滙豐 HSBC

To 致： The Hongkong and Shanghai Banking Corporation Limited
香港上海滙豐銀行有限公司

Date (DD-MMM-YYYY) 日期 (日-月-年)

AUTOPAY BUSINESS ACCOUNT INSTRUCTION FORM
「自動轉賬」商業戶口指示申請表

Note 注意:
1. Autopay business account is the business account used by the company to pay out or collect payments. It is NOT the general account for paying public utility bills or receiving salary. 「自動轉賬」戶口是指公司用以付賬或收賬的商業戶口，並非指一般用以交付公共事業等賬單或收取薪金的戶口。
2. Please complete the autoPay Services Application Form instead if you wish to apply payment code for autoPay-in/autoPay-out service if you are only using our autoPay-out/autoPay-in service.
若現時只在使用「自動支賬」/「自動入賬」服務的客戶，如欲申請「自動入賬」/「自動支賬」代號，須填寫「自動轉賬」服務申請表。
3. ✞ For autoPay instruction via electronic banking channels (including HSBC Connect, HSBCnet, and Business Internet Banking), please ensure these electronic banking channels have been set up correspondingly.
✞ 如使用電子銀行渠道發出「自動轉賬」指示（包括HSBC Connect、滙豐財資網及商務「網上理財」），請確保這些電子銀行渠道已經相應地設立。
4. You can submit the form via the following channels:
   i. [Convenient and efficient] Online - Visit www.business.hsbc.com.hk, scroll down to 'Quick Links' > 'Form Download Centre' > 'e-Form' to select and submit the respective form; or
   ii. Postage - Mail to 'Automatic Payments Centre, Payment Services at PO Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong'; or
   iii. Branches - Visiting your nearest HSBC Branch.

   你可透過下列途徑遞交表格：
   i. [快捷方便] 網上—前往 www.business.hsbc.com.hk，向下捲動至「捷徑」>「表格下載中心」>「電子表格」選擇相應的表格並提交；或
   ii. 郵寄—郵寄至「九龍中央郵政局郵政信箱72677號，匯款服務自動轉帳中心」收；或
   iii. 分行—交回就近滙豐分行。

Account Details 戶口資料

Account Name 戶口名稱

Account Number 戶口號碼

Name of Contact Person 聯絡人姓名

Contact Telephone Number 聯絡電話號碼

Currency 貨幣類別
☐ HKD 港幣 ☐ RMB 人民幣

Instruction Type 指示類別

Add Payment Code 增加「自動轉賬」代號

✞ autoPay Instruction Input Medium ✞「自動轉賬」指示輸入方式	Type of autoPay 「自動轉賬」類別（✓）		Payment Code Description (Maximum 12 Characters) 「自動轉賬」代號指示概說 （不可超過12 個字）
	autoPay-out 支賬	autoPay-in 入賬	
☐ HSBC Connect			
☐ HSBC*net* 滙豐*財資網*			
☐ Business Internet Banking 商務「網上理財」			
☐ Other 其他			

Note 注意: Charges will be levied for each additional payment code exceeding maximum 4 free payment codes for autoPay-in/auto Pay-out service respectively.
「自動入賬」及「自動支賬」的首四個「自動轉賬」代號分別不用收費，其餘增設的每個代號將收取手續費。

Change Payment Code Description / Delete or Re-activate Payment Code 更改「自動轉賬」代號指示概說/ 取消或恢復「自動轉賬」代號

Payment Code 「自動轉賬」代號	Change Payment Code Description (Maximum 12 Characters) 更改「自動轉賬」代號指示概說（不可超過十二個字）	Delete 取消 (✓)	Re-activate 恢復 (✓)
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐

Other Instructions 其他指示

>> PSV APC

Select Autopay Report Delivery Method 選擇「自動轉賬」報告表交付方式

For autoPay-out (payments) Service Only 只適用於「自動支賬」服務

Payment Code 「自動轉賬」代號 [If blank, selected delivery method(s) will apply to all payment codes. 如無填寫，所有代號的報告表將會以所選擇的方式交付。]	**Report Name** 報告表名稱	**Select (✓) Report Delivery Method** 選擇 (✓) 報告表交付方式 (If blank, report will be delivered to your selected input channel. 如無填寫，報告表將根據閣下所選的指示輸入方式送出。)		
		Retrieving the reports via these online channels is free 網上擷取報告是不會另行收費		
		HSBC*net* 滙豐*財資網*	**HSBC Connect**	**Business Internet Banking** 商務「網上理財」服務
		Please ensure these electronic banking channels have been setup correspondingly. 請確保這些電子銀行渠道已經相應地設立。		Please complete separately Business Internet Banking Service Enrolment Form or Amendment Request Form. These forms are available at 請另填寫商務「網上理財」服務登記或更改表格。可於下列網址下載表格 http://www.business.hsbc.com.hk/en-gb/form-download-centre
	Autopay Electronic Payment Report 自動轉賬電子支賬報告表	☐	☐	☐
	Autopay Credit Return Report 自動轉賬支款退款報告表 (Important report, please select at least one method. Report to be printed on the 1st to 3rd Working Day after Value Day. 這是重要的報告表，請選擇最少一個交付方式。報告表於過數日後第一至第三個工作天編印。)	☐	☐	☐
	Autopay Statistics Report 自動轉賬統計報告表 (Applicable only for company already applied for the report 如貴公司已申請這報告表，方可選擇交付方式) ***Note**: Only applicable for HKD autoPay.* *注意: 只適用於港幣的自動轉賬*	☐	☐	☐

Note 注意: For instructions submitted through channels other than HSBCnet / HSBC Connect / Business Internet Banking, hardcopy report will be delivered by post/courier with charges levied.
如透過滙豐財資網/ HSBC Connect/ 商務「網上理財」以外方式提交指示，每份書面形式報告表將以郵遞/ 快遞方式發送並收取手續費。

For autoPay-in (collections) Service Only 只適用於「自動入賬」服務

Payment Code 「自動轉賬」代號 [If blank, selected delivery method(s) will apply to all payment codes. 如無填寫，所有代號的報告表將會以所選擇的方式交付。]	**Report Name** 報告表名稱	**Select (✓) Report Delivery Method** 選擇 (✓) 報告表交付方式 (If blank, report will be delivered to your selected input channel. 如無填寫，報告表將根據閣下所選的指示輸入方式送出。)		
		Retrieving the reports via these online channels is free 網上擷取報告是不會另行收費		
		HSBC*net* 滙豐*財資網*	**HSBC Connect**	**Business Internet Banking** 商務「網上理財」服務
		Please ensure these electronic banking channels have been setup correspondingly. 請確保這些電子銀行渠道已經相應地設立。		Please complete separately Business Internet Banking Service Enrolment Form or Amendment Request Form. These forms are available at 請另填寫商務「網上理財」服務登記或更改表格。可於下列網址下載表格 http://www.business.hsbc.com.hk/en-gb/form-download-centre
	Autopay Electronic Collection Report 自動轉賬電子入賬報告表	☐	☐	☐
	Autopay Debit Return Report 自動轉賬收款退款報告表 (Important report, please select at least one method. Report to be printed on the 1st to 2nd Working Day after Value Day. 這是重要的報告表，請選擇最少一個交付方式。報告表於過數日後第一至第二個工作天編印。)	☐	☐	☐
Not Applicable 不適用	Autopay DDA Confirmation Report 自動轉賬直接付款授權確認報告表	☐	☐	☐
	Autopay DDA Change Report 自動轉賬更改直接付款授權報告表	☐	☐	☐
	Autopay Simplified DDA Confirmation Report 自動轉賬簡化直接付款授權確認報告表	☐	☐	☐

Note 注意: For instructions submitted through channels other than HSBCnet / HSBC Connect / Business Internet Banking, hardcopy report will be delivered by post/courier with charges levied.
如透過滙豐財資網/ HSBC Connect/ 商務「網上理財」以外方式提交指示，每份書面形式報告表將以郵遞/ 快遞方式發送並收取手續費。

Authorised Signature(s) with Chop (if applicable) 授權簽署及蓋章（如適用）

S.V.

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For Bank Use Only 銀行專用

Branch Chop