

恒生銀行綜合自動轉賬授權書

HANG SENG BANK COMPREHENSIVE DIRECT DEBIT AUTHORISATION

致： 恒生銀行有限公司 (本行)
To: HANG SENG BANK LIMITED ("the Bank")

請為本人(等)/本商號設立下列已選取「✓」號之自動轉賬授權紀錄。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 Beneficiary's Name and Account No.	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* Payment Limit* 港幣 HKD	到期日(注意事項 1) Expiry Date (Note 1) (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	
		戶口持有人名稱 Name(s) of Account Holder(s)			
		本人(等)/本商號戶口號碼 My/Our Account No.			
		本人(等)/本商號確證詳細閱讀及明白背頁/附件實行不時修訂之「設立綜合自動轉賬授權紀錄使用條款」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/attached as specified by the Bank from time to time. I/We agree to be bound by such Terms and Conditions.			
本人(等)/本商號簽署 My/Our Signature (s)					

注意事項:

- 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，則本行可刪除該授權紀錄而毋須另行通知。
- 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。
- 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。本行對閣下因延誤設立自動轉賬授權紀錄所引起該等賬單的附加費或延誤罰款概不負責。
- 閣下可隨時要求索閱最趨時之「設立綜合自動轉賬授權紀錄使用條款」。

Important Notes:

- The relevant 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, the Bank may delete such Direct Debit Authorisation without giving any notice.
- The box marked "Debtor's Reference" refers to the identifying reference between yourself and the respective beneficiary e.g. Customer Number, Phone Number etc.
- Your bills should continue to be paid and settled in the normal manner immediately until words "PAYMENT BY AUTOPAY" or statement 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 for different beneficiaries.
- The updated Terms and Conditions for Setting-up of Comprehensive Direct Debit Authorisation Records can be obtained upon request.

* 如付款之金額可能每次不相同，則請將最高者定為每次/每月付款最高限額，請劃確認閣下選項。

* If the amount of your payments are likely to vary each time, set that limit as per payment/per month at the maximum amount you would expect to pay at any one time. **Circle your choice.**

⊕ 設立上述收款人自動轉賬授權紀錄時，本行只根據閣下所提供的資料輸入而不確證該(等)資料，並會收取該(等)自動轉賬授權紀錄設立費用，每項港幣 30 元整。

⊕ The Bank sets up the above beneficiaries' Direct Debit Authorisation(s) according to your instruction without any verification. The Bank may charge a set-up fee of HK\$30.00 per item from your account stated above.

⊕ 電力用戶設立香港電燈有限公司自動轉賬授權紀錄時，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" Box.

設立綜合自動轉賬授權紀錄使用條款

TERMS AND CONDITIONS FOR SETTING UP OF COMPREHENSIVE DIRECT DEBIT AUTHORISATION RECORDS

本人（等）現授權恒生銀行有限公司（「該銀行」），根據收款人不時給予該銀行之指示，自本人（等）戶口轉賬予收款人。但每次轉賬金額不得超過指定之限額。

本人（等）同意該銀行毋須證實該等轉賬是否已通知本人（等）。如因該等轉賬而令本人（等）之上述戶口出現透支（或令現時之透支增加），本人（等）會共同及各別承擔全部責任。

本人（等）確證在本授權書內之簽名，與本人（等）上述戶口於該銀行簽署紀錄完全相同。

本人（等）同意如上述戶口並無足夠款項支付有關轉賬，該銀行有權不予辦理且可收取有關之手續費用，該等費用一概由本人（等）支付。

本人（等）同意取銷或更改本授權書之任何通知，須於取銷或更改生效日最少兩個工作天之前交予該銀行。

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（以最早之日期為準）。

(英文文本與中文譯本文義如有歧異，概以英文本準。)

I/We hereby authorise Hang Seng Bank Limited (the "Bank") to effect transfer from my/our account to that of the beneficiary(ies) in accordance with such instructions as the Bank may receive from the beneficiary(ies) from time to time. Each transfer must not exceed the relevant payment limit.

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.

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).

I/We confirm that my/our signature(s) is/are the same as the one filed with the Bank for the operation of my/our above-mentioned account to be debited for the transfer.

I/We agree that should there be insufficient funds in my/our above-mentioned account to meet any transfer hereby authorised, the Bank shall be entitled, at its discretion, not to effect such transfer in which event the Bank may make the usual service charge to be paid by me/us.

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 or variation is to take effect.

This authorisation shall have effect until further notice or until the expiry date written above (which shall first occur).