



**CLOSING OF ACCOUNT FORM**

Date 日期 : \_\_\_\_\_

**取消賬戶表格**

ACCOUNT INFORMATION 賬戶資料	
Account Number 賬戶號碼	Account Name 賬戶名稱 (English and Chinese 英文及中文)
Amount 金額 (please specify currency 請註明貨幣類別)	
<input type="checkbox"/> HKD 港幣 <input type="checkbox"/> USD 美金 <input type="checkbox"/> CNY 人民幣    \$ _____	
I/We would like to close the above-mentioned account with your company. Please remit the remaining balance (if any) to the following funds for the captioned account for value date on 請取消上述賬戶，並將所有結餘 (如有) 辦理以下提款，生效日期為 _____ (DD/MM/YYYY)	
PAYMENT INSTRUCTION 付款指示	
Payment Method 付款方式 <input type="checkbox"/> Cheque 支票 <input type="checkbox"/> Transfer or Wire 轉賬或滙款 (Bank fees will apply 將收取手續費)	Charges Deducted From 費用扣除於 <input type="checkbox"/> My/Our Account 本人(吾等)之戶口 <input type="checkbox"/> Withdrawal Amount 提取款項內
Name and Address of Beneficiary's Bank 收款銀行名稱及地址	Bank Account Number of Beneficiary 收款人銀行賬戶號碼
	Bank Account Number of Beneficiary 收款人銀行賬戶名稱 *
OTHER INSTRUCTION 其他指示	

◆ Please put tick on the appropriate box 請於適當之方格內加上剔號

**CLIENT SIGNATURE 客戶簽署**

**Staff ACKNOWLEDGEMENT OF RECEIPT 確認簽署**

S.V.

S.V.

Company chop if applicable (公司蓋章，如適用)

Staff Name 職員姓名

For Internal Use Only 只供內部填寫							
CHARGES		ACCOUNTS		SYSTEM		REVIEWED / APPROVED BY	REMARKS
BANK CHARGES	HANDLING CHARGES	INPUT BY	CHECKED BY	INPUT BY	CHECKED BY	R.O.	