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|  | (Name of RCHD) |
| **Transaction Record of a Resident’s Bank Account** | |

(Applicable to resident or the guardian/guarantor/family member/relative  
who has authorised the RCHD to withdraw the resident’s bank savings on his/her behalf)

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| **Name of resident** | **HKIC no.** | **Bank name** | **Bank account no.** |
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| **Date** | **Signature of resident/ #settlor** | **Deposit** | **Withdrawal** | **Balance** | **Signature and name of staff responsible** | **Signature and name of witnessing staff** | **Purpose of transaction** |
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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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