

[20Apr 2016]  
[2016 年 4 月 20 日]

Dear Valued Customers,  
亲爱的顾客:

## **VALUE ADDED TAX (“VAT”) IMPLEMENTATION**

营业税改征增值税改革实施

The VAT reform has expanded over the past few years to selected industries. On 5 March 2016 Premier Li Keqiang announced that the final phase of the VAT reform would start from 1 May 2016. The last batch includes financial services industry which will be converted from Business Tax (“BT”) to VAT payer.

在过去的几年间，增值税改革已成功在部分行业推广实施。李克强总理于 2016 年 3 月 5 日宣布，增值税改革的最后阶段将于 2016 年 5 月 1 日起开始实施。金融服务业也将从此由营业税改征增值税。

According to Circular [2016] No. 36 dated 24 March 2016, the existing BT will be phased out as of 1 May 2016. No BT invoice will be issued after that date.

根据 2016 年 3 月 24 日颁布的 财税 [2016] 36 号，现有的营业税制度将从 2016 年 5 月 1 日起停止执行。营业税发票于 2016 年 5 月 1 日起将不再提供。

With effect from 1 May 2016, we will charge VAT on our supplies of goods and services where VAT is applicable and handle VAT matters in accordance with the relevant rules and regulations issued or to be issued by the government.

从 2016 年 5 月 1 日起，汇丰村镇银行将根据政府已颁布或即将颁布的相关政策法规，对我们提供的商品和服务向客户收取增值税。

As part of the preparatory work of the new VAT regime, we are in the process of confirming your VAT registration status starting from 1 May 2016.

作为新增增值税体系准备工作的一部分，我行需确认贵司自 2016 年 5 月 1 日起的增值税纳税人状态。

**Action – your VAT registration information is required**

所需工作- 需要贵司增值税纳税人的登记信息

Please inform us by 30 April 2016 of your VAT registration status and provide the relevant information.

为了营改增的顺利实施，烦请在 2016 年 4 月 30 日之前告知我行贵司的增值税纳税人状态并提供相关信息。

We would appreciate if you could complete and return a signed and stamped copy of the attached VAT Information Collection Form together with the requested documents to our corporate counter before 30 April 2016.

烦请填写附件中的增值税信息收集表并提供证照副本复印件，签字并加盖公司公章后，于 2016 年 4 月 30 日前递交之我行各对公柜台，我们将不胜感激。

If you do not provide relevant information timely and correctly, we may not be able to cooperate on your VAT matters in time.

如果贵司未能及时、准确地提供相关信息，我行可能无法及时配合贵司的增值税事项。

Yours sincerely,  
您诚挚的，

Shandong Rongcheng HSBC Rural Bank Company Limited  
山东荣成汇丰村镇银行有限责任公司

**VAT INFORMATION COLLECTION FORM**  
**增值税信息收集表**

**Section A: VAT information**  
**第一部分：增值税信息**

Please provide the following information for the upcoming VAT implementation (All mandatory):  
 为了营改增的顺利实施，烦请提供以下信息 (均为必填):

		所需信息 Information Required	请提供相关信息 Please provide the information
<b>纳税人资料 VAT Taxpayer</b>	<b>1</b>	Customer Number 公司在我行客户号	_ _ _ _ - _ _ _ _ _
	<b>2</b>	Full Name of client in Chinese 公司名称 (中文全称)	
	<b>3</b>	Please confirm if your company is (or will be as of 1 May 2016) a general VAT taxpayer 请确认贵公司是否为(或自 2016 年 5 月日起将)增值税一般纳税人	<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否
	<b>4</b>	Please provide one of the following which will be used for fapiao issuance purposes: 烦请提供下列信息中适用于向贵司开具发票的选项: a) Tax Registration Number (15 digits, SAT) 纳税人识别号 (15 位代码, 国税) b) Unified Social Credit Number (18 digits, if the this new Unified Social Credit Number has been updated in tax filing system) 统一社会信用代码(18 位代码,若该代码已在税务申报系统中更新)	<input type="checkbox"/> a) _____ <input type="checkbox"/> b) _____
	<b>5</b>	Phone Number 公司电话	
	<b>6</b>	Name of the bank 纳税账户开立的银行中文名称	
	<b>7</b>	Account number 纳税专户开立的银行账户号	
<b>税务登记证 Document</b>	<b>8</b>	Copy of certificate/license selected in item 3 above, stamp as "General VAT Taxpayer" if applicable 请提供上述第 3 项适用证照副本复印件，如贵公司为增值税一般纳税人，需加盖增值税一般纳税人印章	Please provide the hard copy with company stamp 请提供纸质复印件并加盖公章

**Important Note**  
**重要注释**

The address printed on the VAT invoice will be the company registration address in our bank system  
 增值税发票打印地址将为贵司在我行登记之注册地址

VAT invoice will be sent to your mailing address in our banking system. If you wish to update mailing contact information for VAT invoice, please fill "Business Customer Information Change Application Form" and return to corporate counter to update the address timely. Please be noted, all other documents (e.g., Statement, advice) will also be sent to the updated address

增值税发票邮寄地址将为贵司在我行注册之邮寄地址及联系人。贵司若希望更新该邮寄地址及联系人，烦请及时提交 <商业客户信息变更申请表>至我行对公柜台申请地址变更，特别注意：我行在更新记录后，所有发票或账单等相关材料将一并寄往此处

"Business Customer Information Change Application Form" can be downloaded in public website download centre

<商业客户信息变更申请表> 可在我行官网下载中心下载  
<http://www.hsbc.com.cn/1/2/ruralbank/tools>

Please cross page stamp on each page of this information collection form (2 pages) and requested hard copy of TAX certificate/license  
 请包含本信息收集表(共两页)及适用的税务证照副本复印件加盖骑缝公章

**Section B: Your declaration**

**第二部分：声明**

*I declare that:*

- *I am authorised to make this declaration,*
- *The documents provided are certified copies of the original documents, and*
- *The information provided above is true and correct.*

Should there be any changes to the VAT information provided above, I will notify HSBC the relevant changes and provide new VAT information immediately.

声明:

本人经授权声明：本公司确认所附信息真实准确，所提交复印件与原件一致。  
若上述的增值税信息有任何更改，本公司将立即通知汇丰村镇银行并提供更新后的增值税信息。

Company name and stamp:

公司名称及公章: \_\_\_\_\_

Authorized designator's signature:

任意一组授权签字人或法定代表人签署: \_\_\_\_\_

Date:

日期: \_\_\_\_\_

Please provide the hard copy of TAX certificate/license with company stamp

请提供适用税务证照副本复印件并加盖公章

Please cross page stamp on each page of this information collection form (2 pages) and requested hard copy of TAX certificate/license

请包含本信息收集表(共两页)及适用税务证照副本复印件加盖骑缝公章

*Note: Kindly return this form by 30 April 2016 to branch corporate counters. If you have any queries, please contact your relationship manager*

备注：烦请在 2016 年 4 月 30 日前递交该信息收集表并提供证照副本复印件至我行各对公柜台。若有  
任何疑问，请联系您的客户经理。

Please cross page stamp on each page of this information collection form (2 pages) and requested hard copy of TAX certificate/license  
请包含本信息收集表(共两页)及适用的税务证照副本复印件加盖骑缝公章