

- ◆ 請用正楷填寫並於適當方格內加“✓”號。Please use BLOCK LETTERS and put a “✓” in the appropriate box(es).
- ◆ 如中文譯本與英文譯本有異，則以英文譯本為準。In the event of any inconsistency between the English and Chinese versions, the English version will prevail.

## A) 客戶資料 Customer Information

客戶名稱

Name of Customer(s)

## B) 指示 Instruction

☐ 轉賬 Account Transfer :

| 事項 Item                   | 提款資料 Debit Information                               | 入賬資料 Credit Information  |
|---------------------------|------------------------------------------------------|--------------------------|
| 賬戶號碼<br>Account No.       |                                                      |                          |
| 賬戶名稱<br>Account Name      | 與上述「客戶名稱」相同。<br>Same as "Name of Customer(s)" above. |                          |
| 金額<br>Amount              | 貨幣 Currency<br>金額 Amount                             | 貨幣 Currency<br>金額 Amount |
| 其他指示<br>Other Instruction |                                                      |                          |

☐ 開立本票 Issue Cashier's Order :

|                                                   |                                                                                                                                                                                                       |                                                                                                        |                 |                             |  |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------|-----------------------------|--|
| 本票金額及貨幣<br>Cashier's Order<br>Amount and Currency | \$                                                                                                                                                                                                    | <input type="checkbox"/> 港元 HKD<br><input type="checkbox"/> 美元 USD<br><input type="checkbox"/> 人民幣 RMB |                 |                             |  |
| 收款人名稱<br>Name of Payee                            |                                                                                                                                                                                                       |                                                                                                        |                 |                             |  |
| 繳付方法 Settlement Method                            |                                                                                                                                                                                                       |                                                                                                        |                 |                             |  |
| 本票金額<br>Cashier's Order Amount                    | <input type="checkbox"/> 提款賬戶號碼 Debit from Account No. : _____                                                                                                                                        |                                                                                                        |                 |                             |  |
|                                                   | <input type="checkbox"/> 上海商業銀行有限公司支票 Cheque of Shanghai Commercial Bank Limited :<br><table><tr><td>支票號碼 Cheque No.</td><td>支票戶口號碼 Checking Account No.</td></tr><tr><td></td><td></td></tr></table> |                                                                                                        | 支票號碼 Cheque No. | 支票戶口號碼 Checking Account No. |  |
| 支票號碼 Cheque No.                                   | 支票戶口號碼 Checking Account No.                                                                                                                                                                           |                                                                                                        |                 |                             |  |
|                                                   |                                                                                                                                                                                                       |                                                                                                        |                 |                             |  |
| 手續費<br>Handling Charge(s)                         | <input type="checkbox"/> 提款賬戶號碼 Debit from Account No. : _____<br><input type="checkbox"/> 現金 Cash                                                                                                    |                                                                                                        |                 |                             |  |

## C) 聲明及簽署 Declaration and Signature

本人(等)/本公司在此確認上述指示，並聲明及確認如下：

I/We hereby acknowledge the above instruction(s), and further declare and confirm that:

1. 本人(等)/本公司明白並同意有關轉賬如涉及不同之外幣時，將按 貴行當時之外匯買賣訂價折合等值貨幣。

I/We understand and agree that the debit amount will be exchanged at the Bank's prevailing exchange rate if it involves different currencies accounts

2. 本人(等)/本公司確認以上提供之資料完整及準確，否則有關指示或會延遲處理或拒絕執行，而 貴行無須承擔任何責任。

I/We confirm that the information provided above is complete and accurate. Failure in doing so may result in delay or rejection in processing the instruction and the Bank will not bear any liabilities.

3. 本人(等)/本公司確認 貴行可保有最終權利決定是否接受上述指示。

I/We confirm that the Bank reserves the ultimate right to decide whether to accept and execute the instruction above.

客戶/授權簽字人員簽署

Signature(s) of Customer(s) / Authorized Signatory(ies)\*

日期 Date

\*請按照留存本行之印鑑簽署作核對用途。For verification purpose, please sign according to the specimen signature(s) filed with the Bank.

## 銀行專用 For Bank Use Only

|                                                                                                                |                                                                                                          |            |                        |
|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|------------|------------------------|
| Handling branch and staff:                                                                                     | S.V.                                                                                                     | Rec'd Date | C/O No (If applicable) |
| Source:<br>In person: A/C Holder / AS / Known Person<br>By Mail/ Courier/ Fax/ Email/ Internal/ Unknown person | Confirmation Details (If applicable)<br>Confirmed with: A/C Holder / AS / Others<br>Contact Date & Time: |            | Remark                 |