

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)

為使閣下之申請能儘速辦理，請隨附下列各文件之副本¹。

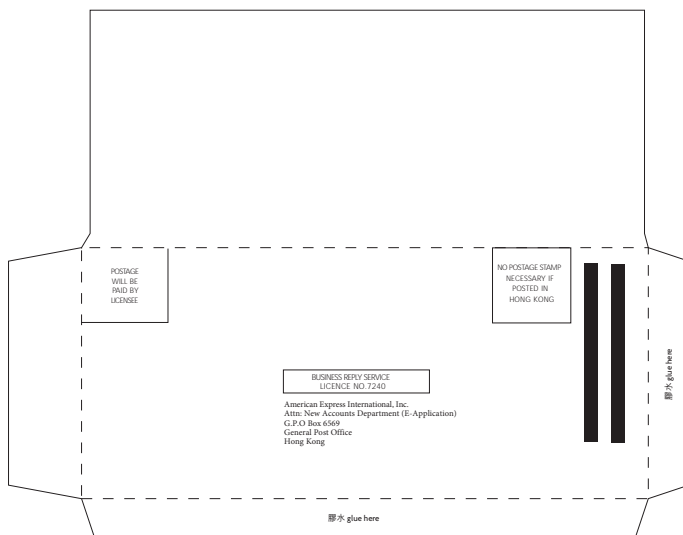
- 基本卡及附屬卡申請人之香港身份證或護照(請於副本上簽署)²
- 入息證明 — 由稅務局發出之薪俸稅單或最近期一個月的入息證明(銀行戶口薪金自動轉賬紀錄/糧單)。如閣下是自僱人士，由稅務局發出之薪俸稅單/ 稅務局發出之利得稅單
- 最近三個月內的居住地址證明，例如：電費單或銀行月結單

1. 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。
2. 請放大150%及選用較淺色模式。

To expedite processing of your application, please send in copies of the following document(s)¹.

- HKID Card of Passport for both Basic and Supplementary Card applicants (Please countersign on the copy)²
- Income Proof — Tax demand note (issued by Inland Revenue Department) or income proof for the last month (Salary autopay record/payslip). If you are self-employed, latest Personal Tax demand note (issued by Inland Revenue Department) / latest Business Profit Tax demand note (issued by Inland Revenue Department)
- Residential address proof within the latest 3 months, e.g. electricity bill or bank statement

1. 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.
2. Please enlarge to 150% and choose a lighter colour mode.



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