



Statement Request

重發結單申請

Account No.: 戶口號碼:		Account Name 客戶名稱:	
-----------------------	--	-----------------------	--

Statement Request / 重發結單申請			
I /We hereby request you to re-issue the following statements and will pay the applicable fees at the captioned account. 本人/吾等現請貴 公司重發以下帳單,並請從上述之戶口扣除			For Internal Use Only (只供內部使用)
☐ 月結單	_____年____月	至_____年____月	共 _____ 份 x 港幣_____ = 金額 HKD\$ _____
☐ 日結單	_____年____月____日	至_____年____月____日	共 _____ 份 x 港幣_____ = 金額 HKD\$ _____
總金額			HKD\$ _____
Method for receiving Statement(s) 收取結單方式	☐ By Mail 以郵寄方式收取		
	☐ By Email 以電郵方式收取		
	☐ In person to collect from your head office 親臨貴 公司領取		
	☐ Authorize _____ with ID card Number : _____ to collect on behalf of me/us from your head office 授權 _____ (身份證/護照號碼: _____) 代替本人/吾等到貴 公司代為領取		
Client Signature(s) 客戶簽署		Verified By	Date 日期
For Internal Use Only (只供內部使用)			
Handled By (AE/CS)		Inputted By	Checked By

*Latest 3 months (by Email): Free, (電子版) 最近 3 個月: 免費, Over 3 months HK\$20.00 each (by Email), (電子版) 超過 3 個月每份 HK\$20.00, HK\$50.00 each by post, 打印版每份港幣\$50.00