

**光票委託代收申請書**  
Application for Foreign Currency Check Collection

日期：\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日  
DATE      YYY      MM      DD

委託方式：茲檢附下列外幣票據，請 貴行惠予 Entrustment Method: Hereby enclose the following foreign currency checks and request your kind assistance

託收Collection (於繳付 貴行相關費用後，俟收妥票款後結付)或Payment will be settled upon receipt of the cheque after payment of the relevant fees to the bank. Or

買入Purchase (於光票買入授信核可後，扣除有關費用及利息後，予以買入)After the approval of the credit, the purchase will be made after deducting the relevant fees and interest

票據明細如下：The details of the checks are as follows:

票據號碼Check No.	幣別Currency	金額Amount	付款行Paying Bank	交易編號Ref No. (Bank use only)

約定條款：申請人委託 貴行託收之外幣票據Contractual terms: The applicant entrusts the Bank to collect foreign currency checks.

一、絕無偽造、變造或其他瑕疵，倘事後經證實有上述情事，致使 貴行蒙受損失時，願負全部賠償責任。

If it is proved that there is no forgery, falsification or other defects, and if it is later proved that there is any of the above, the Bank will be fully liable for any loss suffered by you.

二、經 貴行交付遞送後，如因非可歸咎於銀行（包括國外代理銀行）之事由而遺失或毀損時，概與 貴行無涉。

The Bank shall not be responsible for any loss or damage by the Bank after delivery, if such loss or damage is not attributable to the Bank (including foreign correspondent banks).

三、因故不能兌現而遭退票時，願於通知時，繳付相關銀行費用，並同意 貴行無代辦作成拒絕證書及採取其他法定保全票據權利之任何手續之義務。

In the event that a cheque is returned due to dishonour, the Applicant is willing to pay the relevant bank charges at the time of notification and agrees that the Bank is not obliged to make a refusal certificate or take any other legal procedures to protect the rights of the check.

<b>本行填寫 金額計算</b> FOR BANK USE ONLY	×匯率@	+手續費	+郵電費	=金額合計
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若為買入光票，額度、費用計算請填寫於背面。

<b>申請人：</b> APPLICANT 中文： _____ 英文： _____	<b>付款方式：</b> TYPE OF PAYMENT <input type="checkbox"/> 結售入台幣帳戶 Settlement of sale into TWD A/C 請按結售當時 貴行所公告之即期外匯買入匯率折算為新台幣撥入申請人設於 貴行之新台幣帳戶 帳號A/C No. : _____ <input type="checkbox"/> 存入外幣帳戶 Deposit to foreign currency account 請撥入申請人設於 貴行之外匯活期存款帳戶 帳號A/C No. : _____ <input type="checkbox"/> 其他Others : _____
<b>交易性質：</b> PURPOSE _____	<p style="text-align: center;"><small>申請人已詳加審閱附載之相關約定條款，並經充分瞭解後確認無誤</small></p> <p>The applicant has carefully reviewed the relevant contractual terms and conditions attached and has fully understood and confirmed that they are correct.</p>
<b>交易國別：</b> PAYING BANK'S NATIONALITY _____	
<b>出生日期：</b> BIRTHDAY      YYYY      MM      DD _____年_____月_____日	
<b>身份證或公司統一編號：</b> ID(P.P. OR CO) NO. _____	
<b>聯絡電話：</b> TELEPHONE NO. IN TAIWAN _____	
<b>聯絡地址：</b> ADDRESS IN TAIWAN _____	申請人簽章SIGNATURE(若為授權扣帳，請使用留存取款印鑑)

經辦： \_\_\_\_\_ 覆核： \_\_\_\_\_ 外匯單位： \_\_\_\_\_

第一聯 指定單位憑證聯

## 託收外幣票據約定事項 Foreign Currency Checks Collection Agreement

立約人為委請 貴行代收外幣票據並訂立本契約，同意遵守下列條款：

In order to entrust the Bank to collect foreign currency checks and conclude this contract, the applicant agrees to abide by the following terms:

一、立約人申請 貴行代收之外幣票據，絕無偽造、變造或其他瑕疵，倘事後經證實有上述情事，致使 貴行蒙受損失時，願負全部賠償責任。

The applicant has entrusted the Bank to collect foreign currency cheques without any forgery, alteration or other defects. In the event that the Bank suffers any loss as a result of the above-mentioned events, the applicant will be fully liable for compensation.

二、立約人申請 貴行代收之外幣票據，經 貴行交付遞送後，如因非可歸咎於銀行（包括國外代理銀行）之事由而遺失或毀損時，立約人願立即償還票款或另行提供相當之外幣票據與 貴行，絕不使 貴行因此而發生損失。

If the loss or damage of a foreign currency check is not caused by the bank (including foreign correspondent banks) after the applicant has entrusted the bank to deliver it, the applicant is willing to immediately repay the amount of the check or provide the bank with another equivalent to the check, and will not cause the bank to incur any loss as a result.

三、貴行代收之外幣票據，因故不能兌現而遭退票時，除以書面委託並經 貴行同意者外，貴行無代辦作成拒絕證書及採取其他法定保全票據權利之任何手續之義務。

In the event that a foreign currency cheque is returned to the Bank for collection and cannot be cashed for any reason, the Bank shall not be obliged to make a rejection certificate or take any other legal procedures to protect the rights of the cheque, except for those who have been entrusted in writing and agreed by the Bank.

四、貴行得自由選定任何通匯銀行為代收銀行，立約人縱已指定代收銀行， 貴行亦得自由變更之。

The Bank has the right to select any correspondent bank as the correspondent bank, and the Bank is free to change the correspondent bank even if the applicant has designated one.

五、貴行代收之外幣票據，為防止遺失、保全債權或為依循銀行慣例，得在票據上或背面，為任何文字或符號之記載，此項記載於票據退票時， 貴行亦無回復原狀之義務，得逕將載有該文字或符號之票據退還立約人，立約人絕無異議。

In order to prevent loss and preserve creditor's rights, the bank may record any words on the back of the check. While the check is returned, the bank has no obligation to restore the original form, and may return the check to the applicant without objection.

六、立約人願意遵守現行國際商會所訂之「託收統一規則」(Uniform Rules For Collection)各條款及主管機關有關之規定。

The applicant is willing to comply with the terms and conditions of the Uniform Rules For Collection (URC) as stipulated by the International Chamber of Commerce and the relevant regulations of the competent authorities.

七、本契約發生訴訟時，合意以 貴行所在地之法院為第一管轄法院。

In the event of litigation under this Agreement, it is agreed that the court of first jurisdiction shall be the court of the Bank's location.

八、立約人同意 貴行得符合其營業登記項目或章程所定業務需要等特定目的，得蒐集電腦處理或國際傳遞及利用立約人之個人資料。

The applicant agrees that the Bank may collect computerized or international transmission and use of the personal data of the applicant for specific purposes, such as business needs as defined in its business registration program or bylaws.

額度核准編號		手續費		來源： 匯率：成本_____ 承作_____
額度可動用期限	至中華民國 年 月 日止	郵電費		
核定額度(金額)		保證金		
已用額度(金額) (不含本次金額)		合計		
可動用額度(金額) (不含本次金額)		經辦： 覆核：		外匯單位：
本次動用額度金				