

The Hongkong and Shanghai Banking Corporation Limited, Macau Branch
香港上海滙豐銀行有限公司, 澳門分行

DEMAND DRAFT APPLICATION FORM 即期匯票申請書

- Note 注意：1. Please complete in **Block Letters** and tick where applicable. 請用正楷填寫，並在適當的地方加上編號。
2. [†]Please refer to the conditions printed overleaf. [†]請參閱背面所載條件。
3. [#]Please specify Account type. For Multi-Currency Savings Account, please specify Currency to be debited.
[#]請註明戶口類別。如屬多種貨幣儲蓄戶口，請註明支賬的貨幣類別。
4. Your request will normally be processed within 2 working days (excluding Saturday, Sunday and public holiday) upon receipt of your form.
在一般情況下，本行將在收到您的申請表後兩個工作天內（不包括星期六、日及公眾假期）處理您的申請。

Currency to be Remitted 匯款的貨幣類別	[†] Amount of Remittance (Please fill in the amount immediately after “*/MOP/HKD”) 匯款金額（請緊貼“*/澳門幣/港幣”填上匯款金額）	
	[†] Amount in Foreign Currency 外幣金額 *	OR 或 [†] Amount in MOP/HKD 澳門幣/港幣金額 MOP/HKD 澳門幣/港幣
[†] Rate (if obtained) 匯價（如獲知）		Deal No. 交易編號
Rate Given/Confirmed by 匯價提供者 / 確認人		Foreign Exchange Contract Details (if booked) 外匯合約號碼（如已訂定）

Date 日期	day 日 / month 月 / year 年

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DD Reference No. DD		
To Bank	Operator/ Counter Staff	Checked by
Our Reim Bank	Account Overdraft/Referral Authorised by	
Their Reim Bank	S.V.	
☐ Application to be sent to NSC by FAX	Despatched by	Branch Authenticator S.V.
First Authorised by	Second Authorised by	
Branch Chop		Authorised Signature

Name of Beneficiary (in Block Letter) [Not exceeding 69 characters] 受款人姓名（請用正楷）[不可超過69個字母]	
Name and Address of Beneficiary Bank (Please state Address of Beneficiary if bank and account are not specified) 受款銀行名稱及地址（如無指定的銀行及戶口，請在此註明受款人地址）	Payment should be settled by 付款方式 ☐ debiting from 扣除自 ☐ others 其他 Account No. 戶口號碼 # Currency 貨幣類別 # Account Type 戶口類別
Beneficiary Account No. 受款人戶口號碼：	[†] Charges 費用 ☐ should be deducted from amount remitted 請在匯款中扣除 ☐ should NOT be deducted from amount remitted; please 不要在匯款中扣除；請 ☐ debit the above-mentioned account and currency 扣除上述的戶口及貨幣類別 ☐ debit account 扣賬戶口 Account No. 戶口號碼 # Currency 貨幣類別 # Account Type 戶口
[†] Town and Country where Payable 付款城市及國家	
Message or Instruction (if any) to 附言或指示（如有）給 ☐ Beneficiary 受款人 ☐ Beneficiary Bank 受款銀行	[†] Demand Draft should be 請將即期匯票 ☐ despatched direct to beneficiary 直接寄予受款人 ☐ returned to me/us by mail 寄回本人（等） ☐ held at your counter for collection by 留在貴行櫃位待 ☐ myself 本人 ☐ authorised person 受權人 Name 姓名 Identification 身分證明文件 on 在 ☐ same day / ☐ Date 日期 at 的 Time 時間 領取
Name of Applicant 申請人姓名	
Telephone No. 電話號碼：	I acknowledge receipt of the above Demand Draft. 本人證實收到上述匯票。 X Signature of Recipient 收票人簽署 ID Checked
I/We have read the conditions printed overleaf and agree to be bound by them. 本人（等）已閱讀並同意遵守背頁所載的條件。 X Customer Signature(s) 客戶簽署 S.V.	

Demand Draft Collection Receipt 領取即期匯票收據

Please complete the following information and bring along with this stub when collecting the Demand Draft:
請填寫以下資料並攜同此回條領取即期匯票：

Date 日期	Account Number/Name of Applicant 戶口號碼/申請人姓名	Currency and Amount of Remittance 匯款貨幣及金額
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Branch Chop

Conditions

1. **In the absence of specific instructions to the contrary the demand draft will be effected in the currency of the country in which payment is to be made.**
2. All charges incurred outside the Macau Special Administrative Region are for the account of the beneficiary.
3. The Bank reserves the right to draw this demand draft on a different place from that specified by the remitter if operational circumstances so require.
4. The Bank will not be responsible for mail service failure and relative stop payment charges plus any charges which may be imposed by overseas banks if demand draft is despatched on behalf of the remitter.
5. Where the Bank is unable to provide a firm exchange rate quotation, the Bank shall effect the remittance on the basis of a provisional exchange rate which shall be subject to adjustment when the actual exchange rate is ascertained. Any difference between the provisional rate and the actual rate shall be debited/credited (as the case may be) to the Applicant's account.
6. The Bank reserves the right to impose a handling charge for cancellation or repurchase of the demand draft.

條件

1. **除非另有指示，否則即期匯票將以付款國家的貨幣交付。**
2. 在澳門特別行政區以外引致的一切費用，由收款人支付。
3. 如因操作情況所需，本行有權於匯款人指定地點以外的其他地點支付本即期匯票。
4. 如即期匯票由本行代匯款人寄出，本行對郵誤、有關停止付款和有關海外銀行可能收取的費用恕不負責。
5. 如本行未能提供一確定的匯率報價，則本行得以臨時匯率辦理兌匯，並在確知實際匯率時作出調整。任何臨時匯率與實際匯率之間的差額，得在申請人的戶口中扣除或歸還（視當時情況而定）。
6. 本行有權就所有與此即期匯票有關的交易（包括取消或購回）收取手續費。

REM780R1G-m (011117)

Note: In case of discrepancies between the English and Chinese versions, the English version shall apply and prevail.
注意：中英文本如有歧異，須以英文為準。
