



東華三院陳兆民中學

敬啟者：

由於本校學生均須以自動轉賬方式繳交堂費及雜項收費，故煩請 台端填妥「直接付款授權書」，並請於十月三日或之前交回班主任。惟因開設自動轉賬戶口一事，個別銀行或需收取手續費，宜請先自行向所屬銀行查詢。

此致
貴家長台鑒

東華三院陳兆民中學校長 歐陽淑蘭 謹啟

(歐陽淑蘭)

二零一八年九月二十七日

樣本



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附號。
 2. 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. 如閣下是客戶，請將已填妥的表格交回本行或寄往九龍中央郵政局對面信箱 72677 號匯豐銀行自動轉賬中心。並非透過匯豐網上理財設立直接付款授權。如非匯豐客戶，請依次填寫並將此授權書交與貴戶的往來銀行。
 3. 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或四個工作天內(不包括星期六、日及公眾假期)處理您的申請。
 4. 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。

Name of Party to be Credited (The Beneficiary) 收款的一方(收款人)		Bank No. 銀行號碼	Branch No. 分行號碼	Account No. 戶口號碼
THE IMC OF TWGHS CHEN ZAO MEN		0 0 4	8 0 8	2 2 3 0 5 1 0 0 1
My/Our Bank Name and Branch 本人(等)的銀行及分行的名稱		Bank No. 銀行號碼	Branch No. 分行號碼	My/Our Account No. 本人(等)的戶口號碼
HONG KONG BANK		0 0 4	1 2 3	1 2 3 4 5 6 7
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)				
CHAN TAI MAN				
Contact Telephone No. 聯絡電話號碼	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，付款銀行會將轉賬預設為「不設上限」。 <input checked="" type="checkbox"/> Each Payment 每次 <input type="checkbox"/> Each Month 每月 1,000	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		
My/Our Address as recorded on Statement/Passbook 本人(等)在結單/存摺上所紀錄的地址				

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。	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)
	A 1 2 3 4 5 6 7

Declaration (For HSBC Customer Only) 聲明(只適用於匯豐客戶)

- I/we hereby authorise my/our above named Bank to effect transfers from my/our account to that of the above named beneficiary in accordance with such instructions as my/our 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)現授權本人(等)的往來銀行、(銀號或收款人或其往來銀行及/或代理行不時給予本人(等)銀行)的戶口內轉賬予上述收款人。惟每次轉賬金額不得超過以上指定的限額。
- I/we agree that my/our Bank shall not be obliged to ascertain whether or not notice of any such transfer or reversal notice has been given to me/us. 本人(等)同意本人(等)的銀行毋須查閱該等轉賬通知或沖銷通知是否已交予本人(等)。
- 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). 如因該等轉賬而令本人(等)的戶口出現透支(或令現時的透支增加)，本人(等)應共同及個別承擔全部責任。
- I/we understand that I/we must maintain sufficient funds in the account one business day (before the close of branch banking hours) before the transfer date (as specified in the instructions received by my/our Bank from the beneficiary and/or its banker and/or its banker's correspondent from time to time) for the transfer authorised herein. I/we agree that should there be insufficient funds in my/our account to meet any transfer authorised herein, my/our Bank will be entitled, at its absolute discretion, not to effect such a transfer in which event the Bank may levy its usual charges and may cancel this authorisation at any time without notification to me/us. For the avoidance of doubt, the Bank may cancel this authorisation at its sole discretion at any time without prior notice. 本人(等)明白本人(等)須在指定的轉賬日期(即轉賬本人(等)的銀行從收款人或其往來銀行及/或代理行不時收到的指示)前一個營業日(分行辦公時間內)，在戶口內備有足夠款項以便支付該等授權轉賬。本人(等)並同意如本人(等)的戶口並無足夠款項支付該等授權轉賬，本人(等)的銀行有權酌情不予轉賬，且本人(等)的銀行可收取預期的收費，並可隨時取消該等授權轉賬且毋須通知本人(等)，為免引起疑義，本人(等)的銀行可隨時停止此項轉賬授權且毋須通知本人(等)。
- This direct debit 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 such authorisation for a continuous period of 30 months, my/our Bank reserves the right to cancel the direct debit arrangement without prior notice to me/us, even though the authorisation has not expired or there is no expiry date for the authorisation. 本直接付款授權書將繼續生效直至另行通知為止或直至以上列明日期為止(以兩者中最早的日期為準)。本人(等)同意如本人(等)已設立的直接付款授權的戶口連續三十個月內未有轉賬授權而非出過賬的記錄，本人(等)的銀行保留權利取消本直接付款授權而毋須另行通知本人(等)，即使本授權書並未到期或有註明授權到期日。
- I/we agree that any notice of cancellation or variation of this authorisation which I/we may give to my/our Bank shall be given in at least two working days prior to the date on which such cancellation/variation is to take effect. 本人(等)同意，本人(等)取消或更改本授權書的任何通知，須於取消/更改生效日最少兩個工作天之先交予本人(等)的銀行。
- The Bank may charge an instruction set-up/adjustment fee from my/our account stated above in accordance with the rates as specified by the Bank from time to time. 本人(等)的銀行可根據不時規定之收費，向本人(等)的上述戶口收取設立/更改賬戶之費用。

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

戶口持有人簽署

For Bank Use Only 銀行專用	Remarks	Branch Chop



學生姓名(請用英文正楷填寫)

學生身分證號碼

發文編號：一八/一九/三十
補充資料一

常用銀行編號

銀行名稱	編號
渣打	003
匯豐	004
中國銀行	012
鹽業(014)	012
東亞	015
廣東省 (019)	012
永隆	020
永安	021
恆生	024
中南(026)	012
上海商業	025
金城(030)	012

銀行名稱	編號
新華(031)	012
廣安	032
國華商業 (033)	012
恒隆	034
永亨	035
浙江興業 (036)	012
集友	039
大新	040
創興	041
華僑商業 (064)	012
南洋商業	043
寶生(070)	012

發文編號：一八/一九/三十
補充資料二

學生英文姓名：_____

存摺戶口持有人的英文姓名：_____

銀行之英文名稱：_____

請貼上 存摺首頁或月結單(印有戶口號碼)的影印本 於下列方格內

