

## 询证函业务工作公告

### 一、询证函业务受理方式

- 数字函证：请通过线上受理平台提交材料
- 纸质函证：请邮寄提交材料至以下地址
  - 美国银行北京分行：北京市朝阳区建国门外大街1号院1号楼国贸大厦35层04-21室，邮编 100004
  - 美国银行上海分行：上海市浦东新区世纪大道8号上海国金中心二期53层，邮编 200120
  - 美国银行广州分行：广东省广州市天河区珠江西路5号广州国际金融中心4楼01-A，邮编 510623

### 二、询证函业务收费标准

请参考《美国银行有限公司中国区分行结算业务费率》有关标准。

如贵司有任何疑问，烦请联系我行客户服务团队：

- 北京: [asia.sse-bj@bofa.com](mailto:asia.sse-bj@bofa.com) | (86 10) 5835 8767
- 上海: [asia.sse-sh@bofa.com](mailto:asia.sse-sh@bofa.com) | (86 21) 6160 8700
- 广州: [asia.sse-gz@bofa.com](mailto:asia.sse-gz@bofa.com) | (86 20) 8116 2225

## Audit Confirmation Service

### I. Accepted Methods

- E-channel Audit Confirmation: Please submit your requests via e-channel platform
- Paper Audit Confirmation: Please mail your requests to below addresses
  - BOA Beijing Branch : Unit 04-21, 35F China World Tower A, No.1 Jianguomenwai Avenue, Chaoyang District, Beijing, 100004
  - BOA Shanghai Branch: 53th Floor, International Finance Center, Tower 2, 8 Century Avenue, Pudong New District, Shanghai, 200120
  - BOA Guangzhou Branch: Unit 01-A, 4/F Guangzhou International Finance Center, No.5, Zhujiang Xi Rd, ZhuJiang New Town, Guangzhou, 510623

### II. Pricing

Please refer to *Bank of America, N.A - Pricing Schedule of Global Transaction Services (China branches)*.

Please kindly contact our Client Service hotlines if you have further questions.

- Beijing: [asia.sse-bj@bofa.com](mailto:asia.sse-bj@bofa.com) | (86 10) 5835 8767
- Shanghai: [asia.sse-sh@bofa.com](mailto:asia.sse-sh@bofa.com) | (86 21) 6160 8700
- Guangzhou: [asia.sse-gz@bofa.com](mailto:asia.sse-gz@bofa.com) | (86 20) 8116 2225