

自動轉賬填寫指引：

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

Date 日期: day / month / year 年

- Note 注意:
- Please tick where applicable. 請在適當的地方加上標記。
 - 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 authorization through HSBC Internet Banking. For non-HSBC customers, please complete and return this form to your banker. 細閱匯豐客戶，請將已填妥的表格交回本行或寄回九龍中央郵政局或信箱 72677 號匯豐自動轉賬中心。您亦可透過網上匯豐直接付款授權。非匯豐客戶，請將表格寄交匯豐銀行分行或分行經理。
 - 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。

例子：東亞銀行
015 XXX XXXXXXXX

- 一般常用的號碼：
- 銀行名稱 編號
- 渣打：003.
 - 匯豐：004.
 - 中銀：012.
 - 東亞：015.
 - 恆生：024.
 - 永亨：035.
 - 大新：040.
 - 其他：自行查閱

- 例子
- 捐款人/轉賬人姓名 (請以英文正楷填寫)
- 電話號碼
- 建議選取每次
- 每月捐獻款額

Name of Party to be Credited (The Beneficiary) 收款的一方 (收款人) The Great Wall Education Foundation Limited		Bank No. 銀行號碼 0104	Branch No. 分行號碼 534	Account No. 戶口號碼 105093001
My/Our Bank Name and Branch 本人(等)的銀行及分行的名稱 XX銀行 (XX分行)		Bank No. 銀行號碼 X1XX	Branch No. 分行號碼 X1XX	My/Our Account No. 本人(等)的戶口號碼 XXXXXXXXXX
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 1234 5678	Maximum Limit for 最高付款限額 Note: If blank, the debtor's bank will set as "unlimited". <input checked="" type="checkbox"/> Each Payment 每次 <input type="checkbox"/> Each Month 每月	Expiry Date (day/month/year) 到期日 (日/月/年) Note: If blank, this authorisation shall have effect until further notice and Expiry Date should be greater than 3 months. X.X.X.X.X.X.X.X		
My/Our Address as recorded on Statement/Passbook 本人(等)在結單/存摺上所紀錄的地址 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) 毋須填寫		Debtor Reference (Compulsory Field) 付款人編號 (必須填寫) 由本會填寫		
Declaration (For HSBC Customer Only) 聲明 (只適用於匯豐客戶)				
<p>1. 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)的上述銀行，(倘備收人或其往來銀行及/或代理行不時給予本人(等)銀行的指示)向本人(等)戶口內轉賬予上述收款人。每筆轉賬金額不得超過以上指定的限額。</p> <p>2. 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)的銀行毋須查詢該等轉賬通知或沖銷通知是否已交予本人(等)。</p> <p>3. 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). 本人(等)共同及個別承擔因本人(等)戶口出現透支(或令現時的透支增加)而本人(等)應共同及個別承擔全部責任。</p> <p>4. 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(即根據本人(等)的銀行收收人或其往來銀行及/或代理行不時收到的指示)前一營業日(分行辦公時間內)，在戶口內備有足夠款項以作支付該等授權轉賬。本人(等)同意本人(等)的戶口應足以向收款人支付該等授權轉賬。本人(等)的銀行有絕對的權限不予轉賬，若本人(等)的銀行收收人或其往來銀行及/或代理行不時收到該等授權轉賬通知。本人(等)為避免疑問，本人(等)的銀行可隨時自行決定取消該等授權轉賬且毋須通知本人(等)。</p> <p>5. 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上述所寫的日期為準(以兩者中最早日期為準)。本人(等)同意本人(等)已建立的直接付款授權的戶口連續三十個月內未有被本授權書作廢的記錄。本人(等)的銀行保留權利取消本直接付款授權毋須另行通知本人(等)，即使本授權書並未到期或未有註明授權到期日。</p> <p>6. 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 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前交予本人(等)的銀行。</p>				
My/Our Bank Account Signature(s) 本人(等)銀行戶口的簽名 X 簽名				
For Bank Use Only 銀行專用	Remarks 毋須填寫	Branch Chop 毋須填寫		

可以選擇

- 例如：31 3 2024
(表示至 2024 年 3 月 31 日到期時需更新)
- 漏空
(表示不作限期直至另行通知)

或向行政幹事索取專用編號
電話/WhatsApp: 97824337 周慕義先生

- 備忘：
- 請按照需知填寫表格，
 - 將表格交所屬銀行，或放入回郵信封/負責人代交。
 - 交表格後，轉賬生效日期由下一個月開始。
 - 在填寫上若有任何疑問？請致電 96506524 黃偉東先生查詢

回郵地址：屯門掃管笏路 99 號
上源 1B 座 5 樓 F 室
長城教育基金會
黃偉東收