



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

日期(日/月/年)
Date(DD/MM/YY)

請用英文正楷填寫及將空白欄位劃去，填妥表格後交回本銀行任何一間分行。
Please complete in BLOCK LETTERS, cross out blank spaces, and return the completed form to any of our branches.

戶口持有人(等)姓名
Name(s) of Account Holder(s)

往來/儲蓄戶口號碼*
Current/Savings Account No.

*刪除不適用者 Delete whichever is not appropriate

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.

√	收款人名稱及戶口號碼 Beneficiary's Name and Account No. ^{Note1}	支賬參考 Debtor's Reference ^{Note2}	債務人名稱 Debtor's Name	付款之限額 Payment Limit ^{Note3} 港幣 HKD	到期日 Expiry Date ^{Note4} (日/月/年 DD/MM/YY)
<input type="checkbox"/>				<input type="checkbox"/> 每月 per Month <input type="checkbox"/> 每次 per Payment	
<input type="checkbox"/>				<input type="checkbox"/> 每月 per Month <input type="checkbox"/> 每次 per Payment	
<input type="checkbox"/>	香港特別行政區政府-政府差餉及/或地租 HKSAR- Rate/ Government Rent 004-002-900413-001	帳目編號 A/C No.	900413	<input type="checkbox"/> 每月 per Month <input type="checkbox"/> 每次 per Payment	
<input type="checkbox"/>	香港特別行政區政府-地稅 HKSAR- Government Rent 004-002-900421-001	地稅編號 Government Rent Reference	900421	<input type="checkbox"/> 每月 per Month <input type="checkbox"/> 每次 per Payment	
<input type="checkbox"/>	香港特別行政區政府-水費及排污費 HKSAR-Water & Sewage Charges 004-002-900439-001	水費及排污費用戶編號 W & S Charge A/C No.	900439	<input type="checkbox"/> 每月 per Month <input type="checkbox"/> 每次 per Payment	
<input type="checkbox"/>	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.		<input type="checkbox"/> 每月 per Month <input type="checkbox"/> 每次 per Payment	
<input type="checkbox"/>	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#		<input type="checkbox"/> 每月 per Month <input type="checkbox"/> 每次 per Payment	
<input type="checkbox"/>	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.		<input type="checkbox"/> 每月 per Month <input type="checkbox"/> 每次 per Payment	
<input type="checkbox"/>	香港移動通訊有限公司 CSL Mobile Limited 004-808-425128-292	流動電話號碼 Mobile Phone No.		<input type="checkbox"/> 每月 per Month <input type="checkbox"/> 每次 per Payment	
<input type="checkbox"/>	HK Telecommunications (HKT) Ltd 004-808-509442-006	電話用戶客戶號碼 Telephone A/C No.		<input type="checkbox"/> 每月 per Month <input type="checkbox"/> 每次 per Payment	
<input type="checkbox"/>	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.		<input type="checkbox"/> 每月 per Month <input type="checkbox"/> 每次 per Payment	
<input type="checkbox"/>	數碼通電訊有限公司 SMARTONE MOBILE COMMUNICATIONS LTD 004-500-787551-001	數碼通賬戶號碼 SmarTone A/C No.		<input type="checkbox"/> 每月 per Month <input type="checkbox"/> 每次 per Payment	
<input type="checkbox"/>	和記電訊(香港)有限公司 Hutchison Telecommunications (Hong Kong) Limited 004-511-505430-003	客戶號碼 Account No.		<input type="checkbox"/> 每月 per Month <input type="checkbox"/> 每次 per Payment	

#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".

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 the Bank from time to time. I/We agree to be bound by such Terms and Conditions.

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.

<p>客戶(等)簽署 Signature(s) of Customer(s)</p> <p style="text-align: center;">X</p> <p style="text-align: center;">請用留存本行之印鑑簽署 Please use signature(s)/chop(s) filed with the Bank</p>	<p>Officer S.V.</p>	<p>For Bank Use</p>
		Receiving Br. Code :
		Contact Staff :
		Remark :

X>OPS>SPS

PCM19-R12(YX) 1-2 03/18 E

注意事項 Important Notes

- 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。
The beneficiary's name and account number will be updated from time to time. When you fill in this authorisation 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 Authorisation will be based on the account number provided by you and Hang Seng Bank shall not be liable for any loss.
- 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。
"Debtor's Reference" refers to the identifying reference between yourself and the respective beneficiary e.g. Customer Number, Phone Number etc.
- 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，請刪除不適用者。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。
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. Please delete whichever is inapplicable. 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.
- 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。
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.
- 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。
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.
- 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。
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.
- 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」。
The updated Terms and Conditions for Setting Up of Comprehensive Direct Debit Authorisation Records can be obtained upon request.
- 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。
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.
- 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.

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

- 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 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)同意貴行毋須證實該等轉賬通知是否已交予本人(等)。
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)同意如本人(等)之賬戶並沒有足夠款項支付任何授權之轉賬時，恒生銀行有絕對酌情權在(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，執行有關授權轉賬。如因該等轉賬而令本人(等)之賬戶出現透支(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，恒生銀行可向本人(等)收取任何利息及費用(該等利息及費用，由恒生銀行不時釐定)。
I/We agree that in the event that there is insufficient funds in my/our account to effect any transfer hereby authorised, the Bank may, in its absolute discretion, effect such transfer 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 transfer(s), in which event I/we agree that the Bank may charge me / us any interest, cost and expense which may arise as a result of any such transfer (where such interest, cost and expense shall be determined by the Bank from time to time).
- 儘管以上第3段所述，本人(等)同意如本人(等)之賬戶並沒有足夠款項支付該等授權轉賬時，恒生銀行有絕對的情權不予執行有關授權轉賬，且恒生銀行可向本人(等)收取由恒生銀行不時釐定之費用。本人(等)亦同意，如因本人(等)之賬戶並沒有足夠款項支付該等授權轉賬而導致的轉賬取消或延誤所引起之一切費用或責任，概由本人(等)自負，與恒生銀行無涉。
Notwithstanding paragraph 3 above, 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 direction, not to effect such transfer in which event the Bank may charge me/us any fees and charges prescribed by the Bank from time to time. I/We also agree that the Bank shall have no liabilities for any surcharges or consequences for any delay or failure in making payment which may arise as a result of any such transfer(s) not effected due to insufficient funds.
- 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書作出過賬的紀錄，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。
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 Authorisation 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 authorisation has not expired or there is no expiry date for the authorisation.
- 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 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)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。
I/We agree that the Bank shall be under no obligation to check that the name of the beneficiary (as provided in this authorisation) 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 authorisation shall constitute good and complete execution by the Bank with the information provided. The Bank shall not be liable for any loss.
- 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。
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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.
- 本條款的中英文文本如有歧異，概以英文本為準。
The English version of these Terms and Conditions shall prevail whenever there is a discrepancy between the English and Chinese versions.