

**Letter of Bank information** (sample fore reference only)

## **Company letterhead with name and address**

(company name should be the same as purchase order and invoice provide)

To: Hong Kong Connections Ltd

Our company's bank account information is as follows:

Bank Name : e.g. Bank of China, Shenzhen Branch

**(Province or Branch Name must be included)**

Bank Address :

Beneficiary Name : Company Name **(it must be the same as the above mentioned)**

Account No : xxxxxxxx

Company chop and authorized representative signature

(Remarks:

Vendor should enclose the following document for confirmation and reference:

- Business registration
- Copy of authorized representative identity card with signature)

銀行賬戶資料信函(參考樣本):

## 含貴公司名稱及地址之公司信紙

(公司名稱須與發票及訂單相同)

致香港環軒有限公司

我司入賬戶口如下:-

收款銀行賬號: XXXXX 如: 233844445

收款銀行名稱: 中英文名 如: 中國銀行 - 深圳分行

Bank of China, Shenzhen Branch

**(需含省/市或分行名稱)**

收款銀行地址: 中英文地址 (可不提供)

收款賬戶名稱: 收款公司的中英文公司名稱 **(需與上述公司名稱相同)**

**注意:** 銀行賬戶資料必需要英文資料

貴公司公章

及立法人代表親筆簽名

**(附註:** 請一併提供下列文件以作確認及記存

1. 工商戶營業執照副本;
2. 立法人代表的身份証副本及其親筆簽名。)