

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

Date 日期	day 日 / month 月 / year 年

**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
Correspondence Address 通訊地址	

**2. Details of the Deceased 已故客戶資料**

Name 姓名		
Identification 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 注意：Please select either one. 只選一項。)*

<input type="checkbox"/> English Version 英文版本	<input type="checkbox"/> Traditional Chinese Version 繁體中文版本
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**4. Purpose of Enquiry 資料用途** (*Note 注意：Please tick where applicable. 請在適用的地方加上剔號。)*

<input type="checkbox"/> Apply for Grant of Probate/Letters of Administration 申請遺囑認證/遺產管理書
<input type="checkbox"/> Apply for Confirmation Notice and Schedule of Cash/Bank Accounts 申請確認通知書及現金/戶口清單
HSBC can only release estate for total balance not exceeding HKD50,000 with the presentation of Confirmation 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, AND 申請人及已故客戶的身份證明文件 及
- Death certificate of the deceased, AND 死亡證明書 及
- 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**

<b>X</b>
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<b>For Bank Use Only 銀行專用</b>	
<input type="checkbox"/> Enclosed all authenticated copies (Re item 4 above) to Deceased's Account BOS	Authorised Signature and Branch Chop