

**To: MUFG Bank, Ltd.**

(Incorporated in Japan with limited liability)

**Hong Kong**

(株) 三菱 **UFJ** 銀行 御中

致: 三菱 **UFJ** 銀行

香港分行

## **Application for Remittance**

送 金 依 頼 書

匯 款 申 請 書



## TERMS AND CONDITIONS RELATING TO APPLICATION FOR REMITTANCE

The following terms and conditions relating to application for remittance are applicable to all remittances whether they are submitted in the standard form of your Bank or in any other form of payment instruction accepted by your Bank and are deemed to be agreed by the applicant.

- 30 The remittance shall be routed through and handled by offices of your Bank and/or other banks designated by your Bank (the latter are hereinafter referred to as "banks concerned").
- 40 I/We agree to allow your Bank and/or the banks concerned to handle the below matters at your/their own discretion.
- (1) Use of codes and ciphers.
- (2) The instrument of remittance and the means of transmission.
- 50 I/We understand that your Bank and Mitsubishi UFJ Financial Group, Inc. ("MUFG"), the affiliates, subsidiaries, associated entities of your Bank and MUFG and the branches and offices of your Bank and MUFG are required to comply with all local and international laws, regulations, rules, orders and internal policies and procedures relating to anti-money laundering, counter-terrorist financing, financial crime prevention, the related sanctions requirements and other criminal activities ("Compliance Obligations"). Such Compliance Obligations may result in your Bank considering as obligatory or expedient to undertake due diligence on customers and/or the beneficial owners who own or control customers, correspondent banks and originators of funds, to investigate the sources of or intended recipients of funds, to identify and assess the risks of financial transactions with customers, to report suspicious transactions and/or others. This may require your Bank to intercept and investigate funds transfer instructions, messages and other information or communication sent to or by me/us or on my/our behalf and this process may involve making further enquiries. In addition, this may also require your Bank to disclose my/our and the beneficiary's personal data (by including my/our and the beneficiary's personal data in the fund transfer messages or by such other manner as the public and regulatory authorities may stipulate) to the local or foreign law enforcement authorities, financial intelligence units, and receiving financial institutions for identifying, reporting and investigation of suspicious transactions. I/We agree to the foregoing requirements and agree that your Bank will not be liable for any loss (whether direct or consequential and including without limitation loss of profit or interest) or damage suffered by me/us or any other person arising out of any delay or failure by your Bank in processing my/our requests or instructions or blockage of funds by reason of your Bank taking any steps for your Compliance Obligations. I/We also agree that despite the aforesaid, your Bank is not required to inform me/us of any investigation or other steps taken or being taken by your Bank for your Compliance Obligations. To the extent permissible by law, neither your Bank nor any correspondent bank of your Bank shall be liable to me/us or any other person, caused in whole or in part in connection with the undertaking of your Compliance Obligations as mentioned above.
- 60 I/We shall provide the beneficiary information and shall ensure the beneficiary information (including but not limited to the detail of the beneficiary's name, address, city and country of residence and the beneficiary's bank and account number) provided by me/us is complete, accurate and valid. Your Bank shall not be liable for any losses, damages, or claims that may arise as a result of any rejection, return, delay or investigation due to omission, incomplete, inaccurate or invalid information provided by me/us.
- 70 When I/we request your Bank to enquire the paying bank as to whether the beneficiary of the remittance has duly received the payment, to cancel the remittance (to suspend payment temporarily) or to alter any of the details of payment, it shall be made in writing using the forms prescribed by your Bank, and shall be handled in accordance with the customary procedures of your Bank.
- 80 Your Bank is entitled to reimbursement from the applicant for the expenses of your Bank, your correspondents and agents. Additional overseas charges (including charges levied by the beneficiary's bank and/ or correspondent banks) may be imposed by some overseas banks. These charges may be deducted from the remittance amount depending on the practice of such banks and the beneficiary may as a result not to be able to receive the full amount of remittance, regardless of my/our payment instruction stated overleaf or otherwise.
- 90 When I/we request your Bank to enquire the paying bank as to whether the beneficiary of the remittance has duly received the payment, I/we shall pay all expenses incurred therefore in addition to those fees and expenses referred to in 6. above.
- : 0 A cancelled remittance issued in a foreign currency shall be refunded in Hong Kong Dollar at your Bank's buying rate on the date of refundment (or with your Bank's consent, in the currency of remittance), less fees and expenses due to your Bank and/or the banks concerned, after your Bank has duly received both the cancellation advice and the funds, provided that such refundment is permissible under the laws and regulations of Hong Kong and the concerned country.
- ; 0 Under no circumstances shall your Bank be held responsible for any loss or damage arising from:
- (1) the acts or omissions of the banks concerned;
- (2) delayed delivery or non-delivery of letters or telegrams dispatched, or mutilation, errors, etc., attributed to faulty telecommunications;
- (3) the observance by offices of your Bank and/or the banks concerned of local customs and practices, laws and regulations, or your/their own handling procedures in respect of this remittance;
- (4) payment made in the local currency or the paying country, at the exchange rate offered by offices of your Bank or the banks concerned, where the remittance has been issued in a currency other than the currency of the paying country;
- (5) the content of the message to the beneficiary;
- (6) payment made to the beneficiary whose identity is considered to have been positively established by offices of your Bank or the banks concerned;
- (7) domestic or foreign laws and regulations;
- (8) force majeure.

條款和條件適用於所有匯款，不論匯款申請是否透過提交貴行的標準表格或銀行接受的任何其他付款指示方式而作出，申請人被視為已同意該等條款和條件：

1. 匯款將經由貴行營業網絡和/或貴行指定的其他銀行（後者稱為「相關銀行」）傳送和處理。
2. 本人/我方同意允許貴行和/或相關銀行自行酌情處理以下事項：
  - (1) 使用密碼和加密符號。
  - (2) 匯款方式和傳輸方法。
3. 本人/我方明白貴行及 Mitsubishi UFJ Financial Group, Inc. ("MUFG")，貴行及 MUFG 的相關聯公司、子公司及附屬公司、聯營公司，以及貴行及 MUFG 的分行和辦事處需要遵守所有當地及國際的有關打擊洗黑錢、恐怖分子融資活動、防止金融罪行及其他犯罪活動的法律、規則、法規、指令及內部政策和程序及相關的制裁要求("合規責任")。此合規責任可能導致貴行認為有義務或有利於進行對客戶及/或擁有或控制客戶的實益擁有人、代理銀行及資金來源者的盡職審查，以調查資金來源或預期收款人、鑑定及評估與客戶進行金融交易之風險，並舉報可疑交易及/或其他行動。貴行因此有可能需要截取及調查本人/我方或代本人/我方經貴行發放或接受的任何付款指示、訊息及其它資訊或通訊，此過程有可能牽涉更廣泛的諮詢。此外，貴行亦因此需要把本人/我方及收款人之個人資料(以包括本人/我方及收款人之個人資料於付款信息內之形式或以其它公眾及監管機構指定之其它形式)披露予當地或外國執法機構、檢控機構、財務情報單位和收款的金融機構，讓此等機構及單位能夠識別、舉報和調查可疑交易。本人/我方同意以上之要求並同意貴行在處理本人/我方之要求或指示或因合規責任所採取任何步驟而引致本人/我方或任何人士因阻延或沒有執行或因凍結資金所產生的虧損或任何損害(不論是直接或相應，包括但不止於盈利或利息上虧損)，一概不負責任。除以上所述，本人/我方同意貴行已採取或在進行任何調查或任何合規責任步驟時，無須知會本人/我方。在法律許可的情況下，因從事以上提及之合規責任相關的活動而招致(不論完全或部分由此產生)的任何損失，貴行或相關代理銀行無須向本人/我方或任何其他人士負責。
4. 本人/我方須提供收款人之資料，及確保本人/我方所提供收款人之資料均屬完整、準確及有效，包括但不限於收款人姓名、地址、居住城市及國家及收款人銀行及戶口號碼的詳細資料。貴行對因本人/我方所提供之資料遺漏、不完整、不準確或無效引致的拒絕、退回、延誤或調查所產生的任何虧損、損害或索賠，一概不負責任。
5. 如本人/我方請求貴行向付款銀行查詢收款人是否已收妥匯款，或請求取消匯款、推遲匯款（暫停付款）或修改付款的任何細節，該等請求應透過填寫貴行指定的表格以書面方式作出，並按貴行的慣常程序處理。
6. 所有因此筆匯款而引起之一切費用，貴行有權要求申請人償付。部分海外銀行可能會徵收額外海外交易手續費(包括收付款銀行及/或代理銀行的收費);不論本人/我方的手續費繳款指示如何，有關代理行會按代理行的慣例從匯款金額中扣除手續費。因此，收款人有機會收不到匯出匯款的全數金額。
7. 如本人/我方請求貴行向付款銀行查詢收款人是否已收妥匯款，本人/我方除須支付上文第 6 段所述的收費和費用外，亦須支付所有查詢費用。
8. 如果取消以外幣匯出的匯款，有關款項在貴行和/或相關銀行正式收到取消通知及退回的款項扣除因貴行和/或相關銀行收費和費用後以港元退還，按貴行於退款日的買入價計付（或經貴行同意以匯款貨幣退還），惟退款須在香港及相關國家的法律及規例允許的情況下方可進行。
9. 在任何情況下貴行概不須就以下事項引起的任何損失或損害承擔責任：
  - (1) 相關銀行的作為或不作為；
  - (2) 因電訊故障引致所發出的信函或電報延遲交付或沒有交付，或導致缺損、錯誤等；
  - (3) 貴行和/或相關銀行的營業網絡遵從當地習慣、慣例、法律及規例，或其各自對本次匯款的處理程序；
  - (4) 當匯款貨幣並非付款所在國貨幣時，匯款以付款所在國貨幣支付，而匯率按貴行或相關銀行的營業網絡所提供；
  - (5) 向貴行或相關銀行的營業網絡認為已確認其身份的收款人支付匯款；
  - (6) 本地或外國法律及規例；
  - (7) 給收款人的附言內容；
  - (8) 不可抗力。

(If there is any inconsistency or conflict between the Chinese and English versions, the latter shall prevail. 如與英文版本有異，概以英文版本為準。)



# Application for Remittance

## 送金依頼書 匯款申請書

Application Date:

Received by: Counter / Mail / Others

**IMPORTANT NOTE:** The Terms and Conditions Relating to Application for Remittance set forth on reverse hereof and our Bank's Master Terms of Business for Banking, Addendum for Hong Kong and other related agreements are applicable to all remittances. All remittances are subject to differences, the handling by relevant responsibilities of the banks concerned due to differences in national customs, practices, laws, etc.

ご注意：本契約の裏に記載されている送金の依頼に関連する利用規約、および当行の銀行サービスに関する一般利用規約とその他の関連する契約および利用規約は、すべての送金に適用されます。すべての送金は、国の慣習、慣行、法律などの違いにより、関係する銀行の責任による取り扱いに違いがあります。

重要事項：背頁所載の匯款申請の條款和條件及本行其他相關的銀行戶口服務總章程適用於所有匯款。因各國習慣、慣例、法律等方面有差異，所有匯款業務可能有所不同，並且各相關銀行對責任的處理方法亦有所不同。

### A. Remittance Type

☐ Telegraphic Transfer (T/T) ☐ CHATS ☐ Cashier Order ☐ This application is submitted through Fax (pre-arranged customers only)

### B. Payment Details

Remittance Currency		Remittance Amount	
Applicant Name (same as A/C Holder)			
Settlement A/C No.		Charge A/C No. (if different from settlement A/C)	
Forward Contract No. (if any)		Value Date: (DD/MM/YYYY) (if any, T/T only)	

### C. Creditor / Beneficiary Details \*\*Mandatory field and \* Mandatory fields for T/T or CHATS only

**Creditor/ Beneficiary Name							
*A/C No. / IBAN No. (whichever is applicable)							
Street				Department			
Building Number				Sub Department			
Building Name				Floor		Post Box	
Post Code				Town Location Name			
*City / Town Name				District Name			
*Country				Country Sub Division			

### D. Creditor Agent / Beneficiary Bank Details (For T/T or CHATS only) \* Mandatory if SWIFT BIC is not available.

SWIFT BIC			*Creditor Agent /Beneficiary Bank Name		
Address					
	*City / Town Name			*Country	

### E. Intermediary Agent / Intermediary Bank Details (For T/T or CHATS only) \* Mandatory if SWIFT BIC is not available.

SWIFT BIC			* Intermediary Agent /Intermediary Bank Name		
Address					
	*City / Town Name			*Country	

### F. Charges Type (Please select one of the following, if not specify, SHAR will be used)

- ☐ **DEBT / OUR** MUFG Bank, Ltd and other bank charges to be borne by Applicant (Debtor).
- ☐ **CRED / BEN** MUFG Bank, Ltd and other bank charges to be borne by Beneficiary (Creditor). Such charges will be deducted from the Remittance Amount.
- ☐ **SHAR / SHA** MUFG Bank, Ltd charges to be borne by Applicant (Debtor) and other bank charges to be borne by the Beneficiary (Creditor).

### G. Others

Message to Creditor / Beneficiary (if any)	Authorized Signature of Applicant
Payment Purpose (if any)	
Special Request to MUFG Bank, Ltd (if any)	

I/We agree that this remittance is made subject to the Terms and Conditions Relating to Application for Remittance set forth on reverse hereof and your Bank's Master Terms of Business for Banking, Addendum for Hong Kong and other related agreements, and declare the transaction does not fall under a transaction related to sanctions regulations under the FEFTA.

裏面記載の送金依頼事項及び貴行基本約款とその他の関連する契約および利用規約に同意し、且つ「外国為替及び外国貿易法」の経済制裁の関連規制には該当しないことを申告の上、本送金を依頼します。本人/我方同意本匯款須受背頁所載的匯款申請的條款和條件及貴行其他相關的銀行戶口服務總章程規限，並聲明本匯款並不屬於「日本外匯及外國貿易法」內有關經濟制裁條例的交易。

For Bank Use Only 銀行使用欄 (Confidential)

Our Ref No.	Customer No.	Same-Day Quotation / Report Funding Confirmed with AGMD/ RCU _____ at Today's Time _____. Application confirmed through telephone with their _____ on _____	<input type="checkbox"/> CF (O/R)		<input type="checkbox"/> STS	
			Maker	Checker	Manager	S.V.
Fwd Contract No.	Fx Rate					

For Reference Only

## Guidelines for Remittance

## 匯款指引

参考用（僅供參考）

## 送金依頼書のガイドライン

This page is for reference purposes only. The information contained herein is intended to assist you in completing the Application for Remittance.

このページは参考用です。ここに含まれている情報は送金依頼書の記入を支援することを目的としています。

此頁僅供參考。此處所含資訊旨在協助您完成匯款申請表。

## A. Remittance Type 送金種類 / 匯款類別

Telegraphic Transfer (T/T)	CHATS	Cashier Order	This application is submitted through Fax (pre-arranged customers only)
電信送金	香港域内送金	小切手	この送金依頼書はファックスで送信されます
電匯	透過結算所自動轉賬系統	銀行本票	本匯款申請書以圖文傳真遞交

## B. Payment Details 送金詳細 / 匯款資料

Remittance Currency	送金通貨 / 匯款貨幣 e.g. JPY	Remittance Amount	送金金額 / 匯款金額
Applicant Name (same as A/C Holder)	送金依頼人名 / 申請人姓名		
Settlement A/C No.	送金代金引落し口座 / 支振戸口號碼	Charge A/C No. (if different from settlement A/C)	手数料用引落し口座 (送金代金と異なる場合のみ) 支付匯款費用戸口號碼 (如與支振戸口不同)
Forward Contract No. (if any)	為替予約番号 / 遠期合約號碼 (如有)	Value Date (if any, T/T only)	実行日 (T/T のみ(選択項目)) / 交易日 (如有、僅限於電匯)

## C. Creditor / Beneficiary Details 受取人詳細 / 收款人資料 (\* Mandatory field 必須項目 / 必填項 \* Mandatory field for T/T or CHATS 必須項目 / 必填項)

**Creditor/ Beneficiary Name	受取人名 / 收款人姓名 [#140]		
* A/C No. / IBAN No. (whichever is applicable)	受取人口座番号 / 收款人戸口號碼 [#34]		
Street	街道名・番地等 / 街道名稱 [#70]	Department	部署 / 部門 [#70]
Building Number	建物番号 / 大廈號碼 [#16]	Sub Department	課 / 子部門 [#70]
Building Name	建物名 / 大廈名稱 [#35]	Floor	階数 / 樓 [#70]
Post Code	郵便番号 / 郵政編碼 [#16]	Town Location Name	地区名 / 地区名 [#35]
*City / Town Name	都市名 / 城市名稱 (e.g. Tokyo) [#35]	District Name	地域名 / 地區 [#35]
*Country	国 / 國家(e.g. JP)	Country Sub Division	州・省・都道府県等 / 國家分區 [#35]

## D. Creditor Agent / Beneficiary Bank Details (\* Mandatory if SWIFT BIC is not available)

受取銀行詳細 / 收款銀行資料 (\* SWIFT BIC が利用できない場合は必須です / 若無法提供 SWIFT BIC、則為必填項)

SWIFT BIC	8 or 11 alphanumeric characters 8桁か11桁のアルファベット / 8位或11位字母数字 e.g. BOTKJPJT or BOTKJPJTXXX	*Creditor Agent /Beneficiary Bank Name	受取人銀行名 / 收款銀行名稱
Address [#105]	住所 / 地址		
	*City / Town Name	都市名 / 城市名稱 (e.g. Tokyo)	*Country 国 / 國家 (e.g. JP)

## E. Intermediary Agent / Intermediary Bank Details (\* Mandatory if SWIFT BIC is not available)

経由銀行詳細 / 中間銀行資料 (\* SWIFT BIC が利用できない場合は必須です / 若無法提供 SWIFT BIC、則為必填項)

SWIFT BIC	8 or 11 alphanumeric characters 8桁か11桁のアルファベット / 8位或11位字母数字 e.g. BOTKJPJT or BOTKJPJTXXX	*Intermediary Agent /Intermediary Bank Name	経由銀行名 / 中間銀行名稱
Address [#105]	住所 / 地址		
	*City / Town Name	都市名 / 城市名稱 (e.g. Tokyo)	*Country 国 / 國家 (e.g. JP)

## F. Charges Type 手数料の種類 / 匯款費用類別 (次のいずれかを選択してください ご指定がない場合は「SHAR」が使用されます / 請選擇以下其中一項否則將使用「SHAR」)

DEBT / OUR	弊行およびその他の銀行手数料は依頼人 (債務者) が負担します。 所有本地及海外收費由申請人支付。
CRED / BEN	弊行およびその他の銀行手数料は受取人 (債権者) が負担します。受取人が実際に受け取る金額は、送金額から手数料を差し引いた金額です。 所有本地及海外收費由收款人支付。收款人實際收到的金額為匯款金額扣除本地手續費後的餘額。
SHAR / SHA	弊行の手数料は依頼人 (債務者) が負担し、その他の銀行手数料は受取人 (債権者) が負担します。 本地收費由申請人支付及海外收費由收款人支付。

## G. Others その他 / 其他

Message to Creditor / Beneficiary (if any)	Authorized Signature of Applicant
受取人宛メッセージ / 給收款人的附言(如有) [#140]	ご依頼人ご署名 / 獲授權簽署
Payment Purpose (if any, please follow guidelines for specific currencies)	
送金目的 / 匯款目的 (e.g. Goods Trade) [#35]	
Special Request to MUFG Bank, Ltd (if any)	
銀行への依頼事項(任意) / 對本行的特別請求(如有)	

[#] To align with SWIFT standard, certain fields have predefined character limits. We kindly request that you provide the required information within the no. of characters as specified. / SWIFT 標準に準拠するため、特定のフィールドには所定の文字数制限が設けられています。指定された文字数内で必要な情報をご提供ください。 /

為了符合 SWIFT 的標準，某些欄位具有預先定義的字元限制。我們懇請您在指定的字元數內提供所需的信息。