

Checklist for submission of supporting documents

遞交文件前的複核清單

(This checklist should be kept by applicant)
(申請人請保留此複核清單)

為使閣下之申請能盡速辦理，請隨附下列各類文件之副本*及註明參考編號。

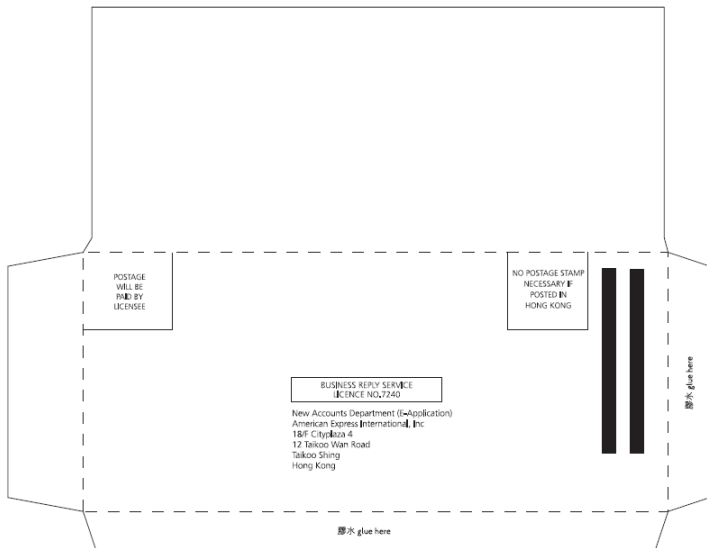
- 基本卡及附屬卡（如適用）申請人之身份證明 - 香港身份證 或 護照（照片頁）
註：基本卡及附屬卡（如適用）申請人需同時在副本上簽署；如申請人為香港永久性居民身份證持有人，請提供香港身份證副本；否則請提供香港身份證及護照副本。
- 入息證明 - 由稅務局發出之評稅通知書（最近年度）或 最近3個月之糧單或自動轉賬之銀行月結單 或 由現僱主簽發之僱員合約
- 住址證明及永久住址證明（如有） - 最近3個月之水、電、煤氣賬單 或 銀行月結單 或 電訊賬單

* 所有附寄文件副本將不獲發還，不便之處，敬請原諒。如有需要，本公司將要求閣下提供經濟狀況證明以作批核用途。

To expedite processing of your application, please send in copies of the following document(s)* and quote the reference number.

- ID proof for Basic & Supplementary Card (if applicable) applicant(s) - HKID Card or Passport (the page with photograph)
Note: Basic & Supplementary Card (if applicable) applicant(s) shall sign on the copy as signature proof. For Hong Kong permanent ID cardholder, please provide copy of HKID Card. Otherwise, please provide copy of both HKID Card and Passport.
- Income proof - Tax demand note issued by Inland Revenue Department (the latest financial year) or Pay slip/Autopay salary bank statements (for the last 3 months) or Employment letter (issued by current employer)
- Residence address proof and permanent address proof (if any) - Utility bill, Bank statement or Telecom bill (within the latest 3 months)

* All copies of documents will not be returned. We may request for further documentary support as we deem necessary in order to process your application.



指示

- 列印原大信封，即100%設定
- 沿黑線剪出信封
- 沿虛線摺疊並以膠水貼好
- 把附加文件放在中間
- 封口即可寄出，毋須貼上郵票

Instructions

- Print out the envelope in its actual size, ie 100% setting
- Cut out along the black lines
- Fold along the dotted line and glue to form an envelope
- Put the supporting documents inside
- Seal and post. No need to put on a stamp

請列印原大信封 Please print in 100% setting.

POSTAGE
WILL BE
PAID BY
LICENSEE

BUSINESS REPLY SERVICE
LICENCE NO. 7240

American Express International, Inc.
Attn: New Accounts Department (E-Applications)
G.P.O. Box 6569
General Post Office
Hong Kong

NO POSTAGE STAMP
NECESSARY IF
POSTED IN
HONG KONG



膠水 glue here

膠水 glue here