

索取單據副本及戶口證明信通知書

Account Statement Copy and Reference letter Request Form

致：**創興**證券有限公司
To: CHONG HING SECURITIES LIMITED

日期
Date: _____

客戶資料 Customer Information	
姓名 Account Name	(中文) (英文)
賬號 Account Number(s)	
聯絡電話 Contact Phone No.	

要求索取之副本或文件 Requested copies or documents	時期由 Period from (DD/MM/YY)	至 To (DD/MM/YY)
1. 月結單 Monthly Statement		
2. 綜合成交單及結單 Combined Contract Notes and statement		
3. 買賣紀錄 Transaction History		
4. 戶口結餘及狀況證明書 Account balance and status Reference letter		
5. 其他(請註明) Others (Please specify) : ()		

索取副本或文件之原因(如適用) / Reason(s) (if applicable):	附註 / Remarks

手續費為 / Handling Charges:	
1	月結單 - 每月每份收費為三十元正; Monthly Statement - \$30 per month per copy
2	綜合成交單及結單 - 每日每份收費為三十元正; Combined Contract Notes and statement - \$30 per day per copy
3	買賣紀錄 - 每曆年一份收費為六十元正; Transaction History - \$60 per copy per calendar year
4	戶口結餘及狀況證明書 - 每一份三百五十元正。 Account balance and status Reference letter - \$350 per copy

注意 Notes:

- 有關索取文件之手續費，本公司將於閣下所指定之**創興銀行**交收戶口支取。
Handling charges will be deducted from your designated account maintained with Chong Hing Bank Limited.
- 除非另作安排，否則所有副本及文件將於七個工作天內，寄出致貴客戶之登記地址。
Documents will be mailed to the registered address in Chong Hing Securities Limited within 7 days except other arrangements have been made.

<p>客戶簽署 Signature of Customer(s)</p>

For Office Use Only

CHB/CHS Branch Code _____		創興證券專用 For CHS's Use Only	
處理 Handled by	印鑑覆核 Signature Verified	審查 Checked By	批核 Approved By
		輸入 Input By	備註 Remarks