



WCAS IQA

# STANDING INSTRUCTION REQUEST FORM

## (Local Transfers) (For Non-personal Customer)

### 常行指示申請表（本地轉賬）（非個人客戶）

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

Date         (DDMMYYYY)  
 日期

- Note 注意:**
- Please complete one form for each type of standing instruction in **Block Letters** and tick where applicable.  
申請每項常行指示，請用正楷分別填寫一份表格，並在適當的地方加上剔號。
  - The Bank will set up the Standing Instruction accordingly, and no acknowledgement will be sent to you.  
本行將應閣下要求設定常行指示，不會作另行通知。
  - Details of the instructions will be reflected on your account statement and/or passbook after your request has been carried out by us, but no separate advice will be sent by us.  
本行執行指示後，會在閣下的戶口結單及/或儲蓄戶口簿內詳列細節，但不會另行發出書面通知。
  - The reference to "business day" means a day, other than a Saturday, Sunday or public holiday, on which banks are open for general business in Hong Kong.  
「營業日」指銀行在香港開放營業的日子（星期六、日及公眾假期除外）。
  - Not applicable for Savings standing instruction and standing instruction to other local bank.  
不適用於儲蓄戶口的常行指示和跨行轉賬。
  - For setting up Standing Instruction during the application for new life insurance policy, the "First Payment Date" may be left blank, and the "Next Bill Date" will be treated as the "First Payment Date" after policy issuance. For setting up Standing Instruction after the issuance of life insurance policy, please complete the instruction by filling in the "First Payment Date".  
若於人壽保險申請時，一併設立常行指示，則毋須填寫「第一次支款日期」，而有關保單發出後的「下一個繳款日期」將會作為「第一次支款日期」。  
若於人壽保險保單發出後，方才設立常行指示，請填寫「第一次支款日期」以確立有關之指示。
  - Please complete "Standing Instruction Amendment/Cancellation Form" to amend/cancel existing Standing Instruction records.  
如需更改/取消常行指示，請填寫「常行指示更改/取消表格」。
  - The Bank reserves the right not to accept or otherwise reject the application of standing instruction without giving reasons.  
本行有權在任何情況下不處理或拒絕常行指示的申請而無需給予任何理由。

Please return your completed form either (1) by mail to "The Hongkong and Shanghai Banking Corporation Limited, P O Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong", or (2) by visiting your nearest HSBC Branch. Your request will normally be processed within 3 business days upon our receipt of your form.  
 請將已填妥的表格（1）寄回九龍中央郵政局郵政信箱72677號「香港上海滙豐銀行有限公司」收，或（2）交回就近滙豐分行。本行將在收到您的申請表後三個營業日內處理您的申請。

Please debit my/our account mentioned below for the following arrangement 請扣取本人（等）下述戶口以支付下列安排：

#### Details of Account (For Business Integrated Account, please specify "Account Type")

戶口資料（如屬商業綜合戶口，請註明「戶口類別」）

Account Name 戶口名稱

Account Number 戶口號碼

Account Type 戶口類別

☐ Current Account 往來戶口 ☐ Savings Account 儲蓄戶口 ☐ Foreign Currency Savings Account 外幣儲蓄戶口

Currency to be Debited 支賬貨幣類別

(For Foreign Currency Account Only 只適用於外幣戶口):

#### Payment Date 支款日期

If the Payment Date falls on a day which is not a business day, the standing instruction will be effected on the following business day. In the event that the following business day falls on the next month, the standing instruction will be effected on the last business day of the month.  
 如支款日期適逢非營業日，該常行指示則於下一個營業日進行。如該營業日屬於下一個月，常行指示將會提前於該月份的最後一個營業日進行。

Frequency 周期

☐ Daily 每日 ☐ Weekly 每星期 ☐ Fortnightly 每兩個星期 ☐ Monthly 每月 ☐ Quarterly 每季 ☐ Half-yearly 每半年 ☐ Yearly 每年

First Payment Date 第一次支款日期

(For life insurance premium payment please refer to note 6  
 如繳付壽險保費，請參閱注意事項 6)

Final Payment Date 最後一次支款日期

Day 日 Month 月 Year 年

☐ Total No. of Payment 支款總次數 (>1多於一次)

☐ Final Payment Date 最後一次支款日期

Day 日 Month 月 Year 年

☐ Until Further Notice 直至另行通知

#### Type and Details of Arrangement 安排事項種類及資料

☐ Local Transfers 本地轉賬

Currency to be Received by Beneficiary(ies) 受款人所收的貨幣類別

Currency and Amount of Transfer 轉賬貨幣及金額

Amount 金額

Bank and Account Details of Beneficiary(ies) 受款人銀行及戶口資料

☐ The Hongkong and Shanghai Banking Corporation Limited 香港上海滙豐銀行有限公司

Account No. 戶口號碼

Branch No. 分行編號

Account No. 戶口號碼

Account Type 戶口類別

(For the following Account, please complete the details below  
 如屬下列戶口，請填寫以下資料)

☐ Business Integrated, please specify 商業綜合，請註明：

☐ Hong Kong Dollar 港幣 (☐ Current Account 往來戶口 ☐ Savings Account 儲蓄戶口)

☐ Foreign Currency Savings Account 外幣儲蓄戶口

☐ Other Local Bank 本港其他銀行 (Transfer of Funds must be in Hong Kong Dollar and beneficiary account will normally be credited one to two business days after payment date. 轉賬只限港幣及款項一般會於支款日期後一至兩個營業日存入受款人戶口。)

Bank Name 銀行名稱

Account No. 戶口號碼

Bank No. 銀行編號

Branch No. and Account No. 分行編號及戶口號碼

(For HKD Local Transfers to other bank, the maximum characters is 34 including spaces. For others, the maximum characters are 12 including spaces. 如屬港幣本地常行指示，最多可輸入34個字母，包括空格。其他則最多為12個字母，包括空格。)

Beneficiary(ies) Name(s) 受款人姓名

(For HKD Local Transfers to other bank, the maximum characters is 140 including spaces. For others, the maximum characters are 20 including spaces. 如屬港幣本地常行指示，最多可輸入140個字母，包括空格。其他則最多為20個字母，包括空格。)

Payment Reference (if any) 付款備考 (如有)

(For HKD Local Transfers to other bank, the maximum characters is 35 including spaces. For others, the maximum characters are 24 including spaces. 如屬港幣本地常行指示，最多可輸入35個字母，包括空格。其他則最多為24個字母，包括空格。)

☐ Subsequent Life Insurance Premium Payment 繳付往後人壽保險保費

Currency to be Received by Beneficiary(ies) 受款人所收的貨幣類別

Currency and Amount of Transfer 轉賬貨幣及金額

Currency 貨幣 ☐ USD 美元 ☐ Others 其他

Amount 金額

Beneficiary name 受款人姓名

HSBC Life (International) Limited 滙豐人壽保險 (國際) 有限公司

Foreign Currency Saving Account No.

外幣儲蓄戶口號碼

☐ USD 美元 511 - 339822 - 201

☐ Others 其他

Branch No. 分行編號

Account No. 戶口號碼

Payment Reference 付款參考

(please tick and input the "Application Serial No." during the life insurance application, or 8-digit "Policy No." after policy issuance 於壽險保單申請時，請選擇並填寫「申請書編號」，或於保單生效後填寫8位數字的「保單編號」)

☐ Application Serial No. ☐ Policy No. (8-digit)

申請書編號

保單編號(8位數字)

## Declaration and Signature 聲明及簽署

1. I/We understand that a charge (as stated in the General Bank Tariffs) will be debited from my/our account for each of the above arrangements; and for each payment requiring manual handling, a transaction charge will also be debited from my/our account.

本人 (等) 明白上述每項安排的收費 (請參照一般銀行服務簡介)，將會從本人 (等) 戶口中扣取；而上述常行指示如需人手處理，每次須另行收費，亦將會從本人 (等) 戶口中扣取。

2. 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 payment date for the above arrangement and that a charge may be levied, at the Bank's discretion.

本人 (等) 明白本人 (等) 須在指定的支款日期前一個營業日 (分行辦公時間內)，戶口內備有足夠款項以便支付上述安排，若常行指示付款因存款不足而退回，貴行有權收取費用。

3. I/We understand that the Bank will not be liable for any delay or failure to carry out the standing instructions where such delay or failure is attributable (whether directly or indirectly) to any cause beyond the Bank's control including any equipment malfunction or failure and under no circumstances shall the Bank be responsible to me/us for any consequential or indirect losses arising out of or in connection with the carrying out or otherwise of my/our instructions. 本人 (等) 明白當貴行執行常行指示時，若遇到任何非貴行所能控制的原因，包括任何機件設備失靈或出現故障而 (直接或間接) 引致延遲或無法執行常行指示，貴行毋須負責；凡因或有關執行或不執行本人 (等) 指示而引致的任何直接或間接損失，貴行亦毋須對本人 (等) 負責。

S.V.

## For Bank Use Only 銀行專用

☐ In Person and ID checked

☐ Waive S/I setup fee for HP account

Completed by:

Staff ID

☐ Self-named SI Payment from HSBC to HSBC Life (International) Ltd.

Completed by:

Staff ID

Checking Staff Signature and Signature No.

The checking staff cannot be the same person as the sales staff

Branch Chop

## For INHK Use Only 滙豐保險專用

Next Bill Date(DDMMYYYY)

Policy Number

# STANDING INSTRUCTION REQUEST FORM

## (Local Transfers) (For Non-personal Customer)

### 常行指示申請表 (本地轉賬) (非個人客戶)

To: The Hongkong and Shanghai Banking Corporation Limited  
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Date         (DDMMYYYY)  
 日期

- Note 注意:**
- Please complete one form for each type of standing instruction in **Block Letters** and tick where applicable.  
申請每項常行指示，請用正楷分別填寫一份表格，並在適當的地方加上剔號。
  - The Bank will set up the Standing Instruction accordingly, and no acknowledgement will be sent to you.  
本行將應閣下要求設定常行指示，不會作另行通知。
  - Details of the instructions will be reflected on your account statement and/or passbook after your request has been carried out by us, but no separate advice will be sent by us.  
本行執行指示後，會在閣下的戶口結單及/或儲蓄戶口簿內詳列細節，但不會另行發出書面通知。
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  - Not applicable for Savings standing instruction and standing instruction to other local bank.  
不適用於儲蓄戶口的常行指示和跨行轉賬。
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若於人壽保險申請時，一併設立常行指示，則毋須填寫「第一次支款日期」，而有關保單發出後的「下一個繳款日期」將會作為「第一次支款日期」。  
若於人壽保險保單發出後，方才設立常行指示，請填寫「第一次支款日期」以確立有關之指示。
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Please debit my/our account mentioned below for the following arrangement 請扣取本人（等）下述戶口以支付下列安排：

#### Details of Account (For Business Integrated Account, please specify "Account Type")

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Account Name 戶口名稱

Account Number 戶口號碼

Account Type 戶口類別

☐ Current Account 往來戶口 ☐ Savings Account 儲蓄戶口 ☐ Foreign Currency Savings Account 外幣儲蓄戶口

Currency to be Debited 支賬貨幣類別

(For Foreign Currency Account Only 只適用於外幣戶口):

#### Payment Date 支款日期

If the Payment Date falls on a day which is not a business day, the standing instruction will be effected on the following business day. In the event that the following business day falls on the next month, the standing instruction will be effected on the last business day of the month.  
 如支款日期適逢非營業日，該常行指示則於下一個營業日進行。如該營業日屬於下一個月，常行指示將會提前於該月份的最後一個營業日進行。

Frequency 周期

☐ Daily 每日 ☐ Weekly 每星期 ☐ Fortnightly 每兩個星期 ☐ Monthly 每月 ☐ Quarterly 每季 ☐ Half-yearly 每半年 ☐ Yearly 每年

First Payment Date 第一次支款日期

(For life insurance premium payment please refer to note 6  
 如繳付壽險保費，請參閱注意事項 6)

Final Payment Date 最後一次支款日期

Day 日 Month 月 Year 年

☐ Total No. of Payment 支款總次數 (>1多於一次)

☐ Final Payment Date 最後一次支款日期

Day 日 Month 月 Year 年

☐ Until Further Notice 直至另行通知

#### Type and Details of Arrangement 安排事項種類及資料

☐ Local Transfers 本地轉賬

Currency to be Received by Beneficiary(ies) 受款人所收的貨幣類別

Currency and Amount of Transfer 轉賬貨幣及金額

Amount 金額

Bank and Account Details of Beneficiary(ies) 受款人銀行及戶口資料

☐ The Hongkong and Shanghai Banking Corporation Limited 香港上海滙豐銀行有限公司

Account No. 戶口號碼

Branch No. 分行編號

Account No. 戶口號碼

Account Type 戶口類別

(For the following Account, please complete the details below  
 如屬下列戶口，請填寫以下資料)

☐ Business Integrated, please specify 商業綜合，請註明：

☐ Hong Kong Dollar 港幣 (☐ Current Account 往來戶口 ☐ Savings Account 儲蓄戶口)

☐ Foreign Currency Savings Account 外幣儲蓄戶口

☐ Other Local Bank 本港其他銀行 (Transfer of Funds must be in Hong Kong Dollar and beneficiary account will normally be credited one to two business days after payment date. 轉賬只限港幣及款項一般會於支款日期後一至兩個營業日存入受款人戶口。)

Bank Name 銀行名稱

Account No. 戶口號碼

Bank No. 銀行編號

Branch No. and Account No. 分行編號及戶口號碼  
(For HKD Local Transfers to other bank, the maximum characters is 34 including spaces. For others, the maximum characters are 12 including spaces. 如屬港幣本地常行指示，最多可輸入34個字母，包括空格。其他則最多為12個字母，包括空格。)

Beneficiary(ies) Name(s) 受款人姓名  
(For HKD Local Transfers to other bank, the maximum characters is 140 including spaces. For others, the maximum characters are 20 including spaces. 如屬港幣本地常行指示，最多可輸入140個字母，包括空格。其他則最多為20個字母，包括空格。)

Payment Reference (if any) 付款備考 (如有)  
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☐ Subsequent Life Insurance Premium Payment 繳付往後人壽保險保費

Currency to be Received by Beneficiary(ies) 受款人所收的貨幣類別

Currency and Amount of Transfer 轉賬貨幣及金額    Currency 貨幣 ☐ USD 美元 ☐ Others 其他  Amount 金額

Beneficiary name 受款人姓名

HSBC Life (International) Limited 滙豐人壽保險 (國際) 有限公司

Foreign Currency Saving Account No. 外幣儲蓄戶口號碼

☐ USD 美元    511 - 339822 - 201

☐ Others 其他  Branch No. 分行編號    Account No. 戶口號碼

Payment Reference 付款參考  
(please tick and input the "Application Serial No." during the life insurance application, or 8-digit "Policy No." after policy issuance 於壽險保單申請時，請選擇並填寫「申請書編號」，或於保單生效後填寫8位數字的「保單編號」)

☐ Application Serial No. 申請書編號    ☐ Policy No. (8-digit) 保單編號(8位數字)

Declaration and Signature 聲明及簽署

1. I/We understand that a charge (as stated in the General Bank Tariffs) will be debited from my/our account for each of the above arrangements; and for each payment requiring manual handling, a transaction charge will also be debited from my/our account.  
本人 (等) 明白上述每項安排的收費 (請參照一般銀行服務簡介)，將會從本人 (等) 戶口中扣取；而上述常行指示如需人手處理，每次須另行收費，亦將會從本人 (等) 戶口中扣取。
2. 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 payment date for the above arrangement and that a charge may be levied, at the Bank's discretion.  
本人 (等) 明白本人 (等) 須在指定的支款日期前一個營業日 (分行辦公時間內)，戶口內備有足夠款項以便支付上述安排，若常行指示付款因存款不足而退回，貴行有權收取費用。
3. I/We understand that the Bank will not be liable for any delay or failure to carry out the standing instructions where such delay or failure is attributable (whether directly or indirectly) to any cause beyond the Bank's control including any equipment malfunction or failure and under no circumstances shall the Bank be responsible to me/us for any consequential or indirect losses arising out of or in connection with the carrying out or otherwise of my/our instructions. 本人 (等) 明白當貴行執行常行指示時，若遇到任何非貴行所能控制的原因，包括任何機件設備失靈或出現故障而 (直接或間接) 引致延遲或無法執行常行指示，貴行毋須負責；凡因或有關執行或不執行本人 (等) 指示而引致的任何直接或間接損失，貴行亦毋須對本人 (等) 負責。

S.V.

For Bank Use Only 銀行專用

☐ In Person and ID checked

☐ Waive S/I setup fee for HP account

Completed by:

Staff ID

☐ Self-named SI Payment from HSBC to HSBC Life (International) Ltd.

Completed by:

Staff ID

Checking Staff Signature and Signature No.  
*The checking staff cannot be the same person as the sales staff*

Branch Chop

For INHK Use Only 滙豐保險專用

Next Bill Date(DDMMYYYY)

Policy Number