



# 銀行報告/文件副本申請表

## Banker's Report/Document Copies Application Form

致：華僑銀行(香港)有限公司(“銀行”)·香港皇后大道中161號

To: OCBC Bank (Hong Kong) Limited (the “Bank”), 161 Queen’s Road Central, Hong Kong

日期(日/月/年):  
Date (DD/MM/YYYY):

注意 Note: 1.請用正楷填寫本表格·並在適當方格內加上“✓”號·Please complete this form in BLOCK LETTERS and place a “✓” where appropriate.

2.在一般情況下·銀行將在收到您的申請表後五個工作天內(不包括星期六·日及公眾假期)處理您的申請·Your request will normally be processed within 5 working days (excluding Saturday, Sunday and public holiday) upon receipt of your form.

3.如申請表之中·英文版有差異之處·概以英文為準·If there is any discrepancy between the Chinese and English version of this form, the English version shall prevail.

<b>1 客戶資料 Customer Information</b>		
申請人名稱 Name of Applicant		戶口號碼 Account Number
<b>2 銀行報告/文件副本內容 Contents of Banker's Report/Document Copies</b>		
<input type="checkbox"/> 一般賬戶資料# General Account Information #	<input type="checkbox"/> 銀行月結單 Bank Statement	<input type="checkbox"/> 入賬通知書 Credit Advice
<input type="checkbox"/> 賬戶結餘# Account Balance #	由 _____ 至 _____ 的月結單副本	<input type="checkbox"/> 支賬通知書 Debit Advice
<input type="checkbox"/> 客戶財務資料函件# General Banker's Reference Letter #	Copy of Statement for the period from _____ to _____	通知書副本的日期 _____ 及銀碼 _____
<input type="checkbox"/> 客戶財務資料函件(含授信額度證明)# Banker's Reference Letter (with Banking Facility) #		Copy of Advice dated on _____ of amount _____
<b>3 銀行報告抬頭人(只適用於註有“#”之項目) Addressee of Banker's Report (only applicable to items marked with “#”)</b>		
抬頭人 Addressee	<input type="checkbox"/> 致有關人士 To Whom It May Concern	
	<input type="checkbox"/> 收件人名稱 Name _____	
	地址 Address _____	
<b>4 申請目的 Purpose for Application</b>		
<input type="checkbox"/> General Purpose 一般用途 <input type="checkbox"/> Education 升學 <input type="checkbox"/> VISA 簽證		
<input type="checkbox"/> Others, please specify 其他,請註明: _____		
<b>5 領取方法 Collection Method</b>		
<input type="checkbox"/> 郵遞 By Delivery		
<input type="checkbox"/> 掛號^ Registered Mail^	<input type="checkbox"/> 速遞* Courier*	* 備註(Remark): 運費由收件人到付。(Freight to collect by the addressee.)
郵遞地址 Delivery Address _____		
<input type="checkbox"/> 派人到取 Collection in Person _____ 分行 Branch		
<input type="checkbox"/> 本申請人 Applicant		
<input type="checkbox"/> 授權人 Authorized Party: 姓名 Name _____ 身份證明號碼 ID Number _____		
<b>6 費用(^在以下賬戶支取服務費用包括掛號郵費) Charges (^debit service charges including registered postage from below account)</b>		
支賬戶口 Debit Account Number		
<b>7 簽署 Signature</b>		
本人授權銀行根據本人以上的指示披露本人的銀行賬戶詳情·包括但不限於銀行月結單·入賬/支賬通知書·財務狀況·餘額和賬戶往來情況。 I hereby authorize the Bank to disclose the details of my account(s), including without limitation, bank statement(s), credit/debit advice(s), financial standing, balances and conduct of my account(s) in accordance with my instructions above.		本人茲收到上述的文件。 I hereby acknowledge receipt of the above documents.
申請人簽署 Signature of Applicant(s)		For Authorized Party Collection
X _____		S.V. or ID Checked
請用留存本行印鑑簽署 Please use signature(s)/chop(s) filed with the Bank		收件人簽署 Signature of Recipient

//////////////////////////////////// 銀行專用 For Bank Use Only ////////////////////////////////////// (version: 022-11-23)

CIF Number:
Charges Collected by:
Reference Letter Despatched/Collected on:

SV/WIT &/or Handled by:	SV/WIT &/or Approved by:
_____	_____
(Signature & Date)	(Signature & Sign. Code & Date)