

Direct Debit Authorization 直接付款授權書



Name of party to be credited (The Beneficiary) 收款之一方 (受款人)	Bank No. 銀行編號	Branch No. 分行編號	Account Number to be credited 收款戶口之號碼
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I/We hereby authorize my/our below 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 from time to time provided always that the amount of any one such transfer shall not exceed the limit indicated below.

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.

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).

I/We agree that should there be insufficient funds in my/our account to meet any transfer hereby authorized, 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 authorization at any time on one week's written notice.

This authorization shall have effect until further notice or until the below written expiry date (whichever shall first occur).

I/We agree that any notice of cancellation or variation of this authorization 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 / 吾等 / 本公司現授權本人 / 吾等 / 本公司之下述銀行，（根據受款人不時給予本人 / 吾等 / 本公司之銀行之指示）自本人 / 吾等 / 本公司之戶口內轉賬予上述受款人，惟每次轉賬金額不得超過以下指定之限額。

本人 / 吾等 / 本公司同意本人 / 吾等 / 本公司之銀行毋須證實該等轉賬通知是否已交予本人 / 吾等 / 本公司。

如因該等轉賬而令本人 / 吾等 / 本公司之戶口出現透支（或令現時之透支增加），本人 / 吾等 / 本公司願共同及各別承擔全部責任。

本人 / 吾等 / 本公司同意如本人 / 吾等 / 本公司之戶口並無足夠款項支付該等授權轉賬，本人 / 吾等 / 本公司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。

本授權書將繼續生效直至另行通知為止或直至下列到期日為止（以兩者中最早之日期為準）。

本人 / 吾等 / 本公司同意，本人 / 吾等 / 本公司取消或更改本授權書之任何通知，須於取消 / 更改生效日最少兩個工作天前交本人 / 吾等 / 本公司之銀行。

My/Our Bank Name and Branch 本人 / 吾等 / 本公司之銀行及分行名稱	Bank No. 銀行編號	Branch No. 分行編號	My/Our Account No. 本人 / 吾等 / 本公司之戶口號碼	Account Currency 戶口貨幣
My/Our Name 本人 / 吾等 / 本公司之名稱	My/Our Address 本人 / 吾等 / 本公司之地址			
Name of Debtor (if other than account holder) 付款人之名稱 (若非賬戶持有人)	Debtor Reference Code (Compulsory Field - See Note 1) 付款人參考編號 (此欄必須填寫 - 請參閱附註一)			
Limit for each payment (See Note 2) 每次付款之限額 (參閱附註二)	My/Our Signature(s) (See Note 4) 本人 / 吾等 / 本公司之簽名 (參閱附註四)			Date of Completion 填寫日期
Expiry Date (See Note 3) 到期日 (參閱附註三)				Bank Use Only 銀行專用
				Signature Verified

Notes:

- In the box marked "Debtor Reference Code" please enter the identifying reference between the payer and the party to be credited i.e. student name, mortgage agreement number, hire-purchase agreement number, etc. This reference must be consistent with the Debtor Reference Code on the collection list.
- If the amount of your each payment is likely to vary from time to time, please set the limit for each payment at the maximum amount you would expect to pay at any one time. "No Limit" for each payment will be set unless otherwise stated.
- This Direct Debit Authorization will be cancelled automatically on the date indicated in the box marked "Expiry Date"; if you wish the Direct Debit Authorization to have effect indefinitely until further notice, please leave the box blank.
- Please ensure that you sign the form in the usual way that you would sign on your Bank Account.

附註:

- 於「付款人參考編號」格內填入可鑑定付款人與收款人關係之資料。例如學生英文名稱，按揭契約號碼，租購合約號碼等。而此備註必須與「收付清單」內之「付款人參考編號」相同。
- 若 貴戶支付之金額可能每次不盡相同者，則請在此格填寫每次支付之最高金額。如沒有填上每次付款限額，限額將會訂為「不設上限」。
- 本授權書將於「到期日」格內所示之日期自動取消； 貴戶欲想本授權書持續有效直至另行通知為止，可留空不填此格。
- 請保證 貴戶在此授權書內之簽名，與銀行戶口所簽者完相同。

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

**Please complete and return this form to the above named party to be credited.
請依次填寫，並將此授權書交給收款之一方。**