

To 致: 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

**MORTGAGE LOAN ACCOUNT INSTRUCTIONS FORM**  
**樓宇按揭貸款戶口指示表格**

Date 日期	day 日 / month 月 / year 年
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- 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剔號。
  2. \*Please delete whichever is not appropriate. \*請刪去不適用者。
  3. +Please allow 10 working days from the day of receipt of this instruction for processing. +請給予本行十個工作天時間(由收到此項指示當天起計算)以便處理。
  4. #Please refer to the latest "Bank Tariff Guide for HSBC Retail Banking and Wealth Management Customers" for the related handling charge.  
#有關手續費請參閱本行最新的「滙豐零售銀行及財富管理客戶銀行服務費用簡介」。

**Mortgage Loan Account Details 樓宇按揭貸款戶口資料**

Mortgage Loan Account Number 樓宇按揭貸款戶口號碼	Contact Telephone Number 聯絡電話號碼
Mortgage Loan Account Name 樓宇按揭貸款戶口名	

**Details of Account to be Debited for All Outstanding / Partial Prepayment Amount / Interest Payable / Charges**  
**用以支取全部欠款/提早清還部份貸款/應付利息/手續費的戶口資料**

Account Number 戶口號碼	Account Name 戶口名稱
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**Type of Instructions 指示類別**

Request for Full Settlement 申請全數清還

Reason(s) for Early Redemption 提早贖樓的原因			
<input type="checkbox"/> Mortgage rate too high 按揭利率太高	<input type="checkbox"/> Save interest/ Not prefer monthly repayment 節省利息/不選擇每月供款		
<input type="checkbox"/> Deposit rate too low 存款利率太低	<input type="checkbox"/> Loan arranged with another Financial Institution 已由另一財務機構安排貸款		
<input type="checkbox"/> Fund surplus 資金盈餘	<input type="checkbox"/> Property sold/ Trade-up 樓宇經已出售/轉換樓宇		
<input type="checkbox"/> Others (please specify) 其他 (請說明)	_____		
Fund Arrangement for Early Redemption 提早贖樓的資金安排			
Source and origin of Funds Used for Early Redemption 提早贖樓的使用資金來源			
<input type="checkbox"/> Earning from Work 工作收入	<input type="checkbox"/> Earning from Business Interest 商業/公司收益	<input type="checkbox"/> Inheritance 資產繼承	<input type="checkbox"/> Personal Savings 個人儲蓄
<input type="checkbox"/> Return on Investment/Investment Matured 投資收益	<input type="checkbox"/> Earning Given by Spouse 由配偶給予的收入		
<input type="checkbox"/> Sale of an Asset (e.g. Car, Property) 資產轉售(例如:汽車、物業)	<input type="checkbox"/> Winning Lottery/Prize Money 博彩獎金		
<input type="checkbox"/> Others (please specify) 其他 (請說明)	_____		
Mode of Payment (i.e. Ways for funds to be deposited into the Repayment Account) 付款方式 (資金存入還款戶口方式)			
<input type="checkbox"/> Cash 現金			
<input type="checkbox"/> Cheque 支票			
<input type="checkbox"/> Self-Name 本人			
<input type="checkbox"/> Third Party (please provide name of issuer) 第三者(請填寫發票人姓名)			
_____			
<input type="checkbox"/> Wire Transfer 電匯			
<input type="checkbox"/> From Self-Name Account in other bank 來自本人在其他銀行的戶口			
<input type="checkbox"/> From Third Party's Account in other bank, please provide the following: 來自第三者在其他銀行的戶口,請填寫下列各欄:			
<input type="checkbox"/> Remitting Country 匯款國家	_____		
<input type="checkbox"/> Name of remitting Bank 匯款銀行名稱	_____		
<input type="checkbox"/> Name of Remitter 匯款人姓名	_____		

**Type of Instructions (Continued) 指示類別 (續)** **Request for Full Settlement (Continued) 申請全數清還 (續)**

Arrangement on the Discharge of Mortgage 有關辦理解除按揭的事宜

 Handled by  
經由Bank's Appointed Notary  
本行指定律師行/公證署辦理**Declaration 聲明**

I/we agree that I/we will bear the risk (if any), and all costs and expenses to be incurred in connection with the discharge of mortgage. I/We hereby declare that I/we will furnish you all documents (including but not limited to: the notarized mortgage deed, the cancellation deed and property search) within one month after the cancellation deed is signed and will take full responsibility to ensure that the property registration, cancellation deed and all other documents are arranged and correct in accordance with the Bank's requirement. I/We further authorize you to debit my/our account with the Bank to reimburse the Bank on all costs and expenses to be incurred in connection with the discharge of mortgage (including but not limited to the cancellation deed) over the property.

本人/我們同意承擔辦理解除按揭的風險(如有)及一切費用。本人/我們現聲明由簽署解除按揭物業之銷號起計一個月內將所有文件(包括但不限於經公證之按揭契約、解除按揭物業之銷號及查屋紙)交回貴行,並確保有關的物業登記、解除按揭物業之銷號及其他所有有關文件均正確無誤和合乎貴行的要求辦理。本人/我們現授權貴行從本人/我們之賬戶內扣除貴行因完成解除按揭(包括但不限於有關解除按揭物業之銷號)而引致的一切費用。

X

Signature of the Applicant(s) (All Applicants must sign here) 申請人簽署(所有申請人均需簽署)

+ Date Account to be Debited 支賬日期

 On or before  
此日期或之前 On  
在

+Cancellation of Mortgage Protection Plan. 取消「樂安居供樓保障計劃」。

Note 注意: Please complete a "Request for life Policy Surrender" Form. 請填寫「人壽保單退保申請表」。

 **Request for Partial Prepayment 申請提早清還部份貸款**

+ Date Account to be Debited 支賬日期

 On or before  
此日期或之前 On  
在

Partial Prepayment Amount 提早清還部份貸款金額

\*HKD/MOP \*港幣/葡幣

**Note 注意:**

- Interest payable/administration fee, if any, will also be debited from the Repayment Account as stated above. 如有任何應付利息/手續費,亦將會一併從上述還款戶口中支取。
- The minimum amount of any partial prepayment in any event must not be less than HKD/MOP\$50,000. 在任何情況下,提早清還部份貸款的最低還款額均不得少於50,000港幣/葡幣。

Repayment Method of Remaining Balance 餘款還款方式

 Shorten Loan Period and Repayment Amount remains unchanged. 縮短貸款期,而還款額維持不變
 Shorten Loan Period to \_\_\_\_\_  Fortnightly Instalments  Monthly Instalments and adjust Repayment amount according to Loan Period  
將貸款期縮短為 \_\_\_\_\_ 兩星期還款 一個月還款 而還款額按貸款期調整
 Reduce Repayment Amount and Loan Period remains unchanged. 減低還款額,而貸款期維持不變 Others (please specify) 其他(請說明)

Note 注意: 1. The Total Loan Tenure (i.e. the Remaining Loan Period specified plus the Period Repaid) should not exceed the Original Loan Period.

總貸款期限(即餘下貸款期加已還款的期數)不得超過原來的貸款期。

2. If change of sum insured/tenure of existing Mortgage Protection plan is required, please complete "Request for Policy Change - Financial" form and submit to HSBC Life (International) Limited. Please note that change on sum insured will only be effected upon receiving the original form.

如需更改「樂安居供樓保障計劃」的保額/年期,請填寫「更改保單申請表」並遞交滙豐人壽(國際)有限公司。表格正本收妥後,更改保額申請始能生效。

Fund Arrangement for Early Redemption 提早贖樓的資金安排

Source and origin of Funds Used for Early Redemption 提早贖樓的使用資金來源

 Earning from Work 工作收入  Earning from Business Interest 商業/公司收益  Inheritance 資產繼承  Personal Savings 個人儲蓄 Return on Investment/Investment Matured 投資收益 Earning Given by Spouse 由配偶給予的收入 Sale of an Asset (e.g. Car, Property) 資產轉售(例如:汽車、物業) Winning Lottery/Prize Money 博彩獎金 Others (please specify) 其他(請說明)

Mode of Payment (i.e. Ways for funds to be deposited in to the Repayment Account) 付款方式 (資金存入還款戶口方式)

Cash 現金

Cheque 支票

Self-Name 本人

Third Party (please provide name of issuer)

第三者 (請填寫發票人姓名) \_\_\_\_\_

Wire Transfer 電匯

From Self-Name Account in other bank 來自本人在其他銀行的戶口

From Third Party's Account in other bank, please provide the following: 來自第三者在其他銀行的戶口,請填寫下列各欄:

Remitting Country 匯款國家 \_\_\_\_\_

Name of remitting Bank 匯款銀行名稱 \_\_\_\_\_

Name of Remitter 匯款人姓名 \_\_\_\_\_

**Type of Instructions (Continued) 指示類別 (續)**

#Change of Mortgage Loan Repayment Scheme 更改樓宇按揭貸款還款方法

Repayment Scheme to be Changed to 還款方法更改為

Straight Line Fixed Tenure 靈活分期還款 (固定年期)

Effective Date 生效日期

#Increase of Mortgage Loan Repayment Amount 增加樓宇按揭貸款還款額

Repayment Amount to be Increased to 還款額增加為

Repayment Amount  
還款額 \_\_\_\_\_

Effective Date 生效日期

#Change of Mortgage Loan Repayment Schedule 更改樓宇按揭貸款還款周期

Repayment Schedule to be Changed to 還款周期更改為

Fortnightly (Effective Date will be 14 days after Next Instalment Due Date) 兩星期 (由下一次供款到期日後十四天起生效)

Monthly (Effective Date will be 1 month after Next Instalment Due Date) 一個月 (由下一次供款到期日後一個月起生效)

Change of Mortgage Loan Repayment Account 更改樓宇按揭貸款還款戶口

Repayment Account to be Changed to 還款戶口更改為

Account Number  
戶口號碼 \_\_\_\_\_

Effective Date 生效日期

Immediate effect  
即時生效

On or before  
在此日期或次前 \_\_\_\_\_

Note 注意: Third party repayment account is not allowed. 恕不接受第三者的戶口作為還款戶口。

#Change of Mortgage Loan Repayment Date 更改樓宇按揭貸款還款日期

Repayment Account to be Changed to 還款戶口更改為

on the \_\_\_\_\_ day of each month  
於每月第 \_\_\_\_\_ 日

On \_\_\_\_\_ of each alternative week  
於每兩星期的星期 \_\_\_\_\_ 日

Effective Date 生效日期

Immediate effect  
即時生效

On or before  
在此日期或次前 \_\_\_\_\_

Note 注意: Interest adjustment (if any) will be debited/credited to the repayment account (applicable to monthly/fortnightly interest calculation basis).  
本行將從還款戶口中扣取或存入上述安排而引致的利息調整 (如有) (只適用於按月或兩星期利息計算基準)。

Other Requests 其他申請

Please state  
請註明

I/We hereby declare that we have been granted and guaranteed on behalf of other credit facilities within HSBC and/or other banks in Macau using the provided Identity Document(s) and agreed to furnish you with the Personal Credit Report Customer's Letter of Consent of the stated ID(s) respectively (if the request document(s) was not provided to the Bank before). I/We also understand that by making any intentional or negligent omitting to provide such information, the Bank reserves the right to terminate this application.

本人(等)特此聲明，我們所提交的身份證明文件已於澳門滙豐及澳門其他銀行申請了其他信貸服務及授權擔保，並同意提供相關個人信貸報告客戶同意書(若該同意書和身份證明文件在申請信貸服務時沒有提交)，本人(等)亦明白，如作出任何故意或疏忽而遺漏提供該等資料，本行會保留終止此申請的權利。

I/We confirm that the information given above is correct and agree that the foregoing shall form as the basis of any agreement which may hereafter be made.  
本人(等)證實上述資料乃正確無誤，並同意以作為日後達成協議的基礎。

X

Signature(s) (Should correspond to the Signatory of the Repayment Account stated above) 簽署 (應與上述還款戶口的簽署式樣相符)

**For Bank Use Only 銀行專用**

**Related charges to be Paid 有關應付手續**

- Full Settlement Penalty \*HKD/MOP  
全數提早清還收費為\*港幣/澳門幣 \_\_\_\_\_
- Partial Prepayment Penalty \*HKD/MOP  
部份還款收費為\*港幣/澳門幣 \_\_\_\_\_
- Amendment Charges \*HKD/MOP  
修改手續費為\*港幣/澳門幣 \_\_\_\_\_

**Branch Chop**

- ID checked  
**Or**  
 Signature verified

**Handling Staff:**

**Staff ID No:**