

To: Hong Kong Securities Clearing Company Limited (“HKSCC”)  
30/F, One Exchange Square, 8 Connaught Place, Central, Hong Kong  
Email: csc\_incomingform@hkex.com.hk

**Cash Prepayment – Intra-bank Transfer Sample**

(Company Letter Head)

Date

Bank Name & Address  
Attn:

Dear Sirs,

Re: Irrevocable Payment by Internal Bank Account Transfer

We hereby instruct and authorise you to make the following irrevocable payment.

Value date : \_\_\_\_\_  
date/month/year

Availability of funds : Full payment amount be made available to the beneficiary set out below immediately upon transfer at no later than 2:45 p.m. on the value date

Beneficiary : Hong Kong Securities Clearing Company Limited

Beneficiary’s account number\*: \_\_\_\_\_

Currency / Amount : \_\_\_\_ / \_\_\_\_\_

Special Instructions : By order of Participant ID \_\_\_\_\_

Upon execution of the above instructions, please deliver the bank debit and credit advices in respect of the transfer to the bearer of this letter as evidence of execution.

In settlement, please debit our account number \_\_\_\_\_.

Thank you for your attention.

Yours faithfully

Note : \* Please email CSC\_incomingform@HKEX.COM.HK for a full list of HKSCC beneficiary account numbers.