



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 SIMPLIFIED FORM - FOR SALARY PAYMENT (For Non-Personal Customer)

Date (DDMMYYYY) 日期 (日/月/年)

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「自動轉賬」服務簡化申請表—薪金支賬專用 (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剔號。
- If you are our existing autoPay customer, please complete Sections I, VI and the area required to be changed.
如更改「自動轉賬」服務資料, 只需填寫 I、VI 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, 即支賬戶口必需與收款戶口的貨幣相同。
- Business Internet Banking users can submit completed AND signed form via online. Please logon and go to "e-Form Submission Centre", select "Making Payments" as service type and respective form, 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「電子表格遞交中心」, 選擇服務種類為「付款服務」及相應表格, 再上傳表格的掃描副本。

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

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, 有關款項將支取自原記錄的戶口號碼。

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。

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」。

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

Note 注意: A default payment code with description "Salary" will be created. Please use "autoPay Services Application Form (For Non-Personal Customer)" if more than 1 payment code is needed.

本行將會設立一個名為「薪金」的自動轉賬代號。如閣下需要多於一個自動轉賬代號, 請填寫「自動轉賬」服務申請表 (非個人客戶)。

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 ☐ HSBCnet 滙豐財資網 ☐ HSBCnet ID ☐ *Others 其他
- ☐ Business Internet Banking 商務「網上理財」服務

(Please specify service provider name and profile ID
 請註明服務商名稱及註冊編號)

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>

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

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/en-gb/form-download-centre
Autopay Electronic Payment Report (Detail Report will be printed) 自動轉賬電子支賬報告表 (詳盡報表將會編印)	<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 (Yearly) 自動轉賬統計報告表 (年結) (Report ending on "31 March" yearly will be accumulated) (統計報告表將於每年三月三十一日終結) 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。			

IV. MPF Service 強積金服務

☐ Our company would like to know more about HSBC MPF. 本公司欲了解多些有關滙豐強積金服務的資料。

Number of Employees Eligible for MPF 合資格參加強積金的僱員人數 <input type="text"/>	<input type="radio"/> Newly Set Up Scheme 新成立計劃 <input type="radio"/> Transferred from other MPF service provider 轉移自其他強積金服務提供機構
Target MPF Commencement Date with HSBC 擬定滙豐強積金開始日期 <input type="text"/>	Name of Service Provider 服務提供機構名稱 <input type="text"/>

We hereby request to have an MPF intermediary from HSBC to provide more information about HSBC MPF.
本公司現要求滙豐委派一位強積金中介人向本公司提供更多有關滙豐強積金的資料。

MPF Contact Person and Contact Telephone Number 本公司有關強積金的聯絡人及電話號碼：

☐ Same as Company Details on this autoPay Services Application Simplified Form 與此「自動轉賬」服務簡化申請表上的公司資料相同
 ☐ Please contact 請聯絡
 Name 姓名 Tel No 電話號碼

V. 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 Simplified Form - For Salary Payment, 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 VI below]* be and is/are hereby authorised to sign the autoPay Services Application Simplified Form - For Salary Payment 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 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」簡化服務申請表－薪金支賬專用，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VI 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」簡化服務申請表－薪金支賬專用。」

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

S.V.

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：

VI. 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	Approved by
Sales Staff			Entered by	
Name:		Extension:		