香港中環金融街8號 40/F., Two International Finance Centre, T: 852-2281 6800
國際金融中心二期40樓 8 Finance Street, Central, Hong Kong F: 852-2899 2617

Outward Transfer/Remittance Amendment/ Enquiry Request Form – Corporate Customer
修改/查询轉賬/匯款出款指示表格 – 公司客戶

To : **CHINA MINSHENG BANKING CORP., LTD. HONG KONG BRANCH (the "Bank")**
致 : **中國民生銀行股份有限公司香港分行（以下簡稱"銀行"）**

I (the "Account Holder") hereby authorize and request the Bank to effect the following instructions. 本人授權並要求銀行辦理以下事項。

Important Notes 重要提示：

1. Please complete in BLOCK LETTERS, fill in the changed details only and mark ☑ where applicable.
   請以正楷填寫,只須填寫需更改的資料，並在適用位置內填上☑。
2. Other than the Bank's Charges, the beneficiary bank and/or correspondent bank may also charge you for handling this request.
   除本行的費用外，收款银行及/ 或中轉銀行在處理閣下的指示時，可能會向閣下收取有關手續費。
3. All charges incurred from handling this request will be deducted from your CMBC HK account. Please ensure that your account has sufficient funds for the incurred charges. The instruction will only proceed when the charges are successfully paid.
   所有因處理閣下此指示的手續費將會從閣下在本行的賬戶中扣除。請客戶確保賬戶上有足夠的餘額以便扣除手續費。如賬戶餘額不足，則無法處理此匯款指示。
4. The Bank will not provide the exact date of the payment would be returned, given the length of handling time depends on process of correspondent and beneficiary bank. For avoidance of doubt, fees other than the Bank's charges might be incurred in this process as well.
   因退款時間取決於中轉銀行及收款銀行的處理時間，我行將不能提供準確的退款時間。請留意，退款期間亦有可能收取額外的手續費。
5. Your email address and contact number maintained in the Bank's record will be used for correspondence in respect of this instruction. Please ensure that your email address and contact number with the Bank are up to date.
   請確保閣下於本行維持最新的電郵地址和電話號碼記錄，本行將此記錄用作此指示的聯繫通訊。
6. The form is not applicable to amend any one of the followings, please complete the【Indemnity of Cancellation/Stop Payment】form to cancel the transaction.
   本表格不適用於修改转账/匯款詳情的以下幾種情況，請另行填寫並簽署【取消/停止支付轉數快、本地即時支付、電匯、匯票及本票賠償保證書】以取消交易。
   1）Change Intermediary Bank/ Beneficiary Bank 轉換另一家中轉銀行/收款銀行
   2）Amend Beneficiary Account No. and Beneficiary Name together at one time 同時修改收款人賬戶及收款人名稱
   3）Amend Transaction Currency and/or Transaction Amount 修改交易貨幣及/或金額

Account Holder Information (Mandatory Section) 賬戶持有人資料（此部分必填）	
Account Holder Name 賬戶名稱:	Account Number 賬戶號碼:
Details of Outward Transfer/Remittance 轉帳/匯款出款資料（此部分必填）	
Transaction Reference No. 交易參考編號:	Transaction Instruction Date 交易指示日期:
Transaction Currency 交易貨幣:	Transaction Amount 交易金額:
Beneficiary Name 收款人名稱:	Beneficiary Account No. 收款人賬戶:
☐ Enquire the above Outward Transfer/Remittance 查詢上述轉賬/匯款	

CMBC 中国民生银行 HONGKONG BRANCH 香港分行
(a joint stock limited company incorporated in the People's Republic of China)

香港中環金融街8號
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☐ **Amend the above Transfer/Remittance as follows 更改上述轉賬匯款如下**		
☐	Beneficiary Name 收款人名稱/ Beneficiary Account No. 收款人賬號 (can only choose one 只可二選一)	
☐	Transaction Details 附言	
☐	Details of Intermediary Bank / Beneficiary Bank 中轉銀行/收款銀行資料 For example, Bank's Chinese and English Name, address, SWIFT code or ABA code. 例如銀行中英名稱、地址、收款銀行 SWIFT 代碼，或美國銀行通用的 ABA 代碼等。	
☐	Transaction Purpose 匯款目的	
☐	Others (Please specify) 其他 （請注明）	

Declaration 聲明

1. I confirm that the above information is true, accurate and complete and agree to the use of such information for the purposes referred to in the " Notice to Customer relating to Personal Data (Privacy) Ordinance" of the Bank. 本人確認上述資料真實、準確及完整，並同意使用該等資料作貴行《關於個人資料（私隱）條例致客戶的通知》內所提述的用途。
2. I agree that the Bank shall not be held responsible for any delay or failure in effecting my above instruction(s) where such delay of failure is attributable (whether directly or indirectly) to any cause beyond the Bank's control and under no circumstances shall the Bank be responsible to me for any consequential or indirect losses arising out of or in connection with its carrying out or otherwise of my above instructions. 本人明白當銀行執行本人以上的指示時，若遇到任何非銀行所能控制的情況而（直接或間接）導致無法執行該指示，銀行毋須負責；另外，因執行或不能執行本人上述的指示而引致的任何相應或間接的損失，銀行毋須對本人負責。

Signature 簽署: _____ Date 日期: _____

Please use signature filed with the Bank. 請用留存本行之簽署樣式簽署。

Notes 請注意：

1. Your request will normally be processed within 5 business days upon receipt of the completed form. The Bank will validate information provided as soon as possible, and will contact you via email/phone if needed. 在一般情況下，香港分行將在收到已正確填寫之申請表格後 5 個工作日內處理有關指示。如有需要，我行將會以電郵或電話聯絡客戶，請留意查收或接聽。
2. For enquiries, please contact CMBC Customer Service Hotline at 86-95568（Mainland）or 852-25195568 (Hong Kong) during office service hours. 如有查詢，請於工作時間內致電客戶服務熱線: 86-95568（內地）或 852-25195568（香港）。

For Bank Use Only 銀行專用			
Signature Verified	Processed by	Checked by	Date
Remark			

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HONGKONG BRANCH 香港分行
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