


**STANDING INSTRUCTION REMITTANCE REQUEST FORM**  
**(For Non-personal Customer) 常行指示匯款申請表 (非個人客戶)**

**Note: It is very important that you read the notes on page 3 before you complete and submit this form.**  
**注意：請在填寫及遞交表格前參考第三頁填表注意事項。**

**WCAS IQA**

<b>Details of Debit Account (For Business Integrated Account, please specify "^Account Type") 支賬戶口資料 (如屬商業綜合戶口, 請註明「^戶口類別」)</b>	
Account Name: 戶口名稱:	
Account Number: 戶口號碼:	
^Account Type: <input type="radio"/> HKD Current Account <input type="radio"/> HKD Saving Account <input type="radio"/> Foreign Currency Account, 戶口類別:                      港幣往來戶口                      港幣儲蓄戶口                      外幣戶口, 請註明支賬貨幣類別:	

<b>Details of Payment 支款資料</b>			
Payment Amount 支款金額			
Amount and Currency to be Remitted 匯款金額及貨幣 Amount:                      (Select either one only 只可選取一項) 金額 <input type="radio"/> In Debit Account Currency 支賬戶口貨幣 <input type="radio"/> In Remittance Currency 匯款貨幣			
Remittance Method 匯款方式 <input type="radio"/> Telegraphic Transfer 電匯 <input type="radio"/> Interbank Fund Transfer 跨行轉賬		Payment Date 支款日期 <i>If the Payment Date for <b>Telegraphic Transfer</b> 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 next month, the standing instruction will be effected on the business day immediately preceding the Payment Date. 如電匯的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假期前的一個營業日進行。</i>	
Specific Payment Date 特定支款日期 <input type="radio"/> Last date of the month 每月最後一天 Applies only to the frequencies of "Monthly", "Quarterly", "Half-yearly" and "Yearly". 只適用於「每月」、「每季」、「每半年」和「每年」周期	Frequency 周期 (Select one only 只可選一項) <input type="radio"/> Daily 每日 <input type="radio"/> Weekly 每星期 <input type="radio"/> Fortnightly 每兩星期 <input type="radio"/> Monthly 每月 <input type="radio"/> Quarterly 每季 <input type="radio"/> Half-yearly 每半年 <input type="radio"/> Yearly 每年	First Payment Date 第一次支款日期 (Select one only 只可選一項) dd/mm/yyyy 日/月/年 <input type="radio"/> <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"/> <input type="radio"/> Only for the "Last date of the month": 只適用於「每月最後一天」: mm/yyyy 月/ 年 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Final Payment Date 最後一次支款日期 (Select one only 只可選一項) dd/mm/yyyy 日/月/年 <input type="radio"/> <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"/> <input type="text"/> <input type="radio"/> Only for the "Last date of the month" (if any): 只適用於「每月最後一天」(如有): mm/yyyy 月/ 年 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="radio"/> Until Further Notice 直至另行通知
Beneficiary Bank Name 受款銀行名稱		Name and Address of Intermediary Bank 中間人銀行的名稱及地址 (Optional, for Telegraphic Transfer only 非必須填寫, 只適用於電匯) (If specified, payment will be paid to the Beneficiary Bank through the Intermediary Bank 如註明, 匯款將會經中間人銀行轉交受款銀行)	
Beneficiary Bank Address 受款銀行地址			
For all Countries/Regions Transfers 所有國家/地區的轉賬 SWIFT BIC 銀行國際識別碼:	For UK Transfers 適用於英國匯款 Bank Sorting Code: 分類代號:	For USA Transfers 適用於美國匯款 Fedwire Routing No.: 編號:	
Beneficiary Account No. 受款人戶口號碼 [maximum 15 digits, except Standing Instruction related to Overseas Remittance 最多 15 字位, 常行指示 (海外匯款) 除外] / IBAN (Please state address of Beneficiary if Beneficiary Bank is not specified 如無指定的受款銀行, 請在此註明受款人地址) (For payments to UAE, Jordan, Pakistan or Qatar in all currencies and to EU and EEA in EURO, IBAN must be provided 所有匯款至阿聯酋/約旦/巴基斯坦/卡塔爾為目的地的匯款 (任何貨幣) 或匯款至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)			
Name of Beneficiary (Note: The beneficiary name should match with the name of the beneficiary account.) 受款人名稱 (注意: 受款人名稱需與受款戶口名稱一致。)			
Address of Beneficiary 受款人地址		For Hong Kong Interbank Fund 適用於香港跨行轉賬 Bank Code 銀行代號:	
Message or Instructions to Beneficiary/Bank (if any) 給受款人/銀行的附言或指示 (如有)			
# Purpose of Payment 匯款目的			
Charges 費用 <input type="radio"/> Remitter pays HSBC HK charges and beneficiary pays other bank charges 本人支付滙豐於香港的費用, 受款人支付其他銀行費用 <input type="radio"/> HSBC HK charges and other bank charges to be deducted from payment amount 滙豐於香港的費用和其他銀行費用從匯款中扣除 <input type="radio"/> Remitter pays HSBC HK charges and requests to pay other bank charges (For Telegraphic Transfer only) 本人支付滙豐於香港的費用和要求支付其他銀行費用 (只適用於電匯)			

## 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>）。

### Authorised Signatory 授權簽署

Date

日期

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Signature 簽署

<div style="text-align: right; 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>
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Full Name (English) 全名（英文）

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### If using a different account to settle TT charges, please complete the details below and sign.

如以其他戶口支款電匯費用，請填妥以下資料並簽署。

Account Number\*:

戶口號碼：

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\*For Business Integrated Account, please select Account Type. 如屬商業綜合戶口，請選擇戶口類別。

Account Type:

戶口類別：

☐ HKD Current Account

港幣往來戶口

☐ HKD Saving Account

港幣儲蓄戶口

Signature 簽署

<div style="text-align: right; 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>
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Full Name (English) 全名（英文）

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### For Bank Use Only 銀行專用

☐ In Person and ID Checked

Staff signature

Branch Chop

Completed by:

Remarks

Staff ID:

## 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。而有關被本行、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。

- I) Goods Trade 貨物貿易
- II) Service Trade 服務貿易
- III) Capital Transfer 資本項下跨境支付
- IV) Charity Donation 慈善捐款
- V) 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 "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
Telecommunication Services	0801
Financial Services	0802
Information Technology Services	0803
Consulting Services	0804
Construction Services	0805
Maintenance & Assembling Services	0806
Marketing and Media Services	0807
Mining Services	0808
Medical & Health Services	0809
Cultural, Educational & Entertainment Services	0810
Rental Expenses	0811
Real Estate	0812
Taxes	0813
Fees	0814
Commissions	0815
Franchise and License Fees	0816
Cheque Collection	0817
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](http://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>。
- Please complete [Standing Instruction Amendment/Cancellation Request Form (For Non-personal Customer)] to amend/cancel existing request.  
如需更改/取消常行指示，請填寫「常行指示更改/取消表格申請表（非個人客戶）」。
- 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 4 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四個工作天內處理。「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 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 set up the Standing Instruction according to this request form, and no acknowledgement will be issued. Details of the Standing 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設定常行指示，不會另行通知。已設定之常行指示將會列印在戶口結單及/或存摺簿內。

## STANDING INSTRUCTION REMITTANCE REQUEST FORM (For Non-personal Customer)

常行指示匯款申請表（非個人客戶）

**STANDING INSTRUCTION REMITTANCE REQUEST FORM**  
**(For Non-personal Customer) 常行指示匯款申請表 (非個人客戶)**

**Note: It is very important that you read the notes on page 3 before you complete and submit this form.**

**注意：請在填寫及遞交表格前參考第三頁填表注意事項。**

<b>Details of Debit Account (For Business Integrated Account, please specify "^Account Type") 支賬戶口資料 (如屬商業綜合戶口, 請註明「^戶口類別」)</b>	
Account Name: 戶口名稱:	
Account Number: 戶口號碼:	
^Account Type: <input type="radio"/> HKD Current Account <input type="radio"/> HKD Saving Account <input type="radio"/> Foreign Currency Account, 戶口類別:                      港幣往來戶口                      港幣儲蓄戶口                      外幣戶口, 請註明支賬貨幣類別: <input type="text"/> <input type="text"/> <input type="text"/>	

<b>Details of Payment 支款資料</b>			
Payment Amount 支款金額			
Amount and Currency to be Remitted 匯款金額及貨幣 Amount: <input type="text"/> (Select either one only 只可選取一項) <input type="radio"/> In Debit Account Currency 支賬戶口貨幣 <input type="radio"/> In Remittance Currency 匯款貨幣 <input type="text"/> <input type="text"/> <input type="text"/>			
Remittance Method 匯款方式 <input type="radio"/> Telegraphic Transfer 電匯 <input type="radio"/> Interbank Fund Transfer 跨行轉賬		Payment Date 支款日期 <i>If the Payment Date for <b>Telegraphic Transfer</b> 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 next month, the standing instruction will be effected on the business day immediately preceding the Payment Date. 如電匯的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假期前的一個營業日進行。</i>	
Specific Payment Date 特定支款日期 <input type="radio"/> Last date of the month 每月最後一天 Applies only to the frequencies of "Monthly", "Quarterly", "Half-yearly" and "Yearly". 只適用於「每月」, 「每季」, 「每半年」和「每年」周期	Frequency 周期 (Select one only 只可選一項) <input type="radio"/> Daily 每日 <input type="radio"/> Weekly 每星期 <input type="radio"/> Fortnightly 每兩星期 <input type="radio"/> Monthly 每月 <input type="radio"/> Quarterly 每季 <input type="radio"/> Half-yearly 每半年 <input type="radio"/> Yearly 每年	First Payment Date 第一次支款日期 (Select one only 只可選一項) dd/mm/yyyy 日/月/年 <input type="radio"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="radio"/> Only for the "Last date of the month": 只適用於「每月最後一天」: mm/yyyy 月/年 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Final Payment Date 最後一次支款日期 (Select one only 只可選一項) dd/mm/yyyy 日/月/年 <input type="radio"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="radio"/> Only for the "Last date of the month" (if any): 只適用於「每月最後一天」(如有): dd/mm/yyyy 日/月/年 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="radio"/> Until Further Notice 直至另行通知
Beneficiary Bank Name 受款銀行名稱		Name and Address of Intermediary Bank 中間人銀行的名稱及地址 (Optional, for Telegraphic Transfer only 非必須填寫, 只適用於電匯) (If specified, payment will be paid to the Beneficiary Bank through the Intermediary Bank 如註明, 匯款將會經中間人銀行轉交受款銀行)	
Beneficiary Bank Address 受款銀行地址			
For all Countries/Regions Transfers 所有國家/地區的轉賬 SWIFT BIC 銀行國際識別碼: <input type="text"/>	For UK Transfers 適用於英國匯款 Bank Sorting Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	For USA Transfers 適用於美國匯款 Fedwire Routing No.: <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"/>	
Beneficiary Account No. 受款人戶口號碼 [maximum 15 digits, except Standing Instruction related to Overseas Remittance 最多 15 字位, 常行指示 (海外匯款) 除外] / IBAN (Please state address of Beneficiary if Beneficiary Bank is not specified 如無指定的受款銀行, 請在此註明受款人地址) (For payments to UAE, Jordan, Pakistan or Qatar in all currencies and to EU and EEA in EURO, IBAN must be provided 所有匯款阿聯酋/約旦/巴基斯坦/卡塔爾為目的地的匯款 (任何貨幣) 或匯款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)			
Name of Beneficiary (Note: The beneficiary name should match with the name of the beneficiary account.) 受款人名稱 (注意: 受款人名稱需與受款戶口名稱一致。)			
Address of Beneficiary 受款人地址		For Hong Kong Interbank Fund Transfers 適用於香港跨行轉賬 Bank Code 銀行代號: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Message or Instructions to Beneficiary/Bank (if any) 給受款人/銀行的附言或指示 (如有)			
# Purpose of Payment 匯款目的			
Charges 費用 <input type="radio"/> Remitter pays HSBC HK charges and beneficiary pays other bank charges 本人支付滙豐於香港的費用, 受款人支付其他銀行費用 <input type="radio"/> HSBC HK charges and other bank charges to be deducted from payment amount 滙豐於香港的費用和其他銀行費用從匯款中扣除 <input type="radio"/> Remitter pays HSBC HK charges and requests to pay other bank charges (For Telegraphic Transfer only) 本人支付滙豐於香港的費用和要求支付其他銀行費用 (只適用於電匯)			

## 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>）。

Authorised Signatory 授權簽署	If using a different account to settle TT charges, please complete the details below and sign. 如以其他戶口支款電匯費用，請填妥以下資料並簽署。																		
Date 日期 <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>									Account Number*: 戶口號碼： <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
Signature 簽署 <table border="1"><tr><td><div>X</div><div>S.V.</div></td></tr></table>	<div>X</div> <div>S.V.</div>	*For Business Integrated Account, please select Account Type. 如屬商業綜合戶口，請選擇戶口類別。 Account Type: 戶口類別： <input type="checkbox"/> HKD Current Account <input type="checkbox"/> HKD Saving Account 港幣往來戶口                      港幣儲蓄戶口																	
<div>X</div> <div>S.V.</div>																			
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Full Name (English) 全名（英文） <table border="1"><tr><td></td></tr></table>		Full Name (English) 全名（英文） <table border="1"><tr><td></td></tr></table>																	

For Bank Use Only 銀行專用		
<input type="checkbox"/> In Person and ID Checked	Staff signature	Branch Chop
Completed by: Staff ID:	Remarks	



## 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。而有關被本行、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。

- I) Goods Trade 貨物貿易
- II) Service Trade 服務貿易
- III) Capital Transfer 資本項下跨境支付
- IV) Charity Donation 慈善捐款
- V) 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 "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
Telecommunication Services	0801
Financial Services	0802
Information Technology Services	0803
Consulting Services	0804
Construction Services	0805
Maintenance & Assembling Services	0806
Marketing and Media Services	0807
Mining Services	0808
Medical & Health Services	0809
Cultural, Educational & Entertainment Services	0810
Rental Expenses	0811
Real Estate	0812
Taxes	0813
Fees	0814
Commissions	0815
Franchise and License Fees	0816
Cheque Collection	0817
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](http://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>。
- Please complete [Standing Instruction Amendment/Cancellation Request Form (For Non-personal Customer)] to amend/cancel existing request.  
如需更改/ 取消常行指示，請填寫「常行指示更改/ 取消表格申請表（非個人客戶）」。
- 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 4 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四個工作天內處理。「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 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 set up the Standing Instruction according to this request form, and no acknowledgement will be issued. Details of the Standing 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設定常行指示，不會另行通知。已設定之常行指示將會列印在戶口結單及/ 或存摺簿內。

## STANDING INSTRUCTION REMITTANCE REQUEST FORM (For Non-personal Customer)

常行指示匯款申請表（非個人客戶）