

填寫直接付款授權書範例及注意事項

Illustrations and Notes for filling out a Direct Debit Authorisation Form

本人(等)之銀行及分行名稱 My/Our Bank Name and Branch <i>Hang Seng Bank Ltd.</i>		銀行編號 Bank No. <i>0 2 4 2 6 2</i>	分行編號 Branch No.	本人(等)之賬戶號碼 My/Our Account No. <i>1 2 9 1 8 2 0 0 1</i>
本人(等)在結單/存摺上所紀錄之名稱 My/Our Name as recorded on Statement/Passbook <i>Chan Tai Man</i>		本人(等)在結單/存摺上所紀錄之地址 My/Our Address as recorded on Statement/Passbook <i>9/F., 8 Des Voeux Road, Central, HK</i>		
每*次/月付款之限額 Limit for each *Payment / Month 港幣(請參閱附註 ¹) HK\$(See Note ¹) <i>\$ 100</i>	到期日(請參閱附註 ²) Expiry Date (See Note ²) D D M M Y Y <i>2 5 1 2 0 9</i>	本人(等)之簽名 My/Our Signature(s)		日期 Date <i>01-07-2007</i>
付款人之姓名(若非賬戶持有人) Name of Debtor (if other than account holder) <i>Chan Siu Man</i>		支賬參考(必填之欄 - 請參閱附註 ³) Debtor's Reference (Compulsory Field - See Note ³) <i>5 2 5 1 2 0 9</i>		
以下由銀行填寫 For Bank Use Only				Signature Verified

1	本人(等)之銀行及分行名稱 My/Our Bank Name and Branch	閣下之銀行名稱(例如: 恒生銀行) Your Bank name, e.g. Hang Seng Bank Ltd
2	銀行編號 / 分行編號 / 本人(等)之賬戶號碼 Bank No. / Branch No. / My/Our Account No.	請參閱閣下往來戶口月結單 / 儲蓄存摺上之賬戶號碼(包括銀行編號及分行編號) Refer to your bank account statement / Savings passbook (for Bank code No. & Branch code No.)
3	本人(等)在結單/存摺上所紀錄之名稱 My/Our Name as recorded on Statement/Passbook	名稱須與閣下銀行紀錄之姓名相同 Name must match with that/those of your bank account
4	每*次/月付之限額 Limit for each *Payment/Month	每*次/月之付款金額上限(如不適用者,請留空) Maximum amount for each *Payment/Month (Leave blank if not applicable)
5	到期日 Expiry Date	直接付款授權書之有效到期日(如不適用者,請留空) Expiry date of the Direct Debit Authorisation (Leave blank if not applicable)
6	本人(等)之簽名 My/Our Signature(s)	簽署須與閣下在此表格上所指示之銀行戶口相同 Signature(s) should match that/those of the bank account stipulated in this form
7	付款人之姓名 Name of Debtor	若付款人並非賬戶持有人,請填寫此欄 If the funds are paid by a party other than the account holder, please provide the party's name here
8	支賬參考 Debtor's Reference	付款人及收款人互相辨認的參考資料(請與收款人確認有關詳情) Identifying reference between yourself and the Beneficiary (Please confirm with the Beneficiary for details)

注意事項:

Notes:

- 本行會收取有關設立直接付款授權指示之服務費用(詳情請參考“各項銀行服務之收費簡介”)
The Bank may impose a service charge for setting up the Direct Debit Authorisation instruction (Please refer to “Banking Services - Fees and Charges” for details.)
- 請與收款人確定轉賬日期,並確保支賬戶口於轉賬日期前一天有足夠之可用結餘;否則,本行將會就每項退回之自動轉賬項目收取有關手續費。(詳情請參考“各項銀行服務之收費簡介”)
Please confirm the scheduled payment date/value date with the beneficiary, and make sure sufficient funds are available in the debit account for the direct debit one day prior to the scheduled payment date/value date. Otherwise, the Bank will impose a handling service charge for each item returned. (Please refer to “Banking Services - Fees and Charges” for details.)

*請刪去不適用者 Delete whichever is not appropriate