



DIRECT DEBIT AUTHORISATION 直接付款授權書
- Change of Account Number Request Form 更改戶口號碼申請表

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

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

 日期

Note 注意：1. *The original and the new debit account holder(s) should be the same if the authority is for loan repayment. *如該授權屬歸還貸款者，則新舊付款戶口持有人須相同。
 2. +Please allow at least two working days from the date of receipt of this instruction for the department(s) concerned to update their records. +由收到此指示當日起，本行需時最少兩個工作天以便有關部門更改其紀錄。
 3. Please refer to the bank tariff guide for details of the charges. 收費之詳情請參閱銀行服務費用簡介。

Customer Information 客戶資料

Account Name (in Full and Block Letters) 戶口名稱 (全名及用正楷填寫)

Account Number 戶口號碼 Contact Telephone Number 聯絡電話號碼


I/We hereby authorise The Hongkong and Shanghai Banking Corporation Limited that Direct Debit Authorisation(s) to the
 本人(等)現授權香港上海滙豐銀行有限公司更改有關從上述戶口直接付款予
 Beneficiary listed below and relating to the above-mentioned account is/are to be revised and transferred to the debit of my/our
 下列收款人的授權事項，由上述戶口轉支至本人(等)的
 account number in the name(s) of *
 戶口號碼 ，戶口名稱為
 (hereafter called the New Debit Account) with effect from +
 (以下稱新付款戶口)，生效日期為


Name(s) of Beneficiary and Account Number(s) / Debtor Reference(s) / Card Number(s) 收款人名稱及戶口號碼/ 付款人編號/ 卡號碼：

1	<input type="text"/>	5	<input type="text"/>
2	<input type="text"/>	6	<input type="text"/>
3	<input type="text"/>	7	<input type="text"/>
4	<input type="text"/>	8	<input type="text"/>

Declaration 聲明

- I/We hereby authorise The Hongkong and Shanghai Banking Corporation Limited (the Bank) to effect transfers from my/our account to that of the above named beneficiary(ies) in accordance with such instructions as the Bank may receive from the beneficiary(ies) 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 in the original authorisation(s). 本人(等)現授權香港上海滙豐銀行有限公司(貴行)，(根據收款人或其往來銀行及/或代理行不時給予貴行的指示)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原本授權書上指定的限額。
- I/We agree that the 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)同意貴行毋須證實該等轉賬通知或沖銷通知是否已交予本人(等)。
- 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。
- I/We understand that I/we must maintain sufficient funds in the account one business day (before the close of branch banking hours) before the transfer date (as specified in the instructions received by my/our Bank from the beneficiary and/or its banker and/or its banker's correspondent from time to time) for the transfer authorised herein. I/We agree that should there be insufficient funds in my/our account to meet any transfer authorised herein, my/our Bank will be entitled, at its absolute discretion, not to effect such a transfer in which event the Bank may levy its usual charges and may cancel this authorisation at any time without notification to me/us. For the avoidance of doubt, the Bank may cancel this authorisation at its sole discretion at any time without prior notice. 本人(等)明白本人(等)須在指定的轉賬日期(即根據本人(等)的銀行從收款人或其往來銀行及/或代理行不時收到的指示)前一個營業日(分行辦公時間內)，在戶口內備有足夠款項以便支付該等授權轉賬。本人(等)並同意如本人(等)的戶口並無足夠款項支付該等授權轉賬，本人(等)的銀行有絕對酌情權不予轉賬，且本人(等)的銀行可收取慣常的收費，並可隨時取消該等授權轉賬且毋須通知本人(等)。為避免疑問，本人(等)的銀行可隨時自行決定取消該等授權轉賬且毋須通知本人(等)。
- This direct debit authorisation shall have effect until further notice or until the written expiry date given in the original authorisation(s) (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, the 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原本授權書上所述的到期日為止(以兩者中較早的日期為準)。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，貴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。
- I/We agree that any notice of cancellation or variation of this authorisation (autopay) which I/we may give to the 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(自動轉賬)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貴行。
- The Bank may charge an instruction setup/amendment fee from my/our account stated above in accordance with the rates as specified by the Bank from time to time. 貴行可根據不時規定之收費，向本人(等)的上述戶口收取設立/更改指示之費用。

New Debit Account Signature(s) 新付款戶口的簽署 

Original Debit Account Signature(s) 原有付款戶口的簽署在
 (Not required if the original and new account holders are the same and ID verified 如新舊戶口持有人相同及已核對身分證文件，則毋須簽署此欄)
 

For Bank Use Only 銀行專用

For Items Relating to ...	Send the Form to ...	ID verified	Branch Chop
Autopay	Automatic Payments Centre	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>
Credit Card	Card Centre		
Home Mortgage Loan	CSP NSC		
Non-package Loan	Respective Controlling Parties		

>> APC-NSC / CSP-NSC / CPD Staff ID