

资本项目账户资金支付命令函

The Payment Instruction for Funds under Capital items

日期/Date:

_____ 银行 (行号: _____):					
_____ Bank (Bank Code: _____):					
请贵行按以下要求办理本公司资本项目账户资金相关支付:					
Please process our funds under capital items according to the following instructions:					
<input type="checkbox"/> 结汇后划入结汇待支付账户 (不要求向银行提供真实性证明材料)					
Transfer to Conversion-for-Payment Account (DZF Account) after FX conversion (No supporting document required)					
<input type="checkbox"/> 结汇后直接对外支付		<input type="checkbox"/> 从结汇待支付账户办理对外支付		<input type="checkbox"/> 对外直接付汇	
Directly pay out after FX conversion		Pay out from DZF Account		Pay out directly with original currency	
支付账户类型 Type of Payment Account		支付账户账号 Payment Account No.		是否办理资本项目收入相关登记手续 Has incoming registration under capital items done or not	
收款人 Beneficiary	收款人 所属行业 Industry	支付金额 及币种 Payment amount and currency	收款人 开户银行名称 Name of the Receiving Bank	收款人账号 Beneficiary's Account No	支付资金用途 Purpose
合计/Total					
<p>本公司承诺:</p> <p>本公司已认真阅读并完全理解所附填表说明及相关重要提示。本公司填写的《资本项目账户资金支付的命令函》, 其内容真实有效, 本公司保证在经营范围内合法使用此次申请支付的资金。如擅自改变支付用途或虚假承诺, 依照《中华人民共和国外汇管理条例》及相关法规, 本公司及其法定代表人愿承担相应法律责任。</p> <p>Our company promises that:</p> <p>We have read carefully and we fully understand the important notices in the above table as well as the content of the attached table. The Payment Instruction for Funds under Capital items we filled in is true and effective, and we guarantee that we will use the funds we applied to pay for the purposes that are within our business scope and that are compliant with related laws and regulations. If we changed the purpose of this payment or made empty promises, we would shoulder any liability that might be incurred in accordance to Foreign Exchange Regulations of the People's Republic of China and other related regulations.</p> <p>联系人/Contact Person:</p> <p>联系电话/Telephone: _____</p> <p>公司法定代表人 (被授权人) 签章: _____ 公司 (盖章) / Company Seal</p> <p>Legal Representative (Authorized person) Signature: _____</p> <p style="text-align: right;">年/Year 月/Month 日/Day</p>					

注: 请仔细阅读后附填写说明及重要提示。
Note: Please read carefully and the attached important notices.

《资本项目账户资金支付命令函》填写说明

1. 请在□结汇后划入结汇待支付账户（不要求向银行提供真实性证明材料）、□结汇后直接对外支付、□从结汇待支付账户办理对外支付、□对外直接付汇（以上三项应向银行提供相关真实性证明材料）前的方框中打钩。“结汇后直接对外支付”指资本项目账户内资金结汇后直接支付给实际收款人；“从结汇待支付账户办理对外支付”指将结汇待支付账户内的人民币资金支付使用（含人民币资金购汇支付）；“对外直接付汇”指从资本项目账户直接办理对外付汇。本选项只能单选，如同时包括各种情况，请分别填写支付命令函。
2. 支付账户类型是指划出支付资金的账户类型，包括但不限于：资本金账户、境内再投资账户、境内资产变现账户、境外资产变现账户、前期费用账户、外债专用账户、境内股东境外持股专用账户、境外上市专用账户、结汇待支付账户等。
3. “资本项目收入相关登记手续”包括但不限于：境内直接投资货币出资入账登记、外债签约登记、提款登记和境外上市登记等。
4. 填写支付资金用途时，请按标准用途项目填写（支付货款、支付工程款、支付保证金非同名、支付咨询费、支付其他服务费用、预付款、支付税款、支付工资等劳务报酬、土地出让金、购房、购买其他固定资产、股权出资、偿还银行贷款、同名划转、利息结汇、备用金、现钞、个人、购买银行保本型投资产品、转入结汇待支付账户、特殊备案、融资租赁、担保履约、小额贷款、保理业务、其他）。选择预付款或其他，请另行提交资金用途说明。支付资金用途不同的，需分开填写。
5. 公司法人代表授权委托他人填写本表的，另需提供授权委托书。

Direction:

1. Please tick Transfer to DZF Account after FX conversion (No supporting document required)、 Directly pay out after FX conversion、 Payout from DZF Account、 Pay out directly with original currency(Supporting documents are required for above three items)
“Directly pay out after FX conversion” refers to that once the conversion to RMB funds is done, the funds will be directly paid to actual beneficiary.
“Pay out from DZF Account” refers to the payment from the DZF Account (including conversion from RMB to foreign currency funds and pay out).
“Pay out directly with original currency” refers to payment directly pay out under capital items. You could only select one. If you want to select all, you have to fill in three forms respectively.
2. The type of payment account refers to the type of the account debited for the payment. Types of accounts include Capital Account, Onshore Re-investment Account, Onshore Assets Liquidation Account, Offshore Assets Liquidation Account, Upfront Charges Account, Foreign Debt Account, DZF Account and etc.
3. “Incoming registration under capital” includes but is not limited to: FDI incoming registration, Foreign debt signing registration, Withdraw registration and Overseas listing registration and etc.
4. When filling in the purpose of payment, you should refer to the standard purposes (payments for goods, projects, deposits for companies with different names, consulting fees, other service fees, advances, taxes, salaries and other benefits for labor, land ownership transfer, property, fixed assets, equity investments, repayment of bank loans, transfers between accounts under the same name, interest conversion, reserve, cash, personal purposes, purchases of banks' principal guaranteed products, transfers to the Conversion-for-Payment Account, purposes requiring special filing, financial leasing, performance guarantee, micro loans, factoring business and others). (If you select “for advances or other purposes”, please submit another use of funds explanation document.) Fill in a separate row in the above form if you have more than one payment purpose.
5. If the company's legal representative authorizes others to fill in this form, please provide the authorization letter.

重要提示:

1. 境内机构的资本项目收入及结汇资金，可用于自身经营范围内的经常项下支出以及法律法规允许的资本项下支出。
境内机构的资本项目外汇收入及其结汇所得人民币资金的使用，应当遵守以下规定：不得直接或间接用于企业经营范围之外或国家法律法规禁止的支出；除另有明确规定外，不得直接或间接用于证券投资或除银行保本型产品之外的其他投资理财；不得用于向非关联企业发放贷款，经营范围明确许可的情形除外；不得用于建设、购买非自用房地产（房地产企业除外）；境内机构与其他当事人之间对资本项目收入使用范围存在合同约定的，不得超出该合同约定范围使用相关资金。除另有规定外，当事人之间的合同约定不应与本通知存在冲突。
2. 单一机构每月备用金（含意愿结汇和支付结汇）支付累计金额不得超过等值20万美元。

Important Notice:

1. Domestic company's incoming under capital items and funds from FX conversion should be used for expenditures inside the business scope, the laws and regulations.
Domestic company's incoming under capital items and funds from FX conversion shall follow below rules: Cannot be directly or indirectly used for expenditures outside the business scope or against the laws and regulations. Cannot be directly or indirectly used to purchase any wealth management products or securities in addition to principal guaranteed banking products unless otherwise indicated by related laws and regulations; Cannot be used to give loans to non-affiliated enterprise (unless it is allowed within the business scope); Cannot be used to purchase real estate for the purpose of own living unless you are a foreign-funded real estate company. Regarding to the usage scope in agreement signed between domestic institution and other party, it cannot exceed the scope to use the fundings. Except for the other regulation, the agreement between all the parties should not be conflict with this notice.
2. The monthly aggregate payment out of one company's reserve at the Bank including a.) Conversion to RMB funds beforehand and payments in RMB later and b.) Conversion to RMB funds only upon payments must not exceed the equivalent of \$200,000.