

CHINA
INTERNATIONAL
SECURITIES
中國國際證券

Fund Deposit / Withdrawal Guide

資金提存指引



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Fund Deposit

Bank Transfer/ CHATS/ Telegraphic Transfer

1. Visit a branch of your bank, or logon to your e-banking.
2. Submit your wire or TT instruction to your bank.
3. Keep your transfer confirmation receipt.
4. Notify CIS of your transfer and deposit by stating your 1) Full Name 2) CIS Account Number and 3) Signature on the confirmation receipt and send to us by email at cs@ci-sec.com or fax to (852) 2505 0874.

Bank Counter Deposit/ Transfer

1. Visit a branch of CIS's banks.
2. Deposit cheques or funds to CIS's bank account.
3. Keep your deposit confirmation receipt.
4. Notify CIS of your deposit by stating your 1) Full Name 2) CIS Account Number and 3) Signature on the confirmation receipt and send to us by email at cs@ci-sec.com or fax to (852) 2505 0874.

We do not accept third-party transfer of funds. The transfer must be drawn out or initiated from a bank account under the name of the CIS account holder.

Banks may impose handling or clearing fees. Please refer to your banker for further details. All bank charges associated with the deposit will be borne by customers.

Fund deposit will be processed during CIS office hours (09:00 – 17:00). The time required for handling your deposit would vary with different deposit methods.



Cheque

Fund Deposit

Issue a cheque that make the payment through your personal checking account.

OPTION A: Depositing to cheque collection box yourself

1. Fill in the CIS bank account number at the designated area at the back of the cheque.
2. Write your Full Name and CIS Account Number at the blank area at the back of the cheque.
3. Take a picture or scan both the front and back of the cheque and send to us by email at cs@ci-sec.com or fax to (852) 2505 0874.
4. Deposit it to the corresponding CIS depositing bank.

OPTION B: Depositing to a Cheque Deposit Machine ("CQM")

1. Enter CIS's bank account number into the CQM.
2. Deposit the cheque or bank draft into CIS's bank account.
3. Keep your deposit confirmation receipt.
4. Notify CIS of your deposit by stating your 1) Full Name 2) CIS Account Number and 3) Signature on the confirmation receipt and send to us by email at cs@ci-sec.com or fax to (852) 2505 0874.

OPTION C: Mail it to us

1. Write your Full Name and CIS Account Number at the blank area at the back of the cheque.
2. Mail it to 806, K. Wah Centre, 191 Java Road, North Point, Hong Kong.

We do not accept third-party transfer of funds. The transfer must be drawn out or initiated from a bank account under the name of the CIS account holder. Banks may impose handling or clearing fees. Please refer to your banker for further details. All bank charges associated with the deposit will be borne by customers. Fund deposit will be processed during CIS office hours (09:00 – 17:00). The time required for handling your deposit would vary with different deposit methods.



Deposit to Designated Bank Account

Withdraw funds to your designated bank account that was submitted with your account opening application.

OPTION A: Email us

1. Email us with the same email account that was submitted in the account opening to cs@ci-sec.com.
2. Specify your 1) Full Name, 2) CIS Account Number, and 3) Withdrawal Amount.

OPTION B: Call us

1. Call one of our recorded trading lines and inform our Customer Service regarding your withdrawal.

Trading Lines:

- TEL: (852) 2505 0717
- TEL: (852) 2505 0730
- TEL: (852) 2505 0758

OPTION C: Submit Client Withdrawal Form

1. Fill in the "Client Withdrawal Form".
2. Send to us by email at cs@ci-sec.com or fax to (852) 2505 0874.

All requests must be received at or before 12:00 noon of a business day for same day execution, otherwise the request shall be processed on the next working day.

The time required for handling your withdrawal would vary with different withdrawal methods.

Funds can only be transferred to a bank account under the client's name.

Handling fees and bank charges will be deducted from the withdrawal amount.

Fund Withdrawal



Deposit to Other Bank Account

Withdraw funds to your other bank accounts.

OPTION A: Email us

1. Email us with the same email account that was submitted in the account opening to cs@ci-sec.com.
2. Specify your 1) Full Name, 2) CIS Account Number, 3) Withdrawal Amount, and 4) Bank Information.

OPTION B: Submit Client Withdrawal Form

1. Fill in the "Client Withdrawal Form".
2. Send to us by email at cs@ci-sec.com or fax at (852) 2505 0874.

Fund Withdrawal

All requests must be received at or before 12:00 noon of a business day for same day execution, otherwise the request shall be processed on the next working day.

The time required for handling your withdrawal would vary with different withdrawal methods.

Funds can only be transferred to a bank account under the client's name.

Handling fees and bank charges will be deducted from the withdrawal amount.

Cheque Collection

Fund Withdrawal

Withdraw funds through cheque collection.

Cheque collection in person

- You may collect your funds by cheque at our office.
- 806 K.Wah Centre, 191 Java Road, North Point, Hong Kong

Cheque collection by post

- Specific in your withdrawal instruction the address for us to mail your cheque.

Cheque collection by authorized person

- In the "Client Withdrawal Form", specific the authorized person to collect your cheque with a valid identity document to collect your cheque on your behalf.

All requests must be received at or before 12:00 noon of a business day for same day execution, otherwise the request shall be processed on the next working day.

The time required for handling your withdrawal would vary with different withdrawal methods.

Funds can only be transferred to a bank account under the client's name.

Handling fees and bank charges will be deducted from the withdrawal amount.

資金存款

銀行 轉賬/電匯

1. 前往您的銀行分行或登入您銀行所提供的網上銀行服務。
2. 把匯款/銀行轉帳或電匯的指示給予您的銀行。
3. 保留存款確認收據。
4. 通知我們您的存款。在該收據的空白位置上，簽署並寫上您的全名及CIS帳戶號碼，然後電郵至 cs@ci-sec.com 或 傳真到 (852) 2505 0874。

銀行櫃檯 存款/轉帳

1. 前往任何一間CIS開設帳戶的銀行。
2. 存入支票或資金至CIS的銀行帳戶。
3. 保留存款確認收據。
4. 通知我們您的存款。在該收據的空白位置上，簽署並寫上您的全名及CIS帳戶號碼，然後電郵至 cs@ci-sec.com 或 傳真到 (852) 2505 0874。

我們不接受第三方存款或轉賬。轉帳的付款人名字必須與CIS帳戶持有人一樣。

銀行可能會收取手續費或清算費用，詳情請向您的銀行查詢。所有由銀行因存款而收取的費用，一律由客戶承擔。

存款將於CIS辦公時間（09:00 - 17:00）內處理，所需的時間會因不同的存款方式而有所不同。

資金存款

支票

簽發個人支票（您自己的支票帳戶）。

選擇 A: 自行存入支票收集箱

1. 在支票背面的指定位置填写CIS的银行账户号码。
2. 在支票的背面的空白處，寫上您的CIS帳戶號碼及您的姓名。
3. 將支票的正面及背面拍照或者掃描然後電郵至 cs@ci-sec.com 或 傳真到 (852) 2505 0874。
4. 存入CIS所屬的銀行支票收集箱。

選擇 B: 自行存入支票存款機

1. 在支票存款機輸入CIS的銀行帳戶號碼。
2. 將支票或銀行本票存入CIS的銀行帳戶。
3. 保留存款確認收據。
4. 通知我們您的存款。在該收據的空白位置上，簽署並寫上您的全名及CIS帳戶號碼，然後電郵至 cs@ci-sec.com 或 傳真到 (852) 2505 0874。

選擇 C: 郵寄至CIS

1. 在支票背面的空白位置上，寫上您的全名及CIS帳戶號碼。
2. 郵寄至 806, K. Wah Centre, 191 Java Road, North Point, Hong Kong.

我們不接受第三方存款或支票。支票的付款人名字必須與CIS帳戶持有人一樣。

銀行可能會收取手續費或清算費用，詳情請向您的銀行查詢。所有由銀行因存款而收取的費用，一律由客戶承擔。

存款將於CIS辦公時間（09:00 - 17:00）內處理，所需的時間會因不同的存款方式而有所不同。



資金提取

款項存入 指定銀行賬戶

將款項存入開戶申請時指定的銀行賬戶

選擇 A: 電郵

1. 以開戶時您註冊的電子郵箱，電郵至 cs@ci-sec.com。
2. 備註您的 1) 姓名, 2) CIS 賬戶號碼, 及 3) 提款數額。

選擇 B: 電話

1. 致電至我們的錄音交易電話並且通知我們客戶服務部門您的提款指示。
交易電話:
 - 電話: (852) 2505 0717
 - 電話: (852) 2505 0730
 - 電話: (852) 2505 0758

選擇 C: 遞交客戶提款指示

1. 填寫“客戶提款指示表格”。
2. 電郵至 cs@ci-sec.com 或 傳真到 (852) 2505 0874。

須於工作天的中午十二點前通知CIS，方可於當天安排辦理，逾時將順延至下一個工作天辦理。

由於銀行就不同提款方式的處理時間並不一致，閣下收到款項的時間可能因而有所不同。

款項只可轉賬至客戶名下的賬戶。

轉賬手續費將從取款金額中扣除。



資金提取

款項存入 其他銀行賬戶

將款項存入您其他的銀行賬戶

選擇 A: 電郵

1. 以開戶時您註冊的電子郵箱，電郵至 cs@ci-sec.com。
2. 備註您的 1) 姓名, 2) CIS 賬戶號碼, 3) 提款數額, 及4)銀行資料。

選擇 B: 遞交客戶提款指示

1. 填寫“客戶提款指示表格”。
2. 電郵至 cs@ci-sec.com 或 傳真到 (852) 2505 0874。

須於工作天的中午十二點前通知CIS，方可於當天安排辦理，逾時將順延至下一個工作天辦理。

由於銀行就不同提款方式的處理時間並不一致，閣下收到款項的時間可能因而有所不同。

款項只可轉賬至客戶名下的賬戶。

轉賬手續費將從取款金額中扣除。

資金提取

支票領取

將款項通過支票領取

親身領取支票

- 您可以親身來CIS領取支票
- 香港北角渣華道191號嘉華國際中心806室。

郵遞支票

在提款指示內備註您的郵寄地址。我們會將您的支票郵遞給您。

授權代領支票

在“客戶提款指示”表格內備註獲授權者。獲授權者攜帶有效的身份證明文件於CIS辦公室領取您的支票

須於工作天的中午十二點前通知CIS，方可於當天安排辦理，逾時將順延至下一個工作天辦理。

由於銀行就不同提款方式的處理時間並不一致，閣下收到款項的時間可能因而有所不同。

款項只可轉賬至客戶名下的賬戶。

轉賬手續費將從取款金額中扣除。