|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |
| --- |
|  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |
| --- |
|  |
|  |

附件2：

银行询证函（格式二）

编号：

**××（银行）××（分支机构，如适用）（以下简称“贵行”，即“函证收件人”）：**

本公司聘请的[××会计师事务所]正在对本公司[年度（或期间）]的财务报表进行审计，按照[中国注册会计师审计准则] [*列明其他相关审计准则名称*]的要求，应当询证截至[\_\_\_\_年\_\_\_\_月\_\_\_\_日] （即“函证基准日”）本公司与贵行相关的信息。请填写下列第1-14项及附表（如适用）中的表格[[1]](#footnote-4)，并[签字和盖章] 或[签发电子签名][[2]](#footnote-5)。

本公司谨授权贵行将回函直接寄至××会计师事务所[或直接转交××会计师事务所函证经办人[[3]](#footnote-6)]，地址及联系方式[[4]](#footnote-7)如下：

回函地址：

联系人： 电话： 传真： 邮编：

电子邮箱：

本公司谨授权贵行可从本公司××账户支取办理本询证函回函服务的费用（如适用）。

**（预留签章）**

**年月日**

**经办人：**

**职务：**

**电话：**

**以下由被询证银行填列**

1．银行存款

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 账户名称 | 银行账号 | 币种 | 利率 | 账户类型 | 账户余额 | 是否属于资金归集（资金池或其他资金管理）账户 | 起始日期 | 终止日期 | 是否存在冻结、担保或其他使用限制（如是，请注明） | 备注 |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

2．银行借款

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 借款人名称 | 借款账号 | 币种 | 余额 | 借款日期 | 到期日期 | 利率 | 抵（质）押品/担保人 | 备注 |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

3．自年月日起至年月日期间内注销的银行存款账户

|  |  |  |  |
| --- | --- | --- | --- |
| 账户名称 | 银行账号 | 币种 | 注销账户日 |
|  |  |  |  |
|  |  |  |  |

4．本公司作为委托人的委托贷款

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 账户名称 | 银行结算账号 | 资金借入方 | 币种 | 利率 | 余额 | 贷款起止日期 | 备注 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

5．本公司作为借款人的委托贷款

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 账户名称 | 银行结算账号 | 资金借出方 | 币种 | 利率 | 余额 | 贷款起止日期 | 备注 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

6．担保

（1）本公司为其他单位提供的、以贵行为担保受益人的担保

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 被担保人 | 担保方式 | 币种 | 担保余额 | 担保到期日 | 担保合同编号 | 备注 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

（2）贵行向本公司提供的担保（如保函业务、备用信用证业务等）

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 被担保人 | 担保方式 | 币种 | 担保金额 | 担保到期日 | 担保合同编号 | 备注 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

7．本公司为出票人且由贵行承兑而尚未支付的银行承兑汇票

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 银行承兑汇票号码 | 结算账户账号 | 币种 | 票面金额 | 出票日 | 到期日 | 抵（质）押品 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

8．本公司向贵行已贴现而尚未到期的商业汇票

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 商业汇票号码 | 承兑人名称 | 币种 | 票面金额 | 出票日 | 到期日 | 贴现日 | 贴现率 | 贴现净额 |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

9．本公司为持票人且由贵行托收的商业汇票

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 商业汇票号码 | 承兑人名称 | 币种 | 票面金额 | 出票日 | 到期日 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

10．本公司为申请人，由贵行开具的、未履行完毕的不可撤销信用证

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 信用证号码 | 受益人 | 币种 | 信用证金额 | 到期日 | 未使用金额 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

11．本公司与贵行之间未履行完毕的外汇买卖合约

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 类别 | 合约号码 | 贵行卖出币种 | 贵行买入币种 | 未履行的合约买卖金额 | 汇率 | 交收日期 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

12．本公司存放于贵行托管的证券或其他产权文件

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 证券或其他产权文件名称 | 证券代码或产权文件编号 | 数量 | 币种 | 金额 |
|  |  |  |  |  |
|  |  |  |  |  |

13.本公司购买的由贵行发行的未到期银行理财产品

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 产品名称 | 产品类型（封闭式/开放式） | 币种 | 持有份额 | 产品净值 | 购买日 | 到期日 | 是否被用于担保或存在其他使用限制 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

14．其他

|  |
| --- |
|  |

**附表资金归集（资金池或其他资金管理）账户具体信息**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 资金提供机构名称(即拨入资金的具体机构) | 资金提供机构账号 | 资金使用机构名称(即向该具体机构拨出资金) | 资金使用机构账号 | 币种 | 截至函证基准日拨入或拨出资金余额(拨出填列正数，拨入填列负数) | 备注 |
| 1 | 举例：A公司 |  |  |  |  | ×××× |  |
| 2 |  |  | 举例：B公司 |  |  | ×××× |  |
| ... | ... |  | ... |  |  | ... |  |

|  |
| --- |
| **银行确认** |
| 本行确认在上述第1-14项及附表（如适用）的表格中填列的金额和信息是正确、完整的。**年月日经办人：职务：电话：****复核人：职务：电话：****（银行盖章）** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |
|  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

|  |
| --- |
|  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |
|  |  |
|  |  |

|  |
| --- |
|  |
|  |

1. 本询证函所列示的1-14项及附表（如适用）信息，以银行印章所代表的总分支机构主体范围进行回函。 [↑](#footnote-ref-4)
2. 根据《中华人民共和国电子签名法》（以下简称《电子签名法》），可靠的电子询证函属于《电子签名法》规定的一种数据电文。可靠的电子签名与手写签名或者盖章具有同等法律效力。函证各相关方在数字函证中使用符合《电子签名法》相关规定的数据电文和电子签名具有法律效力。 [↑](#footnote-ref-5)
3. 会计师事务所应按照相关银行公示的函证具体要求提供相关人员的证明文件等。 [↑](#footnote-ref-6)
4. “回函地址、联系人、电话、传真、邮编、电子邮箱”等要素应完整、准确填写。 [↑](#footnote-ref-7)