恒生銀行
HANG SENG BANK

致：恒生银行（中国）有限公司　　日期（年/月/日）
To: Hang Seng Bank (China) Limited　　Date (YYYY/MM/DD) _____

个人客户交易一次性授权书
Transaction Instruction & One-off Power of Attorney (Personal Customer)

账户持有人（请以正楷填写全名）Account Holder (full name in block letters)	客户号 Customer Number

本人兹向贵行提交如下交易指令，并特此授权委托以下人士作为本人的代理人，前往贵行为本人代办如下所示交易事宜。
I, the undersigned, hereby submit to the Bank the transaction instruction as described below and appoint the person set out below as my agent to approach the Bank to do the transaction as follows on my behalf.

代理人信息 Information of Agent

全名（正楷填写）Full Name (in block letters)	联系电话 Phone Number
身份证件种类 ID Type □ 身份证 Identity Card □ 护照 Passport □ 其他 Others _____	身份证件号码 ID Number
与账户持有人之关系 Relationship with Account Holder □ 父母 Parent □ 配偶 Spouse □ 子女 Son/ Daughter □ 其他-请说明关系及被授权原因 Others - Please specify the relationship and reason of being attorney _____	

交易指令　Transaction Instruction

□ 外币现金存款 Foreign currency cash deposit	□ 人民币现金存款 RMB cash deposit
□ 结汇 Convert foreign currency to RMB	□ 购汇 Convert RMB to foreign currency
币种及金额 Currency and Amount	账号 Account Number

账户持有人声明和确认 Declaration and Confirmation by Account Holder
本人理解和同意： I understand and agree that:

- 本授权书为一次性授权书，仅用于上述明确授权办理的事务，代理人基于本授权书行事时受限于并应遵守相关的法律法规以及贵行的内部操作规程。
  This power of attorney is a one-off authorization in nature and applies only to the matter specifically authorized as above. All operations conducted by the agent pursuant to this power of attorney shall be subject to and comply with all relevant laws and regulations as well as internal operational requirements.
- 贵行有权全权决定拒绝接受代理人根据本授权书代办业务，且贵行无需对因此造成的任何损失（如有）向本人或任何其他人承担任何责任。
  The Bank reserves the right, in its sole discretion, to refuse to accept this power of attorney and the Bank shall not be held liable to me or any other person(s) for any loss (if any) so caused.
- 代理人必须携带和出示本授权书原件及其身份证明文件原件。
  The agent should present the original copy of this power of attorney and ID document (original) of the

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agent when acting in accordance with this power of attorney.

- 对于现钞存入业务，若存款金额为人民币 5 万（含）以上或任意金额的外币现钞，还需携带账户持有人本人的身份证明文件原件。外币现钞存入额度为个人当日累计等值 1 万美元（含）,每月可办理最多 2 次累计金额不得超过等值 1 万美元（含）的外币现钞存入,每年累计金额不超过等值 5 万美元（含）；若超过每日额度、每月次数或年度累计金额，须提供相关证明材料（如：经海关签章的《海关申报单》或账户持有人原存款银行外币现钞提取单据)。
  For Renminbi cash deposit of amount exceeding RMB50, 000, or foreign currency cash deposit, the agent shall present the ID document (original) of the account holder. The daily personal quota of foreign currency cash deposit is USD10，000 or equivalent, and that each customer can make the deposit at most twice per month, and total amount not exceeding USD 10,000 or equivalent per month and USD50, 000 or equivalent per year. For the deposit beyond the daily quota, the above mentioned monthly frequency or yearly limit, the agent shall provide the supporting documents (e.g.: Customs declaration forms or bank receipt for the withdrawal of foreign currency banknotes).
- 对于结汇 / 购汇交易，代理人必须携带和出示账户持有人本人的身份证明文件原件；对于年度限额内的结汇 / 购汇，代理人还需携带和出示账户持有人与代理人之间的近亲属关系证明原件；对于年度限额外的结汇 / 购汇，代理人还需携带和出示符合相关外汇管理规定的证明文件原件；贵行对由于文件不齐全和 / 或有缺陷而造成的处理失败或迟延不承担任何责任；贵行并保留权利不予处理违反相关外汇管制规定的任何交易；结汇 / 购汇适用的汇率为贵行处理交易时的贵行外汇牌价。
  For conversion between Renminbi and foreign currency, the agent must present the ID document (original) of the account holder. For conversion between Renminbi and foreign currency within the applicable annual quota, the agent must also present original supporting document(s) evidencing the immediate family member relationship between the account holder and the agent; while for conversion between Renminbi and foreign currency beyond the applicable annual quota, the agent shall also present original copy of supporting document(s) as required for compliance with relevant foreign exchange control regulations. The Bank shall undertake no liabilities for failure or delay in executing the relevant transaction caused by incomplete and/or defective supporting documents. The Bank reserves the right to refuse to execute any transaction which does not comply with relevant foreign exchange control regulations; and that the foreign exchange rate applicable to the conversion between Renminbi and foreign currency shall be the Bank’ s board rate applicable at the time of the Bank’ s execution of the transaction;
- **本人同意，为了实现本授权书目的，贵行有权收集、存储、使用、加工、传输或以其他方式处理本人必要的个人信息，如姓名、身份证明文件号码、联系电话等。本人已充分知悉并明示同意贵行对于本人个人信息处理活动按照《个人信息及隐私保护政策》(访问 http://www.hangseng.com.cn 查阅) 以及《个人信息及隐私保护政策 (适用于手机银行)》(通过手机银行查阅) 执行。**
  I agree, for the purpose of this power of attorney, the Bank can process, including but not limited to collection, storage, use, processing and transmission, my essential personal information like name, identification number, phone number. I fully understand and express my consent that the Bank may process my personal information according to <Personal Information and Privacy Protection Policy>(visit http://www.hangseng.com.cn) and < Personal Information and Privacy Protection Policy (applicable to mobile banking)> (visit mobile banking).

本人已仔细阅读并充分和清楚地理解本授权书及以上声明和确认条款，特此签署以示授权和同意

I have read carefully and understood fully and clearly this power of attorney and the above declarations and confirmations. I hereby sign to signify my authorization and agreement to the above.

账户持有人签署 Account Holder Signature:: _____ S.V

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代理人声明和确认 Declaration and Confirmation by Agent

本人作为账户持有人的代理人已经仔细阅读过上述授权书。本人声明和承诺：I, as the agent of the account holder, have carefully read the power of attorney above. I hereby declare and undertake as the agent that:

- 上述授权书由账户持有人本人亲自签署，代表账户持有人真实有效的意思表示；The above transaction instruction and one-off power of attorney is signed by the account holder in person and represents true and valid intention of the account holder;
- 我将诚信和审慎地执行账户持有人授予的权利；I shall act in good faith and exercise reasonable caution and prudence in my exercise of the authority granted to me by the account holder;
- 我将妥善保留并向账户持有人转交完整和准确的操作单据、凭证等记录。I shall safely keep a full and accurate record of all operation documents, receipts and pass on the same to the account holder.

代理人签署 Signature of Agent:: _____