HSBC

Cheque Outsourcing Service (COS): Cancellation Request Form

ATTN: Cheque Outsource Service Team The Hongkong and Shanghai Banking Corporation Limited 195 One Bangkok Tower 4, 40th – 42nd Floors, Wireless Road, Lumpini, Pathum Wan, Bangkok, 10330 Fax: 02-353-7333	Date: Company: Contact Person: Tel: Fax:

We, _____, account number _____, hereby request The Hongkong and Shanghai Banking Corporation Limited, Bangkok branch (the "Bank") to cancel the payment by cheque as per below details:

Type of cheques: ☐ Bangkok Cheques ☐ Upcountry Cheques

No.	Payee Name*	Amount (THB)*	Cheque Number.*	Cheque Date*
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

We further authorise the Bank to credit the funds into, or if there is any charge, to debit the same from, the account designated above.

Further note that the request form, physical cheque cancellation, and/or police report needs to be sent to the Bank before 14:00 for fund return on the same day. If the request form is submitted before value date, the fund will be returned on the value date. For COS at counter, the result of cancellation will be based on the best effort basis. The bank cannot process the request unless the physical cheque has been returned or the police report is presented.
The field marked with * is mandatory

Authorised Signature and Company Seal (if any):

_____

Bank Use Only

W/S ID	Deal #	Capt. by	Appr. by	Count
Signature Verified by		**Fax Indemnity Held**		**Call Back Service**
		Yes	No	Time: