

To: The Manager 致: 经理
HSBC Bank (China) Company Limited 汇丰银行(中国)有限公司

Date 日期

D	D	M	M	Y	Y	Y	Y
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Office 分行

Stop Payment Request Form 要求止付支票申请书

NOTE: 1. Please tick () where applicable and complete in BLOCK LETTERS. 请在适当的方格内划上钩号 ()，并用正楷填写。
 注意 2. *Please delete whichever is not appropriate. *请删去不适用者。

A. Customer Details 客户资料

Customers Name(s) 客户姓名

Account Number 账户号码 - -

Contact Telephone Number 联络电话号码

B. Cheque Details 支票资料

Please stop payment of the following cheque(s) 请止付下列支票:


Cheque No 支票号码	Date of Cheque 发票日期	Cheque Crossed 划线支票	Payee 收款人	Amount 金额								
<input style="width: 100%;" type="text"/>	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
D	D	M	M	Y	Y	Y	Y					
<input style="width: 100%;" type="text"/>	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
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D	D	M	M	Y	Y	Y	Y					
Reason 理由 <input style="width: 100%;" type="text"/>		For Lost(Blank) Cheques 适用于遗失(空白)支票 Low Cheque No. 支票簿首页号码 High Cheque No. 支票簿末页号码 <input style="width: 40%;" type="text"/> <input style="width: 40%;" type="text"/>										

C. Terms and Conditions (To be signed by Customer) 条款 (由客户签署)

*I/We hereby agree *本人/吾等特此同意:

- To indemnify you and hold you harmless against any loss, costs expenses, damages and proceedings incurred or brought by or against you resulting from compliance with these conditions.
担保责任不因遵循此等条款而蒙受任何损失、成本开支、赔款而引起或招致的法律诉讼。
- That in the event that the said cheque is paid through error, oversight, inadvertance, negligence or mis-description thereof *I/we shall not hold you responsible for payment of the cheque and hereby agree to you debiting *my/our account in respect thereof.
若上述支票因为错误、疏忽、或描述不确等而兑付，*本人/吾等不要求贵行对兑付该支票负责，并特此同意贵行可从*本人/吾等账户中扣除相应款项。
- To inform you immediately if the above cheque(s) is/are recovered or destroyed or if *I/we wish to revoke these stop payment instructions for any reason.
若上述支票已予收回或销毁或基于任何原因*本人/吾等欲撤销停付指示，*本人/吾等应立即通知贵行。

Signature(s) 签名



For Bank Use Only 银行专用											
Instruction Received: <input type="radio"/> At Counter <input type="radio"/> By Letter <input type="radio"/> By Hexagon <input type="radio"/> By Telephone <input type="radio"/> By Facsimile (If instructions received by Telephone/Facsimile, they must be confirmed in writing) Confirmation Letter received: <input style="width: 50px;" type="text"/>	Date Received <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y	Time Received <input style="width: 100%;" type="text"/>	
D	D	M	M	Y	Y	Y	Y				
Instruction Taken by (Clerk Name) <input style="width: 100%;" type="text"/>											
Authorised by <input style="width: 100%;" type="text"/>	Input Verified/Approved by <input style="width: 100%;" type="text"/>	Additional Information <input style="width: 100%;" type="text"/>	Perpetuity Indicator <input style="width: 50px;" type="text"/>								

C. Terms and Conditions (To be signed by Applicant) 章则条款 (由申请人签署)

* I/We hereby agree: 我/我们同意:

1. To indemnify you and hold you harmless against any loss, costs, expenses, damages and proceedings incurred or brought by or against you resulting from compliance with this stop payment request.

就贵行因遵守本挂失止付要求而产生的任何成本、费用、损害赔偿和法律程序作出补偿并使贵行不受损害。

2. That in the event that the said cheque is paid through error, oversight, inadvertence, negligence or mis-description thereof, to the extent as not prohibited by relevant laws, regulations and rules, I/we shall not hold you responsible for payment of the cheque and where I/we am/are the drawer(s) of the said cheque, I/we hereby agree to you debiting my/our account in respect thereof.

若上述支票因为错误、疏忽、过失或错误描述而被支付，则在相关法律法规和规章允许的前提下，我/我们不会再追究贵行支付上述支票的责任，并且如我/我们是上述支票的出票人，我/我们同意贵行为此借记我/我们的账户。

3. To inform you immediately if the above cheque(s) is/are recovered or destroyed or if we wish to revoke these stop payment instructions for any reason.

如果上述支票被找到或灭失，或我/我们因为任何原因撤消止付指令，我/我们会立即通知贵行。

4. And acknowledge that despite this stop payment request, you may make payment against presentment of the said cheque according to applicable laws, regulations, rules and regulatory requirements.

我/我们同意并确认尽管有本挂失止付要求，贵行仍可根据适用的法律、法规、规章或规范性文件的要求，在上述支票被提示付款时作出付款。

Signature(s) and/or Chop
签名及/或盖章

