

## SME Banking Accounts Closure Form

### 中小企業銀行理財戶口終止申請表格

To: Standard Chartered Bank (Hong Kong) Limited ("Bank")

致：渣打銀行(香港)有限公司(「銀行」)

#### Note 注意

- Please complete in **BLOCK LETTERS** and "✓" where applicable.  
請以**英文大楷**填寫，並在適用處加「✓」號。
- Please complete this form and mail a hard copy of the same to S&T Account Closure, PO Box 68383 Kowloon East Post Office.  
請填妥此表格並郵寄正本至S&T Account Closure，東九龍郵政局郵政信箱68383號。
- Please ensure that your mailing address and contact number registered with the Bank are accurate. To update your mailing address and contact number, please download Change of Contact Information Form for Company Client from <https://www.sc.com/hk/business/useful-forms/>.  
請確保於本行的郵寄地址及聯絡電話號碼紀錄有效，如欲更新郵寄地址及流動電話號碼，請於<https://www.sc.com/hk/zh/business/useful-forms/>下載公司客戶更改通訊資料表格。

#### Client Details 客戶資料

Name of entity (Insert **FULL** legal name exactly as it appears in the constitutional documents)  
機構名稱(需與組成文件所示之法定名稱全名相同)

\* Mandatory Field  
必須填寫

\* Name In English  
英文名稱

\* Business Registration Certificate Number /  
Certificate of Incorporation Number / Other Type of Certificate Number  
商業登記證號碼 / 公司註冊證書號碼 / 其他證明書號碼

#### Section A: Accounts/Services closure request 甲部：申請終止之戶口/服務

**Please choose one option 請選擇其中一項：**

☐ I/We instruct you to close **ALL** of my/our accounts and services (if any)  
本人/吾等授權閣下取消**所有**本人/吾等之賬戶及服務(如有)

☐ I/We instruct you to close my/our accounts as specified below:  
本人/吾等授權閣下取消本人/吾等以下指定之賬戶：

Account Number  
戶口號碼：

Account Number  
戶口號碼：

Account Number  
戶口號碼：

Account Number  
戶口號碼：

Account Number  
戶口號碼：

## Section B: Balance Handling Instruction 乙部：結餘處理指示

Closing Balance (Inclusive/net of any credit/debit interest accrued/any other service charges)  
結餘數額 (連同/扣除任何應計存款/信貸利息/任何服務費用)

Please select one of the following settlement methods 請選擇以下其中一種結清指示：

☐ 1. Crediting to the following Standard Chartered Bank (Hong Kong) Limited Account 存入下述渣打銀行(香港)有限公司戶口

Account Name

戶口名稱：

Account Number

戶口號碼：

☐ 2. Bank Cheque, convert the remaining balance to 銀行支票，將剩餘餘額轉換為：

☐ HKD  
港元

☐ USD  
美元

☐ CNY  
人民幣

☐ Same as the account currency(ies) of the account(s) to be closed 根據所取消賬戶的幣種  
(Not applicable for AUD account) (不適用於澳元帳戶)

抬頭人為：  
☐ Same as the account name to be closed  
根據所取消戶口名稱

☐ Other name  
其他名稱：

☐ 3. Forfeit all remaining balance(s) 放棄所有餘額

☐ 4. Transferring by Telegraphic transfer/Interbank Fund Transfer, and I/we also agree to be bounded by the Remittance Service Terms.  
以電匯匯出/跨行轉賬，本人/吾等同意並接受匯款服務之條款及細則。

Details of Local and Overseas Remittance 本地及海外匯款詳情：

Currency to be Remitted  
匯款貨幣類別：

☐ HKD 港元

☐ USD 美元

☐ CNY 人民幣

☐ AUD 澳元

☐ CAD 加元

☐ CHF 瑞士法郎

☐ EUR 歐羅

☐ GBP 英鎊

☐ JPY 日元

☐ NZD 紐西蘭元

☐ SGD 新加坡元

☐ Same as the account currency(ies) of the account(s) to be closed 根據所取消賬戶的幣種

Name and Address of Beneficiary Bank

受款銀行的名稱及地址：

Name and Address of Intermediary Bank 中間人銀行的名稱及地址：

(Optional, for Telegraphic Transfer only) (If specified, payment will be paid to the Beneficiary Bank through the Intermediary Bank)  
(非必須填寫，只適用於電匯) (如註明，匯款將會經中間人銀行轉交受款銀行)

SWIFT BIC：

You may check your SWIFT code here: <https://www.sc.com/hk/bank-finder/>.

如欲查詢收款銀行之Swift Code，請瀏覽：<https://www.sc.com/hk/zh/bank-finder/>。

For Hong Kong Interbank Fund Transfers  
適用於香港跨行轉賬

Bank Code

銀行代號：

Currency of Remittance

匯款貨幣：

Beneficiary Account No. 受款人戶口號碼 / IBAN：

(Please state address of Beneficiary if Beneficiary Bank is not specified) (如無指定的受款銀行，請在此註明受款人地址)

Name of Beneficiary

受款人名稱：

Address of Beneficiary

受款人地址：

Message or Instructions to Beneficiary/Bank (if any)

給受款人/銀行的附言或指示 (如有)：

Purpose of Payment 匯款目的：

(Please note that for overseas payments, there are additional requirements depending on the payment currency and/or the country/region of remittance. You may refer to the Customer Information Sheet for Outward Payments for details)

(請注意若匯款到海外時，將視乎受款貨幣及/或受款國家/地區而需要提供額外的匯款資料。您可以參閱匯出匯款客戶參考資料表了解詳情)

- a. If the Current or Savings Account is a settlement account to Loan Account(s) or Investment Account(s), Client's total remaining balance in all Loan Account(s) or Investment Account(s) must be HK\$0; otherwise the Bank may not process Client's request to close such Current or Savings Account. All standing instructions, payment instructions and direct debit instructions associated with the Current or Savings Account will be cancelled with effect from the account closing date.

若儲蓄戶口/支票戶口是貸款戶口或投資戶口的結算戶口，客戶所有貸款戶口或投資戶口之總結餘必須為HK\$0。否則，本行可能拒絕客戶的戶口終止申請。所有與儲蓄戶口/支票戶口相關的常行指示，付款指示及直接付款指示將會自戶口結束日起取消。

- b. Client's total remaining balance in Investment Account(s) must be HK\$0; otherwise the Bank may not process Client's request to close such Investment Account(s).

客戶之投資戶口之總結餘必須為HK\$0。否則，本行可能拒絕客戶的戶口終止申請。

- c. The Bank reserves the right to charge to the Client's Current or Savings Account as mentioned in Section A any service charge in relation to account closure. If the closing balance in such account is not sufficient to cover the associated service charge, the closing balance will be forfeited **at the sole discretion of the Bank**. Please refer the [sc.com/hk](http://sc.com/hk) for the latest service charge booklet.

本行保留於客戶甲部所提及之儲蓄戶口/支票戶口收取與戶口終止申請相關的服務收費之權利。如果結餘數額不足以支付相關的服務收費，本行保留沒收結餘數額之絕對權利。請到[sc.com/hk](http://sc.com/hk)以獲取最新的服務收費手冊。

- d. Once all your Current or Savings Account (s) is/are closed, all Straight2Bank, phone banking services, credit card or Trade-Account-Related Service will be cancelled automatically.

若取消所有儲蓄戶口/支票戶口，所有Straight2Bank綜合網上銀行服務，電話銀行服務，信用卡及貿易有關之戶口服務將會同時被自動取消。

- e. The Bank may convert the closing balance in the Client's Current or Savings Account from any foreign currency to another currency (including Hong Kong Dollars) according to the exchange rate as determined by the Bank.

本行將根據本行所定之匯率，將儲蓄戶口/支票戶口內的結餘數額由任何外幣兌換為其他貨幣（包括港幣）。

#### f. Remittance Service Terms (Terms)

##### 匯款服務之條款及細則（本條款）

These Terms supplement the existing terms and conditions governing Client's account used for the Remittance Service. To the extent of any inconsistency, these Terms shall prevail.

本條款補充了管轄匯款服務所用客戶戶口的現有條款及條件。如有任何不一致之處，概以本條款為準。

1. **Remittance Service.** (a) Bank shall use reasonable care and skill in providing the Remittance Service. (b) The remittance may take longer than one business day to execute. (c) Bank may instruct its affiliate, another bank, a clearing house, a payment, clearing or settlement system or other payment intermediary (each a "payment intermediary") in the execution of the remittance. Each payment intermediary may rely on Client's remittance instructions as if directed to it. (d) Bank may not execute the remittance if Client's account has insufficient funds. (e) Upon Client's written request, Bank shall use reasonable efforts to cancel or stop the remittance; however, Bank shall not be responsible if the remittance is executed. (f) Bank may act on incomplete or inconsistent instructions if Bank reasonably believes that it can complete or clarify such information without referring to Client. (g) Bank or a payment intermediary may make any required currency conversion. A cancellation or other return of funds may involve a reverse currency conversion, and Client shall bear any related loss, charges, costs and expenses of any kind resulting from such currency conversion.

**匯款服務。**(a)本行應在提供匯款服務時合理謹慎，並以合理技能行事。(b)執行匯款可能需要不止一個營業日的時間。(c)在執行匯款時，本行可向其聯屬公司、其他銀行、結算所、支付、結算或交收系統或其他付款中介行（每一項稱為「付款中介行」）發出指示。每間付款中介行均可依賴客戶的匯款指示，猶如客戶直接向其發出該指示。(d)如客戶戶口的資金不足，本行或不執行匯款。(e)如客戶提出書面申請，本行應盡合理努力取消或停止匯款；但如匯款已執行，本行概不對此負責。(f)本行可執行不完整或不一致的指示，前提是本行合理認為毋須向客戶查詢即可自行填寫或澄清有關資料。(g)本行或付款中介行可進行任何所需的貨幣兌換。取消匯款或其他退回匯款可能涉及反向貨幣兌換，客戶應承擔因該等貨幣兌換造成的任何類型的任何相關損失、費用、成本及開支。

2. **Remittance Obligations.** Client agrees and authorises the Bank to debit upfront from the closing balance in the Client's Current or Savings Account as mentioned in Section A the remittance amount and any amount payable in connection with the Remittance Service.

**匯款義務。**客戶同意並授權本行預先從客戶甲部所提及之儲蓄戶口/支票戶口的結餘數額扣除匯款金額及就匯款服務應付的任何金額。

3. **Legal and Regulatory Compliance.** Bank, its affiliates and payment intermediaries are subject to the laws, orders, requests and guidelines (each a "regulation") of various governmental, quasi-governmental and self-regulatory authorities (each an "authority") and also to the respective policies and procedures (each a "policy") adopted by Bank, its affiliates and payment intermediaries relating to, without limitation: anti-money laundering; counter-terrorism financing; security, diplomatic, trade, financial, economic and other embargoes and sanctions; court orders; investigations; taxes; transaction review and monitoring; and reporting requirements. In seeking to comply with such regulations and policies, Bank, its affiliates and/or payment intermediaries may (a) suspend, reject or block the remittance; (b) restrain, deduct, impound and/or turn over to an authority, Client's funds in respect of the remittance, including from Client's accounts; (c) report the remittance, its details and those of Client to one or more authorities; and (d) take or forbear from taking any other action. Client shall bear the risk of any delay and losses relating to any and all actions or forbearance from action. Bank, its affiliates and payment intermediaries may not be permitted to disclose information relating to actions taken in respect of regulations or their policies, immediately or at any time.

**法律及監管合規。**本行、其聯屬公司及付款中介行受各政府、準政府及自我監管部門（每一項稱為「當局」）的法律、命令、要求及指引（每一項稱為「法規」）規限，亦受本行、其聯屬公司及付款中介行各自就（但不限於）以下各項採納的政策及程序（每一項稱為「政策」）規限：反洗黑錢；反恐怖主義融資；安全、外交、貿易、財政、經濟及其他禁運及制裁；法院命令；調查；稅務；交易審核及監控；以及報告要求。為力求遵守該等法規和政策，本行、其聯屬公司及／或付款中介行可(a)暫停、拒絕或凍結匯款；(b)扣押、扣除、扣留及／或向一間當局移交客戶的匯款相關資金，包括客戶戶口中的資金；(c)向一間或多間當局報告匯款、其詳情，以及客戶的詳情；及(d)採取或暫不採取任何其他行動。客戶應承擔與任何及全部行動或暫不行動有關的任何延誤及損失風險。本行、其聯屬公司及付款中介行可能未獲准立即或於任何時間披露與就規則或其政策採取的行動相關的資料。

4. **Force Majeure.** Bank may suspend or terminate the execution of the remittance as a result of any force majeure event, including, without limitation: (a) change in any regulation or in the interpretation or enforcement of any regulation; (b) act, order or request of any authority; (c) restriction or impending restriction on the availability, convertibility, credit or transferability of any currency; (d) failure or default of any payment intermediary; (e) malfunction of a computer system; (f) failure or default of a service provider or vendor to Bank; (g) any failure in the transmission of, or miscommunication with respect to, the remittance instruction; or (h) any other event beyond Bank's reasonable control. Client shall bear the risk of any delay and losses relating to a force majeure event.

**不可抗力。**本行可因任何不可抗力事件暫停或終止執行匯款，其中包括但不限於：(a)任何法規或任何釋法或執法發生變更；(b)任何當局的行為、命令或要求；(c)對於任何貨幣的供應、可兌換性、信貸或可轉賬性的限制或將實施的限制；(d)任何付款中介行失職或違責；(e)電腦系統失靈；(f)本行的服務提供商或供應商失職或違責；(g)傳輸匯款指示時出現任何故障，或匯款指示的錯誤傳達；或(h)超出本行合理控制的任何其他事件。客戶應承擔與不可抗力事件相關的任何延誤及損失風險。

5. **Information Disclosure.** Client consents to Bank disclosing to its affiliates, to its and their respective service providers, insurers and professional advisors and to payment intermediaries and authorities, and as required by regulation, the information that Client furnished in the application.

**資料披露。**客戶同意本行向其聯屬公司、他們各自的服務提供商、保險公司及專業顧問、付款中介行及當局披露客戶在申請書中提交的資料，以及根據法規要求披露上述資料。

6. **Limitation of Liability; Indemnity.** (a) Bank shall not be liable to Client for any loss that Client may incur or otherwise suffer, however arising or described and whatever the legal basis of the liability in connection with Bank's provision of the Remittance Service, unless the loss was caused by fraud, gross negligence or wilful misconduct on Bank's part. Bank shall not be liable for any indirect or consequential loss or loss of profit whether or not they were foreseeable. (b) Bank shall not be responsible for any loss Client may suffer or incur in connection with any act or omission of a payment intermediary. (c) Client indemnifies Bank and its affiliates on demand against any and all losses that Bank and/or its affiliates may incur or otherwise suffer in connection with the Remittance Service, except to the extent, with respect to Bank or any affiliate, the losses resulted from fraud, gross negligence or wilful misconduct on its part.

**責任限制；彌償。**(a)本行無須就客戶因本行提供的匯款服務招致或以其他方式蒙受的任何損失承擔責任(無論如何引起或描述，且不論責任的法律依據為何)，但如損失因本行的欺詐、嚴重疏忽或故意不當行為所致，則不在此限。本行無須為任何間接或相應而生的損失或利潤損失承擔責任，無論是否可預知該等損失。(b)本行無須就客戶因付款中介行的任何作為或不作為蒙受或招致的任何損失承擔責任。(c)如本行及/或其聯屬公司就匯款服務招致或以其他方式蒙受任何及全部損失，客戶須應要求向本行及其聯屬公司作出彌償，但如損失是因本行或任何聯屬公司的欺詐、嚴重疏忽或故意不當行為所致，則不在此限。

7. **Fees and Expenses.** Bank shall seek to collect any fees or expenses due or payable by Client from the remittance amount. Bank may charge Client additional fees or expenses for cancellation requests, returned remittances and other exceptional handling. Bank's remittance and other fees shall be in accordance with its standard tariffs.

**費用及開支。**本行將從匯款金額中收取客戶欠付或應付的任何費用或開支。本行可就取消申請、退回匯款及其他特殊處理向客戶收取額外費用或開支。本行應根據其服務收費標準收取匯款及其他費用。

8. **Arrangements with Payment Intermediaries.** Bank may enter into fee and information sharing arrangements with a payment intermediary in connection with the Remittance Service.

**與付款中介的安排。**本行可就匯款服務與付款中介行訂立費用及資料分享安排。

9. **Interpretation.** The terms "authority", "payment intermediary", "policy" and "regulation" have their assigned meanings throughout these Terms. The term "affiliate" means Standard Chartered PLC or any of its subsidiaries, including their head offices and branches.

**釋義。**「當局」、「付款中介行」、「政策」及「法規」具有在本條款中賦予其的含義。「聯屬公司」一詞指 Standard Chartered PLC 或其任何附屬公司，包括上述公司的總公司及分公司。

10. **Governing Law.** These Terms shall be governed by the laws of the jurisdiction of Client's account for the remittance. The parties submit to the non-exclusive jurisdiction of the courts of the jurisdiction whose governing law applies.

**管轄法律。**本條款應受客戶匯款戶口所在的司法管轄區的法律管轄。雙方接受在管轄法律適用的司法管轄區的法院的非專有司法管轄權管轄。

g. The Bank shall not update Client's contact number in the event of a discrepancy between this electronic form and the records registered with the Bank. To update, please refer to Note 3.

如本行的聯絡電話號碼紀錄與此電子表格中的聯絡電話不一致，本行不會就此更新客戶的聯絡電話號碼。如欲更新，請參閱注意3。

h. The Bank shall not be liable to Client for any loss that Client may incur or otherwise suffer, however arising or described and whatever the legal basis of the liability in connection with the account closure, unless the loss was caused by fraud, gross negligence or wilful misconduct on Bank's part. Bank shall not be liable for any indirect or consequential loss or loss of profits whether or not they were foreseeable.

本行無須就客戶的戶口終止申請招致或以其他方式蒙受的任何損失承擔責任(無論如何引起或描述，且不論責任的法律依據為何)，但如損失因本行的欺詐、嚴重疏忽或故意不當行為所致，則不在此限。本行無須為任何間接或相應而生的損失或利潤損失承擔責任，無論是否可預知該等損失。

i. The Bank reserves the right to vary or amend any of the remarks herein from time to time without prior notice. In case of any disputes, the Bank's decision shall be final and binding.

本行保留隨時更改或修訂所述任何備註之權利而毋須事先通知。如有任何爭議，本行保留一切最決定權。

j. In the event of there being any inconsistency between the English and Chinese versions of these Terms the English version shall prevail.

中文譯本如與英文文本有歧異應以英文文本為準。

Signatories of Authorized Signers 授權簽署：

(For and on behalf of the Client) (以客戶名義)

S. V.

S. V.

Name  
姓名：\_\_\_\_\_

HKID/Passport No.  
香港身份證/護照號碼：\_\_\_\_\_

Date  
日期：\_\_\_\_\_

Contact  
聯絡電話：\_\_\_\_\_

Name  
姓名：\_\_\_\_\_

HKID/Passport No.  
香港身份證/護照號碼：\_\_\_\_\_

Date  
日期：\_\_\_\_\_

Contact  
聯絡電話：\_\_\_\_\_