

直接付款授權服務 給生活多點方便

Make Life Easier and Simpler with Direct Debit Authorisation Service

要體驗真正無憂的生活，請選用直接付款授權服務，助你簡化繳費程序，輕鬆處理各類賬單！

閣下只需透過不同的途徑，設立直接付款授權指示，我們即會根據收款人不時給予該銀行之指示從閣下指定的恒生銀行戶口自動轉賬至指定的商戶或機構，從此無需再擔心因逾期繳費而被徵收財務費用，更可免卻排隊繳費，省時方便。

If a hassle-free life is what you desire, our comprehensive Direct Debit Authorisation Service is right here to help make the settlement of bills easier and simpler for you!

Simply pre-set your Direct Debit Authorisation instruction through various channels, we will automate the transfer of funds from your bank account to your designated merchants or organisations in accordance with the instructions from the beneficiary(ies) to the Bank from time to time, saving you the worry of late payment and the trouble of queuing.

註：Green Banking 及綜合戶口客戶設立直接付款授權指示可獲手續費豁免優惠。此優惠不適用於非 Green Banking 或綜合戶口之其他戶口。優惠附帶條款，詳情請向本行職員查詢。

Remark: Green Banking and Integrated Account customers can enjoy Set up of Direct Debit Authorization Instruction Handling fee Waiver. The fee waiver is not applicable to other accounts of non-Green Banking or non-Integrated Accounts. Terms and conditions apply. Please contact the Bank staff for enquiry.



恒生銀行
HANG SENG BANK



理財創富 專注為你
Managing wealth for you, with you.

Green Banking 及
綜合戶口客戶手續費
豁免優惠

Handling Fee Waiver
for Green Banking
and Integrated
Account Customers

滙豐集團成員

設立或更改直接付款授權指示的途徑：

Channels to set up or modify your Direct Debit Authorisation instruction:



請即行動，投入方便無憂的生活！
Act now to enjoy life free of hassles!

注意事項：

- 1) 收款人名稱及戶口號碼將不時更新，請於填寫此授權書時，自行核對及確定收款人名稱及戶口號碼，如有需要，請自行於空白欄位內填上有關資料。恒生銀行將不會對所提供之收款人資料作核對，若收款人名稱與戶口號碼不符，有關直接付款授權將以閣下提供予恒生銀行之戶口號碼為準，有關損失，恒生銀行概不負責。
- 2) 在「支賬參考」欄內，請填上閣下與收款人之辨認參考資料，例如客戶號碼或電話號碼等。
- 3) 如付款之金額可能每次不相同，則請將最高者定為每次付款之最高限額，請劃圓確認閣下選項。當「付款之限額」一欄未有填上時，恒生銀行可酌權就轉賬金額設下一個限額。如果轉賬金額超過恒生銀行所釐定限額，恒生銀行會保留不予轉賬，預先安排除外。
- 4) 本直接付款授權書將於「到期日」欄內所填寫之日期自動撤銷。若將該欄留空，即表示閣下欲使本直接付款授權繼續有效直至由閣下撤銷為止，如任何一項直接付款授權超過兩年未有任何過賬紀錄，則恒生銀行可刪除該授權紀錄而毋須另行通知。
- 5) 請確保閣下在此授權書內之簽名，與銀行賬戶簽名完全相同。
- 6) 恒生銀行只根據閣下所提供的資料設立上述收款人直接付款授權紀錄而不會確認該（等）資料是否正確。本行會根據不時規定之收費，向閣下上述之戶口收取設立費用。
- 7) 各項有關賬單仍須繼續繳清，直至該等賬單印有「自動轉賬付款」或類似字句。恒生銀行對閣下因延誤設立直接付款授權紀錄所引起該等賬單的附加費或延誤罰款概不負責。
- 8) 閣下可隨時要求索閱最趨時之「設立綜合直接付款授權紀錄使用條款」。
- 9) 如欲取消直接付款授權指示，客戶可致電客戶服務熱線 2822 0228、遞交書面通知或親臨各分行辦理。

Important Notes:

- 1) The beneficiary's name and account number will be updated from time to time. When you fill in this authorization form, please check and confirm the beneficiary's name and account number, please write down the relevant information on the empty box whenever necessary. Hang Seng shall not verify the beneficiary information provided. If the beneficiary's name does not match with the respective account number, the relevant Direct Debit Authorization will be based on the account number provided by you and Hang Seng Bank shall not be liable for any loss.
- 2) "Debtor's Reference" refers to the identifying reference between yourself and the respective beneficiary e.g. Customer Number, Phone Number etc.
- 3) If the amount of your payments are likely to vary each time, set the limit for each Payment at the maximum amount you would expect to pay at any one time. Circle your choice. Hang Seng Bank may set an internal limit when the "Payment Limit" is not specified. Hang Seng Bank reserves the right to reject the payment exceeding the maximum limit specified by Hang Seng Bank unless prior arrangements have been made.
- 4) The Direct Debit Authorisation will be cancelled automatically on the respective date included in the box marked "Expiry Date". If you wish the Direct Debit Authorisation to have effect indefinitely (or until cancelled by you), please leave this box blank. If there is no transaction being recorded under any of the above Direct Debit Authorisation for two years, Hang Seng Bank may delete such Direct Debit Authorisation without giving any notice.
- 5) Please ensure that you sign the form in the usual way that you would sign on your Bank Account.
- 6) The Bank sets up the above Direct Debit Authorisation(s) according to your instruction without verification. The Bank will charge a set-up fee from your account stated above in accordance with the rates as specified by the Bank from time to time.
- 7) Your bills should continue to be paid and settled in the normal manner until words "PAYMENT BY AUTOPAY" or statements similar in meaning are printed on such bills. Hang Seng Bank will not be assumed any responsibilities for any surcharges or penalties for any delay in setting-up such Direct Debit Authorisation records.
- 8) The updated Terms and Conditions for Setting Up of Comprehensive Direct Debit Authorisation Records can be obtained upon request.
- 9) Customer can contact our Customer Service Hotline 2822 0228, submit written notice or visit any of our branches to cancel the Direct Debit Authorisation instruction.

POSTAGE
WILL BE
PAID BY
LICENSEE

郵費由持
牌人支付

NO POSTAGE
STAMP
NECESSARY IF
POSTED IN
HONG KONG
如在本港投寄
毋須貼上郵票

BUSINESS REPLY SERVICE
LICENCE NO. 58

HANG SENG BANK LIMITED
G.P.O. BOX 2985
HONG KONG

請在此處封口

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恒生銀行綜合直接付款授權書 HANG SENG BANK COMPREHENSIVE DIRECT DEBIT AUTHORISATION

致：恒生銀行有限公司
To: HANG SENG BANK LIMITED

請為本人(等)設立下列已選取「✓」號之**直接付款授權紀錄**。Please set-up the following **Direct Debit Authorisation Records** marked with "✓" for me/us.
請用**英文正楷**填寫及將**空白欄位劃去**。Please fill in **BLOCK LETTER** and **cross out blank spaces**.

Tick ✓	收款人名稱及戶口號碼 (注意事項 1) Beneficiary's Name and Account No. (Note 1)	支賬參考 (注意事項 2) Debtor's Reference (Note 2)	債務人名稱 Debtor's Name	付款之限額 (注意事項 3) Payment Limit (Note 3) 港幣 HKD	到期日 (注意事項 4) Expiry Date (Note 4) (日/月/年 DD/MM/YY)
				每*次/月 each *Payment / Month	
				每*次/月 each *Payment / Month	
	政府差餉及地租 Rates & Government Rent 004-002-900413-001	帳目編號 A/C No.	900413	每*次/月 each *Payment / Month	
	庫務署 - 政府地稅 Treasury - Government Rent 004-002-900421-001	地稅編號 Government Rent Reference	900421	每*次/月 each *Payment / Month	
	水務署 Water Authority 004-002-900439-001	水費及排污費用戶編號 W & S Charge A/C No.	900439	每*次/月 each *Payment / Month	
	中華電力有限公司 CLP Power Hong Kong Ltd 004-002-208239-002	電力賬戶號碼 Electricity A/C No.		每*次/月 each *Payment / Month	
	香港電燈有限公司 The H K Electric Co Ltd 004-002-220457-001	供電地址之賬戶號碼 A/C No. of Supply Address	◇	每*次/月 each *Payment / Month	
	香港中華煤氣有限公司 The H K & China Gas Co Ltd 004-002-220143-007	煤氣客戶號碼 Gas A/C No.		每*次/月 each *Payment / Month	
	香港移動通訊有限公司 CSL Limited 004-808-425128-292	流動電話號碼 Mobile Phone No.		每*次/月 each *Payment / Month	
	HK Telecommunications (HKT) Ltd 004-808-509442-006	電話用戶客戶號碼 Telephone A/C No.		每*次/月 each *Payment / Month	
	中國移動香港有限公司 China Mobile Hong Kong Co Ltd 024-263-224040-002	客戶號碼 Customer No.		每*次/月 each *Payment / Month	
	數碼通 SmarTone 004-500-787551-001	數碼通賬戶號碼 SmarTone A/C No.		每*次/月 each *Payment / Month	
	和記電話有限公司 Hutchison Tel Co Ltd 004-111-489027-003	客戶號碼 Customer No.		每*次/月 each *Payment / Month	

◇ 電力用戶設立**香港電燈有限公司**直接付款授權紀錄時，必須在「債務人名稱」格內填寫「註冊客戶姓名」。

◇ Electricity consumers setting up **The HK Electric Co Ltd** Direct Debit Authorisation(s) must fill in "Name of Registered Customer" in the "Debtor's Name".

<p>客戶簽署 (注意事項 5) Customer's Signatures (Note 5)</p> <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; margin: 10px auto;">S.V.</div> <p>本人(等)簽署 My/Our Signature (s)</p>	<p>戶口持有人名稱 Name(s) of Account Holder(s)</p> <p>本人(等)戶口號碼 My/Our Account No.</p> <p>本人(等)確認已詳細閱讀及明白背頁恒生銀行不時修訂之「設立綜合直接付款授權紀錄使用條款」並受其約束。I/We have read and confirmed that I/we understand fully the "Terms and Conditions for Setting Up of Comprehensive Direct Debit Authorisation Records" overleaf as specified by Hang Seng Bank from time to time. I/We agree to be bound by such Terms and Conditions.</p>
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設立綜合直接付款授權紀錄使用條款 TERMS AND CONDITIONS FOR SETTING UP OF COMPREHENSIVE DIRECT DEBIT AUTHORISATION RECORDS

- I/We hereby authorise Hang Seng Bank Limited (the "Bank") to effect transfers from my/our account to the above account 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)現授權恒生銀行有限公司("恒生銀行")，(根據收款人及/或其往來銀行及/或代理行不時給予貴行之指示)自本人(等)之賬戶內轉賬至上述收款人。惟每次轉賬金額不得超過上述指定之限額。
- I/We agree that the Bank shall not be obliged to ascertain whether or not notice of any such transfer has been given to me/us.
本人(等)同意貴行毋須證實該等轉賬通知是否已交予本人(等)。
- 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).
本人(等)共同及個別承擔全部責任。
- I/We agree that should there be insufficient funds in my/our account to meet any transfer hereby authorised, the Bank shall be entitled, in its discretion, not to effect such transfer in which event the Bank may make the usual charge and that it may cancel this authorisation at any time on one week's written notice.
本人(等)同意如本人(等)之賬戶並無足夠款項支付該等授權轉賬，恒生銀行有權不予轉賬，且恒生銀行可收取慣常之收費，並可隨時以一星期書面通知取消本授權書。
- This authorisation shall have effect until further notice or until the expiry date written above (whichever shall first occur). I/We agree that if no transaction is performed on my/our account under any of the above Direct Debit Authorization for a continuous period of 24 months, the Bank reserves the right to cancel such Direct Debit Authorisation without prior notice to me/us, even though the authorization has not expired or there is no expiry date for the authorisation.
本授權書將繼續生效直至另行通知為止或直至上述到期日為止(以兩者中最早之日期為準)。本人(等)同意如本人(等)已設立之直接付款授權賬戶連續廿四個月內未有根據本授權而作出過賬的紀錄，恒生銀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。
- 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之任何通知，須於取消/更改生效日最少兩個工作天之前交予貴行。
- I/We agree that the Bank shall be under no obligation to check that the name of the beneficiary (as provided in this authorization) is identical to the name of the account holder according to its records. I/We confirm and agree that a transfer to the account given in this authorization shall constitute good and complete execution by the Bank with the information provided. The Bank shall not be liable for any loss.
本人(等)明白恒生銀行並無責任覆核資料所提供之收款人之姓名(本授權紀錄所提供)乃與恒生銀行之紀錄相符，並確認倘恒生銀行自行與資料所提供相同編號之賬戶支取款項，即構成恒生銀行已妥當及完整地執行資料之指示。恒生銀行概不負責任何損失。
- Your bills should continue to be paid and settled in the normal manner until words "PAYMENT BY AUTOPAY" or statements similar in meaning are printed on such bills. The Bank will not be assumed any responsibilities for any surcharges or penalties for any delay in setting-up such Direct Debit Authorisation records.
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(The English version of these Terms and Conditions shall prevail whenever there is a discrepancy between the English and Chinese versions.)

(本條款的中英文本如有歧異，概以英文本為準)