

**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:**
- Please tick where applicable. 請在適當的地方加上剔號。
  - For HSBC customers, please return the completed form to the Bank or mail to Automatic Payments Centre, Payment Services at P O Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong. You may also set up the direct debit authorisation through HSBC Internet Banking. For non-HSBC customers, please complete and return this form to your banker. 如屬滙豐客戶，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。您亦可透過滙豐網上理財設立直接付款授權。如非滙豐客戶，請依次填寫並將此授權書交給貴戶的往來銀行。
  - Your Direct Debit Authorisation 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授權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 ( <i>The Beneficiary</i> ) 收款的一方 (收款人) <b>YEAR FULL (HK) LIMITED</b>		Bank No. 銀行號碼 <b>0 0 4</b>	Branch No. 分行號碼 <b>0 1 5</b>	Account No. 戶口號碼 <b>3 7 1 1 5 6 8 3 8</b>
My/Our Bank Name and Branch 本人(等)的銀行及分行的名稱		Bank No. 銀行號碼	Branch No. 分行號碼	My/Our Account No. 本人(等)的戶口號碼
My/Our Name(s) as recorded on Statement/Passbook ( <i>in Block Letters</i> ) 本人(等)在結單/存摺上所紀錄的名稱 (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 <i>Note 注意: If blank, the debtor's bank will set as "unlimited". 如無填寫, 付款銀行會將轉賬限額設定為「不設上限」。</i> <input checked="" type="radio"/> Each Payment 每次 <input type="radio"/> Each Month 每月		Expiry Date ( <i>day/month/year</i> ) 到期日 (日/月/年) <i>Note 注意: If blank, this authorisation shall have effect until 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有效直至另行通知及到期日必須大於三個月。</i>	
My/Our Address as recorded on Statement/Passbook 本人(等)在結單/存摺上所紀錄的地址				
Debtor Name ( <i>in Block Letters</i> ) 付款人名稱 (請以英文正楷填寫) <i>Note 注意: Please specify if other than Account Holder. 如非戶口持有人, 請填寫。</i>			Debtor Reference ( <i>Compulsory Field</i> ) 付款人編號 (必填之欄) (Reference between yourself and the party to be credited 貴賬戶與收款一方的編號)	
Declaration ( <i>For HSBC Customer Only</i> ) 聲明 (只適用於滙豐客戶)				
<p>1. I/We hereby authorise my/our above named Bank to effect transfers from my/our account to that of the above named beneficiary in accordance with such instructions as my/our Bank may receive from the beneficiary and/or its banker and/or its banker's correspondent from 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及/或代理行不時給予本人(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指定的限額。</p> <p>2. I/We agree that my/our Bank shall not be obliged to ascertain whether or not notice of any such transfer or reversal notice has been given to me/us. 本人(等)同意本人(等)的銀行毋須證實該等轉賬通知或沖銷通知是否已交予本人(等)。</p> <p>3. 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。</p> <p>4. I/We agree that should there be insufficient funds in my/our account to meet any transfer hereby authorised, my/our Bank shall be entitled, in its discretion, not to effect such transfer in which event the Bank may make the usual charge and that it may cancel this authorisation at any time on one week's written notice. 本人(等)同意如本人(等)的戶口並無足夠款項支付該等授權轉賬, 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。</p> <p>5. This direct debit authorisation 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 authorisation 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 authorisation has not expired or there is no expiry date for the authorisation. 本直接付款授權書將繼續生效直至另行通知為止或直至上列到期日為止(以兩者中最早的日期為準)。本人(等)同意如本人(等)已設立之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的紀錄, 本人(等)的銀行保留權利取消本直接付款安排而毋須另行通知本人(等), 即使本授權書並未到期或未有註明授權到期日。</p> <p>6. I/We agree that any notice of cancellation or variation of this authorisation 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)的銀行。</p>				
My/Our Bank Account Signature(s) 本人(等)銀行戶口的簽署				
<b>X</b>				
Remarks		Branch Chop		
<b>For Bank Use Only</b> 銀行專用				

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

Date 日期	day 日 / month 月 / year 年
	<b>填寫日期</b>

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- Please tick where applicable. 請在適當的地方加上剔號。
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**請參閱“一般銀行編號名單” 如不清楚可向相關銀行查詢**

Name of Party to be Credited ( <i>The Beneficiary</i> ) 收款的一方 (收款人)		Bank No. 銀行號碼	Branch No. 分行號碼	Account No. 戶口號碼
<b>YEAR FULL (HK) LIMITED</b>		0 0 4	0 1 5	3 7 1 1 5 6 8 3 8
My/Our Bank Name and Branch 本人(等)的銀行及分行的名稱		Bank No. 銀行號碼	Branch No. 分行號碼	My/Our Account No. 本人(等)的戶口號碼
填上銀行名稱 (請參閱“一般銀行編號名單”)				<b>戶口號碼</b>
My/Our Name(s) as recorded on Statement/Passbook ( <i>in Block Letters</i> ) 本人(等)在結單/存摺上所紀錄的名稱 (請以英文正楷填寫)				
<b>戶口持有人的英文姓名 (請以正楷填寫)</b>				
Contact Telephone No. 聯絡電話號碼	Maximum Limit for 最高付款限額 <i>Note 注意: If blank, the debtor's bank will set as "unlimited". 如無填寫, 付款銀行會將轉賬限額設定為「不設上限」。</i>		Expiry Date ( <i>day/month/year</i> ) 到期日 (日/月/年) <i>Note 注意: If blank, this authorisation shall have effect until 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有效直至另行通知及到期日必須大於三個月。</i>	
<b>聯絡電話號碼</b>	<input checked="" type="checkbox"/> Each Payment 每次 <input type="checkbox"/> Each Month 每月 <b>請選擇“每次”</b>		<b>不用填寫</b>	
My/Our Address as recorded on Statement/Passbook 本人(等)在結單/存摺上所紀錄的地址				
<b>填寫與月結單或存摺上相同之地址</b>				
Debtor Name ( <i>in Block Letters</i> ) 付款人名稱 (請以英文正楷填寫) <i>Note 注意: Please specify if other than Account Holder. 如非戶口持有人, 請填寫。</i>			Debtor Reference ( <i>Compulsory Field</i> ) 付款人編號 (必填之欄) (Reference between yourself and the party to be credited 費賬戶與收款一方的編號)	
<b>戶口持有人的英文姓名 (請以正楷填寫)</b>			<b>由本公司填寫</b>	
Declaration ( <i>For HSBC Customer Only</i> ) 聲明 (只適用於滙豐客戶)				
<p>1. I/We hereby authorise my/our above named Bank to effect transfers from my/our account to that of the above named beneficiary in accordance with such instructions as my/our Bank may receive from the beneficiary and/or its banker and/or its banker's correspondent from 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及/或代理行不時給予本人(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指定的限額。</p> <p>2. I/We agree that my/our Bank shall not be obliged to ascertain whether or not notice of any such transfer or reversal notice has been given to me/us. 本人(等)同意本人(等)的銀行毋須證實該等轉賬通知或沖銷通知是否已交予本人(等)。</p> <p>3. 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。</p> <p>4. I/We agree that should there be insufficient funds in my/our account to meet any transfer hereby authorised, my/our Bank shall be entitled, in its discretion, not to effect such transfer in which event the Bank may make the usual charge and that it may cancel this authorisation at any time on one week's written notice. 本人(等)同意如本人(等)的戶口並無足夠款項支付該等授權轉賬, 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。</p> <p>5. This direct debit authorisation 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 authorisation 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 authorisation has not expired or there is no expiry date for the authorisation. 本直接付款授權書將繼續生效直至另行通知為止或直至上列到期日為止(以兩者中最早的日期為準)。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書作出過賬的紀錄, 本人(等)的銀行保留權利取消本直接付款安排而毋須另行通知本人(等), 即使本授權書並未到期或未有註明授權到期日。</p> <p>6. I/We agree that any notice of cancellation or variation of this authorisation 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)的銀行。</p>				
My/Our Bank Account Signature(s) 本人(等)銀行戶口的簽署				
<b>戶口持有人的簽署 (必須與戶口簽署相同)</b>				
<b>X</b>				
For Bank Use Only 銀行專用	Remarks <b>注意! 如有任何更改, 請先刪去錯誤內容, 在旁邊更正後加上簽署</b> <b>切勿使用任何塗改液或塗改筆等改錯工具</b>			Branch Chop

## 一般銀行編號名單

注意：由於銀行編號眾多，未能全數列出。如閣下之自動轉帳付款戶口之銀行編號未有出現在下列名單，請向相關銀行或致電本公司查詢。

銀行編號	銀行名稱
003	渣打銀行(香港)有限公司 STANDARD CHARTERED BANK (HONG KONG) LIMITED
004	香港上海匯豐銀行有限公司 THE HONGKONG AND SHANGHAI BANKING CORPORATION LIMITED
009	中國建設銀行(亞洲)股份有限公司 CHINA CONSTRUCTION BANK (ASIA) CORPORATION LIMITED
012	中國銀行(香港)有限公司 BANK OF CHINA (HONG KONG) LIMITED
015	東亞銀行有限公司 THE BANK OF EAST ASIA, LIMITED
016	星展銀行(香港)有限公司 DBS BANK (HONG KONG) LIMITED
018	中信嘉華銀行有限公司 CITIC KA WAH BANK LIMITED
020	永隆銀行有限公司 WING LUNG BANK LIMITED
024	恒生銀行有限公司 HANG SENG BANK LTD
025	上海商業銀行有限公司 SHANGHAI COMMERCIAL BANK LTD.
035	永亨銀行有限公司 WING HANG BANK LTD.
040	大新銀行有限公司 DAH SING BANK, LTD.
041	創興銀行有限公司 CHONG HING BANK LIMITED
043	南洋商業銀行有限公司 NANYANG COMMERCIAL BANK, LTD.
128	富邦銀行(香港)有限公司 FUBON BANK (HONG KONG) LIMITED
185	星展銀行香港分行 DBS BANK LTD. HONG KONG BRANCH