

# 上海商業銀行

SHANGHAI COMMERCIAL BANK

## Request for Bank Reference Letter 申請財務資信證明函件

To: Shanghai Commercial Bank Limited (the "Bank")  
致: 上海商業銀行有限公司 (「貴行」)

Date  
日期: .....

Unless otherwise specified herein, all fields should be completed where applicable. Please use BLOCK LETTERS and put a "✓" in the appropriate box(es). 除本申請另有註明外, 在適用的情況下, 所有項目必須填寫。請用正楷填寫並於適當方格內加 "✓" 號。

<b>A) Information of Customer(s) 客戶資料</b>	
Name of Customer(s) 客戶名稱	Account No. 賬戶號碼
<b>B) Information of Bank Reference Letter 財務資信證明函件資料</b>	
<b>Reason for Request 申請原因</b>	
<input type="checkbox"/> Apply VISA below 申請以下簽證: <input type="checkbox"/> Business 商務 <input type="checkbox"/> Immigration 移民 <input type="checkbox"/> Student 學生 <input type="checkbox"/> Travel 旅遊 <input type="checkbox"/> Employ Foreign Domestic Helper 聘用外傭	
<input type="checkbox"/> Others 其他: .....	
<b>Name of Addressee 抬頭人</b>	
<input type="checkbox"/> Not Specified 不指定	
<input type="checkbox"/> Specified 指定- Name of Organization 機構名稱: .....	
Address 地址: .....	
<b>Language 語言</b>	
<input type="checkbox"/> Chinese 中文 <input type="checkbox"/> English 英文	
<b>Contents 內容</b>	
<input type="checkbox"/> Type of Account(s) Maintained with the Bank	開立戶口之種類
<input type="checkbox"/> Account Opening Date	開戶日期
<input type="checkbox"/> Financial Status of Account(s) in the Past Six Months	在過去六個月內戶口之財政狀況
<input type="checkbox"/> Business Scope & Credit Status	業務範圍及信譽情況
<input type="checkbox"/> Overall Comment	綜合具體意見
<input type="checkbox"/> Others (Please specify)	其他(請列明): .....
<b>C) Collection Method 領取方法</b>	
<input type="checkbox"/> Send by registered mail to my/our registered correspondence address 以掛號寄往本人(等)/本公司已登記之通訊地址	
<input type="checkbox"/> I/We will collect at the following branch 本人(等)/本公司將前往以下分行領取: Branch 分行: .....	
<b>D) Charges 費用</b>	
Account No. for Debiting 扣賬戶口號碼	

Please process my/our bank reference letter request according to the instruction above. I/We hereby agree to settle the charges incurred with the Bank by debiting from my/our account above.  
請 貴行按上述指示提供本人(等)/本公司之財務資信證明函件, 本人(等)/本公司同意透過以上述賬戶支付有關費用。

Signature of Customer(s) 客戶簽署  
(Please sign according to the specimen signature filed with the Bank  
請按照賬戶留存印鑑簽署)

DEP004 (2014-11)

<b>For Bank Use Only 銀行專用</b>	
S.V.	Received Date:
Remark:	