



提款 / 轉帳 / 貨幣轉換 指示

**Fund Withdrawal/Internal Transfer /Currency Conversion Instruction** 日期 Date: \_\_\_\_\_

客戶名稱 Account Name	戶口號碼 Account No.	<input type="checkbox"/> 證券 Securities <input type="checkbox"/> 期貨 Futures
提款金額 Withdrawal Amount	客戶銀行名稱及帳戶號碼 Client Bank Name & Account No.	

提款指示 Fund Withdrawal Instruction

**Fund Withdrawal Payment Instruction**

<input type="checkbox"/> 支票 Cheque	支票號碼 Cheque No.	銀行 Bank
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電匯 Telegraphic Transfer (電匯需收取手續費港幣 200 元正。HKD\$200 Handling Fee will be charged for Telegraphic Transfer)

收款人名稱 Beneficiary Name	收款人帳戶號碼 Beneficiary A/C No.
銀行名稱 Bank Name	銀行識別代碼(如 SWIFT)
銀行地址 Bank Address	國際銀行帳戶號碼 IBAN

收款銀行之代理行

銀行名稱 Bank Name	銀行識別代碼(如 SWIFT) Bank Identifier (e.g., SWIFT)
銀行地址 Bank Address	對應帳戶號碼 Bank A/C No.

備註 (少於 80 字) Remarks (in less than 80 characters)

轉帳指示 Transfer Instruction

貨幣兌換指示 Currency Conversion Instruction

<input type="checkbox"/> 證券轉期貨帳號 Securities Transfer to Futures Trading Account	兌出幣種 Converted from Currency	*HKD/USD/CNY/GBP/ _____
<input type="checkbox"/> 期貨轉證券帳號 Futures Transfer to Securities Trading Account	兌入幣種 Converted to Currency	*HKD/USD/CNY/GBP/ _____
證券戶口 Account No.	期貨戶口 Account No.	兌出/入*金額 Amount Converted from / To*
貨幣 Currency	轉帳金額 Amount	內部使用 For Internal Use 匯率 Exchange Rate

\*請刪去不適用者 Please delete whichever is inappropriate

客戶簽署 / 獲授權代表簽署 Client Signature(s) / Authorized Signature(s)

For Official Use Only	Handled by	Settlement	Approved by	Accounts
Date	Date	Date	Date	Date

## Procedure

1.	2	3	4
2. Authentication by either: <ul style="list-style-type: none"> <li>● Verify signature</li> <li>● Call back client (tape recorded)</li> <li>● Email from client's registered email box</li> </ul>	1. Confirm fund availability 2. Inform Dealing & Risk 3. Update BO system	1. Approval by RO(s) / Senior Management	1. Prepare payment / transfer 2. Check Settlement Input 3. Update Bank Record/ Ledger
<b>Customer Service</b>	<b>Settlement</b>	<b>Approval</b>	<b>Accounts</b>