

To 致： **The Hongkong and Shanghai Banking Corporation Limited**
香港上海滙豐銀行有限公司

DEMAND DRAFT APPLICATION FORM 即期匯票申請書

- Note 注意：** 1. Please complete in **Block Letters** and tick where applicable. 請用**正楷**填寫，並在適當的地方加上**剔號**。
 2. **Fields printed in RED must be completed (Please refer to the sample printed on the reverse of the 2nd copy, if necessary).** 紅色部分必須填寫 (請參閱在第二頁背面所載的樣本)。
 3. +Please refer to the conditions printed overleaf. +請參閱背面所載條件。
 4. #For Integrated/Business Integrated Account, please specify Account Type. For Foreign Currency Account, please specify Currency to be debited. #如屬綜合理財/商業綜合戶口，請註明戶口類別。如屬外幣戶口，請註明支賬的貨幣類別。
 5. Your request will normally be processed within 2 working days (excluding Saturday, Sunday and public holiday) upon receipt of your form. 在一般情況下，本行將在收到您的申請表後兩個工作天內 (不包括星期六、日及公眾假期) 處理您的申請。

+Currency to be Remitted 匯款的貨幣類別		+Amount of Remittance (Please fill in the amount immediately after "*" / HKD) 匯款金額 (請緊貼 "*" 號 / 港幣 填上匯款金額)	
+Amount in Foreign Currency 外幣金額 *		OR 或	+Amount in HK Dollars 港幣金額 HKD 港幣
+Rate (if obtained) 匯價 (如獲知)		Deal No. 交易編號	
Rate Given/Confirmed by 匯價提供者 / 確認人		Foreign Exchange Contract Details (if booked) 外匯合約號碼 (如已訂定)	

Currency and Amount
貨幣類別及金額

Rate
匯價

For Bank Use Only 銀行專用

DD Reference No.		
DD		
To Bank	Checked by (Please initial)	
Our Reim Bank	Their Reim Bank	
Despatched by	ID Sighted	<input type="checkbox"/> Application to be sent to ICH by FAX
First Authorised by	Second Authorised by	Branch Chop
Customer Search Report Checked and Initial by CSM (For Personal Customer Only)		
Account Overdraft/Referral Authorised by	Authorised Signature	

HKD Equivalent
港幣等值

▲
Bank Reference
本行備考

▲
DD No.
匯票號碼

▲
Account Debited
支出賬號

▲
Postage
郵費

▲
Commission
佣金

▲
Stamp
印花

▲
Total Amount
實付金額

Name of Beneficiary (Not exceeding 69 characters) 受款人姓名 (不可超過 69 個字母)	
Name and Address of Beneficiary Bank (Please state Address of Beneficiary if bank and account are not specified) 受款銀行名稱及地址 (如無指定的銀行及戶口，請在此註明受款人地址)	Payment should be settled by 付款方式 <input type="checkbox"/> debiting from 扣除自 <input type="checkbox"/> others 其他 Account No. 戶口號碼 #Currency 貨幣類別 #Account Type 戶口類別
Beneficiary Account No. 受款人戶口號碼：	
+Town and Country where Payable 付款城市及國家	+Charges 費用 <input type="checkbox"/> should be deducted from amount remitted 請在匯款中扣除 <input type="checkbox"/> should NOT be deducted from amount remitted; please 不要在匯款中扣除；請 <input type="checkbox"/> debit the above-mentioned account and currency 扣除上述的戶口及貨幣類別 debit account 扣賬戶口 Account No. 戶口號碼 #Currency 貨幣類別 #Account Type 戶口類別
Message or Instruction (if any) to 附言或指示 (如有) 給 <input type="checkbox"/> Beneficiary 受款人 <input type="checkbox"/> Beneficiary Bank 受款銀行	+Demand Draft should be 請將即期匯票 <input type="checkbox"/> despatched direct to beneficiary 直接寄予受款人 <input type="checkbox"/> returned to me/us by mail 寄回本人 (等) <input type="checkbox"/> held at your counter for collection by 留在貴行櫃位待 <input type="checkbox"/> myself 本人 <input type="checkbox"/> authorised person 受權人 Name 姓名 Identification 身分證明文件 on same day / at Time 領取 在 同日 / 日期 的 時間
Purpose of Payment 匯款目的 <input type="checkbox"/> Property Purchase 購買物業 <input type="checkbox"/> Medical Expenses 醫療費用 <input type="checkbox"/> Rental Payment 繳交租金 <input type="checkbox"/> Tuition Fee 學費 <input type="checkbox"/> Living Expenses 生活費用 <input type="checkbox"/> Others (please specify): 其他 (請說明):	
Name of Applicant 申請人姓名	
Telephone No. 電話號碼：	
I/We have read the conditions printed overleaf and agree to be bound by them. 本人 (等) 已閱讀並同意遵守背頁所載的條件。	I acknowledge receipt of the above Demand Draft. 本人證實收到上述匯票。
X Customer Signature(s) 客戶簽署	X Signature of Recipient 收票人簽署

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Demand Draft Collection Receipt 領取即期匯票收據

Please complete the following information and bring along with this stub when collecting the Demand Draft:
 請填寫以下資料並攜同此回條領取即期匯票：

Date 日期	Account Number/Name of Applicant 戶口號碼 / 申請人姓名	Currency and Amount of Remittance 匯款貨幣及金額
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For Bank Use Only 銀行專用

Branch Chop

REM780R19-m (090218) 1

Conditions 條件

1. **In the absence of specific instructions to the contrary the demand draft will be effected in the currency of the country in which payment is to be made.**
 2. All charges incurred outside the Hong Kong Special Administrative Region are for the account of the beneficiary.
 3. The Bank reserves the right to draw this demand draft on a different place from that specified by the remitter if operational circumstances so require.
 4. The Bank will not be responsible for mail service failure and relative stop payment charges plus any charges which may be imposed by overseas banks if demand draft is despatched on behalf of the remitter.
 5. Where the Bank is unable to provide a firm exchange rate quotation, the Bank shall effect the remittance on the basis of a provisional exchange rate which shall be subject to adjustment when the actual exchange rate is ascertained. Any difference between the provisional rate and the actual rate shall be debited/credited (as the case may be) to the Applicant's account.
 6. The Bank reserves the right to impose a handling charge for cancellation or repurchase of the demand draft.
1. **除非另有指示，否則即期匯票將以付款國家的貨幣交付。**
 2. 在香港特別行政區以外引致的一切費用，由收款人支付。
 3. 如因操作情況所需，本行有權於匯款人指定地點以外的其他地點支付本即期匯票。
 4. 如即期匯票由本行代匯款人寄出，本行對郵誤、有關停止付款和有關海外銀行可能收取的費用恕不負責。
 5. 如本行未能提供一確定的匯率報價，則本行得以臨時匯率辦理兌匯，並在確知實際匯率時作出調整。任何臨時匯率與實際匯率之間的差額，得在申請人的戶口中扣除或歸還（視當時情況而定）。
 6. 本行有權就所有與此即期匯票有關的交易（包括取消或購回）收取手續費。

Note: In case of discrepancies between the English and Chinese versions, the English version shall apply and prevail.

注意：中英文本如有歧異，須以英文本為準。

To 致： **The Hongkong and Shanghai Banking Corporation Limited**
香港上海滙豐銀行有限公司

DEMAND DRAFT APPLICATION FORM 即期匯票申請書

- Note 注意：** 1. Please complete in **Block Letters** and tick where applicable. 請用**正楷**填寫，並在適當的地方加上劃號。
 2. Fields printed in RED must be completed (Please refer to the sample printed on the reverse of the 2nd copy, if necessary). 紅色部分必須填寫 (請參閱在第二頁背面所載的樣本)。
 3. +Please refer to the conditions printed overleaf. +請參閱背面所載條件。
 4. #For Integrated/Business Integrated Account, please specify Account Type. For Foreign Currency Account, please specify Currency to be debited. #如屬綜合理財/商業綜合戶口，請註明戶口類別。如屬外幣戶口，請註明支賬的貨幣類別。
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+Currency to be Remitted 匯款的貨幣類別	+Amount of Remittance (Please fill in the amount immediately after "*" / HKD) 匯款金額 (請緊貼 "*" 號 / 港幣 填上匯款金額)	
	+Amount in Foreign Currency 外幣金額 *	OR 或 +Amount in HK Dollars 港幣金額 HKD 港幣
+Rate (if obtained) 匯價 (如獲知)	Deal No. 交易編號	
Rate Given/Confirmed by 匯價提供人 / 確認人	Foreign Exchange Contract Details (if booked) 外匯合約號碼 (如已訂定)	

Currency and Amount
貨幣類別及金額

Rate
匯價

For Bank Use Only 銀行專用

DD Reference No. DD	Authorised Signature
HKD Equivalent 港幣等值	

▲
Bank Reference
本行備考

▲
DD No.
匯票號碼

▲
Account Debited
支出賬號

▲
Postage
郵費

▲
Commission
佣金

▲
Stamp
印花

▲
Total Amount
實付金額

Name of Beneficiary (Not exceeding 69 characters) 受款人姓名 (不可超過 69 個字母)					
Name and Address of Beneficiary Bank (Please state Address of Beneficiary if bank and account are not specified) 受款銀行名稱及地址 (如無指定的銀行及戶口，請在此註明受款人地址)	Payment should be settled by 付款方式 <input type="checkbox"/> debiting from 扣除自 <input type="checkbox"/> others 其他 <table border="1"> <tr> <td>Account No. 戶口號碼</td> <td>#Account Type 戶口類別</td> </tr> <tr> <td>#Currency 貨幣類別</td> <td></td> </tr> </table>	Account No. 戶口號碼	#Account Type 戶口類別	#Currency 貨幣類別	
Account No. 戶口號碼	#Account Type 戶口類別				
#Currency 貨幣類別					
Beneficiary Account No. 受款人戶口號碼：					
+Town and Country where Payable 付款城市及國家	+Charges 費用 <input type="checkbox"/> should be deducted from amount remitted 請在匯款中扣除 <input type="checkbox"/> should NOT be deducted from amount remitted; please 不要在匯款中扣除；請 <input type="checkbox"/> debit the above-mentioned account and currency 扣除上述的戶口及貨幣類別 <input type="checkbox"/> debit account 扣賬戶口 <table border="1"> <tr> <td>Account No. 戶口號碼</td> <td>#Account Type 戶口類別</td> </tr> <tr> <td>#Currency 貨幣類別</td> <td></td> </tr> </table>	Account No. 戶口號碼	#Account Type 戶口類別	#Currency 貨幣類別	
Account No. 戶口號碼	#Account Type 戶口類別				
#Currency 貨幣類別					
Message or Instruction (if any) to 附言或指示 (如有) 給 <input type="checkbox"/> Beneficiary 受款人 <input type="checkbox"/> Beneficiary Bank 受款銀行	+Demand Draft should be 請將即期匯票 <input type="checkbox"/> dispatched direct to beneficiary 直接寄予受款人 <input type="checkbox"/> returned to me/us by mail 寄回本人 (等) <input type="checkbox"/> held at your counter for collection by 留在貴行櫃位待 <input type="checkbox"/> myself 本人 <input type="checkbox"/> authorised person 受權人 <table border="1"> <tr> <td>Name 姓名</td> <td>Identification 身分證文件</td> </tr> </table>	Name 姓名	Identification 身分證文件		
Name 姓名	Identification 身分證文件				
Purpose of Payment 匯款目的 <input type="checkbox"/> Property Purchase 購買物業 <input type="checkbox"/> Medical Expenses 醫療費用 <input type="checkbox"/> Rental Payment 繳交租金 <input type="checkbox"/> Tuition Fee 學費 <input type="checkbox"/> Living Expenses 生活費用 <input type="checkbox"/> Others (please specify): 其他 (請說明):	on <input type="checkbox"/> same day / <input type="checkbox"/> at <input type="checkbox"/> Time 在 同日 / 日期 的 時間 領取				
Name of Applicant 申請人姓名					
Telephone No. 電話號碼：					
I/We have read the conditions printed overleaf and agree to be bound by them. 本人 (等) 已閱讀並同意遵守背頁所載的條件。	I acknowledge receipt of the above Demand Draft. 本人證實收到上述匯票。				
Customer Signature(s) 客戶簽署	Signature of Recipient 收票人簽署				

To 致: **The Hongkong and Shanghai Banking Corporation Limited**
香港上海滙豐銀行有限公司

Date 日期	day 日 / month 月 / year 年
	28 Feb 2018

DEMAND DRAFT APPLICATION FORM 即期匯票申請書

- Note 注意:** 1. Please complete in **Block Letters** and tick where applicable. 請用**正楷**填寫, 並在適當的地方加上劃號。
 2. Fields printed in **RED** must be completed (Please refer to the sample printed on the reverse of the 2nd copy, if necessary). 紅色部分必須填寫 (請參閱在第二頁背面所載的樣本)。
 3. +Please refer to the conditions printed overleaf. +請參閱背面所載條件。
 4. #For Integrated/Business Integrated Account, please specify Account Type. For Foreign Currency Account, please specify Currency to be debited. #如屬綜合理財/商業綜合戶口, 請註明戶口類別。如屬外幣戶口, 請註明支賬的貨幣類別。
 5. Your request will normally be processed within 2 working days (excluding Saturday, Sunday and public holiday) upon receipt of your form. 在一般情況下, 本行將在收到您的申請表後兩個工作天內 (不包括星期六、日及公眾假期) 處理您的申請。

+Currency to be Remitted 匯款的貨幣類別 US Dollars	+Amount of Remittance (Please fill in the amount immediately after "*" / HKD) 匯款金額 (請緊貼 "*" 號 / 港幣) 填上匯款金額) +Amount in Foreign Currency 外幣金額 * 300.00	OR 或	+Amount in HK Dollars 港幣金額 HKD 港幣
+Rate (if obtained) 匯價 (如獲知)	Deal No. 交易編號		
Rate Given/Confirmed by 匯價提供人 / 確認人	Foreign Exchange Contract Details (if booked) 外匯合約號碼 (如已訂定)		

For Bank Use Only 銀行專用		
DD Reference No. DD		
To Bank	Checked by (Please initial)	
Our Reim Bank	Their Reim Bank	
Despatched by	ID Sighted	<input type="checkbox"/> Application to be sent to ICH by FAX
First Authorised by	Second Authorised by	Branch Chop
Customer Search Report Checked and Initial by CSM (For Personal Customer Only)		
Account Overdraft/Referral Authorised by	Authorised Signature	

Sample 樣本

Shaded Parts () in this sample represent fields printed in Red on this form. 在此樣本的陰暗部分 () 相等於印在本申請書上的紅色部分。

▲ Bank Reference 本行備考
 ▲ DD No. 匯票號碼
 ▲ Account Debited 支出賬號
 ▲ Postage 郵費
 ▲ Commission 佣金
 ▲ Stamp 印花
 ▲ Total Amount 實付金額

Name of Beneficiary (Not exceeding 69 characters) 受款人姓名 (不可超過 69 個字母) Chan Siu Man	
Name and Address of Beneficiary Bank (Please state Address of Beneficiary if bank and account are not specified) 受款銀行名稱及地址 (如無指定的銀行及戶口, 請在此註明受款人地址)	Payment should be settled by 付款方式 <input checked="" type="checkbox"/> debiting from 扣除自 Account No. 戶口號碼: 111-321456-001 #Currency 貨幣類別: #Account Type 戶口類別: <input type="checkbox"/> others 其他
Beneficiary Account No. 受款人戶口號碼:	
+Town and Country where Payable 付款城市及國家 San Francisco, USA	+Charges 費用 <input type="checkbox"/> should be deducted from amount remitted 請在匯款中扣除 <input checked="" type="checkbox"/> should NOT be deducted from amount remitted; please 不要在匯款中扣除; 請 <input checked="" type="checkbox"/> debit the above-mentioned account and currency 扣除上述的戶口及貨幣類別
Message or Instruction (if any) to 附言或指示 (如有) 給 <input type="checkbox"/> Beneficiary 受款人 <input type="checkbox"/> Beneficiary Bank 受款銀行	debit account 扣賬戶口 Account No. 戶口號碼: #Currency 貨幣類別: #Account Type 戶口類別:
Purpose of Payment 匯款目的 <input checked="" type="checkbox"/> Property Purchase 購買物業 <input type="checkbox"/> Medical Expenses 醫療費用 <input type="checkbox"/> Rental Payment 繳交租金 <input type="checkbox"/> Tuition Fee 學費 <input type="checkbox"/> Living Expenses 生活費用 <input type="checkbox"/> Others (please specify) 其他 (請說明):	+Demand Draft should be 請將即期匯票 <input type="checkbox"/> despatched direct to beneficiary 直接寄予受款人 <input type="checkbox"/> returned to me/us by mail 寄回本人 (等) <input checked="" type="checkbox"/> held at your counter for collection by 留在貴行櫃位待 <input type="checkbox"/> myself 本人
Name of Applicant 申請人姓名 Chan Tai Man	authorised person 受權人 Name 姓名: Chan May Ling Identification 身分證文件: D789456 (2)
Telephone No. 電話號碼: 2897 4567	on same day / 同日 / <input checked="" type="checkbox"/> Date 日期: 28 Feb 18 at 的 Time 時間: 10:00 領取
I/We have read the conditions printed overleaf and agree to be bound by them. 本人 (等) 已閱讀並同意遵守背頁所載的條件。 X Chan Tai Man Customer Signature(s) 客戶簽署	I acknowledge receipt of the above Demand Draft. 本人認真收到上述匯票。 X Signature of Recipient 收票人簽署

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Demand Draft Collection Receipt 領取即期匯票收據

Please complete the following information and bring along with this stub when collecting the Demand Draft:
 請填寫以下資料並攜同此回條領取即期匯票:

Date 日期 28 Feb 2018	Account Number/Name of Applicant 戶口號碼 / 申請人姓名 111-321456-001	Currency and Amount of Remittance 匯款貨幣及金額 USD300.00
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For Bank Use Only 銀行專用	
Branch Chop	

REM780R19-m (090218) 1