

Date 日期：.....

Form A

To: SHANGHAI COMMERCIAL BANK LTD.
致：上海商業銀行

Application For Mark Good of Cheque 申請保付支票

I / We, the undersigned, hereby request you to issue a Mark Good Memo, on my/our behalf in respect of the below mentioned cheque(s) (the said cheque), to the drawee bank as stated for marking good and I / We shall take your Memo to the drawee bank personally in exchange for a Cashier's Order made payable to Shanghai Commercial Bank Ltd. for account of me/us, without the assistance of your staff notwithstanding your advice to the contrary.

I / We also agree that you shall not have any responsibility or liability if and in the event that the said cheque and/or Cashier's Order after exchange is lost or mishandled for whatever reason. I / We also acknowledge that your service provided to me/us shall not constitute any guarantee or representation that the said cheque is good for payment nor that the drawee bank would issue a Cashier's Order in exchange for the said cheque.

茲請 貴行向下列支票之付款銀行發出保付支票便條，雖然 貴行建議由職員協助辦理，惟仍請允許由本人（等）親自攜同便條前往付款銀行憑票要求開具以「本人（等）於上海商業銀行之帳戶」為收款人之記名本票。

本人（等）同意如下列支票及 / 或由付款銀行開具之本票因任何原因遺失或處理不當， 貴行均毋須負責，並確認 貴行提供此項服務，並不構成任何保證或表示下列支票已屬兌現，或將由付款銀行承諾發出本票。

Cheque No. 支票號碼	Drawee Bank 付款銀行	Amount 金額

In payment of the relative charges 有關費用：

Please debit my / our Account No. _____ with you.
請照支敝帳戶第 _____ 號。

I / We enclose herewith cash for the amount incurred.
茲如數附上現金。

.....
Signature of Applicant 申請人簽署
Account No. 帳號：

（註：此函內如中文及英文文本互有歧義，則以英文文本為準）