

致：兆豐國際商業銀行香港分行  
To: Mega International Commercial Bank Co., Ltd.,  
Hong Kong Branch

## 個人戶結清帳戶申請書

### Application for Closure of Account (For Individual A/C)

本人(等)\_\_\_\_\_ (戶名)現授權兆豐國際商業銀行香港分行結清下述在貴行之帳戶。

I/We, \_\_\_\_\_ (Depositor Name) hereby authorize Mega International Commercial Bank Hong Kong Branch to close the following account with the Branch.

☐ 帳戶號碼(指定幣別帳戶) Account No(designated currency account):

(i)	
(ii)	
(iii)	

☐ 客戶帳號(帳戶末六碼) 之所有幣別帳戶

All currency type of accounts with customer ID (last 6 digits of the account)

1. 本人(等)特此指示並授權貴行：-

- ☐ 結清該等帳戶；
- ☐ 簽發結清帳戶證明書(費用HKD200/USD25.6元)，並經快遞送達結清帳戶證明書(快遞費用由申請人負擔)。同時，本人(等)進一步授權貴行從相應的該等帳戶中或本人(等)於貴行開立的其他帳戶中扣除結清帳戶證明書的手續費用。如相應的該等帳戶或其他帳戶中的資金不足以支付相關費用，本人(等)承諾立即向貴行償付該等費用。

I/We hereby instruct and authorize the Bank to:-

- ☐ close the Account(s);
- ☐ issue the Account Closure Certificate (handling fee HKD200/USD25.6元) and send it by way of courier(courier costs shall be borne by the applicant) and I/we further authorize the Bank to debit the handling fees for the Account Closure Certificate from the corresponding Account(s) or the my/our other accounts maintained with the Bank provided that if the corresponding Account(s) or such other accounts have no sufficient sum of money to pay it, I/we undertake to forthwith reimburse the Bank.

2. 我們知悉，倘若未在此申請結清帳戶證明書，貴行將不會以其他方式確認該等帳戶之結清。

I/We understand that the Bank shall not confirm the closure of the Account(s) in other means if no application for the Account Closure Certificate is made herein.

S.V.

.....  
授權蓋印及/或簽名

(與提交予貴行的簽字式樣相符)

Authorized Seal / Signature

(as per the specimen filed with the Bank)

.....  
申請日期 Application date:

致客戶重要通知：如貴司帳戶結單收取方式為至本行『電子單據查詢系統』查閱，貴司應於結清該等帳戶後次月第10日(含)之前下載及儲存電子結單之副本。逾期將無法查閱。倘若貴司日後申請結單或帳戶交易紀錄，本行將收取費用。

**Important Notice to Client: The Bank reminds you to download and save a copy of the E-statement before 10<sup>th</sup> day (inclusive) of the month immediately following the month during which the Account(s) has/have been terminated if the account statement(s) is received by you through the Bank's "e-Bill" system. You will have no further access to the E-statement after the prescribed period as above. Should you require a copy of the statement or account transaction record thereafter, the Bank shall charge handling fee.**

致：兆豐國際商業銀行香港分行

To: Mega International Commercial Bank Co., Ltd.,

Hong Kong Branch

## 公司戶結清帳戶申請書

### Application for Closure of Account (For Corporate Account)

1. \_\_\_\_\_的董事會（下稱「本公司」）已決議結清以本公司名義於兆豐國際商業銀行香港分行（下稱「貴行」）開立的下述帳戶（下稱「該等帳戶」），並附上董事會議事錄節錄本(版)或書面決議以茲證明：-

The board of directors of \_\_\_\_\_ (“Company” or “we”) has resolved to close the bank account(s) (as listed out below) in the name of the Company (“Account(s)”) maintained with Mega International Commercial Bank, Hong Kong Branch (“Bank”) as evidenced by a certified extract of board resolution / written resolutions<sup>1</sup> exhibited hereto:-

☐ 帳戶號碼(指定幣別帳戶) Account No(designated currency account):

(i)	
(ii)	
(iii)	
(iv)	
(v)	

☐ 客戶帳號(帳戶末六碼) \_\_\_\_\_ 之所有幣別帳戶

All currency type of accounts with customer ID (last 6 digits of the account)

2. 本公司特此指示並授權貴行：-

- ☐ 結清該等帳戶；
- ☐ 簽發結清帳戶證明書(費用HKD200/USD25.6元)，並經快遞送達結清帳戶證明書(快遞費用由申請人負擔)。同時，本公司進一步授權貴行從相應的該等帳戶中或本公司於貴行開立的其他帳戶中扣除結清帳戶證明書的手續費用。如相應的該等帳戶或其他帳戶中的資金不足以支付相關費用，本公司承諾立即向貴行償付該等費用。

We hereby instruct and authorize the Bank to:-

close the Account(s);

issue the Account Closure Certificate (handling fee HKD200/USD25.6元) and send it by way of courier(courier costs shall be borne by the applicant) and I/we further authorize the Bank to debit the handling fees for the Account Closure Certificate from the corresponding Account(s) or the my/our other accounts maintained with the Bank provided that if the corresponding Account(s) or such other accounts have no sufficient sum of money to pay it, I/we undertake to forthwith reimburse the Bank.

3. 本公司知悉，倘若本公司未在此申請結清帳戶證明書，貴行將不會以其他方式確認該等帳戶之結清。

We understand that the Bank shall not confirm the closure of the Account(s) in other means if no application for the Account Closure Certificate is made herein.

S.V.

.....  
授權蓋印及/或公司印章

(與提交予貴行的簽字式樣相符)

Authorized Impression/Corporate Seal  
(as per the specimen filed with the Bank)

S.V.

.....  
董事會主席簽名

(與提交予貴行的簽字式樣相符)

Signature of Chairman of the Board  
(as per the specimen signature filed with the Bank)

.....  
申請日期 Application date:

**致客戶重要通知：**如貴司帳戶結單收取方式為至本行『電子單據查詢系統』查閱，貴司應於結清該等帳戶後次月第10日(含)之前下載及儲存電子結單之副本。逾期將無法查閱。倘若貴司日後申請結單或帳戶交易紀錄，本行將收取費用。

**Important Notice to Client:** The Bank reminds you to download and save a copy of the E-statement before 10<sup>th</sup> day (inclusive) of the month immediately following the month during which the Account(s) has/have been terminated if the account statement(s) is received by you through the Bank's "e-Bill" system. You will have no further access to the E-statement after the prescribed period as above. Should you require a copy of the statement or account transaction record thereafter, the Bank shall charge handling fee.

Business Registration Number: \_\_\_\_\_<sup>1</sup>  
 公司商業登記編號：\_\_\_\_\_

\_\_\_\_\_ <sup>2</sup> (the “Company” 「本公司」)

**WRITTEN RESOLUTIONS PASSED BY SOLE DIRECTOR PURSUANT TO THE  
 ARTICLES OF ASSOCIATION OF THE COMPANY**  
 根據本公司章程由唯一董事通過的書面決議

**DOCUMENTS CIRCULATED 文件傳閱**

Copies of the following documents (the “Documents”) were circulated to the director:-  
 以下文件的副本（下稱「該等文件」）已傳閱予董事：-

- (i) The Application for Closure of Account (For Corporate Account) to be signed by the Company to Mega International Commercial Bank Co., Ltd., Hong Kong Branch (“Bank”);  
 一份由本公司簽署及向兆豐國際商業銀行香港分行（下稱「該銀行」）提交的公司戶結清帳戶申請書；

**DECLARATION OF INTEREST 利益申報**

The director of the Company have declared their respective interest in accordance with the applicable laws and the constitutional documents of the Company.  
 本公司董事已根據適用法律及本公司的憲制性文件申報其各自利益。

**RESOLUTIONS 決議**

Following due and careful consideration of all relevant matters and the terms and conditions set out in the Documents, it is concluded and agreed that it is in the best interests of, and of corporate benefit to, the Company to execute the Documents and the following written resolutions were passed:-

經對所有相關事項以及該等文件中載明的條款及細則進行充分和謹慎的考慮後，一致認為上述安排符合公司最佳利益及對公司有好處，並確認及同意本公司簽立該等文件，並通過以下書面決議：-

1. **IT WAS FURTHER RESOLVED THAT** the Company’s application for closing the following bank account(s) (“Accounts”) maintained with the Bank be and is approved, confirmed and ratified:-

茲進一步決議，核准、確認及追認本公司申請結清於該銀行開立的以下銀行帳戶（「該等帳戶」）：-

<sup>1</sup> 請填寫公司商業登記編號/ Please fill in the company's business registration number

<sup>2</sup> 請填寫公司名稱 / Please fill in the company name

☐ 帳戶號碼(指定幣別帳戶) Account No(designated currency account):

	Account Number 帳戶號碼
(i)	
(ii)	
(iii)	
(iv)	

☐ 客戶帳號(帳戶末六碼) 之所有幣別帳戶

All currency type of accounts with customer ID (last 6 digits of the account)

2. **IT WAS FURTHER RESOLVED THAT** the Documents together with their respective terms and conditions, be and are hereby approved, confirmed and accepted.

茲進一步決議，對該等文件連同其各自的條款及細則，予以核准、確認並接受。

3. **IT WAS FURTHER RESOLVED THAT** Chairman of the board (“Authorized Person”) be and is authorized to sign the Documents for and behalf of the Company who is also authorized to approve the amendments and revisions made to the Documents as may be necessary for and on behalf of the Company.

茲進一步決議，授權董事會議主席（下稱「**被授權人員**」）代表本公司簽署該等文件，並授權其代表本公司批准對該等文件所作的必要修改及修訂。

4. **IT WAS FURTHER RESOLVED THAT** all actions taken and all documents, instruments or agreements executed, signed, sealed or delivered with respect to matters hereunder prior to the resolutions passed herein by the Authorized Person or officer(s) of the Company be and are hereby approved, confirmed and/or ratified (as the case may be) in all respects.

茲進一步決議，公司授權人員或高級職員在本決議通過之前，已就本決議事項所採取的一切行動，以及所簽署、蓋章或交付的所有文件、文書或協議，現均在此獲得批准、確認及／或追認（視情況而定），並在各方面予以承認。

\_\_\_\_\_  
Signature of director 董事簽署

Name of Director 董事名稱: \_\_\_\_\_

Date 日期: \_\_\_\_\_

Business Registration Number: \_\_\_\_\_<sup>1</sup>  
 公司商業登記編號：\_\_\_\_\_

\_\_\_\_\_<sup>2</sup>(the “Company” 「本公司」)

## CERTIFIED EXTRACTS OF MINUTES AND RESOLUTION OF BOARD OF DIRECTORS

### 董事會議事錄節錄本(版)

We, the undersigned, hereby certify that the following is a true and correct extracts of the minutes and resolutions of the directors of the Company (duly kept in the minutes book of the Company) duly passed at a board meeting of the Company duly convened and held on \_\_\_\_\_<sup>3</sup> at \_\_\_\_\_<sup>4</sup> a.m./p.m. at \_\_\_\_\_<sup>5</sup> (the “Meeting”) at which a quorum of directors were present throughout and \_\_\_\_\_<sup>6</sup> took the chair of the Meeting.

我們，下列簽署人，謹此證明以下為本公司於 \_\_\_\_\_<sup>3</sup> 日上午/下午 \_\_\_\_\_<sup>4</sup> 時於 \_\_\_\_\_<sup>5</sup> 正式召開及舉行的董事會會議(下稱「該會議」)上正式通過的本公司董事會會議記錄及決議的真實及正確摘錄(正本存置於本公司會議記錄冊)，董事會會議是合法召開且有會議法定人數出席並由 \_\_\_\_\_<sup>6</sup> 擔任該會議主席。

#### IT WAS UNANIMOUSLY RESOLVED that:-

茲一致議決如下：

1. The Company’s application for closing the following bank account(s) (“Accounts”) maintained with Mega International Commercial Bank, Hong Kong Branch (“Bank”) be and is approved, confirmed and ratified:-  
 本公司申請結清以下在兆豐國際商業銀行香港分行(下稱「該銀行」)開立的銀行帳戶(下稱「該等帳戶」)的事項，現予以核准、同意並追認：-

☐ 帳戶號碼(指定幣別帳戶) Account No.(designated currency account):

	Account No. 帳戶號碼
(i)	
(ii)	
(iii)	
(iv)	

☐ 客戶帳號(帳戶末六碼) \_\_\_\_\_ 之所有幣別帳戶

All currency type of accounts with customer ID (last 6 digits of the account)

2. The following documents (having been tabled at the Meeting) (“Documents”) and their respective terms and conditions be and are hereby approved, confirmed and accepted:

以下文件(已提交該會議上省覽)(下稱「該等文件」)及其各自的條款及細則現予以批准、確認並接受：

<sup>1</sup> 請填寫公司商業登記編號/ Please fill in the company's business registration number

<sup>2</sup> 請填寫公司名稱/ Please fill in the company name

<sup>3</sup> 請填寫日期/ Please fill in the date

<sup>4</sup> 請填寫時間/ Please fill in the time

<sup>5</sup> 請填寫地址/ Please fill in the address

<sup>6</sup> 請填寫會議主席名稱/ Please fill in the name of the meeting chairman

- ☐ Account Closure Application For Depositor Who Is Unable To Present Specimen Signature  
存戶未提示印鑑結清帳戶申請書
- ☐ Application for Closure of Account (For Corporate Account)  
公司戶結清帳戶申請書

3. **Chairman of the board (“Authorized Person”)** be and is/are authorized to sign the Documents for and on behalf of the Company who is/are also authorized to approve the amendments and revisions made to the Documents as may be necessary for and on behalf of the Company.

授權 董事會議主席（下稱「被授權人員」）代表本公司簽立該等文件，並授權其代表本公司批准對該等文件所作的必要修改及修訂。

4. All actions taken and all documents, instruments or agreements executed, signed, sealed or delivered with respect to matters hereunder prior to the Meeting by the Authorized Person or any one of the director(s) or officer(s) of the Company be and are hereby approved, confirmed and/or ratified (as the case may be) in all respects.

現予以全面核准、確認及/或追認（視情況而定）由被授權人員或本公司任何一位董事或高級職員在該會議之前就本決議通過事項所採取的一切行動，以及簽署、執行、蓋章或交付的所有文件、文書或協議。

We hereby further certify and confirm that the foregoing resolutions (i) were duly passed in accordance with the Memorandum and Articles of Association (or other constitutional documents) of the Company; (ii) have been duly recorded in the minutes book of the Company; (iii) are in full force and effect and constitute valid and binding obligations of the Company; and (iv) have not been amended, varied, rescinded or revoked, in whole or in part.

我們現進一步核證並確認，前述決議 (i) 已按照本公司的組織章程大綱及細則（或其他憲制性文件）正式通過，(ii) 已正式記錄於本公司的會議記錄冊，(iii) 現時完全生效，並構成本公司有效及具約束力的責任，且 (iv) 未曾被全部或部分修訂、更改、廢止、撤銷或撤回。

Date 日期:

Signed by Chairman  
主席簽署

Signed by Director/ Company Secretary  
董事/公司秘書簽署

Date 日期:

Date 日期:

Name 姓名	ID No 身分證明文件編號	Name 姓名	ID No 身分證明文件編號