

DIRECT DEBIT AUTHORISATION 直接付款授權書

Application method : 1. Return this form to any branch of Bank of China (Hong Kong) or 2. Mail this form to "3/F, Bank of China Centre, Olympian City, 11 Hoi Fai Road, West Kowloon, Hong Kong Attn: Autopay Section" or 3. Via Personal Internet Banking with the use of two factor authentication (No need to fill in this form)	申請方法： 1. 將此表格交回任何一間中國銀行(香港)分行 或 2. 郵寄表格至「西九龍海輝道 11 號奧海城中銀中心 3 樓, 送：自動轉賬組」或 3. 經個人網上銀行透過「雙重認證」辦理(毋需填寫此表格)
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Customer Information 客戶資料

Please write in **BLOCK** letters. 請以**英文正楷**填寫

My/Our Bank Name and Branch 本人/吾等之銀行及分行之名稱 Bank of China (Hong Kong) Limited	Bank No. 銀行編號	Branch No. 分行編號	My/Our Account No. 本人/吾等之賬戶號碼
My/Our Name(s) as recorded on Statement/Passbook 本人/吾等在結單/存摺上所紀錄之名稱	貨幣 Currency:		Contact Tel No. 聯絡電話號碼

Please set up the following Direct Debit Authorisation Records marked with "✓" for me/us. 請為本人(吾等)設立下列已選取 "✓" 號之直接付款授權紀錄。

Name of Party to be Credited (The Beneficiary) 收款方 (受益人)	Account no. to be credited 收款賬戶號碼	Debtor's Reference (Compulsory Field) 債務人參考 (必須填寫)	Payment Limit 付款限額	Expiry Date 到期日 (DD/MM/YY) (日/月/年)
<input type="checkbox"/> Water Supplies Department - Bills 水務署帳單	004-002-900-439-001	Water & Sewage Charges A/C No. 水費及排污費用戶編碼	港幣 HK \$: <input type="checkbox"/> Per Payment 每次 <input type="checkbox"/> Per Month 每月	
<input type="checkbox"/> Rating and Valuation Department - Rates and Government Rent 差餉物業估價署 - 差餉及地租	004-002-900-413-001	Account No. 帳目編號	港幣 HK \$: <input type="checkbox"/> Per Payment 每次 <input type="checkbox"/> Per Month 每月	
<input type="checkbox"/> Lands Department - Government Rent 地政總署 - 地稅	004-002-900-421-001	Government Rent Reference 地稅編號	港幣 HK \$: <input type="checkbox"/> Per Payment 每次 <input type="checkbox"/> Per Month 每月	
<input type="checkbox"/> CLP Power Hong Kong Ltd. 中華電力有限公司	004-002-208-239-002	Electricity Account Number 電力編賬號碼	港幣 HK \$: <input type="checkbox"/> Per Payment 每次 <input type="checkbox"/> Per Month 每月	
<input type="checkbox"/> The Hong Kong Electric Co., Ltd. 香港電燈有限公司	004-002-220-457-001	Electricity Account Number 電力賬戶號碼	港幣 HK \$: <input type="checkbox"/> Per Payment 每次 <input type="checkbox"/> Per Month 每月	
<input type="checkbox"/> The Hong Kong and China Gas Company Ltd 香港中華煤氣有限公司	004-002-220-143-007	Gas A/C No. 煤氣客戶號碼	港幣 HK \$: <input type="checkbox"/> Per Payment 每次 <input type="checkbox"/> Per Month 每月	
<input type="checkbox"/> Others 其他 Name of Party to be Credited (The Beneficiary) (Compulsory Field) 收款方 (受益人) (必須填寫)	Bank No. 銀行編號	Branch No. 分行編號	Account No. 賬戶號碼	
			Payment Limit 付款限額 貨幣 Currency: 金額 Amount: <input type="checkbox"/> Per Payment 每次 <input type="checkbox"/> Per Month 每月	Expiry Date (DD/MM/YY) 到期日 (日/月/年)

1. I/We hereby authorize the bank of my/our above withdrawal account (the "Bank") to effect transfers from my/our account to the above merchant/account in accordance with such instructions as the 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/吾等現授權本人/吾等之上述提款賬戶的銀行(下稱「銀行」), 根據受益人及/或其往來銀行及/或其往來銀行代理行不時給予銀行之指示, 從本人/吾等之賬戶轉賬至上列商戶/賬戶。惟每次轉賬金額不得超過以上指定之限額。

2. I/We shall be solely responsible for the accuracy and completeness of all information provided in this authorisation and the Bank shall not be responsible for checking or verifying the same. If the beneficiary's details do not match with the respective account number, this authorisation will be based on the account number provided by me/us and the Bank shall not be liable for any loss. 本人/吾等對於本授權書中提供的所有資料的準確性及完整性負有全部責任, 銀行對與之相關的檢查或核實概不負責。如受益人的資料與所提供的賬戶號碼不吻合, 本授權書將會基於本人/吾等所提供的賬戶號碼, 銀行對任何損失概不負責。

3. I/We agree that the Bank shall not be obliged to ascertain whether or not notice of any such transfer has been given to me/us. 本人/吾等同意銀行無須查明是否已給予本人/吾等任何轉賬的通知。

4. 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). 當因該等轉賬而導致本人/吾等之賬戶出現透支 (或令現時之透支增加), 本人/吾等共同及個別承擔全部責任。

5. I/We agree that should there be insufficient funds in my/our account to meet any transfer hereby authorized, the Bank shall be entitled, in its discretion, not to effect such transfer in which event the Bank may make the usual charge and may cancel this authorisation at any time without notification to me/us. 本人/吾等同意當本人/吾等之賬戶沒有足夠款項支付任何於此授權的轉賬, 銀行享有酌情權, 有權不予轉賬, 且銀行可收取慣常收費, 並可隨時在不通知本人/吾等的情况下取消本授權書。

6. This authorisation shall have effect until further notice or until the expiry date specified above (if any) (whichever shall first occur). 本授權書將繼續生效, 直至另行通知為止或直至上列到期日(如有)為止 (以兩者中最早之日期為準)。

7. I/We agree that any disputes or complaints arising from or in connection with the services provided by the service providers or beneficiaries shall be resolved directly with the service provider or beneficiaries by me/us. The Bank shall not be liable in any way for the services provided by the service provider or beneficiaries. 本人/吾等同意任何由服務供應商或受益人提供服務引起或與之有關的爭議或投訴, 將由本人/吾等直接與服務供應商或受益人解決。銀行無須就服務供應商或受益人提供的服務承擔任何責任。

8. I/We agree that the Bank shall not in any way be liable for any loss or damage incurred, directly or indirectly as a result of events beyond the Bank's control, including but not limited to any error, malfunctioning, interruption, suspension, hacking or failure of any computer system, server or payment processing system. 本人/吾等同意銀行無須承擔因任何超出銀行所能控制的事件而招致的任何直接或間接損失或損壞, 包括但不限於任何電腦系統、程式、伺服器或支付處理系統出現的任何錯誤、操作失常、中斷、暫停、入侵或故障。

9. I/We acknowledge that cancellation of the services provided by the service providers or beneficiaries shall not mean to cancel this authorisation with the Bank and I/We have to separately give a notice of cancellation to the Bank in order to cancel this authorisation. 本人/吾等確認, 取消服務供應商或受益人提供之服務並不代表取消本授權書, 本人/吾等須分別向本人/吾等之銀行發出取消通知以取消本授權書。

10. I/We agree that any notice of cancellation or variation of this authorisation which I/We may give to the Bank shall be given at least four working days prior to the date on which such cancellation/variation is to take effect. 本人/吾等同意任何取消或更改本授權書之通知, 須於取消/更改生效日最少四個工作天前交予銀行。

11. I/We hereby agree this authorisation and any transfer hereby authorized are subject to the Bank's [Conditions for Services \(https://www.bochk.com/en/conditionsforservices.html\)](https://www.bochk.com/en/conditionsforservices.html) and the above terms and conditions. In particular, where FPS and related facilities and services are used in setting up this authorisation and effecting the transfer hereby authorized, I/We understand and agree that the Condition titled "Faster Payment System" in the Bank's Conditions for Services will apply. 本人/吾等同意本授權書或任何於此授權的轉賬受銀行的 [服務條款 \(https://www.bochk.com/tc/conditionsforservices.html\)](https://www.bochk.com/tc/conditionsforservices.html) 及以上條款及細則約束。特別地, 就建立本授權及進行此授權的轉賬時若使用到快速支付系統相關設施及服務, 本人/吾等明白及同意受銀行的服務條款中「快速支付系統」的條款約束。

12. The English version of these Terms and Conditions shall prevail whenever there is a discrepancy between the English version and the Chinese version. 本條款及細則的中、英文本如有歧異, 將以英文版本為準。

My/Our Signature(s) 本人/吾等之簽名	For Bank Use Only 銀行專用 <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%;">Maximum Amount of Each Payment if no payment limit specified by debtor</td> <td style="width:30%;">Signature Verified</td> </tr> <tr> <td colspan="2">Remarks:</td> </tr> </table>	Maximum Amount of Each Payment if no payment limit specified by debtor	Signature Verified	Remarks:	
Maximum Amount of Each Payment if no payment limit specified by debtor	Signature Verified				
Remarks:					

↑ NOTES 附註:

1. If the amount of your payments are likely to vary each time, set the Limit for Each Payment at the maximum amount you would expect to pay at any one time. If payment limit periodicity is not provided, the default will be "Per Payment". 如閣下付款之限額每次可能不相同則請將最高者定為每次付款之最高限額。如付款限額沒有選擇限額週期, 則預設為「每次」。

2. This Direct Debit Authorisation will be cancelled automatically on the date included in the box marked "Expiry Date". If you wish the Direct Debit Authorisation to have effect indefinitely (or until being cancelled by you), please leave the box blank. 本直接付款授權書將於「到期日」一欄中所填寫之日期自動撤銷。如 貴戶意欲直接付款授權書無限期有效 (或直至 貴戶予以撤銷為止), 則請將該欄留空。

3. Please ensure that you sign the form in the usual way that you would sign on your Bank Account. 請保證 貴戶在此授權書內之簽名, 與銀行賬戶所簽署完全相同。

4. In the box marked "Debtor's Reference", please enter the identifying reference between yourself and the party to be credited i.e. Student No., Mortgage Agreement No., Rental Agreement No., etc. 在債務人參考欄內, 請將 貴戶與受款方之關係, 略予說明, 例如學生編號、抵押合約號碼等。

5. The debtor's bank may set an internal limit when the "limit for each payment" is not specified. 當「每次付款之限額」一欄未有填上時, 債務銀行可酌權就轉賬金額設下一個限額。

6. The debtor's bank reserves the right to reject the payment exceeding the maximum limit specified by the debtor's bank unless prior arrangements have been made. 如果轉賬金額超過債務銀行所釐定限額, 債務銀行會保留權利不予轉賬, 預先安排除外。