



特別指示  
Standing Instruction

致：恒生銀行有限公司  
To: Hang Seng Bank Limited

請用正楷填寫本表格，在適當方格內加上“√”，填妥後交回本銀行任何一間分行。閣下亦可透過電話銀行以「語音認證」設立特別指示。查詢：2822 0228 (個人客戶) / 2198 8000 (商業客戶)。  
Please complete in BLOCK LETTERS, “√” where appropriate and return the completed form to any of our branches. You may use Voice ID to setup standing instruction. Enquiry: 2822 0228 (for personal customer) / 2198 8000 (for business customer).

日期(日/月/年)  
Date(DD/MM/YY)

甲部 Part A - 客戶資料 Customer Information	
戶口持有人(等)姓名 Name(s) of Account Holder(s)	電話號碼 Tel No.
戶口號碼 Account No.	<input type="checkbox"/> Current Account <input type="checkbox"/> Savings Account 生效日期 (日/月/年) Effective Date (DD/MM/YYYY)
乙部 Part B - 服務類別 Category of Service	
<input type="checkbox"/> 本人(等)/號現授權貴行設立下列特別指示 I/We hereby request to set up the following standing instruction	
週期 Frequency	<input type="checkbox"/> 每月 Monthly (3) <input type="checkbox"/> 每日 Daily (0) (For CIF only) <input type="checkbox"/> 每季 Quarterly (4) <input type="checkbox"/> 每星期 Weekly (1) <input type="checkbox"/> 每半年 Half-yearly (5) <input type="checkbox"/> 每兩星期 Bi-weekly (2) <input type="checkbox"/> 每年 Yearly (6)
貨幣類別及金額 Currency & Amount	
第一次支款日期 (日/月/年) 註1,2 First Payment Date (DD/MM/YYYY) Note 1,2	
執行次數 No. of Times	<input type="checkbox"/> 無限 Unlimited    _____ 次 Times
<input type="checkbox"/> 恒生銀行 Hang Seng Bank	
收款人戶口號碼 Beneficiary A/C No	_____ 分行編號 Branch No.    戶口號碼 Account No.
收款人名稱(最多20個字母加空格) Beneficiary Name (Max 20 characters with space fields)	
附言(最多24個字母加空格) References to payee (Max 24 characters with space fields)	
<input type="checkbox"/> 本地其他銀行 Other Local Bank	
收款銀行 Beneficiary Bank	
收款人戶口號碼 Beneficiary A/C No	_____ 銀行編號 Bank No.    分行編號 Branch No. _____ 戶口號碼 Account No.
收款人名稱(最多140個字母加空格) Beneficiary Name (Max 140 characters with space fields)	
附言(最多35個字母加空格) References to payee (Max 35 characters with space fields)	

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乙部 Part B - 服務類別(續) Category of Service (Cont.)

本人(等)號現授權貴行更改下列特別指示  
I/We hereby request to amend the following standing instruction(s):

特別指示編號  
S.I. No. : \_\_\_\_\_

更改項目 Amended Item	由 From	至 To
貨幣類別 Currency		
金額 Amount		
週期 Frequency		
支款日期 (日/月/年) 註1,2 Payment Date (DD/MM/YYYY) Note 1,2		
最後一次支款日期 (日/月/年) 註1,2 Final Payment Date (DD/MM/YYYY) Note 1,2		
收款人戶口號碼 Account Number of Beneficiary	<input type="checkbox"/> 恒生銀行 Hang Seng Bank	
	分行編號 Branch No.	分行編號 Branch No.
	戶口號碼 Account No.	戶口號碼 Account No.
	<input type="checkbox"/> 本地其他銀行 Other Local Bank	
	銀行編號 Bank No. 分行編號 Branch No.	銀行編號 Bank No. 分行編號 Branch No.
	戶口號碼 Account No.	戶口號碼 Account No.
其他 Others		

本人(等)號現授權貴行取消下列特別指示  
I/We hereby request to cancel the following standing instruction(s):

特別指示編號 S.I. No.	收款人戶口號碼 Beneficiary A/C No.	收款人姓名 Beneficiary Name	幣別 Currency	特別指示金額 S.I. Amount	生效日期 Effective Date (日/月/年) (DD/MM/YY)

乙部 Part B - 服務類別(續) Category of Service (Cont.)

設立及更改特別指示之附註：

Notes for request to set up & amend standing instruction:

1. 如轉賬日期為月頭或月尾(例如：一月一日，二月二十八日、九月三十日)，請指示為1日(月頭)或31日(月尾)；  
If the transfer is to be executed on every month-start or month-end date (e.g. 1st Jan, 28th Feb, and 30th Sept), please specify the date as 1st (month start) or 31st (month end).
2. 倘若支付日期適逢公眾假期或星期六，特別指示將順延下一個結算日執行。倘若該月餘下並沒有結算日，該特別指示將於支付日期前的一個結算日執行。  
If the Payment Date falls on a public holiday or a Saturday, the standing instruction will be effected on the following clearing day. However, if there is no clearing days left in that same month, the standing instruction will be effected on the preceding clearing day.
3. 不適用於收款戶口為恒生銀行之儲蓄存摺戶口。  
Not applicable to Hang Seng Passbook Saving Account as beneficiary account.
4. 轉賬時間或會因應截數時間及收款銀行安排而有所不同。客戶請預留足夠時間處理轉賬。請瀏覽恒生網頁hangseng.com參閱轉賬詳情。  
The processing time of the bank transfer may vary, depending on bank cut off time and handling of receiving bank. Please allow sufficient time for bank transfer. You may visit Hang Seng website at hangseng.com for details.

丙部 Part C - 聲明 Declaration

1. 本人(等)同意如本人(等)之戶口並沒有足夠款項支付任何授權之付款時，貴行有絕對酌情權在(i)未經本人(等)的批准下；或(ii)在未有預先通知本人(等)的情況下，執行有關授權付款。如因該等付款而令本人(等)之戶口出現透支(或令現時之透支增加)，本人(等)會共同及個別承擔全部責任及同意在此情況下，貴行可向本人(等)收取任何利息及費用(該等利息及費用，由貴行不時釐定)。  
I/We agree that in the event that there is insufficient funds in my/our account to effect any payment hereby authorised, you may, in your absolute discretion, effect such payment without (i) seeking prior approval from me/us; or (ii) providing prior notice 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 payment, in which event I/we agree that you may charge me/us any interest, cost and expense which may arise as a result of any such payment (where such interest, cost and expense shall be determined by you from time to time).
2. 儘管以上第1段所述，本人(等)同意如本人(等)之戶口並沒有足夠款項支付該等授權付款時，貴行有絕對酌情權不予執行有關授權付款，且貴行可向本人(等)收取由貴行不時釐定之費用。本人(等)亦同意，如因本人(等)之戶口並沒有足夠款項支付該等授權付款而導致的付款取消或延誤所引起之一切費用或責任，概由本人(等)自負，與貴行無涉。  
Notwithstanding paragraph 1 above, I/We agree that in the event of insufficient funds in my/our account to effect any payment hereby authorised, you shall be entitled, at your absolute discretion, not to effect such payment in which event you may charge me/us any fees and charges prescribed by you from time to time. I/We also agree that I/we shall be solely responsible for any surcharges or consequences for any delay or failure in making payment which may arise as a result of any such payment not effected due to insufficient funds, and you shall have no liabilities in connection therewith.
3. 本人(等)並同意貴行可於十四天前按最後所知之地址致函本人(等)，通知取消上述安排，毋須說明理由，即使郵政署於其後退還有關函件。  
I/We agree that you may at liberty, without giving any reason, cancel the foregoing arrangements by 14 days' notice in writing to be delivered by post at my/our address last known to you, its return by the post office notwithstanding.
4. 本人(等)並同意若取消或更改本特別指示之任何通知，須於取消/更改生效日最少四個工作日之前交予貴行。  
I/We agree that any notice of cancellation or variation of my/our instruction which I/we may give to you shall be given to at least four working days prior to the date on which such cancellation/variation is to take effect.
5. 本人(等)並授權貴行可由本人(等)戶口內支取因執行此指示而所需之各項費用，特此聲明。  
I/We hereby further authorise you to debit my/our account with all charges and expenses whatsoever in effecting my/our instruction.

(文義如有歧異，以英文本為準 In case of discrepancies between the English and Chinese versions, the English version shall apply and prevail)

戶口持有人(等)簽署 Signature(s) of Account Holder(s)

X

請用留存本行之印鑑簽署 Please use signature(s)/chop(s) filed with Bank

Officer  
S.V.

註 Note:

如屬聯名戶口，請按戶口之簽署安排簽署表格。

For Joint name account, please sign in accordance with signing arrangement with the bank.

銀行專用 For Bank Use	
Receiving Br. Code	Approved by
<b>服務費優惠 Bank Charges Waiver</b> 請在適當方格內加「√」號 Please 「√」 where appropriate. 如沒有在適當方格內加「√」號，一律收取費用 Service fee will be charged, if 「√」 cannot be found in the appropriate box.	
<input type="checkbox"/> 豁免 Waive (Y) <input type="checkbox"/> 收取 Charge (N)	
<input type="checkbox"/> 「優越」/「優進」理財客戶 <input type="checkbox"/> 「Green Banking」理財客戶 <input type="checkbox"/> 員工 <input type="checkbox"/> 長者 <input type="checkbox"/> 人手安排付款或特別要求付款予恒生戶口	
支款人戶口類別 Payer Account Type	
<input type="checkbox"/> 集團客戶 Corporate <input type="checkbox"/> 個人客戶 Personal	
<b>For Customer Contact Centre use only</b>	
Approver Name & Staff ID:	
<input type="checkbox"/> Tape Checked pass	
Handling Staff Name	
Agent ID	HWS no. & Time
Voice ID Matched or Phone PIN Verified:	
<input type="checkbox"/> Post SMS sent	
Refer Voice ID Matched/Phone PIN Verified Account no. (if applicable)	