



# Bank Reference Letter Application Form (For Personal Customer) 銀行證明信申請表(個人客戶)

Date (DDMMYYYY) 日期 (日 / 月 / 年)

**Note 注意:**

1. Please tick where applicable. 請在適當的地方加上剔號。
2. \* A request for Bank Reference Letter in English, Traditional Chinese and Simplified Chinese version will be regarded as 3 applications. 如同時申請繁體中文、簡體中文及英文版本銀行證明信會視為三項申請。
3. # Under normal circumstances, the Bank will issue the Bank Reference Letter with average account balance shown in number of figures, unless instructed to the contrary. However, the Bank also reserves the right not to provide the present balance on the Bank Reference Letter. 除非有特別指示，在一般情況下，本行所發出的銀行證明信會以位數顯示有關戶口的平均結餘位數，而本行將保留權利，在銀行證明信上不顯示戶口的現有結餘。
4. \*Delivery charge will be borne by applicant. 郵寄費用由申請人支付。
5. + For Integrated Account, please specify Account Type. 如屬綜合理財，請註明戶口類別。
6. Your request will normally be processed within 3 working days (excluding Saturday, Sunday and public holiday) upon receipt of your form. 在一般情況下，本行將在收到您的申請表後三個工作天內（不包括星期六、日及公眾假期）處理您的申請。
7. The Bank Reference Letter is computer generated and no bank chop/signature is provided. 銀行證明書乃電腦打印文件，本行不會提供蓋章或簽署。

Name of Applicant 申請人名稱

Account Number 戶口號碼  Contact Telephone No. 聯絡電話號碼

**Bank Reference Letter to be addressed to 銀行證明信抬頭人**

Name 名稱

**Reason for Application [If There are Any Special Requests, Please Fill in Special Instruction Section] 申請原因 [如有特別要求, 請填寫特別指示部分]**

- General Purpose 一般用途  General Visa 一般簽證  Tour Visa 旅遊簽證  Education Visa 升學簽證
- Business Visa 公幹簽證  Immigration Visa 移民簽證  Close Account Proof 結束戶口證明  Beneficiary Account Information Remittance 匯款收款戶口資料

**To Sponsor 為支持 / 協助  (Please Input If Applicable 如適用, 請填寫)**

Title 稱謂  Mr 先生  Mrs 太太  Miss 小姐  Ms 女士

Name 名稱  Relationship 關係

**# Special Instruction (For Bank Reference Only) [If Applicable] 特別指示 (僅供銀行參考)[如適用]**

- Show Account Holder's ID Number in HSBC Record 顯示戶口持有人銀行紀錄之身份證明文件號碼
- Show Account Number 顯示戶口號碼
- Show Present Balance Figure 顯示現時結餘位數
- Others 其他

**Note 備注:** 1. Some "Others" examples are available in Appendix for reference. 附錄中提供了「其他」的部分例子供參考。 2. Special instruction request is subject to Bank final decision. 特別指示要求以銀行最後決定為準。

**\* Bank Reference Letter Language 銀行證明信所用語文版本**

- |   | Number of Additional Copies Required<br>所需額外副本數目 |
|---|--|
| <input type="checkbox"/> English Version 英文版本               | <input type="text"/>                             |
| <input type="checkbox"/> Traditional Chinese Version 繁體中文版本 | <input type="text"/>                             |
| <input type="checkbox"/> Simplified Chinese Version 簡體中文版本  | <input type="text"/>                             |

**Bank Reference Letter to be 請將銀行證明信**

1. held for collection by myself/ourselves. 留待本人 (等) 領取。
2. held for collection by the following authorised person 留待以下授權人領取:

Name 姓名

Identification Document Number  
身分證明文件編號

If 1 or 2 is selected, please input Collection Branch 如選擇1或2, 請輸入領取分行

Collection Branch 領取分行

3. mailed to my/our correspondence address of the above mentioned account number 寄往本人 (等) 上述戶口的通訊地址。
4. mailed to the following address 寄往以下地址:

Address 地址

Country/Region 國家/地區

Postal Code 郵區編號

Note: If without Postal Code, please input NA  
備注: 如沒有郵區編號, 請填寫NA

If 3 or 4 is selected, please select Mailing Method 如選擇3或4, 請選擇郵寄方法

Mailing Method 郵寄方法

Ordinary Mail 平郵

Registered Mail 掛號

^Courier 速遞

If courier is selected, please input recipient's contact number 如選擇速遞, 請填寫收件人聯絡電話

### Charges (Only Applicable When Courier Delivery is Selected) 費用 (僅選擇速遞適用)

Please debit my/our account 請扣除本人(等)戶口:

Account Number 戶口號碼

+ Account Type 戶口類別

HKD SAV  
港元儲蓄
HKD CUR  
港元往來
USD SAV  
美元儲蓄
EUR SAV  
歐羅儲蓄
GBP SAV  
英鎊儲蓄
RMB SAV  
人民幣儲蓄
Others  
其他

### Signature 簽署



Signature of Applicant(s) 申請人簽署

I hereby acknowledge receipt of the above Bank Reference Letter.  
本人茲收到上述的銀行證明信。



For Third Party Collection

Signature of Recipient 收件人簽署

### For Bank Use Only 銀行專用

 Charges Collected

Signature

Prepared by

Signature Code

Signature

Handled by

Signature Code

Branch/Department Chop

Remarks

### Appendix 附錄

#### Special Instruction Examples Supported by Bank Reference Letter 銀行證明信支援的特別指示例子

Show Correspondent/Residential Address 顯示通訊/住宅地址	Show Credit Card Limit 顯示信用卡限額	Show No Debt in HSBC 顯示在滙豐銀行無欠款
Show Date of Birth of Account Holder 顯示戶口持有人之出生日期	Show Salary Record for Past 6 Months 顯示最近六個月之薪金紀錄	Show No Transaction Record for a Specified Period 顯示在指定時間內無交易紀錄
Show Securities Account Balance 顯示投資戶口結存	Show HSBC is Regulated by <Authority> 顯示滙豐受<監管機構>管制	Show Unutilized Credit Facilities 顯示未使用之信貸額
Show Account Name (eg. Client Account) 顯示戶口名稱(如Client Account)	Show Outstanding Balance/Original Periods/ Installment Amount / Loan Account Number/ Mortgage Address/ Repayment Account Number 顯示尚欠金額/還款期/每月還款額/戶口號碼/按揭地址/還款戶口號碼	Show Passport Number 顯示護照號碼 (Note: 1. Only Available with Passport Number Verification in HSBC Hong Kong Branch; 2. Need Show with Bank Record Identification Document Number) (註: 1. 只限有滙豐香港分行認證之護照號碼; 2. 須同時顯示銀行紀錄之身份證明文件號碼)

#### Special Instruction Examples Not Supported by Bank Reference Letter 銀行證明信不支援的特別指示例子

Show Total Relationship Balance 顯示全面理財總值	Issue Address Proof 發出住址證明	Show Integrated Account's Full Sub Account List 顯示綜合理財戶口的所有子戶口
Show MPF/Insurance Value 顯示強積金/保險價值	Show Break-down of Banking Facilities 顯示銀行服務之細項	Show a Person Does Not Have Any Account in HSBC 顯示某人在滙豐沒有擁有任何戶口
Show Average Balance for Last (x) Months (Except 6 Months) 顯示最近(x)個月平均結存(六個月除外)	Only Show Special Requested Passport Number 只顯示特別指示的護照號碼	Show the Information in Bank Statement 顯示在銀行結單的資料
Show a Specified Day's Balance 顯示指定日子之結餘	Show Signing Arrangement of Account, and Signing Limit of Authorized Signatories 顯示戶口之簽署安排及授權簽署人之額度	Issue Explain Letter for Bank Policy 發出信件解釋銀行政策
Show the Balance of the Date that the Account Closed 顯示戶口關閉日之結餘	Show Non-Standard Banking Wording Provided by Customer 顯示客人提供之非正規銀行措辭	Show Transaction Details of a Transaction 顯示某交易之交易詳情
Show Time Deposit/Interest Earned Information 顯示定期存款/利息賺取資料	Delete Disclaimer of the Letter 移除信中免責聲明	