



STANDING INSTRUCTION AMENDMENT / CANCELLATION REQUEST FORM (For Non-personal Customer)

常行指示更改 / 取消申請表 (非個人客戶)

Filling Notes 填表注意事項：

- Please complete one form for each standing instruction and tick where applicable. 請為每項常行指示分別填寫一份申請表，並在適當的地方加上剔號。
- Please ensure that all information provided is complete, clear, and accurate, as any incomplete or insufficient information given may result in this request being delayed, rejected, or returned by the bank, the correspondent/intermediary bank, and/or beneficiary bank with charges imposed. The Bank accepts no responsibility for any loss or damage suffered by any person arising out of such delay, rejection and/or return. Any charges imposed by the bank, the correspondent/intermediary bank, and/or beneficiary bank shall be deducted from the Payment Amount or any of your accounts.
請確保提供的所有資料完整清晰及正確，否則此申請有可能因此而被延誤、不被處理或被本行、代理/中間人銀行及/或受款銀行退回並收取費用。本行毋須就此承擔任何人的任何損失及責任。而有關於本行、代理/中間人銀行及/或受款銀行收取的費用，將會從支付金額中或閣下的任何銀行戶口中扣除。
- Please only use English letters, numbers, and the symbols "? / () + - , : " for the name, address, message, instruction or purpose of payment to Beneficiary, Intermediary/Correspondent, Beneficiary Bank. Otherwise, the request may be rejected.
請僅使用英文字母、數字或符號 "? / () + - , : " 填寫受款人，中間人/代理/受款銀行的名稱、地址、附言、指示或匯款目的。否則此申請可能因而不被處理。

4. #Purpose of payment 匯款目的

All outward payments with currency to be remitted in Renminbi need to provide purpose of payment, please refer to the below list of purposes of payment for Renminbi payments. **所有以人民幣匯出的匯款**必須註明匯款目的，請參照下列有關人民幣匯款目的的選項。

- Goods Trade 貨物貿易
- Service Trade 服務貿易
- Capital Transfer 資本項下跨境支付
- Charity Donation 慈善捐款
- Current Account Transaction 其他經常項目

For more information on the definition and coverage of each purpose code, please refer to the "Customer Information Sheet for Outward Payments" or "Renminbi Outward Payments Purpose Code List" that is available on the Bank's website or contact any of our branches for a copy.

有關各項人民幣匯款目的的定義及範圍，請參照刊登於本行網頁或向本行各分行索取「匯出匯款客戶參考資料表」或「人民幣匯款目的指引」。

All outward payments in any currencies to Jordan need to provide purpose of payment code. The purpose of payment codes is classified by transaction type, please refer to the below list provided for transaction classification "Personal" and "Services". For the full list of Jordan's Purpose of Payment codes, please refer to the "Customer Information Sheet for Outward Payments" that is available on the Bank's website or contact any of our branches for a copy.

所有匯出至約旦的匯款（所有貨幣）必須註明匯款目的代碼。匯款目的代碼是根據匯款類別區分，請參照下列有關「個人」或「服務」類別的匯款目的選項。有關匯出匯款至約旦的匯款目的完整清單，請參照刊登於本行網頁或向本行各分行索取「匯出匯款客戶參考資料表」。

Purpose of Payment Code for Transactions under Classification "Personal"	
Purpose	Code
Invoice Payment & Purchase	0101
Utility Bill Payment	0102
Prepaid Cards Recharging	0103
Standing Orders	0104
Personal Donations	0105
Family Assistance and Expenses	0106
Individual Social Security Subscription	0107
Associations Subscriptions	0108
Saving and Funding Account	0109
Heritage	0110
End of Service indemnity	0111

Purpose of Payment Code for Transactions under Classification "Services"			
Purpose	Code	Purpose	Code
Telecommunication Services	0801	Cultural, Educational & Entertainment Services	0810
Financial Services	0802	Rental Expenses	0811
Information Technology Services	0803	Real Estate	0812
Consulting Services	0804	Taxes	0813
Construction Services	0805	Fees	0814
Maintenance & Assembling Services	0806	Commissions	0815
Marketing and Media Services	0807	Franchise and License Fees	0816
Mining Services	0808	Cheque Collection	0817
Medical & Health Services	0809	Membership Fees	0818

All outward payments in any currencies to India need to provide purpose of payment code. For more information on the common purpose of payments codes provided by the Reserve Bank of India (RBI), please refer to the "Customer Information Sheet for Outward Payments" that is available on the Bank's website or contact any of our branches for a copy. Kindly visit RBI site (www.rbi.org.in) for obtaining details on the underlying regulations governing these transactions. **所有匯出至印度的匯款（所有貨幣）**必須註明匯款目的代碼。有關由印度儲備銀行（RBI）提供的匯款目的代碼，請參照刊登於本行網頁或向本行各分行索取「匯出匯款客戶參考資料表」。並請瀏覽印度儲備銀行的網頁取得規定的詳細資料。

- Please refer to [Commercial Tariffs] of our Public website <https://www.business.hsbc.com.hk/en-gb/regulations/commercial-tariffs> for the charges related to Standing Instruction. 有關常行指示的費用，請參閱商業銀行服務收費 <https://www.business.hsbc.com.hk/zh-hk/regulations/commercial-tariffs>。
- This request is governed by (i) the "Funds Transfer" section of the [General Terms and Conditions-Commercial Banking], or the [Business Integrated Account General Conditions – Commercial Banking (as applicable), under the [Business Account Terms and Conditions section (which are available on the Bank's website <https://www.business.hsbc.com.hk/en-gb/help-centre/business-forms/account-services-forms>); and (ii) the conditions set out in the [Customer Information Sheet for Outward Payments] under the "Telegraphic Transfer" section (which are available on the Bank's website <https://www.business.hsbc.com.hk/en-gb/help-centre/business-forms/making-payments-forms>) Please read them for details.
此申請受 (i)「商業戶口條款及細則」部分之「一般條款及細則－工商金融」或「商業綜合戶口一般條款－工商金融」（按適用）所載的資金轉賬部分（可於本行網站 <https://www.business.hsbc.com.hk/zh-hk/help-centre/business-forms/account-services-forms> 查閱）；(ii)「電匯」部分之「匯出匯款客戶參考資料表」所載的條款（可於本行網站 <https://www.business.hsbc.com.hk/zh-hk/help-centre/business-forms/making-payments-forms> 查閱）所規範。請詳閱以了解詳細資訊。
- If you are a Business Internet Banking User, you can submit the form via online channel, please visit "<https://www.business.hsbc.com.hk>", scroll down to "Quick Links" > "Form Download Centre" > "e-Form" > "Payment Making" select and submit the respective form, or send the completed form by mail to "The Hongkong and Shanghai Banking Corporation Limited, P O Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong" or by visiting the nearest HSBC Branch. The request will normally be processed within 3 business days upon our receipt of the form. 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. 如閣下是商務「網上理財」使用者，可透過網上遞交表格；請前往 <https://www.business.hsbc.com.hk/zh-hk>，向下捲動至「捷徑」>「表格下載中心」>「電子表格」>「付款服務表格」選擇相應的表格並提交，或將已填妥的表格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，或交回就近滙豐分行。本行將在收到申請表後三個工作天內處理。「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）。
- The Bank has the right to accept or reject any amendment requests (e.g. amendment of beneficiary name and/or beneficiary account number) at its sole discretion, irrespective of whether the Telegraphic Transfer or Interbank Funds Transfer Instruction has already been effected. The Bank will communicate your amendment instruction, that has been accepted by the Bank, to the correspondent/intermediary bank and/or beneficiary bank. However, whether they will act on the instructions is at their absolute discretion and out of the Bank's control. On top of the Bank's charges for receiving and handling any amendment requests, the correspondent/intermediary bank and/or beneficiary bank may also charge you for handling the request, and any such charges shall be deducted from the Payment Amount or any of your accounts. 本行有權決定是否接受或拒絕任何已生效的電匯或跨行轉賬指示的更改申請（例如更改受款人姓名及/或受款人戶口號碼）。本行將會通知代理/中間人銀行及/或受款銀行閣下被本行接受的更改指示，但須視乎代理銀行/中間人及/或受款銀行會否就該指示採取行動，本行就此並無控制權。除本行的費用外，代理/中間人銀行及/或受款銀行在處理閣下的更改申請時可能會收取費用，有關費用將從支款金額或閣下的任何銀行戶口中扣除。
- The Bank reserves the right to not accept or otherwise reject this request without providing a reason. 本行有權在任何情況下不處理或拒絕此申請而不需要給予任何理由。
- The Bank will amend/cancel the Standing Instruction according to this request form, and no acknowledgement will be issued. Details of the amended instructions will be reflected on the account statement and/or passbook after the request has been completed.
本行將根據此申請表更改/取消常行指示，不會另行通知。已更改之常行指示將會列印在戶口結單及/或存摺簿內。

Existing Standing Instruction 現存常行指示	
Account Name 戶口名稱	
Account Number 戶口號碼	Amount and Currency of debit account 扣款戶口的金額及貨幣 Amount 金額 <input type="text"/> Currency 貨幣 <input type="text"/>
Beneficiary Name (For Local Transfers to other bank, the maximum number of characters is 140 including spaces. For Local Transfers to HSBC, the maximum number of characters is 20 including spaces.) 受款人名稱 (如屬本地常行指示, 最多可輸入 140 個字母, 包括空格。如屬匯豐本地常行指示, 則最多為 20 個字母, 包括空格。)	Most Recent Payment Date 最近一次支款日期 (dd-mmm-yyyy 日-月-年)
# Purpose of Payment 付款目的	<div>For Bank Use Only 銀行專用</div> <div>Standing Instruction Number</div>

Instruction 指示																																													
<input type="checkbox"/> Cancel the above Standing Instruction 取消上述常行指示 <div>Effective Date 生效日期 (dd-mmm-yyyy 日-月-年) <input type="text"/></div>																																													
<input type="checkbox"/> Amend the above Standing Instruction as follows 更改上述常行指示如下: <table border="1"> <thead> <tr> <th>Tick (✓)</th> <th>Instruction 指示</th> <th>From 由</th> <th>To 至</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Change Standing Instruction debit account 更改常行指示扣款戶口 (The entity holding the new debit account and the signing authority must be the same as that of the original debit account. 持有新舊支賬戶口的實體及授權簽署人必須相同)</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Currency 貨幣類別</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Amount 金額</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Frequency 周期 ◇Frequency "Daily" - Not applicable for Savings standing instruction and standing instruction to other local bank. ◇周期「每日」 — 不適用於儲蓄戶口的常行指示和跨行轉賬。</td> <td> <input type="checkbox"/> ◇Daily ◇每日 <input type="checkbox"/> Monthly 每月 <input type="checkbox"/> Yearly 每年 <input type="checkbox"/> Weekly 每星期 <input type="checkbox"/> Quarterly 每季 <input type="checkbox"/> Fortnightly 每兩星期 <input type="checkbox"/> Half-yearly 每半年 </td> <td> <input type="checkbox"/> ◇Daily ◇每日 <input type="checkbox"/> Monthly 每月 <input type="checkbox"/> Yearly 每年 <input type="checkbox"/> Weekly 每星期 <input type="checkbox"/> Quarterly 每季 <input type="checkbox"/> Fortnightly 每兩星期 <input type="checkbox"/> Half-yearly 每半年 </td> </tr> <tr> <td><input type="checkbox"/></td> <td>Next Payment Date 下一次支款日期 (dd-mmm-yyyy 日-月-年)</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Final Payment Date 最後一次支款日期</td> <td> <input type="checkbox"/> <input type="text"/> (dd-mmm-yyyy 日-月-年) <input type="checkbox"/> Until Further Notice 直至另行通知 </td> <td> <input type="checkbox"/> <input type="text"/> (dd-mmm-yyyy 日-月-年) <input type="checkbox"/> Until Further Notice 直至另行通知 </td> </tr> <tr> <td><input type="checkbox"/></td> <td>BIC / Name and Address of Beneficiary Bank (For Euro payment to EU and EEA, BIC should be provided) 受款銀行的 BIC / 受款銀行名稱及地址 (所有選取歐盟及歐洲經濟區為目的地的歐元匯款, 客戶必須填寫受款銀行的 BIC)</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Beneficiary Account No. (maximum 37 digits, except Standing Instruction related to Overseas Remittance) / IBAN (For Euro payment to EU and EEA, IBAN should be provided) 受款人戶口號碼 (最多 37 字位, 常行指示 (海外匯款) 除外) / IBAN (所有選取歐盟及歐洲經濟區為目的地的歐元匯款, 客戶必須填寫受款人的 IBAN)</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Beneficiary Name (For Local Transfers to other bank, the maximum number of characters is 140 including spaces. 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Declaration and Signature 聲明及簽署

1. I/We understand that a charge (as stated in the Commercial Tariffs) will be debited from my/our account for the above arrangement; and for each payment requiring manual handling, a transaction charge will also be debited from my/our account.
本人（等）明白上述安排的收費（如商業銀行服務收費所列），將會從本人（等）戶口中扣除；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）戶口中扣除。
2. I/We understand that I/we must maintain sufficient funds in the account one working 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, on each standing instruction payment returned due to insufficient funds.
本人（等）明白本人（等）須在指定的支款日期前一個工作天（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 or 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。
4. I/We agree to be bound by (i) the terms and conditions governing fund transfers as set out in the [Funds Transfer] section of the [General Terms and Conditions-Commercial Banking] or the [Business Integrated Account General Conditions Commercial Banking], as applicable (which are available on the Bank's website <https://www.business.hsbc.com.hk/en-gb/help-centre/business-forms/account-services-forms> under the [Form Download Centre] > [Account Services Forms] > [Business Account Terms and Conditions] section); and (ii) the conditions set out in the [Customer Information Sheet for Outward Payments] (which are available on the Bank's website <https://www.business.hsbc.com.hk/en-gb/help-centre/business-forms/making-payments-forms> under the [Form Download Centre] > [Making Payment Forms] > [Telegraphic Transfer] section).
本人（等）同意遵守 (i) 「商業戶口條款及細則」部分之「一般條款及細則－工商金融」或「商業綜合戶口一般條款－工商金融」（按適用）資金轉賬部分內所載的條款及細則（有關條款及細則，已刊載於本行網頁「表格下載中心」>「戶口服務表格」>「商業戶口條款及細則」<https://www.business.hsbc.com.hk/zh-hk/help-centre/business-forms/account-services-forms>）；(ii) 「匯出匯款客戶參考資料表」所載的條款（有關條款，已刊載於本行網頁「表格下載中心」>「付款服務表格」>「電匯」部分 <https://www.business.hsbc.com.hk/zh-hk/help-centre/business-forms/making-payments-forms>）。

*The entity holding the new debit account and the signing authority must be the same as that of the original debit account.

*持有新舊支賬戶口的實體及授權簽署人必須相同。

Authorised Signatory 授權簽署		For Bank Use Only 銀行專用	
Date 日期 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
*Signature 簽署		<input type="checkbox"/> In Person and ID Checked	
<div style="border: 1px solid black; width: 350px; height: 150px; position: relative;"><div style="position: absolute; bottom: 10px; right: 10px; border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; text-align: center; line-height: 40px;">S.V.</div><div style="position: absolute; bottom: 10px; left: 10px; font-size: 24px; font-weight: bold;">X</div></div>		Completed by:	
		Staff ID:	
		Staff signature	
Full Name (English) 全名 (英文)		Remarks	Branch Chop
<div style="border: 1px solid black; height: 40px;"></div>			

STANDING INSTRUCTION AMENDMENT / CANCELLATION REQUEST FORM (For Non-personal Customer)

常行指示更改 / 取消申請表 (非個人客戶)

Filling Notes 填表注意事項：

- Please complete one form for each standing instruction and tick where applicable. 請為每項常行指示分別填寫一份申請表，並在適當的地方加上剔號。
- Please ensure that all information provided is complete, clear, and accurate, as any incomplete or insufficient information given may result in this request being delayed, rejected, or returned by the bank, the correspondent/intermediary bank, and/or beneficiary bank with charges imposed. The Bank accepts no responsibility for any loss or damage suffered by any person arising out of such delay, rejection and/or return. Any charges imposed by the bank, the correspondent/intermediary bank, and/or beneficiary bank shall be deducted from the Payment Amount or any of your accounts.
請確保提供的所有資料完整清晰及正確，否則此申請有可能因此而被延誤、不被處理或被本行、代理/中間人銀行及/或受款銀行退回並收取費用。本行毋須就此承擔任何人的任何損失及責任。而有關於本行、代理/中間人銀行及/或受款銀行收取的費用，將會從支付金額中或閣下的任何銀行戶口中扣除。
- Please only use English letters, numbers, and the symbols "? / () + - , : " for the name, address, message, instruction or purpose of payment to Beneficiary, Intermediary/Correspondent, Beneficiary Bank. Otherwise, the request may be rejected.
請僅使用英文字母、數字或符號 "? / () + - , : " 填寫受款人，中間人/代理/受款銀行的名稱、地址、附言、指示或匯款目的。否則此申請可能因而不被處理。

4. #Purpose of payment 匯款目的

All outward payments with currency to be remitted in Renminbi need to provide purpose of payment, please refer to the below list of purposes of payment for Renminbi payments. **所有以人民幣匯出的匯款**必須註明匯款目的，請參照下列有關人民幣匯款目的的選項。

- Goods Trade 貨物貿易
- Service Trade 服務貿易
- Capital Transfer 資本項下跨境支付
- Charity Donation 慈善捐款
- Current Account Transaction 其他經常項目

For more information on the definition and coverage of each purpose code, please refer to the "Customer Information Sheet for Outward Payments" or "Renminbi Outward Payments Purpose Code List" that is available on the Bank's website or contact any of our branches for a copy.

有關各項人民幣匯款目的的定義及範圍，請參照刊登於本行網頁或向本行各分行索取「匯出匯款客戶參考資料表」或「人民幣匯款目的指引」。

All outward payments in any currencies to Jordan need to provide purpose of payment code. The purpose of payment codes is classified by transaction type, please refer to the below list provided for transaction classification "Personal" and "Services". For the full list of Jordan's Purpose of Payment codes, please refer to the "Customer Information Sheet for Outward Payments" that is available on the Bank's website or contact any of our branches for a copy.

所有匯出至約旦的匯款（所有貨幣）必須註明匯款目的代碼。匯款目的代碼是根據匯款類別區分，請參照下列有關「個人」或「服務」類別的匯款目的選項。有關匯出匯款至約旦的匯款目的完整清單，請參照刊登於本行網頁或向本行各分行索取「匯出匯款客戶參考資料表」。

Purpose of Payment Code for Transactions under Classification "Personal"	
Purpose	Code
Invoice Payment & Purchase	0101
Utility Bill Payment	0102
Prepaid Cards Recharging	0103
Standing Orders	0104
Personal Donations	0105
Family Assistance and Expenses	0106
Individual Social Security Subscription	0107
Associations Subscriptions	0108
Saving and Funding Account	0109
Heritage	0110
End of Service indemnity	0111

Purpose of Payment Code for Transactions under Classification "Services"			
Purpose	Code	Purpose	Code
Telecommunication Services	0801	Cultural, Educational & Entertainment Services	0810
Financial Services	0802	Rental Expenses	0811
Information Technology Services	0803	Real Estate	0812
Consulting Services	0804	Taxes	0813
Construction Services	0805	Fees	0814
Maintenance & Assembling Services	0806	Commissions	0815
Marketing and Media Services	0807	Franchise and License Fees	0816
Mining Services	0808	Cheque Collection	0817
Medical & Health Services	0809	Membership Fees	0818

All outward payments in any currencies to India need to provide purpose of payment code. For more information on the common purpose of payments codes provided by the Reserve Bank of India (RBI), please refer to the "Customer Information Sheet for Outward Payments" that is available on the Bank's website or contact any of our branches for a copy. Kindly visit RBI site (www.rbi.org.in) for obtaining details on the underlying regulations governing these transactions. **所有匯出至印度的匯款（所有貨幣）**必須註明匯款目的代碼。有關由印度儲備銀行（RBI）提供的匯款目的代碼，請參照刊登於本行網頁或向本行各分行索取「匯出匯款客戶參考資料表」。並請瀏覽印度儲備銀行的網頁取得規定的詳細資料。

- Please refer to [Commercial Tariffs] of our Public website <https://www.business.hsbc.com.hk/en-gb/regulations/commercial-tariffs> for the charges related to Standing Instruction. 有關常行指示的費用，請參閱商業銀行服務收費 <https://www.business.hsbc.com.hk/zh-hk/regulations/commercial-tariffs>。
- This request is governed by (i) the "Funds Transfer" section of the [General Terms and Conditions-Commercial Banking], or the [Business Integrated Account General Conditions – Commercial Banking (as applicable), under the [Business Account Terms and Conditions section (which are available on the Bank's website <https://www.business.hsbc.com.hk/en-gb/help-centre/business-forms/account-services-forms>); and (ii) the conditions set out in the [Customer Information Sheet for Outward Payments] under the "Telegraphic Transfer" section (which are available on the Bank's website <https://www.business.hsbc.com.hk/en-gb/help-centre/business-forms/making-payments-forms>) Please read them for details.
此申請受 (i)「商業戶口條款及細則」部分之「一般條款及細則－工商金融」或「商業綜合戶口一般條款－工商金融」（按適用）所載的資金轉賬部分（可於本行網站 <https://www.business.hsbc.com.hk/zh-hk/help-centre/business-forms/account-services-forms> 查閱）；(ii)「電匯」部分之「匯出匯款客戶參考資料表」所載的條款（可於本行網站 <https://www.business.hsbc.com.hk/zh-hk/help-centre/business-forms/making-payments-forms> 查閱）所規範。請詳閱以了解詳細資訊。
- If you are a Business Internet Banking User, you can submit the form via online channel, please visit "<https://www.business.hsbc.com.hk>", scroll down to "Quick Links" > "Form Download Centre" > "e-Form" > "Payment Making" select and submit the respective form, or send the completed form by mail to "The Hongkong and Shanghai Banking Corporation Limited, P O Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong" or by visiting the nearest HSBC Branch. The request will normally be processed within 3 business days upon our receipt of the form. 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. 如閣下是商務「網上理財」使用者，可透過網上遞交表格；請前往 <https://www.business.hsbc.com.hk/zh-hk>，向下捲動至「捷徑」>「表格下載中心」>「電子表格」>「付款服務表格」選擇相應的表格並提交，或將已填妥的表格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，或交回就近滙豐分行。本行將在收到申請表後三個工作天內處理。「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）。
- The Bank has the right to accept or reject any amendment requests (e.g. amendment of beneficiary name and/or beneficiary account number) at its sole discretion, irrespective of whether the Telegraphic Transfer or Interbank Funds Transfer Instruction has already been effected. The Bank will communicate your amendment instruction, that has been accepted by the Bank, to the correspondent/intermediary bank and/or beneficiary bank. However, whether they will act on the instructions is at their absolute discretion and out of the Bank's control. On top of the Bank's charges for receiving and handling any amendment requests, the correspondent/intermediary bank and/or beneficiary bank may also charge you for handling the request, and any such charges shall be deducted from the Payment Amount or any of your accounts. 本行有權決定是否接受或拒絕任何已否生效的電匯或跨行轉賬指示的更改申請（例如更改受款人姓名及/或受款人戶口號碼）。本行將會通知代理/中間人銀行及/或受款銀行閣下被本行接受的更改指示，但須視乎代理銀行/中間人及/或受款銀行會否就該指示採取行動，本行就此並無控制權。除本行的費用外，代理/中間人銀行及/或受款銀行在處理閣下的更改申請時可能會收取費用，有關費用將從支款金額或閣下的任何銀行戶口中扣除。
- The Bank reserves the right to not accept or otherwise reject this request without providing a reason. 本行有權在任何情況下不處理或拒絕此申請而不需要給予任何理由。
- The Bank will amend/cancel the Standing Instruction according to this request form, and no acknowledgement will be issued. Details of the amended instructions will be reflected on the account statement and/or passbook after the request has been completed.
本行將根據此申請表更改/取消常行指示，不會另行通知。已更改之常行指示將會列印在戶口結單及/或存摺簿內。

Existing Standing Instruction 現存常行指示	
Account Name 戶口名稱	
Account Number 戶口號碼	Amount and Currency of debit account 扣款戶口的金額及貨幣 Amount 金額 <input type="text"/> Currency 貨幣 <input type="text"/>
Beneficiary Name (For Local Transfers to other bank, the maximum number of characters is 140 including spaces. For Local Transfers to HSBC, the maximum number of characters is 20 including spaces.) 受款人名稱 (如屬本地常行指示, 最多可輸入 140 個字母, 包括空格。如屬匯豐本地常行指示, 則最多為 20 個字母, 包括空格。)	Most Recent Payment Date 最近一次支款日期 (dd-mmm-yyyy 日-月-年)
# Purpose of Payment 付款目的	<div>For Bank Use Only 銀行專用</div> <div>Standing Instruction Number</div>

Instruction 指示																																													
<input type="checkbox"/> Cancel the above Standing Instruction 取消上述常行指示 <div>Effective Date 生效日期 (dd-mmm-yyyy 日-月-年) <input type="text"/></div>																																													
<input type="checkbox"/> Amend the above Standing Instruction as follows 更改上述常行指示如下： <table border="1"> <thead> <tr> <th>Tick (✓)</th> <th>Instruction 指示</th> <th>From 由</th> <th>To 至</th> </tr> </thead> <tbody> <tr> <td></td> <td>Change Standing Instruction debit account 更改常行指示扣款戶口 (The entity holding the new debit account and the signing authority must be the same as that of the original debit account. 持有新舊支賬戶口的實體/機構及授權簽署人必須相同)</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Currency 貨幣類別</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Amount 金額</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Frequency 周期 ◇Frequency "Daily" - Not applicable for Savings standing instruction and standing instruction to other local bank. ◇周期「每日」一不適用於儲蓄戶口的常行指示和跨行轉賬。</td> <td> <input type="checkbox"/> ◇Daily ◇每日 <input type="checkbox"/> Monthly 每月 <input type="checkbox"/> Yearly 每年 <input type="checkbox"/> Weekly 每星期 <input type="checkbox"/> Quarterly 每季 <input type="checkbox"/> Fortnightly 每兩星期 <input type="checkbox"/> Half-yearly 每半年 </td> <td> <input type="checkbox"/> ◇Daily ◇每日 <input type="checkbox"/> Monthly 每月 <input type="checkbox"/> Yearly 每年 <input type="checkbox"/> Weekly 每星期 <input type="checkbox"/> Quarterly 每季 <input type="checkbox"/> Fortnightly 每兩星期 <input type="checkbox"/> Half-yearly 每半年 </td> </tr> <tr> <td></td> <td>Next Payment Date 下一次支款日期 (dd-mmm-yyyy 日-月-年)</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Final Payment Date 最後一次支款日期</td> <td> <input type="checkbox"/> <input type="text"/> (dd-mmm-yyyy 日-月-年) <input type="checkbox"/> Until Further Notice 直至另行通知 </td> <td> <input type="checkbox"/> <input type="text"/> (dd-mmm-yyyy 日-月-年) <input type="checkbox"/> Until Further Notice 直至另行通知 </td> </tr> <tr> <td></td> <td>BIC / Name and Address of Beneficiary Bank (For Euro payment to EU and EEA, BIC should be provided) 受款銀行的 BIC / 受款銀行名稱及地址 (所有選取歐盟及歐洲經濟區為目的地的歐元匯款, 客戶必須填寫受款銀行的 BIC)</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Beneficiary Account No. (maximum 37 digits, except Standing Instruction related to Overseas Remittance) / IBAN (For Euro payment to EU and EEA, IBAN should be provided) 受款人戶口號碼 (最多 37 字位, 常行指示 (海外匯款) 除外) / IBAN (所有選取歐盟及歐洲經濟區為目的地的歐元匯款, 客戶必須填寫受款人的 IBAN)</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Beneficiary Name (For Local Transfers to other bank, the maximum number of characters is 140 including spaces. For Local Transfers to HSBC, the maximum number of characters is 20 including spaces. The Beneficiary Name should match with the name of the beneficiary account. 受款人姓名 (如屬本地常行指示, 最多可輸入 140 個字母, 包括空格。如屬匯豐本地常行指示, 則最多為 20 個字母, 包括空格。受款人名稱需與受款戶口名稱一致。)</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Others 其他</td> <td></td> <td></td> </tr> </tbody> </table>		Tick (✓)	Instruction 指示	From 由	To 至		Change Standing Instruction debit account 更改常行指示扣款戶口 (The entity holding the new debit account and the signing authority must be the same as that of the original debit account. 持有新舊支賬戶口的實體/機構及授權簽署人必須相同)				Currency 貨幣類別				Amount 金額				Frequency 周期 ◇Frequency "Daily" - Not applicable for Savings standing instruction and standing instruction to other local bank. ◇周期「每日」一不適用於儲蓄戶口的常行指示和跨行轉賬。	<input type="checkbox"/> ◇Daily ◇每日 <input type="checkbox"/> Monthly 每月 <input type="checkbox"/> Yearly 每年 <input type="checkbox"/> Weekly 每星期 <input type="checkbox"/> Quarterly 每季 <input type="checkbox"/> Fortnightly 每兩星期 <input type="checkbox"/> Half-yearly 每半年	<input type="checkbox"/> ◇Daily ◇每日 <input type="checkbox"/> Monthly 每月 <input type="checkbox"/> Yearly 每年 <input type="checkbox"/> Weekly 每星期 <input type="checkbox"/> Quarterly 每季 <input type="checkbox"/> Fortnightly 每兩星期 <input type="checkbox"/> Half-yearly 每半年		Next Payment Date 下一次支款日期 (dd-mmm-yyyy 日-月-年)				Final Payment Date 最後一次支款日期	<input type="checkbox"/> <input type="text"/> (dd-mmm-yyyy 日-月-年) <input type="checkbox"/> Until Further Notice 直至另行通知	<input type="checkbox"/> <input type="text"/> (dd-mmm-yyyy 日-月-年) <input type="checkbox"/> Until Further Notice 直至另行通知		BIC / Name and Address of Beneficiary Bank (For Euro payment to EU and EEA, BIC should be provided) 受款銀行的 BIC / 受款銀行名稱及地址 (所有選取歐盟及歐洲經濟區為目的地的歐元匯款, 客戶必須填寫受款銀行的 BIC)				Beneficiary Account No. (maximum 37 digits, except Standing Instruction related to Overseas Remittance) / IBAN (For Euro payment to EU and EEA, IBAN should be provided) 受款人戶口號碼 (最多 37 字位, 常行指示 (海外匯款) 除外) / IBAN (所有選取歐盟及歐洲經濟區為目的地的歐元匯款, 客戶必須填寫受款人的 IBAN)				Beneficiary Name (For Local Transfers to other bank, the maximum number of characters is 140 including spaces. For Local Transfers to HSBC, the maximum number of characters is 20 including spaces. The Beneficiary Name should match with the name of the beneficiary account. 受款人姓名 (如屬本地常行指示, 最多可輸入 140 個字母, 包括空格。如屬匯豐本地常行指示, 則最多為 20 個字母, 包括空格。受款人名稱需與受款戶口名稱一致。)				Others 其他		
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Declaration and Signature 聲明及簽署

1. I/We understand that a charge (as stated in the Commercial Tariffs) will be debited from my/our account for the above arrangement; and for each payment requiring manual handling, a transaction charge will also be debited from my/our account.
本人（等）明白上述安排的收費（如商業銀行服務收費所列），將會從本人（等）戶口中扣除；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）戶口中扣除。
2. I/We understand that I/we must maintain sufficient funds in the account one working 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, on each standing instruction payment returned due to insufficient funds.
本人（等）明白本人（等）須在指定的支款日期前一個工作天（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 or 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。
4. I/We agree to be bound by (i) the terms and conditions governing fund transfers as set out in the [Funds Transfer] section of the [General Terms and Conditions-Commercial Banking] or the [Business Integrated Account General Conditions Commercial Banking], as applicable (which are available on the Bank's website <https://www.business.hsbc.com.hk/en-gb/help-centre/business-forms/account-services-forms> under the [Form Download Centre] > [Account Services Forms] > [Business Account Terms and Conditions] section); and (ii) the conditions set out in the [Customer Information Sheet for Outward Payments] (which are available on the Bank's website <https://www.business.hsbc.com.hk/en-gb/help-centre/business-forms/making-payments-forms> under the [Form Download Centre] > [Making Payment Forms] > [Telegraphic Transfer] section).
本人（等）同意遵守 (i)「商業戶口條款及細則」部分之「一般條款及細則－工商金融」或「商業綜合戶口一般條款－工商金融」（按適用）資金轉賬部分內所載的條款及細則（有關條款及細則，已刊載於本行網頁「表格下載中心」>「戶口服務表格」>「商業戶口條款及細則」<https://www.business.hsbc.com.hk/zh-hk/help-centre/business-forms/account-services-forms>）；(ii)「匯出匯款客戶參考資料表」所載的條款（有關條款，已刊載於本行網頁「表格下載中心」>「付款服務表格」>「電匯」部分 <https://www.business.hsbc.com.hk/zh-hk/help-centre/business-forms/making-payments-forms>）。

*The entity holding the new debit account and the signing authority must be the same as that of the original debit account.

*持有新舊支賬戶口的實體及授權簽署人必須相同。

Authorised Signatory 授權簽署		For Bank Use Only 銀行專用	
Date 日期 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
*Signature 簽署 <div style="border: 1px solid black; height: 100px; width: 100%; position: relative;"><div style="position: absolute; bottom: 10px; right: 10px; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; text-align: center; line-height: 30px;">S.V.</div><div style="position: absolute; bottom: 10px; left: 10px; font-size: 24px; font-weight: bold;">X</div></div>		<input type="checkbox"/> In Person and ID Checked	
		Completed by:	
		Staff ID:	
		Staff signature	
Full Name (English) 全名（英文） <div style="border: 1px solid black; height: 40px; width: 100%;"></div>		Remarks	Branch Chop