DIRECT DEBIT AUTHORISATION (Generic Set-up) 直接付款授權書

Date日期 Day日 / Month 月 / Year 年

Note 注意：1. Please tick where applicable.

2. For HSBC customers, please return the complete from the Bank or mail to Automatic Payment Centre, Payment Service at PO Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong. You may also set up the direct debit authorization through HSBC Internet Banking. For non-HSBC customers, please complete and return this form to your banker. 如屬匯豐客戶，請將已填妥的表格交回本行或寄回九龍中央郵政局郵政信箱72677號匯款服務自動轉賬中心。您亦可透過匯豐網上理財設立直接付款授權。如非匯豐客戶，請依次填寫並將此授權書交給貴戶的來往銀行。

　　　　　 3. Your Direct Debit Authorization set up request will normally be processed within 4 working days (excluding Saturday, Sunday and public holiday) upon receipt of your form. 在一般情況下，本行將在收到您的直接付款的設立申請表後四個工作天內（不包括星期六、日及公眾假期）處理您的申請。

Name of Party to be Credited (*The Beneficiary*) 收款的一方*(收款人)* Bank No. Branch No. Account No

　　　　　　　 分行號碼 . 戶口號碼 戶口號碼

***>> APC - NSC***

Remarks Branch Chop

**For Bank**

**Use Only**

**銀行專用**

My / Our Bank Name and Branch 本人 (等) 的銀行及分行的同名稱 Bank No. Branch No My / Our Account No 本人 (等 )的戶口號碼

分行號碼 戶口號碼

My / Our Name(s) as recorded on Statement / Passbook (*In Block Letters*) 本人 (等) 在結單／存摺上所記錄的名稱 (*請以英文正楷填寫*)

Contact Telephone No. 聯絡電話號碼 Maximum Limit for 最高付款限額 Expiry Date (*day/month/year)* 到期日 *(日／月／年)*

*Note注意：If blank, the debtor’s bank will set as “unlimited”.　 Note注意：If blank, this authorization shall have effect until*

如無填寫，付款銀行會將轉賬額設定為「不設上限」。 Further notice and Expiry Date should be greater than

3 months. 如無填寫，此直接付款授權書將無限期Each Payment 每次　　　　　　 Each Month 每月 有效直至另行通知及到期日必須大於三個月。

My / Our Address as recorded on Statement / Passbook 本人 (等) 在結單／存摺上所記錄的地址

Debtor Name (*In Block Letters*) 付款人名稱 (請以英文正楷填寫) 　　　　　　　　　 Debtor Reference (*Compulsory Field*) 付款人編號 *(必填之欄)*

Note注意： *Please specify if other than Account Holder. 如非戶口持有人，請填寫。 (Reference between yourself and the party to be credited 貴賬戶與收款一方的編號)*

Declaration (*For HSBC Customer Only*) 聲明 (只適用於匯豐客戶)

1. I / We hereby authorize my /our above named Bank to effect transfers from my / our account to that above named beneficiary in accordance with such instructions as my / our Bank may receive from the beneficiary and / or its banker’s correspondent form time to time provided always that the amount of any one such transfer shall not exceed the limit indicated above. 本人 (等) 現授權本人 (等) 的上述銀行，（根據收款人或其往來銀行／或代理行不時絡予本人 (等) 銀行的指示）自本人 (等) 的戶口內轉賬予上述收款人。惟每次轉賬金額不得超過以上所指定的限額。
2. I / We agree that my / our Bank shall not be obliged to ascertain whether or not notice of any such transfer of reversal notice has been given to me / us.

本人 (等) 同意本人 (等) 的銀行無須證實核等轉賬通知或沖銷通知是否已交予本人(等)。

1. I / We jointly and severally accept full responsibility for any overdraft (or increase in existing overdraft) on my / our account which may arise as a result of any such transfer(s). 如因該等轉賬而令本人 (等) 的戶口出現透支 (或令現時的透支增加)，本人 (等) 願共同及個別承擔全部責任。
2. I / We agree that should there be insufficient funds in my / our account to meet any transfer hereby authorized, my / our Bank shall be entitled ,in its discretion , not to effect such transfer in which event the Bank may take usual charge and that it may cancel this authorization at any time on one week’s written notice. 本人 (等) 的銀行有權不予轉賬，且銀行可收取慣常的收費，並可隨時以一星期書面通知取消本授權書。
3. This direct debit authorization shall have effect until further notice or until the expiry date written above (whichever shall first occur). I / We agree that if no transaction is performed on my / our account under such authorization for a continuous period of 30 months, my / our Bank reserves the right to cancel the direct debit arrangement without prior notice to me / us., even though the authorization has not expired or there is no expiry date for the authorization. 本人 (等) 同意如本人 (等) 已設立直接付款授權的戶口連續三十個月內未有根據本授權而作出過賬記錄，本人 (等) 的銀行保留權利取消本直接付款安排而無須另行通知本人 (等)，即使本授權書並未到期或未有註明授權到期日。
4. I / We agree that any notice of cancellation of variation of this authorization which I / We may give to my /our Bank shall be given at least two working days prior to the date on which such cancellation / variation is to take effect.

本人 (等) 同意，本人 (等) 取消或更改本授權書的任何通知，須於取消／更改生效日最少兩個工作天之前交予本人 (等) 的銀!。

My / Our Bank Account Signature(s) 本人 (等) 銀行戶口的簽署

**X**