實物股票處理授權書
Authorization Letter for Physical Scrip Handling

本人/吾等 (姓名:_____ 賬戶號碼:_____護照/身份證號碼:_____) 現授權以下人士（「獲授權人」）代表本人/吾等處理以下事宜（包括在需要時代為簽署相關表格）。

I/We (Name: _____, Account No.: _____, Passport/Identity Card No.: _____) hereby authorize following person ("Authorized Person) to deal with the following issue (including signing relevant form if needed) on my/our behalf.

☐ 獲授權人為致富證券有限公司（「致富證券」）現有客戶，且其於致富證券登記的最新通訊地址及實名登記電話號碼並無任何變更（如剔選此項，無需填寫以下電話及地址欄）。

The Authorized Person is an existing client of Chief Securities Limited ("**Chief Securities**"), with no changes to his/her latest residential address and real-name registered telephone number on record with Chief Securities *(if ticked, the telephone number and address fields below need not be completed)*.

獲授權人致富賬戶號碼（如適用）Chief Securities Account No. of Authorized Person (if applicable): _____

*獲授權人姓名:
*Name of Authorized Person: _____

*獲授權人護照/身份證號碼:
*Passport/Identity Card No.: _____

獲授權人實名登記電話號碼:
*Real-Name Registered Telephone Number of the Authorized Person: _____

*獲授權人住宅地址
*Residential Address of the Authorized Person: _____

*獲授權人與授權方之間的關係:
*Relationship between the Authorized Person and the Authorizing Party: _____

*獲授權人代為存入或領取實物股票的原因:
*Reason(s) for Physical Scrip Deposit / Withdrawal by the Authorized Person: _____

[*] 以上欄位皆為必須填寫資訊 / Mandatory fields

☐ 存入實物股票 **Deposit Physical Scrip**

本人/吾等明白存入之實物股票是以本人/吾等之名稱登記或以香港中央結算(代理人)有限公司名義登記。倘若下列實物股票在獲授權人代為存入至致富證券之前出現任何遺失、盜用、毀壞或被轉移至非本人/吾等名下，致富證券無須負上任何責任，本人/吾等明白及接受上述與本授權相關的風險，並同意承擔及賠償致富證券一切因本授權而引起之任何損失、索賠、法律訴訟費用或損失。

I/We hereby confirm that the physical scrip to be deposited are registered under the name of me/us or HKSCC Nominees Limited. In the event that any of the following physical scrips are lost, stolen, damaged, or transferred to be under the name other than mine/ours prior to being deposited by the Authorized Person to Chief Securities, Chief Securities shall not be held responsible for any liability, I/We understand and accept the risks associated with this authorization mentioned above, and also agree to indemnify and compensate Chief Securities for any losses, claims, legal expenses, or damages arising from this authorization.

☐ 領取實物股票 **Receive Physical Scrip**

本人/吾等明白下列實物股票是從本人/吾等之帳戶內提取的股票，並將以香港中央結算(代理人)有限公司名義登記。倘若下列實物股票在獲授權人代為領取後出現任何遺失、盜用、毀壞或被轉移至非本人/吾等名下，致富證券無須負上任何責任，本人/吾等明白及接受上述與本授權相關之風險，並同意承擔及賠償致富證券一切因本授權而引起之任何損失、索賠、法律訴訟費用或損失。

I/We hereby confirm that the physical scrips listed below represent the shares withdrawn from my/our account and will be registered under the name of me/us or HKSCC Nominees Limited. In the event that any of the following physical scrips are lost, stolen, damaged, or transferred to be under the name other than mine/ours after being collected by the Authorized Person, Chief Securities shall not be held responsible for any liability, I/we understand and accept the risks associated with this authorization mentioned above, and also agree to indemnify and compensate Chief Securities for any losses, claims, legal expenses, or damages arising from this authorization.

實物股票資料 Physical Scrip Information

	股票代號 Stock Code	股票名稱 Stock Name	股數 Quantity
01			
02			
03			

本人/吾等確認以下資料已準備妥當，可以提交至致富證券：

I/We hereby confirm following documents are ready for submission to Chief Securities:

☐ 帳戶持有人的身份證明文件副本；及

The ID copy of the Account Holder; and

☐ 獲授權人的身份證明文件副本

The ID copy of the Authorized Person

帳戶持有人簽名： Signature of Account Holder:	獲授權人簽名: Signature of Authorized Person:
帳戶持有人姓名(正楷字體)： Name of Account Holder(Block letters):	獲授權人姓名(正楷字體): Name of Authorized Person(Block letters):
簽署日期(日/月/年)： Date of Signature(DD/MM/YYYY): _____/_____/_____	簽署日期(日/月/年)： Date of Signature(DD/MM/YYYY): _____/_____/_____

僅供內部專用 FOR INTERNAL USE ONLY

(由接待同事/相關營運部門填寫及核實 / To be completed and verified by Frontline / Relevant Operations Staff)

審查項目 **Verification Items**	**核實紀錄及結果** **Verification Details & Results**	**核實同事簽署及日期** **Verified By & Date**
1. 開戶紀錄及簽名核對 **Account Records & Signature Verification**	☐ 已核對本《實物股票處理授權書》上帳戶持有人的中英文姓名及簽名，均與其開戶紀錄上的資料完全相符。 Verified that the Chinese and English names and signature(s) of the Account Holder on this "Authorization Letter for Physical Scrip Handling" match the Account Holder's account opening records.	簽署 Signature： 日期 Date：
2. 已登記電話號碼或電郵地址變更核查 Registered Email Address Change Check	帳戶持有人於申請前 **3個工作天內** 有否更改已登記的電郵地址或註冊電話號碼? Has the Account Holder changed his/her registered email address or registered phone number within **3 business days** prior to this application? ☐ **否 No** ☐ **是 Yes** *(如有，請必須於第4項電話錄音確認時，一併向客戶本人確認有否提出此申請 / If Yes, please concurrently confirm with the Account Holder during the recorded call in Item 4 whether the Account Holder initiated this application.)*	簽署 Signature： 日期 Date：
3. 現場實名登記電話核實 **On-site Verification of Real-Name Registered Telephone Number**	☐ 已於現場核實獲授權人出示的實名登記之手提電話號碼，並與《實物股票處理授權書》的紀錄相符。 Verified on-site that the real-name registered mobile number presented by the Authorized Person corresponds with the records stated in this "Authorization Letter for Physical Scrip Handling".	簽署 Signature： 日期 Date：
4. 客戶電話錄音確認 **Recorded Telephone Confirmation with Account Holder**	☐ 已致電帳戶持有人進行電話錄音，核對客戶身份資料，確認客戶本人於當日委託上述獲授權人代為辦理實物股票存入或領取事宜 *(及確認曾於近期提出客戶個人資料更改申請)* Conducted a recorded call with the Account Holder, verified his/her identity, and confirmed the authorization for physical scrip deposit/withdrawal on this date *(and the initiation of this application, if Item 2 is "Yes").* **錄音紀錄細節 Details of Recorded Call:** 內線 Ext.: _____ 錄音日期 Recording Date: _____年(YYYY) _____月(MM) _____日(DD) 錄音時間 Recording Time: _____時(HH) _____分(MM)	簽署 Signature： 日期 Date：
5. 帳戶持有人及獲授權人名單篩查 **Name Screening (Account Holder & Authorized Person)**	☐ 已就帳戶持有人及獲授權人之身份證明文件上中文或英文名稱完成 AML/CFT 名單篩查，結果無異常。 Completed AML/CFT name screening on the Full Chinese and English names (as shown on identity documents) of both the Account Holder and the Authorized Person with no adverse findings.	簽署 Signature： 日期 Date：