

# 上海商業銀行

SHANGHAI COMMERCIAL BANK

## Photocopy of Document(s) Request Form

### 文件影印副本申請表格

To: Shanghai Commercial Bank Limited (the "Bank")

Date

致: 上海商業銀行有限公司 (「貴行」)

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). Please allow 7 working days for processing this request. 除非本申請表格內另有註明, 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上 "✓" 號。請預留 7 個工作天辦理此項要求。

Please provide me/us with photocopy of document(s) relating to my/our accounts according to the list below. I/We hereby authorize the Bank to debit the relevant charges incurred and the postage fee (if applicable) from my/our account. 請 貴行按下表指示, 向本人 (等) / 本公司提供有關賬戶之文件影印副本, 並從本人 (等) / 本公司之賬戶扣除相關費用及郵費 (如適用)。

<b>Name of Customer 客戶名稱</b>	<b>Account No. 賬戶號碼</b>
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#### Type(s) of Document(s) Requested 申請文件種類

**Deposits Account 存款賬戶**

Account Statement(s) / Account Transaction History 賬戶月結單 / 賬戶交易記錄

(From 由: ..... / ..... to 至 ..... / .....)  
mm 月                      yyyy 年                      mm 月                      yyyy 年

Credit receipt(s) / debit receipt(s) / paid cheque(s) / paid withdrawal slip(s) specified below:  
下列收賬收據 / 付賬收據 / 已付訖支票 / 已付訖支款單:

Transaction Date 交易日期	Credit Amount 收賬金額	Debit Amount 付賬金額	Cheque / Withdrawal Slip No. 支票 / 支款單編號

**Loan Account 放款賬戶**

Annual Statement(s) of Loan Account 貸款賬戶年結記錄

(From 由: ..... / ..... to 至 ..... / .....)  
mm 月                      yyyy 年                      mm 月                      yyyy 年

**Securities Account 證券賬戶**

Securities Account Statement(s) 證券戶口結單

(From 由: ..... / ..... to 至 ..... / .....)  
mm 月                      yyyy 年                      mm 月                      yyyy 年

**Others, please specify 其他, 請註明:**

#### Collection Method 領取方法

Send by ordinary mail to my/our registered correspondence address 以平郵方式寄往本人 (等) / 本公司已登記之通訊地址

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

#### Handling Charge(s) 手續費

Debit from Account 經賬戶扣除 (Account No. 賬戶號碼: ..... )

Cash 現金

<b>For Bank Use Only 銀行專用</b>	
Pages of Photocopy	S.V.
Total Charge	
Handling Branch:	
Received Date:	
Remark:	

.....  
Customer Signature(s) / Authorized Signature(s) 客戶簽署 / 授權人簽署  
(Please sign according to the signing arrangements and specimen signature filed with the Bank. 請按照簽名安排及賬戶留存印鑑簽署)