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|  | (Name of RCHE) |
| **Transaction Record of a Resident’s Pocket Money** | |

(Applicable to resident or his/her guardian/guarantor/family member/relative  
who has authorised the RCHE to keep and use the resident’s pocket money on his/her behalf)

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| **Name of resident** |  | **HKIC no.** |  |

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| **Date** | **Summary/Purpose/Use** | **Deposit** | **Withdrawal** | **Balance** | **Signature of resident/ #settlor** | **Signature and name of staff responsible** | **Signature and name of witnessing staff** |
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#a settlor refers to the resident’s guardian/guarantor/family member/relative

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| **Signature** | **Checked by** | **Post** | **Date of checking** |
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