



To 致： The Hongkong and Shanghai Banking Corporation Limited
香港上海滙豐銀行有限公司
Automatic Payments Centre, Payment Services: 匯款服務, 自動轉賬中心:
P O Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong 九龍中央郵政局郵政信箱 72677 號

AUTOPAY SERVICES APPLICATION FORM (For Non-Personal Customer)

Date (DDMMYYYY) 日期 (日/月/年)

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「自動轉賬」服務申請表 (非個人客戶)

Note 注意:

- Please complete in **Block Letters** and tick where applicable. 請用正楷填寫, 並在適當的地方加上別號。
- If you are our existing autoPay customer, please complete Sections I, V and the area required to be changed. 如更改「自動轉賬」服務資料, 只需填寫 I、V 及需要更改的部分。
- Only single currency transactions offered for autoPay services, i.e. debit and credit accounts should be in the same currency. 自動轉賬只提供單一貨幣轉賬, 即支賬戶必需與收款戶口的貨幣相同。
- *Only applicable for HKD autoPay. 只適用於港幣的自動轉賬。
- Business Internet Banking users can submit completed AND signed form via online. Please logon and go to 'Form & Document Submission Centre', select "Making Payments" as service type and "[Apply] autoPay Services Application Form (For Non-Personal Customer)" as form name, then upload the scanned copy of form. 商務「網上理財」使用者可於網上遞交已填妥並簽署的表格。用戶登入後進入「表格及文件遞交中心」, 選擇服務種類為「付款服務」及相應表格名稱為「[申請]「自動轉賬」服務申請表 (非個人客戶)」, 再上傳表格的掃描副本。

I/We hold a business current account with you and wish to use your Bank's autoPay services with details listed below:
本人(等) / 本公司在貴行開有商業往來戶口, 擬採用貴行的「自動轉賬」服務, 資料如下。

I. Company Details 公司資料

Account Name (In English) 戶口名稱 (以英文填寫)

Account No. 戶口號碼

Account Type (for Business Integrated Account only) 戶口類別 (只適用於商業綜合戶口)

- HKD Current Account 港幣往來戶口 HKD Savings Account 港幣儲蓄戶口 RMB Savings Account 人民幣儲蓄戶口

Nature of Business 業務性質

Contact Telephone No. 聯絡電話號碼

Contact Person Name 聯絡人姓名

Addressee (In English) (For delivery of autoPay related documents) 收件人 (以英文填寫) (用作郵遞自動轉賬文件)

Note 注意: If blank, Contact Person will be used as Addressee. 如無填寫, 將會以聯絡人作為收件人辦理。

Address (In English) 地址 (以英文填寫)

Note 注意: If blank, same correspondence address for statement will be used. 如無填寫, 將會以戶口結單的通訊地址辦理。

II. Type of autoPay Services Required 所需要的「自動轉賬」服務

- autoPay-out (payments) 「自動支賬」 autoPay-in (collections) 「自動入賬」

autoPay Instruction Input Medium 「自動轉賬」指示輸入方式

Select one of the e-channels 選擇任何一個電子渠道

- HSBC Connect HSBC Connect ID HSBCnet 滙豐財資網 HSBCnet ID *Others 其他

- Business Internet Banking 商務「網上理財」服務 **Note** 注意: Please separately complete Business Internet Banking Service Enrolment Form or Amendment Request Form to setup the daily transaction limit. These forms are available at 請另填寫商務「網上理財」服務登記或更改表格以便設立您的每日交易限額。可於下列網址下載表格 <http://www.commercial.hsbc.com.hk/1/2/commercial/customer-service/form-download-centre>

autoPay Instruction Details 「自動轉賬」指示資料

HKD Account No. for debiting service charge 支取手續費的港幣戶口號碼

Note 注意: Please fill in this field for RMB autoPay Application. If leave blank for HKD autoPay Application, account of original entry will be debited. 如閣下申請人民幣自動轉賬, 此欄必需填寫。如閣下申請港幣自動轉賬並無填寫此欄, 有關款項將支取原紀錄的戶口號碼。

*Transaction Reversal to be made to account number 交易沖銷入戶口號碼

Note 注意: If blank, account of original entry will be reversed. 如無填寫戶口號碼, 有關款項將沖銷入原紀錄戶口號碼。

Payment Code Description (Maximum 12 Characters) 「自動轉賬」代號指示概說 (不可超過12個字)	Type of autoPay 「自動轉賬」類別 (✓)	
	autoPay-out 支賬	autoPay-in 入賬
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

For Bank Use Only 銀行專用		
Payment Code	CIF Reference Number	SAV Reference Number

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。

II. Type of autoPay Services Required (Continued) 所需要的「自動轉賬」服務 (續)

For HKD autoPay-out Service Only 只適用於港幣「自動支賬」服務

Approximate Monthly Initial Payment Amount

(Must be completed for Bank's reference)

每月付賬金額 (約數) (必需填寫以用作銀行紀錄)

Note 注意: If blank, the Monthly Initial Payment Amount will be set as "HKD100,000".
如無填寫, 每月付賬金額將會設立為「港幣 100,000」。

autoPay Statistics Report Required 「自動轉賬」統計報告表

Note 注意: If blank, report ending on "31/03" yearly will be accumulated.
如無填寫, 統計報告表將於每年三月三十一日終結。

No 不需要 Yes 需要

Select (✓) Report Ending Date 選擇(✓) 報表終結日期

31/03 and/or 31/12
三月三十一日 及/或 十二月三十一日

For HKD autoPay-in Service Only 只適用於港幣「自動入賬」服務

Do you agree to post your company's name in HSBC Personal Internet Banking, HSBC Business Internet Banking, Hang Seng Personal e-Banking and Hang Seng Business e-Banking? 閣下是否同意在滙豐個人網上理財、滙豐商務「網上理財」、恒生個人 e-Banking 和恒生商業 e-Banking 列出貴公司的名稱嗎?

Yes 同意

Please list all your autoPay collection account details **in both Chinese and English**. Each payment type must refer to only one account number: 請以中文及英文列出所有自動轉賬賬戶資料。每個付賬類別只能引用一個戶口號碼:

Company Name 公司名稱	Account Number 戶口號碼	Payment Type 付賬類別	Debtor Reference 付款人編號
English: Maximum 90 characters. Example: Hong Kong Sample Limited	001-123456-001	English: Maximum 45 characters. Monthly Service Fee	English: Maximum 45 characters. Customer Number
中文: 不超過三十個字。 例如: 香港樣品有限公司		中文: 不超過十五個字。 服務月費	中文: 不超過十五個字。 客戶號碼
English: Maximum 90 characters.		English: Maximum 45 characters.	English: Maximum 45 characters.
中文: 不超過三十個字。		中文: 不超過十五個字。	中文: 不超過十五個字。
English: Maximum 90 characters.		English: Maximum 45 characters.	English: Maximum 45 characters.
中文: 不超過三十個字。		中文: 不超過十五個字。	中文: 不超過十五個字。

No 不同意

Note 注意: 1. Posting in Hang Seng Personal e-Banking and Hang Seng Business e-Banking is subject to Hang Seng's Bank decision.

列在恒生個人 e-Banking 和恒生商業 e-Banking 將由恒生銀行作出決定。

2. The time required for listing the above information on HSBC Personal Internet Banking, HSBC Business Internet Banking, Hang Seng Personal e-Banking and Hang Seng Business e-Banking is subject to the Bank's schedule. Charges will be levied for posting/amending/deleting the record in HSBC Business Internet Banking, Hang Seng Personal e-Banking and Hang Seng Business e-Banking.

本行將會根據已定時間表安排上述資料在滙豐個人網上理財、滙豐商務「網上理財」、恒生個人 e-Banking 和恒生商業 e-Banking 上列出。列在/ 修改/ 刪除在滙豐商務「網上理財」、恒生個人 e-Banking 和恒生商業 e-Banking 的記錄, 將收取手續費。

Report Format 報告表格式

Format of Electronic Payment Report / Electronic Collection Report Transaction Details 電子支賬報告表/ 電子入賬報告表細節形式

Note 注意: Please select one option only. If blank, Detail Report will be provided. 只可選擇一項, 如無填寫, 將會編印詳盡報告表。

Full and to be printed in the order of 詳盡細節編印次序為

Summary 簡略

Particulars Account Name Account Number
摘要 戶口名稱 戶口號碼

III. 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		
		HSBCnet 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/engb/form-download-centre
	Autopay Electronic Payment Report 自動轉賬電子支賬報告表	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	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。)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	* 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 注意: Only applicable for HKD autoPay. 只適用於港幣的自動轉賬。	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		
		HSBCnet 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/engb/form-download-centre
	Autopay Electronic Collection Report 自動轉賬電子入賬報告表	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	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。)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not Applicable 不適用	Autopay DDA Confirmation Report 自動轉賬直接付款授權確認報告表	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Autopay DDA Change Report 自動轉賬更改直接付款授權報告表	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Autopay Simplified DDA Confirmation Report 自動轉賬簡化直接付款授權確認報告表	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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。				

IV. Certified Extract of Resolutions (For Limited Company/Society/Trade Union/Club or Association)
經核實決議的摘錄 (適用於有限公司/ 社團/ 工會/ 會社/ 協會)

"Now be it resolved that the autoPay Services Application Form, including all details set out and/or completed and the relevant terms and conditions annexed, all of which are tabled at the Meeting, be and are hereby approved and accepted in all respects and that [the person(s) whose name and signature appear in Section V below] be and is/are hereby authorised to sign the autoPay Services Application Form for and on behalf of the applicant company."

I certify the foregoing to be a true extract of the Board Minutes/Resolutions as entered into the minute book of the applicant company duly passed at a meeting of the board of directors or the governing body (as the case may be) of the applicant company in accordance with the Articles of Association or other constitutional documents (as the case may be) of the applicant company held at
(Venue of Meeting)

on (Date of Meeting) .

「謹此依據董事會決議，全盤通過並接納此已提交董事會考慮的「自動轉賬」服務申請表，包括在內詳列及/ 或填寫的資料，以及已附列的有關條款及細則。[在第V部分聲明的授權簽署人 (等)] 謹此獲授權代表本申請公司簽署此「自動轉賬」服務申請表。」

本人確認上述乃屬已載於本申請公司的會議紀錄冊，並於 (會議日期) 依據組織大綱或其他公司組織文件 (視情況而定) 在 (會議地點)

舉行的董事會或公司管理組織會議 (視情況而定) 獲正式通過的會議紀錄的真實摘錄。

X



Director's Signature (Chairman of the Meeting) 董事簽署 (會議主席)

Full name in **Block Letters** 全名以正楷填寫:

Date 日期:

V. Declaration 聲明

I/We have read and agree to be bound by the Terms and Conditions for autoPay Services.

本人 (等) / 本公司已閱讀自動轉賬服務條款及條件並同意受其約束。

X

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

Full name in **Block Letters** 全名以正楷填寫

X

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

Full name in **Block Letters** 全名以正楷填寫

X

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

Full name in **Block Letters** 全名以正楷填寫

For Bank Use Only 銀行專用

Classification Code	Charges Pointer	Package Release Date
Signature Verification	Entered by	Approved by