中國銀行(香港)
BANK OF CHINA (HONG KONG)

For Bank Use Only		分行號：012/	
Handled by		Checked	☐ I.V.

支 票 簿 申 請 表 Cheque Book Application Form

感謝選用本行的服務，客戶可填妥此申請表，郵寄或親身交回本行任何一家分行，一般支票簿會在申請後七個工作天內寄出，專用支票則一般會在申請後四個星期內備妥。Thank you for choosing our services. You may complete this form and send it to any of our branches in person or by mail. Ordinary cheque book(s) will normally be sent out within seven business days after application. Special-printed cheque(s) will normally be ready within four weeks after application.

戶名 Account Name : _____	
往來賬戶賬號 Current Account Number :_____	☐ 港元 HKD ☐ 美元 USD ☐ 人民幣 Renminbi[3]

一般支票簿 Ordinary cheque book(s)[1]

數量 Quantity[2]	只可選擇申請一款 Please choose one only	收取支票簿方法 Collection method[4]
_____(本) Book(s)	每本 25 張指定劃線支票 Book(s) of 25 order crossed cheques	☐ 以平郵郵寄 Ordinary mail 或 or ☐ 以速遞郵寄 Courier[5]
_____(本) Book(s)	每本 50 張指定劃線支票(人民幣戶口不適用) Book(s) of 50 order crossed cheques (Renminbi Account not applicable)	☐ 以平郵郵寄 Ordinary mail 或 or ☐ 以速遞郵寄 Courier[5]
_____(本) Book(s)	每本 25 張來人支票(人民幣戶口不適用) Book(s) of 25 bearer cheques (Renminbi Account not applicable)	以速遞郵寄 Courier[5]
_____(本) Book(s)	每本 50 張來人支票(人民幣戶口不適用) Book(s) of 50 bearer cheques(Renminbi Account not applicable)	

1. 如於遞交支票簿申請表後十天仍未收到一般支票簿，請即通知本行。Please notify the Bank immediately should you not receive your ordinary cheque book 10 days after your submission of a Cheque Book Application.
2. 個人戶口每次上限申領 1 本支票簿；公司戶口(一般支票)則每次上限申領 10 本支票簿。Personal accounts can apply for a maximum of 1 cheque book each time while company accounts (ordinary cheques) can apply for a maximum of 10 cheque books each time.
3. 人民幣戶口每次只可上限申領 1 本指定劃線支票(25 張)。For Renminbi account, you can apply for a maximum of 1 cheque book each time **ONLY** (25 crossed cheques).
4. 如要求以速遞郵寄方式收取支票簿，銀行得酌收速遞郵寄費用。至於其他之收取方式，請先與銀行作安排。Cheque book posted by courier service will be subject to a levy. Please arrange at the Bank for other forms of collection.
5. 速遞郵寄手續費將從閣下的往來賬戶扣除，有關手續費詳情，請參閱《一般銀行服務收費表》。The handling fee of courier service will be debited from your **CURRENT ACCOUNT**, for details please refer to "General Banking Services Charges".

專用支票 (只適用於指定客戶) Special-printed cheque (designated customers only)[11]

數量 Quantity	只可選擇申請一款 Please choose one only	收取支票簿方法 Collection method
____(本) Book(s)[8]	每本 50 張專用支票 Book(s) of 50 Special-printed cheque[6]	於分行領取 Picked up in branch[7]
____ (張) Sheets[9]	連續專支-單聯 Continued Special-printed cheque 1-Ply[6]	
____ (張) Sheets[9]	連續專支-雙聯 Continued Special-printed cheque 2-Ply[6]	
____ (張) Sheets[10]	A4 電腦專票 A4 Computer Special-printed cheque[6]	

6. 專用支票涉及印刷費用，詳情請向本行查詢。Special-printed cheque involves printing charges, for details please contact our bank.
7. 於開戶行領取。如於其他分行領取，請先與銀行作安排。Collect at account opening branch. Please arrange at the Bank for another branch collection.
8. 最少申請 20 本，之後以 5(本)的倍數為單位填寫，最多 995 本。Minimum apply for 20 books, then input at multiple of 5 (books) and maximum 995 books.
9. 最少申請 2000 張，之後以 500(張)的倍數為單位填寫，最多 99000 張。Minimum apply for 2000 sheets, then input at multiple of 500 (sheets) and maximum 99000 sheets.
10. 最少申請 3000 張，之後以 3000(張)的倍數為單位填寫，最多 30000 張。Minimum apply for 3000 sheets, then input at multiple of 3000 (sheets) and maximum 30000 sheets
11. 如為新申請或改版的專用支票，需確定新稿樣式後，才使用本申請表，詳情請向本行查詢。For New Special-printed cheque or Special-printed cheque with amendment(s), please confirm new design draft before filing in this application form. For details please contact our bank.

本人(等)同意遵守服務條款，並確認該等條款約束港元往來賬戶/美元往來賬戶/人民幣往來賬戶的操作。I/We agree to be bound by the Conditions for Services and acknowledge that the operation of the HK Dollar Current Account/USD Dollar Current Account/Renminbi Current Account is governed by the said Conditions.

客戶簽署

Customer Signature(s): _____ S.V.

日期
Date : _____