

Standing Instruction of Autopay-Out Application Form 常設指示 - 自動轉賬付款申請表
(For Autopay-out only 自動轉賬付款專用)

To: Bank of China (Hong Kong) Limited (the “Bank”)

致：中國銀行(香港)有限公司 (下稱「銀行」)

Date 日期：_____

English Name of party to be credited (The Beneficiary) 收款之一方 (受益人)之英文名稱	Bank No. 銀行編號 0 1 2 3 6 3	Branch No. 分行編號 1 0 1 6 5 3 3 6	Account No. to be credited 收款賬戶之號碼
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I/We hereby authorize and agree and instruct the Bank to effect transfers from my/our account to that of the above named beneficiary provided.

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.

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 arranged, the Bank shall be entitled, at its discretion, not to effect such transfer in which event the Bank may make the usual charge and that it may cancel this standing instruction at any time on one week”’s written notice.

This standing instruction 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 standing instruction which I/we may give to the Bank shall be given at least four Business Days prior to the date on which such cancellation/variation is to take effect.

本人 / 吾等現授權及同意及指示銀行，自本人 / 吾等之賬戶內轉賬予上述受益人。

本人 / 吾等同意銀行毋須證實該等轉賬通知是否已交予本人 / 吾等。

如因該等轉賬而令本人 / 吾等之轉賬戶出現透支(或令現時之透支增加)，本人 / 吾等願共同及各別承擔全部責任。

本人 / 吾等同意如本人 / 吾等賬戶並無足夠款項支付該等轉賬，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常設指示。

本常設指示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 / 吾等同意，本人 / 吾等取消或更改本常設指示之任何通知，須於取消 / 更改生效日最少四個營業日之前交予銀行。

My/Our Bank Name and Branch 本人 / 吾等之銀行及分行之名稱	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
Bank of China (Hong Kong) Limited My/Our English Name as recorded on Statement/Passbook 本人 / 吾等在結單 / 存摺上所紀錄之英文名稱	Contact Telephone No. 聯絡電話號碼		

Name of Payer (if other than account holder)

付款人之姓名 (若非賬戶持有人)

Currency and Amount of Transfer
貨幣及轉賬金額

Transfer Date
轉賬日

Commencement Month
開始月份

到期日 (請參閱下列各點)

M | M | Y | Y | Y | D | D | M | M | Y | Y | Y

Frequency 周期 (Please select 請選擇)

☐ Monthly 每月

☐ Other, please specify the transfer month(s) 其他，請填寫轉賬月份

Payment Reference (if any)

付款備考 (如有)

My/Our Signature(s)

本人 / 吾等之簽名

NOTES 附註：

- 1) If the transfer 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 transfer date falls on a day which is not a Business Day or does not exist in the month, and that the following Business Day falls on the next month, the standing instruction will be effected on the Business Day immediately preceding the transfer date (“Effective Transfer Date”).
- 2) Please maintain sufficient funds in your Bank Account one Business Day before the transfer date or Effective Transfer Date for the above arrangement. “Business Day” means a day on which the Bank is open for business in Hong Kong (excluding Saturday).
- 3) This Standing Instruction will be cancelled automatically on the day following the ‘Expiry Date’. If you wish the Standing Instruction to have effect indefinitely (or until cancelled by you) please leave the box blank.
- 4) Please ensure that you sign the form in accordance with the signing arrangements of your Bank Account.

1) 如轉賬日適逢非營業日，該常設指示將於下一個營業日進行。如轉賬日適逢非營業日或當月並無該轉賬日，而下一個營業日將跌入下一個月，該常設指示將會提前於轉賬日前一個營業日進行(“有效轉賬日”)。

2) 請在轉賬日前一個營業日或有效轉賬日前一個營業日，於 貴戶之賬戶內備有足夠款項以便支付上述安排。「營業日」指銀行於香港經營業務之日(不包括星期六)。

3) 本常設指示將於到期日的下一天自動撤銷。如 貴戶意欲本常設指示無限期有效 (或直至貴戶予以撤銷為止)，則請將該欄留空。

4) 請確保 貴戶在此申請書內之簽名，與銀行賬戶之簽名式樣完全相同。

For Bank’s Use Only 銀行專用	
Frequency 周期 (如非每月轉賬，需於適當 填寫 Y 代表停辦月份)	
Jan __, Feb __, Mar __, Apr __, May __, Jun __, Jul __, Aug __, Sep __, Oct __, Nov __, Dec __	Bank Reference No. 銀行參考編號
Verified by / 核實	Remarks / 備註