

**帳戶結單副本申請表格**  
**Request for Account Statement Duplicates**

客戶名稱 Account Name: \_\_\_\_\_

帳戶號碼 Account No.: \_\_\_\_\_

欲索取上述帳戶之結單副本:

Request the statement duplicates and / or balance certification specified below:

請選擇項目 Please select item(s)

<input type="checkbox"/> 日結單副本 Daily Statement Duplicates	<input type="checkbox"/> 月結單副本 Monthly Statement Duplicates
由 From _____ (年yy / 月mm / 日 dd)	由 From _____ (年yy / 月mm )
至 to _____ (年yy / 月mm / 日 dd)	至 to _____ (年yy / 月mm)

請選擇其中一項收取方式 Please select one method of collection:

- 郵寄至客戶通訊地址  
Mail to correspondence address.  
(需付郵費 Postage charges)
  電郵至客戶的電郵地址  
Email to email address.
  客戶親身領取  
Pick up by client  
in person.

日/月結單副本服務費 Service Fee for Daily/ Monthly Statement Duplicates

三個月內: 免費                      三個月外: 每份港幣\$50  
Within 3 months : Free              Over 3 months: HK\$ 50 per each

請從上述帳戶扣除服務費。

Please debit the service fee(s) from account mentioned above.

客戶簽署 Customer Signature/ 申請人 Requested By: \_\_\_\_\_

日期 Date \_\_\_\_\_

<b>Office Use Only</b>	
Handled By: _____	Approved By: _____