

# BANK REFERENCE LETTER APPLICATION FORM



## 银行证明信申请表

Date 日期	Day 日/ Month 月/ Year 年
------------	------------------------

### Note 注意:

1. The charges for bank reference letter requests are set out in the "Bank reference letter" part under "Bank Reference Letter" section of Tariffs, which is available on our official website. 银行证明书的费用，请参阅本行网页内收费表简介中「银行证明书」。
2. Your request will normally be processed within 10 working days upon receipt of your form. 在一般情况下，本行将在收到你的申请表后十个工作日内处理你的申请。
3. Please return your completed form through online banking administrator by online submission, Internet Banking users can logon and go to 'File Management' and select "Submit Documents" and select "Reason For Submission" – "Request Bank Reference Letter" upload the form. 请将已填妥的表格透过网银管理员以网银递交，「网银」用户登录后进入「文档管理」，选择「提交文件」，「提交原因」为「申请银行证明信」，再上传表格。

### Applicant Information 申请资料

Account Name 帐户名称		
Account Number 帐户号码		
Contact Details 联络资料	Tel 电话:	Email 电邮:

### Bank Reference Letter to be addressed to 银行证明信抬头

Addressee 抬头	
--------------	--

### Purpose for Application (If there are any special requests, please fill in below "Information Required Section")

申请原因（如有特别要求，请填写下方所需资料部分）

<input type="checkbox"/> General Purpose 一般用途	<input type="checkbox"/> Close Account Proof 结束户口证明	<input type="checkbox"/> Beneficiary Account Information for Remittance 汇款收款户口资料
<input type="checkbox"/> Immigrate Visa 移民签证	<input type="checkbox"/> General Visa 一般签证	<input type="checkbox"/> Tour Visa 旅游签证
<input type="checkbox"/> Education Visa 升学签证	<input type="checkbox"/> Business Visa 公平签证	<input type="checkbox"/> Tender 投标 (Please specify Tender Name & No. 请注明投标名称及编号。)

**Information Required (More than one can be selected) 所需资料 (可选择多于一项)**

Note 注意: Acceptance of Information Required is subject to the Bank's final decision. 本行保留接受所需资料的最终决定权。

- Applicant Company's Registered/Incorporation Number in bank record 本公司银行纪录之登记 / 注册文件号码
- Applicant Company's Registered Address 本公司登记地址
- Account Opening Date 开户日期
- Financial Status of Account(s) in the Past Six Months 在过去六个月内户口之财政状况
- Business Scope & Credit Status 业务范围及信誉情况
- Directors' Name List (according to latest data on the Bank's system) 董事名单 (根据银行系统记载最新信息)
- Account Number 户口号码
- Account's Correspondence Address 上述户口通讯地址
- Present Balance Figures 现时结余位数
- Present Balance Amount in Numbers 现时结余具体余额 (以数字显示)
- SWIFT Code and Address SWIFT 代码及地址
- Others\* (Please specify) 其他\* (请列明) :

\*Request for Bank Reference Letter additional information will be subject to extra charge. Please visit Brillink website for the latest tariff for details.

\*申请额外资料需额外收费。请浏览智朗银行网页了解有关收费。

**Charges 费用**

Please debit below account 请扣除以下账户	
Account Number 账户号码	
Debit currency 扣帐货币	<input type="checkbox"/> HKD 港元 <input type="checkbox"/> CNY 人民币 <input type="checkbox"/> EUR 欧元

如指定货币帐户余额不足，有关服务费根据交易货币收取，其他收费根据账户可用结余，按照以下顺序收取-美元>港元>人民币>欧元>日圆

If the designated currency account balance is insufficient, service fee charged shall be same as the transaction currency, other service fee to be charged based on the balance available with following order: USD>HKD>CNY>EUR>JPY