



# Direct Debit Authorisation – Set Up/Amendment/Cancellation Request Form (For Utility Bills)

## 設立/ 更改/ 取消直接付款授權表格 (公用事業機構賬單適用)

Note 注意: 1. Alteration requires authorised signature.

Date

D	D	M	M	Y	Y	Y	Y
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塗改處須簽署。

2. You may set up/amend/cancel the direct debit authorisation through HSBC Internet Banking. 您亦可透過滙豐網上理財設立/ 更改/ 取消直接付款授權。

3. This form should only be used to amend or cancel the direct debit authorisations set up on HSBC bank accounts. Please contact the respective merchants directly to amend or cancel any direct debit authorisations that have been set up on HSBC credit card accounts. 此表格只適用於更改/ 取消經本行戶口過賬的直接付款授權指示。如欲更改/ 取消經信用卡戶口過賬的直接付款授權指示，請直接聯絡有關商戶。

4. 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。

Instruction Details 指示資料				
Instruction Type 指示類別	Tick (√)	Type 類別	Effective Date 生效日期	Note 注意
Instruction Type 指示類別	<input type="checkbox"/>	Set Up 設立	Not Applicable 不適用	Your Direct Debit Authorisation set up request will normally be processed within 4 working days (excluding Saturday, Sunday and public holiday) upon receipt of your form. 在一般情況下，本行將在收到您的直接付款授權的設立申請表後四個工作天內（不包括星期六、日及公眾假期）處理您的申請。
	<input type="checkbox"/>	Amendment on Limit for Each Payment 更改每次付款限額	<input type="text"/>	Your Direct Debit Authorisation amendment/cancellation request will normally be processed within 2 working days (excluding Saturday, Sunday and public holiday) upon receipt of your form. 在一般情況下，本行將在收到您的直接付款授權的更改/ 取消申請表後兩個工作天內（不包括星期六、日及公眾假期）處理您的申請。
	<input type="checkbox"/>	Cancellation 取消		

Customer Details 客戶資料			
Account Name 戶口名稱	<input type="text"/>		
Account Number 戶口號碼	<input type="text"/>	Contact Telephone No. 聯絡電話號碼	<input type="text"/>

AutoPay Details 自動轉賬資料				
Tick (√)	Name and Account Number of Party to be Credited 收款人名稱及戶口號碼	Debtor Reference (in Block Letters) 付款人編號 (請以英文正楷填寫)	Maximum Limit for Each Payment (HKD) 每次付款最高限額 (港幣) (If blank, the debtor's bank will set as "unlimited" 如無填寫，付款銀行會將轉賬限額設定為「不設上限」)	Debtor Name (in Block Letters) 付款人名稱 (請以英文正楷填寫) (Please specify if other than Account Holder 如非戶口持有人，請填寫)
<input type="checkbox"/>	CLP Power Hong Kong Limited 中華電力有限公司 004-002-208239-002	Electricity A/C No. 電力編賬號碼 <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	The Hong Kong and China Gas Company Limited 香港中華煤氣有限公司 004-002-220143-007	Gas A/C No. 煤氣客戶號碼 <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	The Hong Kong Electric Company Limited 香港電燈有限公司 004-002-220457-001	Supply Address's A/C No. 供電地址的賬戶號碼 <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	HKSAR - Rate/Government Rent 香港特別行政區政府 — 差餉及/或地租 004-002-900413-001	Account No. 帳目編號 <input type="text"/>	<input type="text"/>	<b>For Bank Use Only (for GSC Reference)</b> 銀行專用 900413 900421 900439
<input type="checkbox"/>	HKSAR - Government Rent 香港特別行政區政府 — 地稅 004-002-900421-001	Government Rent Reference 地稅編號 <input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	HKSAR - Water & Sewage Charges 香港特別行政區政府 — 水費及排污費 004-002-900439-001	Water & Sewage Charges A/C No. 水費及排污費用戶編號 <input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	SmarTone Mobile Communications Limited 數碼通電訊有限公司 004-500-787551-001	SmarTone A/C No. 數碼通賬戶號碼 <input type="text"/>	<input type="text"/>	<input type="text"/>

>> APC-NSC

STP(EMC)

**Declaration (for Setting Up autoPay Only) 聲明 (只適用於設立自動轉賬)**

1. 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 in accordance with such instructions as the Bank may receive from the beneficiary 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 above. 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以上指定的限額。
2. 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)。
3. 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。
4. 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)。
5. This direct debit authorisation shall have effect until further notice or until the expiry date (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)已設立的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。
6. I/We agree that any notice of cancellation or variation of this authorisation 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。
7. 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。

**Customer's Signature(s) 客戶簽署**

My/Our Bank Account Signature(s) 本人(等)銀行戶口的簽署

**For Bank Use Only 銀行專用**

Branch Chop

Staff ID