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	APPLICA	TION FORM	Л
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(For Non-Personal Customer)「自動轉賬」服務申請表(非個人客戶

	day 日 / month 月 / year 年
Date 日期	

Account No. 戶口號碼

Nature of Business 業務性質

Note 注意: 1. 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, 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,即支賬戶口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。

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

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 公司資達	ny Details 公司資料
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Account Name (In English) 戶口名稱 (以英文填寫)

□ HKD Current Account □ HKD Sa 港幣往來戶□ 港幣儲蓄	vings Account RMB Savir トロ 人民幣儲蓄月		
Contact Telephone No. 聯絡電話號碼	Contact Person Name 聯絡人姓名		
Addressee (In English) (For delivery of auto Note 注意: If blank, Contact Person will be use Address (In English) 地址 (以英文填寫) Note 注意: If blank, same correspondence address	d as Addressee. 如無填寫,將會以聯絡人作。	為收件人辦理。	
II. Type of autoPay Services Req □ autoPay-out (payments) 「自動支服 autoPay Instruction Input Medium	· {:	服務 □ autoPay-in (collections) 「自!	助入賬」
Select one of the e-channels 選擇任何一個電子 HSBC Connect ID Business Internet Banking 商務「網上 Note 注意: Please separately complete	HSBCnet 運動射資網 理財」服務 Business Internet Banking Service Enro	其他 Iment Form or Amendment Request Form to s	setup the daily transaction limit. These forms
http://www.commercial.hsb autoPay Instruction Details 「自動車 HKD Account No. for debiting service charge Note 注意:Please fill in this field for RMB aut	ec.com.hk/1/2/commercial/customer-servion 専賬」指示資料 ge 支取手續費的港幣戶口號碼 oPay Application. If leave blank for	便設立您的每日交易限額。可於下列網址下載: cefform-download-centre *Transaction Reversal to be made to ac Note 注意: If blank, account of original em	count number 交易沖銷入戶口號碼
HKD autoPay Application, account of 如關下申請人民幣自動轉賬,此欄必無填寫此欄,有關數項將支取自原紀	《需填寫。如閣下申請港幣自動轉賬並	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)	Type of autoPay 「自動轉賬」類別 (✓)	For Bank Use Only 銀行專用	
「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	Payment Code CIF Reference Nu	mber SAV Reference Number
Note 注意: Charges will be levied for e respectively. 「自動入賬」及「E		eding maximum 4 free payment code 别不用收費,其餘增設的每個代號將收取手續引	

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 autoPay Statistics Report Required 「自動轉賬」統計報告表 (Must be completed for Bank's reference) Note 注意: If blank, report ending on "31/03" yearly will be accumulated. 每月付賬金額(約數)(必需填寫以用作銀行紀錄) 如無填寫,統計報告表將於每年三月三十一日終結。 Note 注意 ■ No 不需要 ☐ Yes 需要 If blank, the Monthly Initial Payment Amount will be set as "HKD100,000". Select (✔) Report Ending Date 選擇 (✔) 報表終結日期 如無填寫,每月付賬金額將會設立為「港幣 100,000」。 31/03 and/or 31/12 三月三十一日 十二月三十一日 及 / 或 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? 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. English: Maximum 45 characters. English: Maximum 45 characters Monthly Service Fee **Example: Hong Kong Sample Limited Customer Number** 001-123456-001 中文:不超過十五個字。 中文:不超過十五個字。 中文:不超過三十個字。 例如:香港檬品有限公司 服務月費 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 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。 Note 注意: 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	
2 1	/ Electronic Collection Report Transaction Details 電子支賬報告表 / 電子入賬報告表細節形式
	If blank, summary report will be provided. 只可選擇一項,如無填寫,將會編印簡略報表。
Full and to be printed in the ord	ler of 詳盡細節編印次序為 U Summary 簡略
	nt Name
摘要 戶口名和	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

		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。)		
Payment Code 「自動轉賬」代號		Retrieving the reports via these online channels is free 於網上擬取報告是不會另行收費		
[If blank, selected delivery method(s)	Report Name	HSBCnet 滙豐財資網	HSBC Connect	Business Internet Banking 商務「網上理財」
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。]	報告表名稱	Please ensure these elect have been setup o 請確保這些電子銀行渠	correspondingly.	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。可於下刻網址下載表格 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 注意: Only applicable for HKD autoPay. 只適用於港幣的自動轉脹。			

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.
如透過匯豐財資網 / 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

	<u>- </u>				
		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。)			
Payment Code 「自動轉賬」代號		Retrieving the reports via these online channels is free 於網上類取報告是不會另行收費			
[If blank, selected delivery method(s)	Report Name	HSBCnet 滙豐財資網	HSBC Connect	Business Internet Banking 商務「網上理財」	
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。]	報告表名稱	Please ensure these elect have been setup o 請確保這些電子銀行渠	correspondingly.	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				
	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。)				
	Autopay DDA Confirmation Report 自動轉賬直接付款授權確認報告表				
Not Applicable 不適用	Autopay DDA Change Report 自動轉賬更改直接付款授權報告表				
1, 452/13	Autopay Simplified DDA Confirmation Report 自動轉脹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. 如透過匯豐財資網/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) 經核實決議的締終(適用於有限公司 / 社團 / 工會 / 會社 / 協會)

程恢复人俄的摘然 (
	ereby approved and accepted in all respects and t	ompleted and the relevant terms and conditions annexed, hat [the person(s) whose name and signature appear in d on behalf of the applicant company."
		book of the applicant company duly passed at a meeting accordance with the Articles of Association or other
constitutional documents (as the case may be) of the		
	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 授權簽署人 (等) J 謹此獲授權代表本申請公司簽署此「自		的資料,以及已附列的有關條款及細則。 <i>[在第 V 部分聲明的</i>
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) 著事第	S.V. S.V.	
X Director's Signature (Chairman of the Meeting) 董事領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本人(等) / 本公司已閱讀自動轉賬服務條款及條件並同意	•	
X	X	X
Authorised Signature with Chop (if applicable) 授權簽署及蓋章(如適用)	Authorised Signature with Chop (if applicable) 授權簽署及蓋章(如適用)	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	Full name in Block Letters ▼ 全名以正楷填寫	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	