

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	

特別付款安排 / Special Payment Arrangement (只適用於以下兩類情況 / For the 2 reasons stated below only)	
原因 Reason	<input type="checkbox"/> 該證券賬戶已取消 The securities account has closed.
	<input type="checkbox"/> 指定的創興銀行交收賬戶已取消 The designated CHB account has closed.
付款 Paid by	<input type="checkbox"/> 支票 Cheque (C) <input type="checkbox"/> 銀行本票 Cashier Order (CO) (抬頭: 創興證券有限公司 / To: Chong Hing Securities Limited)
	付款銀行 Paying Bank _____
	支票/本票編號 C / CO Number _____

注意 Notes:

- 除非另作安排，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 except other arrangements have been made.
- 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.

客戶簽署 Signature of Customer(s)

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