文版本	CSC VEISION 系體中又版中				
4. Purpose of Enquiry 資料用途 (Note 注意: Pla	ease tick where applicable.請在適用的地方加上剔號	f。)			
☐ Apply for Grant of Probate/Letters of Administration 申	請遺囑認證/遺產管理書				
Apply for Confirmation Notice and Schedule of Cash/Ba	ank Accounts 申請確認通知書及現金/戶口清單				
HSBC can only release estate for total balance not exce	eeding HKD50,000 with the presentation of Confirm	mation Notice	; You will need to apply for Grant		
of Representation exceeding the said amount. 本行只對確認通知書發放總資產不多於港幣 50,000 元的申請;如果總資產超過港幣 50,000 元,您需要到遺產承辦處申請授予承辦書。					
5. Documents Required 所需文件					
● Identification Document of the applicant and the deceased, <u>AND</u> 申請人及已故客戶的身份證明文件 <u>及</u>					
● Death certificate of the deceased, <u>AND</u> 死亡證明書 <u>及</u>					
Relationship Proof between the applicant and the deceased OR Last Will of the deceased 申請人與已故客戶之間的關係證明文件或已故客戶的最終遺囑					
6. Signature(s) of Applicant 申請人簽名					
x					
For Bank Use Only 銀行專用					
Authorised Signa	ature and Branch Chop				
Enclosed all authenticated copies (Re item 5 above) to Deceased's					
Account BOS					