

To: The Manager 致: 经理

HSBC Bank (China) Company Limited. 汇丰银行 (中国) 有限公司

Office 分行

Date 日期

General Fapiao Issuance Application Form

一般手工开票申请表

Note 注意:

1. Please tick (✓) where applicable and complete this form in BLOCK LETTERS. 请在适当的方格内划上钩号(✓), 并用正楷填写
2. This form is applied only for charged but not issued manual Fapiao issuance request. 此申请表仅适用于已发生交易但未开具发票月份的一般手工开票申请
3. Special VAT fapiao is issued for non-loan related service fees, for other proceeds such as interest income, ordinary VAT invoice will be issued. 非贷款相关的手续费收入开具增值税专用发票, 其他收入 (如利息收入) 将开具增值税普通发票
4. The month mentioned in the table is natural month and might not be consistent with statement cycle. 表格中月份为自然月, 与账单周期可能存在差异。

Customer Name

客户名称

Customer Number

客户号码

Designated issuance year

指定开票年份

Effective from May 1, 2016

从2016年5月1日起生效

Designated issuance month

指定开票月份

1月 January	<input type="checkbox"/>	5月 May	<input type="checkbox"/>	9月 September	<input type="checkbox"/>
2月 February	<input type="checkbox"/>	6月 June	<input type="checkbox"/>	10月 October	<input type="checkbox"/>
3月 March	<input type="checkbox"/>	7月 July	<input type="checkbox"/>	11月 November	<input type="checkbox"/>
4月 April	<input type="checkbox"/>	8月 August	<input type="checkbox"/>	12月 December	<input type="checkbox"/>

Fapiao type (multiple)

发票类型 (可多选)

Special VAT fapiao

需打印专用发票交易

Ordinary VAT fapiao

需打印普通发票交易

Applicant Chops/Signatory

发票申请人盖章或签字

Applicant Chops/Signatory(ies) 发票申请人盖章或签字*

*The applicants include the client and any other responsible parties that could represent the client to raise the Fapiao issuance request (e.g. RM, Counter, HSS CTLA, GTRF SVS, RBWM CCSS agent, Credit Card Call Centre). For the client, company chop or finance chop is required. Signatures are applicable to other responsible parties. 发票申请人包括客户以及RM、Counter、HSS CTLA、GTRF SVS、RBWM CCSS agent、Credit Card Call Centre等任何有可能代表客户申请发票的责任方。对于客户提出的申请, 请加盖公司公章或财务章; 对于其他责任方提出的申请, 请申请人签字。