

DIRECT DEBIT AUTHORISATION (Generic Set-up) 直接付款授權書

Note 注意: 1. Please tick where applicable. 請在適當的地方加上副號。

- For HSBC customers, please return the completed form to the Bank or mail to Automatic Payments Centre, Payment Services at P O Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong. You may also set up the direct debit authorisation through HSBC Internet Banking. For non-HSBC customers, please complete and return this form to your banker. 如屬滙豐客戶，請將已填妥的表格交回本行或寄回九龍中央郵政局郵政信箱 72677 號匯款服務自動轉賬中心。您亦可透過滙豐網上理財設立直接付款授權。如非滙豐客戶，請依次填寫並將此授權書交給貴戶的往來銀行。
- Your Direct Debit Authorisation set up request will normally be processed within 4 working days (excluding Saturday, Sunday and public holiday) upon receipt of your form. 在一般情況下，本行將在收到您的直接付款授權的設立申請表後四個工作天內（不包括星期六、日及公眾假期）處理您的申請。
- Please refer to the bank tariff guide for details of the charges. 收費之詳情請參閱銀行服務費用簡介。

Date
日期

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Name of Party to be Credited (The Beneficiary) 收款的一方(收款人) 學校已填 Filled by school		Bank No. 銀行號碼 學校已填 Filled by school	Branch No. 分行號碼 學校已填 Filled by school	Account No. 戶口號碼 學校已填 Filled by school
1 My/Our Bank Name and Branch 本人(等)的銀行及分行的名稱	2 Bank No. 銀行號碼	2 Branch No. 分行號碼	2 My/Our Account No. 本人(等)的戶口號碼	
3 My/Our Name(s) as recorded on Statement/Passbook (in Block Letters) 本人(等)在結單/存摺上所紀錄的名稱(請以英文正楷填寫)				
4 Contact Telephone No. 聯絡電話號碼	5 Maximum Limit for 最高付款限額 Note 注意: If blank the debtor's bank will set as "unlimited". 如無填寫，付款銀行會將轉賬限額設定為「不設上限」。 <input type="checkbox"/> Each Payment 每次 <input checked="" type="checkbox"/> Each Month 每月		6 Expiry Date (day/month/year) 到期日(日/月/年) Note 注意: If blank, this authorisation shall have effect until further notice and Expiry Date should be greater than 3 months. 如無填寫，此直接付款授權書將無限期有效直至另行通知及到期日必須大於三個月	
7 My/Our Address as recorded on Statement/Passbook 本人(等)在結單/存摺上所紀錄的地址				
8 Debtor Name (in Block Letters) 付款人名稱(請以英文正楷填寫) Note 注意: Please specify if other than Account Holder. 如非戶口持有人，請填寫。		9 Debtor Reference (Compulsory Field) 付款人編號(必填之欄) (Reference between yourself and the party to be credited 貴賬戶與收款一方的編號)		

如何填寫直接付款授權書

- 閣下之銀行名稱
- 請參閱閣下往來戶口月結單/存摺上之賬戶號碼
- 名稱須與閣下銀行紀錄之姓名相同
- 閣下之聯絡電話
- 請留空(學校只會轉賬每月學費及車費之金額)
- 子女將來畢業日期
- 閣下結單/存摺上所紀錄的地址
- 學生姓名
- 學生編號
- 簽署須與閣下銀行戶口相同

How to fill in the Form

- Your Bank name and branch name
- Refer to your bank account statement/Saving passbook (for Bank code No. & Branch code No.)
- Name must match with that/ those of your bank account
- Contact Telephone No.
- Please leave blank. (Only school fee & school fee amount will be transferred.)
- Date of graduation.
- Address as recorded on Statement.
- Student name
- Student number
- Signature (s) should match the bank account stipulated in this form

如在填寫表格時有任何疑問，請與學校聯絡。

Should you have any queries filling in the form, please feel free to contact us.

10 My/Our Bank Account Signature(s) 本人(等)銀行戶口的簽署

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For Bank Use Only 銀行專用	Remarks	Branch Chop