

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

Branch 分行

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)

Date 日期	day 日 / month 月 / year 年
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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 working 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工作天內處理您的申請。

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劃號。
- # 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. #長者咭持有人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。
- The Bank will set up the Standing Instruction accordingly, and no acknowledgement will be sent to you. 本行將應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. 已設定的指示將會列印在閣下的戶口結單及/或儲蓄戶口簿內。

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

Details of Account 戶口資料

Account Name 戶口名稱		
Account Number 戶口號碼	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)

Payment Date (If the Payment Date falls on a bank holiday, the standing instruction will be effected on the following working day. In the event that the following working day falls on next month, the standing instruction will be effected on the working day immediately preceding the Payment Date.)
 支款日期(如支款日期適逢銀行假期,該常行指示則於下一個工作天進行。如該工作天屬於下一個月份,常行指示將會提前於假期前的一個工作天進行。)

Frequency 周期 <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 <input type="radio"/> Others: 其他	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 <input type="radio"/> Total No. of Payment 支款總次數 OR 或 <input type="radio"/> Until Further Notice 直至另行通知
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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: HKD Amount 金額	Beneficiary(ies) Name(s) 受款人姓名 Hong Kong Doulos Ministry Centre Limited
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 type="radio"/> The Hongkong and Shanghai Banking Corporation Limited 香港上海滙豐銀行有限公司 Branch No. 分行編號 Account No. 戶口號碼 Account No. 戶口號碼: _____ Account Type 戶口類別 (For the following Account, please complete the details below 如屬下列戶口,請填寫以下資料): <input type="radio"/> Integrated / BusinessVantage, please specify: 綜合理財/「商業」理財,請註明 <input type="radio"/> Current 往來 <input type="radio"/> Savings 儲蓄 <input type="radio"/> Foreign Currency Savings 外幣儲蓄 <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 checked="" type="radio"/> Other Local Bank (Transfer of Funds must be in Hong Kong Dollar and beneficiary account will normally be credited one to two working 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工作天存入受款人戶口。) Bank Name 銀行名稱: Bank of China (Hong Kong) Account No. 戶口號碼: 0 1 2 5 6 6 0 0 0 8 0 0 2 4		

Purchase of Cashier's Order 購買本票

Currency of Cashier's Order 本票貨幣 <input type="radio"/> HKD 港幣 <input type="radio"/> USD 美元	Amount 金額	Beneficiary(ies) Name(s) 受款人姓名
Payment Reference (if any) 付款備考(如有)		
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。		

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手處理,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 working 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 thrice 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工作天(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;凡因或有關執行或不執行本人(等)指示而引致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 	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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New Standing Instruction 新常行指示

Date 日期 _____

Customer Instruction 客戶指示 (Please write in BLOCK letters 請用正楷填寫)

I/We hereby authorize and request Standard Chartered Bank (Hong Kong) Limited (the "Bank") to effect the following payment as from and until the date specified below or until further notice.

本人 / 吾等茲授權並要求渣打銀行(香港)有限公司(「貴行」)自下述生效日期起直至下述止付日期或直至另行通知為止, 辦理下列付款事項。

Please the appropriate box 請於適合方格填上

Debit Account Number : 003
付款戶口號碼

A/C Currency
戶口貨幣

Click-a-Count Transaction A/C^
Click-a-Count 存款戶口

Priority Banking Customer^
優先理財客戶

Payment Currency & Amount
付款貨幣及金額

Currency to be Remitted
匯款貨幣

Amount in Payment Currency
付款貨幣金額

OR
或

Amount in Hong Kong Dollars
港元金額

Frequency of Payment 付款周期

Monthly 每月 Quarterly 每季 Semi-Annually 每半年 Annually 每年

First Payment Date
首次付款日期

DD 日 MM 月 YYYY 年
(insert "99" for last day of each month)
(每月最後一日請填「99」)

Final Payment Date
最後付款日期

DD 日 MM 月 YYYY 年
/ until further notice
/ 直至另行通知

Instruction for payment falling on
public holiday / non-clearing day
適逢公眾假期 / 非結算日之付款指示

- To be processed on the clearing day preceding the public holiday / non-clearing day.
於公眾假期 / 非結算日之前的一個結算日處理。
- To be processed on the clearing day following the public holiday / non-clearing day.
於公眾假期 / 非結算日之後的一個結算日處理。
- (This is the default option unless otherwise specified. 除非另外訂明, 此為設定選項。)**
To be processed on the clearing day following the public holiday / non-clearing day, except for month-end payments. For month-end payments, they will be processed on the preceding clearing day.
除付款適逢月底外, 指示會於公眾假期 / 非結算日之後的一個結算日處理。若付款適逢月底, 指示則會於之前的一個結算日處理。

Note 注意*: If the Recipient Account is established or maintained in the United States of America, the Bank may need to obtain further information and/or declaration from you for the purpose of fulfilling related regulatory or internal requirement.
若受款人戶口是設在或維持在美利堅合眾國(美國), 本行或會應相關法規或內部之要求向閣下徵求進一步的資料及/或聲明。

Details of Recipient* 受款人資料

Bank Code 銀行編號 Branch Code 分行編號 Account Number 戶口號碼

Account Number 戶口號碼

012 - 566 - 00080024

Name 名稱

Hong Kong Doulos Ministry Centre Limited

Address 地址

Room 411, Block A, Hong Kong Industrial Centre, 489-491 Castle Peak Road, Kowloon, HK

Country 國家 China

Details of Recipient Bank*
受款人銀行資料

(if applicable 如適用)

Name 名稱

Bank of China (Hong Kong)

Address 地址

17-B, Mount Sterling Mall, Mei Foo Sun Chuen, Kowloon

Hong Kong

Country 國家 China

Message 訊息 (if any 若有)

Method of Payment
付款方法

Bank Draft 銀行匯票 Telegraphic Transfer 電匯 Transfer of Funds 轉賬

* Overseas Bank Charges
海外銀行費用

To be borne by recipient 由受款人負擔 To be borne by applicant 由申請人負擔

* Kindly note that for UK payment of GBP100 or less, the overseas charges will be debited to the account of "applicant" at all times.
請注意, 在英國支付100英鎊或以下的款項, 海外費用一律從「申請人」戶口扣除。

^ The setup fee is waived for Priority Banking customers or using the Click-a-Count transaction account to set up the standing instruction.
優先理財客戶或使用 Click-a-Count 存款戶口設立常行指示均可豁免設立收費。

I/We hereby authorize the Bank to make the payment including all charges and expenses in effecting my/our instruction from my/our account in your book and a cheque in support of such debit will not be required. I/We hereby undertake to maintain sufficient funds in my/our account to enable the Bank to carry out the above instruction and understand that a charge may be levied, at the Bank's discretion, on each standing instruction payment returned due to insufficient funds. I/We also 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 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 / 吾等茲授權貴行辦理本人 / 吾等的指示, 從本人 / 吾等在貴行簿冊內的戶口支付款項, 包括所有收費及費用, 而無須開出支票以進行支賬。本人 / 吾等承諾在本人 / 吾等戶口內備存足夠款項, 以便貴行能執行上述指示。本人 / 吾等明白, 若常行指示付款因存款不足而退回, 貴行有權酌情收取費用。本人 / 吾等亦明白, 貴行執行常行指示付款時, 若因任何非貴行所能控制的原因(直接或間接)導致延遲或無法執行常行指示, 貴行無須負責; 凡因執行或不執行本人 / 吾等的指示, 引致任何直接或間接損失, 貴行亦無須對本人 / 吾等負責。

Customer Name:
客戶姓名

Staff of
the Bank
貴行職員

For Bank Use Only 銀行專用
Signature Verified

Contact Telephone No.:
聯絡電話號碼

Customer Signature: 客戶簽署

Signing No. ()

HKID
香港身份證

Passport
護照

Others
其他

HKID/Passport No.:
香港身份證/護照號碼

If there is any inconsistency or conflict between the English and Chinese versions, the English version shall prevail for all purposes.
中、英文本文之文義如有歧異, 在任何情況下概以英文文本為準。



特別指示
Standing Instruction

致：恒生銀行有限公司
To: Hang Seng Bank Limited

日期 (DD/MM/YY)
Date (DD/MM/YY)

請用正楷填寫本表格，在適當方格內加上“√”，填妥後交回本銀行任何一間分行。
Please complete in BLOCK LETTERS, "√" where appropriate and return the completed form to any of our branches.

甲部 Part A - 客戶資料 Customer Information	
戶口持有人(等)姓名 Name(s) of Account Holder(s)	戶口號碼 Account No. <input type="checkbox"/> Current Account <input type="checkbox"/> Savings Account
生效日期 (DD/MM/YY) Effective Date (DD/MM/YY)	電話號碼 Tel No.

乙部 Part B - 服務類別 Category of Service		
<input checked="" type="checkbox"/> 本人(等) / 號現授權貴行設立下列特別指示 I/We hereby request to set up the following standing instruction		
週期 Frequency	<input type="checkbox"/> 每月 Monthly (3) <input type="checkbox"/> 每日 Daily (0) (For CIF only) <input type="checkbox"/> 每季 Quarterly (4) <input type="checkbox"/> 每星期 Weekly (1) <input type="checkbox"/> 每半年 Half-yearly (5) <input type="checkbox"/> 每兩星期 Bi-weekly (2) <input type="checkbox"/> 每年 Yearly (6)	
貨幣類別及金額 Currency & Amount	HKD	
第一次支款日期 (DD/MM/YY) ^{註 1,2} First Payment Date (DD/MM/YY) Note 1,2		
執行次數 No. of Times	<input type="checkbox"/> 無限 Unlimited _____ 次 Times	
收款銀行 Beneficiary Bank	Bank of China (Hong Kong)	
收款人戶口號碼 Beneficiary A/C No	012-566-00080024	
收款人名稱 Beneficiary Name	Hong Kong Doulos Ministry Centre Limited	
附言(最多24個字母加空格) ^{註 3} References to payee (Max 24 characters with space field) Note 3		
<input type="checkbox"/> 本人(等)號現授權貴行更改下列特別指示 I/We hereby request to amend the following standing instruction(s):		
特別指示編號 S.I. No. : _____		
更改項目 Amended Item	由 From	至 To
貨幣類別 Currency		
金額 Amount		
週期 Frequency		
支款日期 (DD/MM/YY) ^{註 1,2} Payment Date (DD/MM/YY) Note 1,2		
最後一次支款日期 (DD/MM/YY) ^{註 1,2} Final Payment Date (DD/MM/YY) Note 1,2		
收款人戶口號碼 Account Number of Beneficiary		
其他 Others		

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乙部 Part B - 服務類別(續) Category of Service(Cont.)

本人(等)/號現授權貴行取消下列特別指示
I/We hereby request to cancel the following standing instruction(s):

特別指示編號 S.I. No.	收款人戶口號碼 Beneficiary A/C No.	收款人姓名 Beneficiary Name	幣別 Currency	特別指示金額 S.I. Amount	生效日期 Effective Date (DD/MM/YY)

設立及更改特別指示之附註：

Notes for request to set up & amend standing instruction:

- 如轉賬日期為月頭或月尾(例如：一月一日，二月二十八日，九月三十日)，請指示為1日(月頭)或31日(月尾)；
If the transfer is to be executed on every month-start or month-end date (e.g. 1st Jan, 28th Feb, and 30th Sept), please specify the date as 1st (month start) or 31st (month end).
- 倘若支付日期適逢公眾假期或星期六，特別指示將順延下一個結算日執行。倘若該月餘下並沒有結算日，該特別指示將於支付日期前的一個結算日執行。
If the Payment Date falls on a public holiday or a Saturday, the standing instruction will be effected on the following clearing day. However, if there is no clearing days left in that same month, the standing instruction will be effected on the preceding clearing day.
- 不適用於收款戶口為恒生銀行之儲蓄存摺戶口。
Not applicable to Hang Seng Passbook Saving Account as beneficiary account.

丙部 Part C - 聲明 Declaration

- 本人(等)同意如本人(等)之戶口並沒有足夠款項支付任何授權之付款時，貴行有絕對酌情權在(i)未經本人(等)的批准下；或(ii)在未有預先通知本人(等)的情況下，執行有關授權付款。如因該等付款而令本人(等)之戶口出現透支(或令現時之透支增加)，本人(等)會共同及個別承擔全部責任及同意在此情況下，貴行可向本人(等)收取任何利息及費用(該等利息及費用，由貴行不時釐定)。
I/We agree that in the event that there is insufficient funds in my/our account to effect any payment hereby authorised, you may, in your absolute discretion, effect such payment without (i) seeking prior approval from me/us; or (ii) providing prior notice to me / us. 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 payment, in which event I/we agree that you may charge me/us any interest, cost and expense which may arise as a result of any such payment (where such interest, cost and expense shall be determined by you from time to time).
- 儘管以上第1段所述，本人(等)同意如本人(等)之戶口並沒有足夠款項支付該等授權付款時，貴行有絕對酌情權不予執行有關授權付款，且貴行可向本人(等)收取由貴行不時釐定之費用。本人(等)亦同意，如因本人(等)之戶口並沒有足夠款項支付該等授權付款而導致的付款取消或延誤所引起之一切費用或責任，概由本人(等)自負，與貴行無涉。
Notwithstanding paragraph 1 above, I/We agree that in the event of insufficient funds in my/our account to effect any payment hereby authorised, you shall be entitled, at your absolute discretion, not to effect such payment in which event you may charge me/us any fees and charges prescribed by you from time to time. I/We also agree that I/we shall be solely responsible for any surcharges or consequences for any delay or failure in making payment which may arise as a result of any such payment not effected due to insufficient funds, and you shall have no liabilities in connection therewith.
- 本人(等)並同意貴行可於十四天前按最後所知之地址致函本人(等)，通知取消上述安排，毋須說明理由，即使郵政署於其後退還有關函件。
I/We agree that you may at liberty, without giving any reason, cancel the foregoing arrangements by 14 days' notice in writing to be delivered by post at my/our address last known to you, its return by the post office notwithstanding.
- 本人(等)並同意若取消或更改本特別指示之任何通知，須於取消/更改生效日最少四個工作日之前交予貴行。
I/We agree that any notice of cancellation or variation of my/our instruction which I/we may give to you shall be given to at least four working days prior to the date on which such cancellation/variation is to take effect.
- 本人(等)並授權貴行可由本人(等)戶口內支取因執行此指示而所需之各項費用，特此聲明。
I/We hereby further authorise you to debit my/our account with all charges and expenses whatsoever in effecting my/our instruction.

(文義如有歧異，以英文本為準 In case of discrepancies between the English and Chinese versions, the English version shall apply and prevail)

戶口持有人(等)簽署 Signature(s) of Account Holder(s)

X

請用留存本行之印鑑簽署 Please use signature(s)/chop(s) filed with Bank

Officer S.V.

銀行專用 For Bank Use

Receiving Br. Code Approved by

服務費優惠 Bank Charges Waiver
請在適當方格內加「√」號 Please 「√」 where appropriate
如沒有在適當方格內加「√」號，一律收取費用 Service fee will be charged, if 「√」 cannot be found in the appropriate box.

豁免 Waive (Y) 收取 Charge (N)

「優越」/「優進」理財客戶
 「Green Banking」理財客戶
 員工
 長者

>>SD>BOS

OSCM14-R7(YX) 2-2 12/15 E <OSCM14>