

## 本行辦理客戶之「金融機構往來詢證函」手續費收費規定

- 一、本行辦理客戶（或委任會計師）申請「金融機構往來詢證函」（以下稱詢證函）其查詢項目共分為下列七項，其計費標準為，每件詢證函查詢乙項項目者，收取手續費新台幣參佰元整，並每增加乙項查詢項目加計新台幣壹佰元整。
  1. 存款[包括支票存款、活期性存款、定期性存款、外幣存款、其他（應列明性質）]
  2. 貼現及放款（包括貼現、透支、短期放款、中、長期放款、墊付國內票款，惟不含應收帳款承購）
  3. 應收帳款承購
  4. 已開立信用狀（未使用餘額）（包括遠期信用狀、即期信用狀）
  5. 承兌及保證[包括匯票承兌、商業本票保證、關稅、貨物暨記帳保證、公司債保證、保證函及擔保信用狀、其他（應列明性質）]
  6. 衍生性金融商品[遠期外匯合約、選擇權、其他（應列明性質）]
  7. 其他項目[如供副擔保而代保管之有價證券、供副擔保而代保管之票據、代收票據、信託、其他（應列明性質）]
- 二、本行客戶或其委任之會計師向本行申請前項詢證函應依前開標準向客戶或其委任會計師收取。客戶申請者，得於下載並填寫以下之同意書同意其往來存款帳戶中授權扣繳費用，委任會計師申請者，應於繳款後將收據或交易明細表併詢證函寄予本行，未繳費者不予受理。**（本行代號為 025，帳號為 00121018880，收款戶名為“菲律賓首都銀行台北分行詢證函費”，並請於備註欄填明匯款人戶名及帳號等資料。）**
- 三、自 97.02.01 日開始，本行受理之詢函證若未繳費或繳費不足者將予以退件回會計師事務所。

# 同 意 書

茲同意首都銀行得於本公司戶名\_\_\_\_\_  
帳號\_\_\_\_\_中授權因申請「金融機構往來詢  
證函」而扣繳費用。

此致

首都銀行台北分行

立同意書人： (簽章)

公司統一編號：

負責人身份證字號：

中 華 民 國                    年                    月                    日

## Application for Confirmation Letter

- A. Requirements for application of Metrobank Confirmation Letter for CPA Bank Service Fee is NTD\$ 300<sub>z</sub> plus NTD\$ 100 for each additional information requested.**
- 1. Deposits :** include current account, passbook account, time deposit, foreign currency deposit, and others (please specify).
  - 2. Bank discount and loans:** include banking discount, overdraft, short-term loans, medium-term loans, long-term loans, advance payment for domestic bill, and only exclude purchase of account receivable.
  - 3. Account receivable underwriting.**
  - 4. Issued Letter of Credit:** (balance unused), include time/usance credit, sight credit.
  - 5. Acceptance and guaranty:** include bill acceptance, commercial paper guaranty, tariff; cargo with charge account guaranty, corporate bond guaranty, letter of guaranty and secured L/C, and others (please specify).
  - 6. Derivative financial products:** include exchange forward contract, option, and others (please specify).
  - 7. Other items:** such as marketable securities or bills with custody trust and guaranty, c/o instrument, trust and others (please specify).
- B. Payment Procedure:**
- 1) If bank charges are to be paid by Depositor:
    - a. Applicants shall download and fill in "Consent Agreement" form to authorize the bank to deduct such service fee from his/her saving account.
    - b. Form duly signed by the depositor/s, and send to the Compliance Dept, of the bank.
  - 2) If payment is to be made by CPA firm:
    - a. The CPA firm shall remit the service charge to our bank's account. Metrobank's code no. 025, a/c 00121018880, recipient: "Metrobank Taipei Branch Confirmation Letter commission : and fill in remitter's name, a/c no. etc in "remarks"
    - b. The receipt for payment or dealing slip along with the Confirmation letter shall be sent to the Compliance Dept, of the bank.
- Effective February 1<sup>st</sup>, 2008, the "Confirmation Letter to CPA Firm" will be acted upon receipt of the payment of above bank service fee.

## Consent Agreement

To: Metropolitan Bank & Trust Company, Taipei Branch

Relative to our request for "Confirmation to CPA" ; we/I  
hereby authorized Metrobank to deduct the bank service  
fees from our/my company A/C named \_\_\_\_\_

A/C no. \_\_\_\_\_

Depositor: \_\_\_\_\_ (signature & seal)

Company invoice no.: \_\_\_\_\_

ID no. of person in charge: \_\_\_\_\_

Date: \_\_\_\_\_