

APPLICATION MATTERS FOR THE VAT FAPIAO ISSUANCE
增值税发票开具申请事项

Section A: Relevant guidance for the VAT Fapiao issuance
第一部分：增值税发票相关指引

Dear Valued Customers,
亲爱的顾客：

Starting from 1 May 2016, with the expansion of VAT pilot reform nationwide, we will charge VAT on the supplies of goods and services where VAT is applicable in accordance with the relevant rules and regulations issued by the government. In the meantime, VAT Fapiao will be issued to customers after fulfilling certain criteria in accordance with relevant rules and customer needs.

从 2016 年 5 月 1 日起，我行将根据政府颁布的相关政策法规，对我行所提供的适用于增值税的商品和服务向客户收取增值税。同时，我行也将根据相关的政策法规及客户的实际需求，在满足一定前提条件下为客户开立增值税发票。

Before valid VAT Fapiao can be issued, we would like to confirm your VAT registration status starting from 1 May 2016 and collect relevant information. We would appreciate if you could complete and return a signed (by legal representative or authorized signatory) and stamped copy of the attached Section B - *Application Form of VAT Fapiao Issuance* and Section C - *Declaration for the VAT Fapiao issuance*, together with copy of requested certificates, to our corporate business service counter. Please kindly note that at the initial stage after VAT pilot reform, we cannot provide VAT Fapiao until our VAT Fapiao Management System is officially launched. .

增值税发票开具前，我行需确认贵司自 2016 年 5 月 1 日起的增值税纳税人状态及相关信息。烦请填写第二部分《增值税发票开具申请表》及第三部分《增值税发票开具声明》并根据要求提供证照副本复印件，由贵司法定代表人或其授权签字人签字并加盖公司公章后，由有权人将申请表原件及证照复印件递交至我行各营业网点的对公服务柜台。我们将不胜感激。需要提请贵司注意的是，目前处于“营改增”实施的初始阶段，我行将在增值税发票管理系统正式上线后为客户开具相关增值税发票。

If relevant information is not provided timely and correctly, we may not be able to cooperate on your VAT matters. If there is any loss to your company in this respect, it should be borne by your own.

如果贵司未能及时、准确地提供相关信息，我行可能无法配合贵司的增值税事项。由此导致贵司的损失，将由贵司自行承担。

Should you have any queries, please contact your relationship manager.
若贵司有任何疑问，请联系您的客户经理。

Yours sincerely,
您诚挚的，

HANG SENG BANK (CHINA) LIMITED
恒生银行（中国）有限公司

Section B: Application Form of VAT Fapiao Issuance
第二部分：增值税发票开具申请表

Customer Information 客户信息			
Customer Number 客户号			
Full Company Name (in Chinese) 客户名（中文全称）			
Value Added Tax (VAT) 增值税信息			
Is the Entity a General VAT Taxpayer? 公司是否为增值税一般纳税人？	<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否		
Telephone Number (To be Printed on VAT Invoice) 增值税发票联络电话 (将打印在发票上)			
Name of the Bank 纳税专户开立的银行			
Bank Account Name 纳税专户开立的银行账号			
VAT Invoice Correspondence Address 增值税发票邮寄地址			
* 如银行预留的该等地址更新的，发票邮寄地址亦将相应更新。 If there is any update to such address recorded by the bank, the invoice correspondence address will be updated accordingly.			
<input type="checkbox"/> Same as Correspondence Address 与通讯地址相同	<input type="checkbox"/> Same as Registered Address 与注册地址相同 Postal Code 邮编: Recipient 收件人: Telephone 电话:	<input type="checkbox"/> Same as Business Address 与营业地址相同 Postal Code 邮编: Recipient 收件人: Telephone 电话:	
<input type="checkbox"/> Other Address 其他地址			
	Postal Code 邮编:	Recipient 收件人:	Telephone 电话:
Notes 说明			
1. The tax registration number of the company is the unified social credit code (18 digits). 公司统一社会信用代码（18位）即为税务登记证号码。			
2. The address printed on the VAT invoice will be the provided company registration address. 增值税发票打印地址将为贵机构在本行登记的注册地址。			
3. VAT invoice will be sent to the provided VAT invoice correspondence address. 增值税发票邮寄地址将为贵机构在本行注册的邮寄地址。			
4. The types and contents of the invoice provided would be decided by customer nature and relevant laws/regulations. Please refer to <www.chinatax.gov.cn> for detailed information. 关于本行所能提供的发票种类以及发票内容，将取决于客户性质及国家增值税相关规定，具体信息请参见<中华人民共和国国家税务总局官网>。			

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Section C: Declaration for the issuance of VAT Fapiao**第三部分：增值税发票开具声明**

We declare that the information provided above is true and correct.

Should there be any changes to the VAT information provided above, we will notify Hang Seng Bank(China) Limited the relevant changes and provide updated VAT information immediately.

本公司确认所附信息真实准确。

若上述的增值税信息有任何更改，本公司将立即通知恒生银行并提供更新后的增值税信息。

Company Chop: _____

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Date: _____

日期: _____

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Note: Kindly return this form to corporate business service counters*. VAT Fapiaos will be issued in the following month after we receive the form. Should you have any queries, please contact your relationship manager.

备注：烦请提交此增值税发票开具申请表至我行各对公柜台*。我行将自收到贵司申请表后次月起开具发票。若有任何疑问，请联系您的客户经理。

* For contact information of corporate business service counters in branch offices, please log on our website (www.hangseng.com.cn).

分行对公柜台联络信息，请登录我行官方网站（www.hangseng.com.cn）。