

## Memorandum

To : Account Maintenance Section  
Account Services Centre  
17/F, Standard Chartered Tower

From : \_\_\_\_\_ Branch

Fax No.: 22820350 Date : \_\_\_\_\_

Tel No.: 22828181 Fax No.: \_\_\_\_\_

Total no. of page(s) including this sheet: \_\_\_\_\_ Tel No.: \_\_\_\_\_

ISSUANCE OF REFERENCE LETTER  
(FOR 'NS\_' A/C ONLY)

As per the following customer's request, please issue a letter of reference. The required information/customer details are as follows: -

Name of Customer		
Account Number(s)		
Purpose of Letter		
Addressee of Letter		
Language	<input type="checkbox"/> English	<input type="checkbox"/> Chinese
Charges	Debit Account No.	
Remarks	Letter to cover the following: <input type="checkbox"/> Date account opened <input type="checkbox"/> Conduct of account <input type="checkbox"/> Account balance <input type="checkbox"/> Returned cheque record	
Remarks (if any), please specify		
Collection methods:	Customer information:	
<input type="checkbox"/> Collect at _____ Branch ATTN: _____	Contact Telephone No.:	
<input type="checkbox"/> Send to _____	Pager No.:	
<input type="checkbox"/> Collect at <u>Account Services Centre</u> in person (For urgent request only)	Mobile No.:	

Signature  
verified

\_\_\_\_\_  
Branch/Centre Manager ( )

Please tick where applicable

\_\_\_\_\_  
Customer's authorised signature