

Request of Account Statement Duplicates / Certification Form

索取戶口結單副本 / 結存證明書申請表格

Client Name 客戶姓名 :	Date 日期 :
Account No. 帳戶號碼 :	Contact No. 聯絡電話 :

I/We hereby request the followings regarding the captioned account 本人/吾等欲索取上述戶口之:

<input type="checkbox"/> *Daily Statement Duplicates 日結單副本	From 由	To 至
<input type="checkbox"/> *Monthly Statement Duplicates 月結單副本	From 由	To 至
<input type="checkbox"/> #Account Certification 戶口結存證明書	As at 截至	

*Charges 收費 Within past 6 months – HK\$20 per statement 6 個月內(每份港幣 20 元)
Over pass 6 months – HK\$100 per statement 超過 6 個月(每份港幣 100 元)

Charges 收費 HK\$300 per account per certification 每個戶口每份證明港幣 300 元

Please select one 請選擇一項	
<input type="checkbox"/>	Please deliver the above document(s) to my/our corresponding address and charge the applicable fees to my/our above mentioned account. 請郵寄以上文件到本人/吾等通訊地址，並從本人/吾等之上述戶口扣除所需費用。
<input type="checkbox"/>	I/We will collect the above document(s) and pay the applicable fees in person at your Office, please contact me/us at telephone number _____ for collection. 本人/吾等將親臨貴公司提取以上文件及繳交所需費用；請致電 _____ 通知本人/吾等前來索取。

Client Signature 客戶簽署

Date 日期

For Official Use Only 只供本公司使用			
Received by	Approved by	Input by	Checked by