

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)
Please write in BLOCK letters. 請以英文正楷填寫	

Customer Information 客戶資料

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)	†Limit for Each Payment 每次付款之限額	†Expiry Date 到期日 (DD/MM/YY) (日/月/年)
<input type="checkbox"/> HKSAR (Water & Sewage Charges) 香港特別行政區政府(水費及排污費)	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"/> HKSAR (Rates / Government Rent) 香港特別行政區政府(差餉/地租)	004-002-900-413-001	Account No. 帳目編號	港幣 HK \$:	
<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"/> 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"/> 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"/> 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"/> CSL Limited 香港移動通訊有限公司	004-808-425128-292	Mobile Phone No. 流動電話號碼	港幣 HK \$:	
<input type="checkbox"/> Hutchison Telecommunications (Hong Kong) Ltd. 和記電訊(香港)有限公司	004-511-505430-003	Account No. 客戶號碼	港幣 HK \$:	

<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	
†Debtor's Reference (Compulsory Field) 債務人參考 (必須填寫)	†Limit for Each Payment 每次付款之限額		†Expiry Date (DD/MM/YY) 到期日 (日/月/年)	

- I/We hereby authorise my/our above named Bank to effect transfers from my/our account to the above account 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/吾等現授權本人/吾等之上述銀行, (根據受益人及/或代理行不時給予本人/吾等銀行之指示) 自本人/吾等之賬戶內轉賬至上述賬戶。惟每次轉賬金額不得超過以上指定之限額。
- I/We agree that my/our Bank shall not be obliged to ascertain whether or not notice of any such transfer has been given to me/us. 本人/吾等同意本人/吾等之銀行毋須證實該等轉賬通知是否已交予本人/吾等。
- 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/吾等之賬戶出現透支 (或令現時之透支增加), 本人/吾等願共同及個別承擔全部責任。
- I/We agree that should there be insufficient funds in my/our account to meet any transfer hereby authorised, my/our Bank shall be entitled, in its discretion, not to effect such transfer in which event the Bank may make the usual charge and that it may cancel this authorisation at any time on one week's written notice. 本人/吾等同意如本人/吾等之賬戶並無足夠款項支付該等授權轉賬, 本人/吾等之銀行有權不予轉賬, 且銀行可收取慣常之收費, 並可隨時以一星期書面通知取消本授權書。
- This authorisation shall have effect until further notice or until the expiry date written above (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為止 (以兩者中最早之日期為準)。
- 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 providers or beneficiaries by the customer. My/Our Bank shall not be liable in any way for the services provided by the service providers 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此服務有關的爭議或投訴, 本人/吾等應當自行與服務供應商或受益人解決。在任何情況下, 本人/吾等之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。
- I/We acknowledge that cancellation of the services provided by the service providers or beneficiaries shall not mean to cancel this authorisation with my/our Bank and I/We have to separately give a notice of cancellation to my/our Bank in order to cancel this authorisation. 本人/吾等確認, 取消供應商或受益人提供之服務並不代表取消本授權書, 本人/吾等應分別給本人/吾等之銀行發出取消通知以取消本授權書。
- 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 four working days prior to the date on which such cancellation/variation is to take effect. 本人/吾等同意, 本人/吾等取消或更改本授權書之任何通知, 須於取消/更改生效日最少四個工作天前交予本人/吾等之銀行。
- 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, 須以英文本為準。

†My/Our Signature(s) 本人/吾等之簽名	For Bank Use Only 銀行專用	
	†Maximum Amount of Each Payment if no payment limit specified by debtor	Signature Verified
Remarks:		

† NOTES 附註:

- 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. 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。
- 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。
- 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。
- 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。
- 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。
- 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。