

上海商業銀行

SHANGHAI COMMERCIAL BANK

- ◆ 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)

賬戶號碼 Account Number

B) 申請事項 Application Details

- ☐
- 本人(等)/本公司自行提出保付

Mark Good Cheque Dispatched by the Customer

請 貴行向下列支票之付款銀行發出保付支票便條。雖然 貴行建議由職員協助辦理，惟仍請允許由本人(等)/本公司親自攜同便條前往付款銀行憑票要求開具以「本人(等)/本公司於上海商業銀行之賬戶」為收款人之記名本票。

Please issue a Mark Good Memo, on my/our behalf in respect of the below mentioned cheque(s) (“the said cheque”), to the drawee bank as stated for marking good and I/we shall take your Memo to the drawee bank personally in exchange for a Cashier’s Order made payable to Shanghai Commercial Bank Ltd. for account of me/us, without the assistance of your staff notwithstanding your advice to the contrary.

- ☐
- 貴行代本人(等)/本公司提出保付

Mark Good Cheque Dispatched by the Bank

請 貴行將下列支票代送往付款銀行提出保付，並要求開具以「本人(等)於上海商業銀行之賬戶」為收款人之記名本票。

Please send the below mentioned cheque(s) to the drawee bank as stated for marking good in exchange for a Cashier’s Order made payable to Shanghai Commercial Bank Ltd. for account of me/us.

C) 支票資料 Cheque Information

支票號碼 Cheque No.	付款銀行 Drawee Bank	貨幣及金額 Currency and Amount

D) 手續費繳付方法 Charges Settlement Method

- ☐
- 經賬戶扣除 Debit from Account (賬戶號碼 Account No. : _____)

- ☐
- 現金 Cash

E) 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)/本公司同意及明白 貴行提供此項服務並不構成任何保證或表示上述支票已屬兌現，或將由付款銀行承諾發出本票。

I / We agree and understand that the service provided by the Bank shall not constitute any guarantee or representation that the said cheque is good for payment nor that the drawee bank would issue a Cashier’s Order in exchange for the said cheque.

2. 本人(等)/本公司同意及明白 貴行作為託收或購票銀行將不保證付款銀行發出之本票兌現，如該等本票在提出兌現時以任何理由遭拒付，貴行有權向本人(等)/本公司追討所有費用及款項。

I / We agree and understand that the Bank, whether as a collecting or discounting bank, does not guarantee payment of the Cashier’s Order issued by the drawee bank on presentation, and shall have the right of recourse against me/us for full reimbursement of costs or proceeds of the Cashier’s Order if the same is dishonoured for whatever reason on presentation.

3. 如由本人(等)/本公司親自攜同保付支票便條前往付款銀行憑票要求開具本票，本人(等)/本公司同意如上述支票及/或由付款銀行開具之本票因任何原因遺失或處理不當，貴行均毋須負責。

I / We agree that the Bank shall not have any responsibility or liability if and in the event that the said cheque and/or Cashier’s Order after exchange is lost or mishandled for whatever reason if I / we take your Mark Good Memo to the drawee bank personally in exchange for a Cashier’s Order.

.....
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及賬戶簽名安排簽署作核對用途。

For verification purpose, please sign according to the specimen signature(s) and signing arrangement filed with the Bank.

銀行專用 For Bank Use Only

S.V.

Received Date:

Handling Unit:

Remark: