

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

Card Centre: PO Box 73730, Kowloon Central Post Office, Kowloon, Hong Kong

信用卡中心: 香港九龍中央郵政局信箱 73730 號

Date 日期	day 日 / month 月 / year 年

DIRECT DEBIT AUTHORISATION (For Commercial Cards Only) 直接付款授權書 (商業卡專用)

- Note 注意:**
1. Please complete and return this authorisation to the above PO box address. 請填妥本授權書並寄回上列郵箱地址。
 2. As this automatic settlement of your account takes time to establish, please make payment as previously until advised. 由於閣下的戶口自動付款安排需時, 故暫請繼續使用原有方法付款, 直至本行另行通知為止。
 3. 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。
 4. Autopay debit amount will be reduced by any credit transactions posted to your credit card after the statement date. The reduced amount will be debited on the due date. However if you amend the autopay instruction after the statement date, any further credit transactions may not be auto-adjusted. 自動轉賬金額將扣除月結單截單日後被誌入您的信用卡的任何入賬金額, 經調整後的應繳款項將會於到期日從戶口中扣除。如您於月結單截單日後更改自動轉賬指示, 之後的入賬金額可能不會被自動調整。
 5. Please refer to the bank tariff guide for details of the charges. 收費的詳情請參閱銀行服務費用簡介。

Party to be Credited (<i>The Beneficiary</i>) 收款的一方 (受益人) HSBC's PVCCH S.I. Sundry CR Account 滙豐的商業卡常行指示付款暫寄戶口	Bank No. 銀行號碼 0 0 4 5 7 3 9 1 5 5 2 7 0 0 1	Branch No. 分行號碼	Account No. 戶口號碼
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I/We hereby authorise my/our below named Bank to effect transfers from my/our account to that of the above named beneficiary in accordance with such instructions as my/our Bank may receive from the beneficiary from time to time.

I/We agree that my/our Bank shall not be obliged to ascertain whether or not notice of any such transfer has been given to me/us.

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).

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.

This authorisation shall have effect until further notice.

I/We agree that any notice of cancellation or variation of this authorisation which I/we may give to my/our Bank shall be given at least two working days prior to the date on which such cancellation/variation is to take effect.

The Bank may charge an instruction setup/amendment fee from my/our account stated below in accordance with the rates as specified by the Bank from time to time.

本人(等)現授權本人(等)的上述銀行, (根據受益人時給予本人(等)銀行的指示)自本人(等)的戶口轉賬予上述受益人。

本人(等)同意本人(等)的銀行毋須證實該等轉賬通知是否已交予本人(等)。

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。

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)。

本授權書將繼續生效直至另行通知為止或直至下列到期日為止。

本人(等)同意, 本人(等)取消或更改本授權書的任何通知, 須於取消/更改生效日最少兩個工作天之前交予本人(等)的銀行。

本人(等)的銀行可根據不時規定的收費, 向本人(等)的上述戶口收取設立/更改指示的費用。

My/Our Bank Name and Branch 本人(等)的銀行及分行的名稱	Bank No. 銀行號碼	Branch No. 分行號碼	My/Our Account No. 本人(等)戶口號碼
My/Our Name as recorded on Statement/Passbook 本人(等)在結單/存摺上所紀錄的名稱	My/Our Signature(s) 本人(等)簽署		
Company's/Cardholder's Address 公司/持卡人地址	<div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">S.V.</div>		
Telephone No. 電話號碼:			
For Bank Use Only 銀行專用			
Debtor's Reference	Debtor's Reference	Debtor's Reference	

For Company Who Selects Central Billing Only 只適用於選擇統一付賬的公司填寫			
Name of Company 公司名稱		Corporate Reference	
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For Cardholder with Individual Billing Only 只適用於個別付賬的持卡人填寫			
Name of Cardholder (<i>Surname First</i>) 持卡人姓名 (先寫姓氏)		Card No.	
Effective Date of Direct Debit Authorisation 直接付款授權書生效日期		Maximum Amount (<i>For The Standard Chartered Bank Account Only</i>) 最高數額 (渣打銀行戶口專用)	
From 由	Day 日 Month 月 Year 年	to 直至	HKD 港幣
<input type="checkbox"/> further notice 另行通知為止 <input type="checkbox"/> cease on 終止於		Day 日 Month 月 Year 年	