

To 致: The Hongkong and Shanghai Banking Corporation Limited
香港上海滙豐銀行有限公司



STANDING INSTRUCTION REQUEST FORM 常行指示申請表
(Transfer of Funds / Purchase of Cashier's Order 轉賬/購買本票)

Please return your completed form either (1) by mail to "The Hongkong and Shanghai Banking Corporation Limited, P O Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong", or (2) by visiting your nearest HSBC Branch. Your request will normally be processed within 3 business days upon our receipt of your form. 請將已填妥的表格 (1) 寄回九龍中央郵政局郵政信箱 72677 號「香港上海滙豐銀行有限公司」收, 或 (2) 交回就近滙豐分行。本行將在收到您的申請表後三個營業日內處理您的申請。

Date 日期	day 日 / month 月 / year 年
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- Note 注意:
- Please complete one form for each type of standing instruction. 申請每項常行指示, 請分別填寫一份表格。
 - Please complete in Block Letters and tick where applicable. 請用正楷填寫, 並在適當的地方加上對號。
 - The Bank will set up the Standing Instruction accordingly, and no acknowledgement will be sent to you. 本行將照閣下要求設定常行指示, 不會作另行通知。
 - Details of the instructions will be reflected on your account statement and/or passbook after your request has been carried out by us, but no separate advice will be sent by us. 本行執行指示後, 會在閣下的戶口結單及/或儲蓄戶口簿內詳列細節, 但不會另行發出書面通知。
 - The reference to "business day" means a day, other than a Saturday, Sunday or public holiday, on which banks are open for general business in Hong Kong. 「營業日」指銀行在香港開放營業的日子(星期六、日及公眾假期除外)。
 - Debit account for Renminbi Cashier's Order must be either a Renminbi account or a HKD account. 人民幣本票的扣賬戶口必須為人民幣戶口或港元戶口。
 - Charges for setting up Standing Instruction for Senior Citizen Card Holders will be waived. For Mail-in Application, please attach a photocopy of your Senior Citizen Card to this form. #長者咭持有者可獲豁免設定常行指示的手續費。郵寄申請者, 請將長者咭的副本連同此表格一併寄回。

Please debit my/our account mentioned below for the following arrangement: 請扣取本人(等)下述戶口以支付下列安排:

Details of Account (For Integrated Account, please specify "Account Type") 戶口資料(如屬綜合理財戶口, 請註明「戶口類別」)

Account Name 戶口名稱	Account Type 戶口類別	Currency to be Debited (For Foreign Currency Account Only) 支賬貨幣類別(只適用於外幣戶口)
Account Number 戶口號碼		

Payment Date (If the Payment Date falls on a day which is not a business day, the standing instruction will be effected on the following business day. In the event that the following business day falls on next month, the standing instruction will be effected on the business day immediately preceding the Payment Date.) 支款日期(如支款日期適逢非營業日, 該常行指示則於下一個營業日進行。如該營業日屬於下一個月, 常行指示將會提前於非營業日前的一個營業日進行。)

Frequency 周期 <input type="radio"/> Daily 每日 <input type="radio"/> Weekly 每星期 <input type="radio"/> Fortnightly 每兩星期 <input type="radio"/> Monthly 每月 <input type="radio"/> Quarterly 每季 <input type="radio"/> Half-yearly 每半年 <input type="radio"/> Yearly 每年	First Payment Date 第一次支款日期 Day 日 Month 月 Year 年	Final Payment Date 最後一次支款日期 Total No. of Payment 支款總次數 OR Day 日 Month 月 Year 年 <input type="radio"/> Until Further Notice 直至另行通知
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Not applicable for Savings standing instruction and standing instruction to other local bank. 不適用於儲蓄戶口的常行指示和跨行轉賬。

Type and Details of Arrangement 安排事項種類及資料

Transfer of Funds 轉賬

Currency to be Received by Beneficiary(ies) 受款人所收的貨幣類別	Currency and Amount of Transfer 轉賬貨幣及金額 Currency 貨幣 Amount 金額	Beneficiary(ies) Name(s) 受款人姓名 陳校長免費補習天地有限公司
Payment Reference (if any) 付款備考(如有)		
Bank and Account Details of Beneficiary(ies) 受款人銀行及戶口資料		
<input checked="" type="radio"/> The Hongkong and Shanghai Banking Corporation Limited 香港上海滙豐銀行有限公司 Account No. 戶口號碼: 112311683001 Branch No. 分行編號 Account No. 戶口號碼 Account Type (For the following Account, please complete the details below): 戶口類別(如屬下列戶口, 請填寫以下資料): <input type="radio"/> Integrated / Business Integrated, please specify 綜合理財/商業綜合, 請註明: <input checked="" type="radio"/> Current Account 往來戶口 <input type="radio"/> Savings Account 儲蓄戶口 <input type="radio"/> Foreign Currency Savings Account 外幣儲蓄戶口 <input type="radio"/> Time Deposits / Statement Savings 定期存款/結單儲蓄 Deposit No. (if any) 存款編號(如有) Deposit Period 存款期 Maturity Instruction 到期指示:		<input type="radio"/> Other Local Bank (Transfer of Funds must be in Hong Kong Dollar and beneficiary account will normally be credited one to two business days after payment date.) 本港其他銀行(轉賬只限港幣及款項一般會於支款日期後一至兩個營業日存入受款人戶口。) Bank Name 銀行名稱 *Account No. 戶口號碼 Bank No. 銀行編號 Branch No. 分行編號 Account No. 戶口號碼 * Maximum 15 digits. Please check with the beneficiary bank if the account number exceeds 15 digits. 最多15字位。如超出此限, 請與受款人戶口銀行查核。

Purchase of Cashier's Order 購買本票

Currency of Cashier's Order 本票貨幣 <input type="radio"/> CNY 人民幣 <input type="radio"/> HKD 港幣 <input type="radio"/> USD 美元 Note: CNY is the currency code for renminbi (RMB). 注意: 人民幣(RMB)的貨幣代碼為「CNY」。 Cashier's Order should be 本票應 <input type="radio"/> mailed to me/us at the correspondence address. 寄給本人(等)通訊地址。 <input type="radio"/> mailed to the Beneficiary(ies) at 寄給受款人, 地址為 <input type="radio"/> held for collection at 寄存在 Branch 分行留待領取。	Amount 金額	Beneficiary(ies) Name(s) 受款人姓名
Payment Reference (if any) 付款備考(如有)		

I/We understand that a #charge (as stated in the General Bank Tariffs) will be debited from my/our account for each of the above arrangements; and for each payment requiring manual handling, a transaction charge will also be debited from my/our account. 本人(等)明白上述每項安排的收費(請參照一般銀行服務簡介), 將會從本人(等)戶口中扣取; 而上述常行指示如需人工處理, 每次須另行收費, 亦將會從本人(等)戶口中扣取。

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 payment date for the above arrangement and that a charge may be levied, at the Bank's discretion, on each standing instruction payment returned due to insufficient funds, and that the Bank may cancel the above instruction without advice to me/us if the payment has been returned three consecutively due to insufficient funds in my/our account. 本人(等)明白本人(等)須在指定的支款日期前一個營業日(分行辦公時間內), 戶口內備有足夠款項以便支付上述安排, 若常行指示付款因存款不足而退回, 貴行有權收取費用。上述常行指示如因本人(等)戶口連續三次無足夠存款支付而退回, 貴行可毋須通知本人(等)而取消本常行指示。

I/We understand that the Bank will not be liable for any delay or failure to carry out the standing instructions where such delay or failure is attributable (whether directly or indirectly) to any cause beyond the Bank's control including any equipment malfunction or failure and under no circumstances shall the Bank be responsible to me/us for any consequential or indirect losses arising out of or in connection with the carrying out or otherwise of my/our instructions. 本人(等)明白當貴行執行常行指示時, 若遇到任何非貴行所能控制的原因, 包括任何機件設備失靈或出現故障而(直接或間接)引致延遲或無法執行常行指示, 貴行毋須負責; 凡因或有關係的任何直接或間接損失, 貴行亦毋須對本人(等)負責。

Signature(s) 簽署 X S.V.	Contact Telephone No. 聯絡電話號碼	For Bank Use Only 銀行專用	Authorised Signature and Branch Chop
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