|  |  |  |
| --- | --- | --- |
| 致 玉山銀行香港分行To: E.Sun Commercial Bank Ltd, Hong Kong Branch | **結清帳戶申請書****Account Closure Form** | 申請日期:西元     /     /     (Application Date) (YYYY) (MM) (DD) |
| **\*申請結清之帳戶餘額少於美金5,000且支付餘額至存戶或持股100%之股東或實益擁有人同名帳戶，得免徵董事會會議紀錄。If account balance is less than USD$5,000 and transfer the balance to the account which is same name as the account holder or holding 100% shares of shareholders or ultimate beneficial owner, Certificate of Board Resolutions is not required.** |
| 戶名Account Name |       |
| 帳號Account Number | [ ] 活期帳戶Savings Account: [ ] 投資帳戶Investment Account: ※保證金帳戶(如有)將一併結清Margin account(if any) will be closed also.[ ] 支票帳戶Current Account: 本人/吾等/本公司附上所有未使用之空白支票繳回貴行，並保證在外已無流通空白或未兌現支票。如發生與前述保證不符之情事導致任何糾紛，使 貴行受任何求償、訴訟、損失、裁決、損害、成本、責任、費用及支出，其一切賠償責任由本人/吾等/本公司無條件承擔。I/We/Our company return all unused cheque(s) with confirmation that there is no other unused or outstanding cheque(s). If there is any dispute arising from any incident contrary to the above confirmation , I/we/our company hereby indemnify and hold harmless the Bank from all claims, demands, losses, judgments, damages, costs, liabilities, expenses and payments. . [ ] 其他Others:  |
| 餘額支付幣別Payment Currency | 請選擇幣別Choose Currency |
| 餘額支付方式 | [ ]  銀行本票Cashier Order(限USD 或 HKD) | ※相關費用自本人/吾等/本公司帳戶中扣除，並根據 貴行收費標準計收。The charges will be deducted from my/our account in accordance to the Bank’s Fees and Charges.開立以[ ] 存戶或 [ ] 持股100%之股東或實益擁有人或 [ ] 持股25%或以上之股東或實益擁有人 為抬頭人之劃線禁止背書轉讓銀行本票，並以快遞寄至下列地址：Please send the non-transferable cashier order in favor of [ ] account holder or [ ] holding 100% shares of shareholders or ultimate beneficial owner or [ ] holding no less than 25% shares of shareholders or ultimate beneficial owner by registered mail to the following address:地址Address: 快遞收件人姓名Name: 聯絡電話Phone No.:  |
| [ ]  轉帳/匯款 Transfer/Remittance | ※行內轉帳將不計收任何費用。相關匯款費用由收款人支付，並根據 貴行收費標準計收。No fees will be charged for transfers within the Bank. All the remittance charges should be borne by the Beneficiary in accordance to the Bank’s Fees and Charges schedule. |
| 收款人Beneficiary： | [ ] 存戶Account Holder | [ ] 持股100%之股東或實益擁有人Holding 100% shares of shareholders or ultimate beneficial owner | [ ] 持股25%或以上之股東或實益擁有人Holding no less than 25% shares of shareholders or ultimate beneficial owner |
| 收款人名稱Beneficiary Name:  |
| 受款帳號Account Number: 受款銀行SWIFT Code: 受款國別Country:  |
| 受款銀行名稱Account with Bank:  |
| [ ]  放棄餘款(即使扣除相關費用仍有餘款時) Abandon the residual balance (Not withstanding residual balance remains after deducting relevant charges) |
| 聲明及注意事項:1. 本人/吾等/本公司同意 貴行可在支票帳戶結束後，停止兌現任何提交至 貴行之支票，即使有關支票係於結清銷戶基準日前簽發。I/We/Our company agree to the Bank’s rejection of payment of any presented cheque(s) after my/our current account has been closed, notwithstanding the presented cheque(s) are issued before the Date of Closure.
2. 帳戶餘額以 貴行紀錄為準，並同意以本申請書作為取款依據。I/We/Our company agree that the account balance is based on your bank record and use this form as a withdrawal basis.
3. 本人/吾等/本公司同意所有帳戶餘額依結清銷戶基準日的匯率兌換成「餘額支付幣別」所選定的幣別支付，而「餘額支付幣別」限本人/吾等/本公司已持有之幣別。I/We/Our company agree the account balance will be converted to the selected currency at the foreign exchange rate on the Date of Closure. The selected currency should be a currency that is already held in the Account.
4. 本人/吾等/本公司知悉於 貴行的帳戶全部皆被註銷後，網路銀行會一併註銷，届時將不能從網路銀行查閲或下載對帳單。如有需要，本人/吾等/本公司將會於結清後兩個月內至線上對帳單系統下載及保存對帳單備份。I/We/Our company acknowledge that after my/our account(s) has been closed, the e-banking service will be suspended afterward and I/We/Our company would not be able to view or download account statements from the e-banking website. Where required, I/We/Our company will download and store copies of account statements from the E-statement Service within two months after account closure.
5. 結清銷戶基準日係以 貴行完成銷戶手續當日為準。The Date of Closure will be the date on which this instruction is completed by the Bank.
6. 中英文文義如存在任何差異，應以中文為準。The Chinese version shall prevail if there is any discrepancy between the English and Chinese version.
7. 本人/吾等/本公司了解並同意 貴行僅接受以本申請書之正本申請銷戶，不接受以傳真或電子郵件方式。I/We/Our company acknowledge and agree that your bank only accept the original signed copy of this form for the application of account closing. Non-original instructions like facsimile or e-mail will not be accepted.
8. 本人/吾等/本公司同意 貴行於收到申請書正本後合理作業時間內以電話或其他方式確認本人身份後，才得以辦理帳戶結清銷戶作業。I/We/Our company hereby request you to close my/our account(s) with your bank after confirming my/our identity by phone or other methods within reasonable time after receiving the original signed copy of this form.
9. 本人/吾等/本公司知悉 貴行保留收取與帳戶結清申請相關費用(含以上指定處理方式之手續費，以下同)的權利，並確認已詳細閲讀「玉山銀行香港分行收費標準」。如帳戶餘額不足支付相關費用時，請 貴行逕行辦理結清，本人/吾等/本公司同意放棄餘額，如 貴行扣除相關費用後，仍有餘款時，本人/吾等/本公司同意 貴行得依上列指定處理方式支付。 I/We/Our Company acknowledge that the Bank reserves the right to impose such charges (including the charges of the above payment instructions) and confirm that we have read the “Fees and Charges”. If the entire account balance is insufficient to pay relevant charges, the Bank may proceed to close the account(s) and I/we/our company agree to abandon the account balance. If residual balance remains after deducting relevant charges, I/we/our company agree that your bank could act according to the above payment instruction.
 |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_公司章及公司負責人簽署（有限公司適用） / 公司章及獨資經營者簽署（獨資企業適用） / 帳戶持有人簽署(個人戶適用) / 聯名戶持有人簽署(聯名戶適用) Company chop and signature(s) of responsible person(s) (applicable to limited company) / Company chop and signature of Sole Proprietor (applicable to sole proprietorship) /Signature of Account Holder /Signature of Joint Account Holder |

書面郵寄至香港分行辦理
地址：香港九龍尖沙咀廣東道9號港威大廈第六座28樓
 金服組-開戶審件