

Office 分行 _____

Date 日期 _____

STANDING INSTRUCTION (TRANSFER OF FUNDS) BASED ON DATE

以日期為準的常行指示 (款項轉賬)

IMPORTANT NOTE 重要提示: 1. Debit account currency must be the same as the payment currency. 扣款帳戶的貨幣必須和付款貨幣相同。
 2. Your account will be debited on the working day before your designated transaction value day (applicable to payments to non-HSBC Macau accounts). 付款金額將於您指定付款日期的前一個工作天扣除 (適用於非澳門滙豐受款人戶口)。

Note 注意: Please tick where applicable. 請在適合地方加☑號

New Standing Instruction 新常行指示 (Please complete all applicable boxes 請填寫所有適當的方格)

Amendment of Existing Standing Instruction 修改原來的常行指示
 (Please complete box number 1, 2, 3, 9 and 10 as well as those boxes you wish to amend 請填寫方格 1, 2, 3, 9, 10 號及其他欲修改的方格)

<p>1. Primary Account Number 基本戶口號碼 (to be debited 扣數戶口)</p>	<p>2. Account Name 戶口名稱</p>
<p>3. Effective Date 生效日期 (i.e. Date of first transfer. Subsequent payments will be made on, or as close to, the same day of each period specified by you in the next box 即首次轉賬日期, 繼後的付款按閣下於右列方格內指明的期間的同一日或臨近之日支付。)</p>	<p>4. Frequency 期間 (Daily, Weekly, Monthly, etc. 按日, 按星期, 按月等)</p>
<p>5. Last Payment Date or Total Number of Instructions 最後付款日期或指示總數 (Leave blank if you wish the instruction to continue until further notice 如欲本指示持續至另有通知為止者, 請將此格留空)</p>	<p>6. Priority 優先次序 (If not specified, this standing instruction will be generated after all other standing instruction(s) based on the same date 如無註明, 本常行指示將繼其他所有以同一日期為準的常行指示後生效。)</p>

Please complete either Option 1 or Option 2 請填寫選擇一或選擇二

<p>7.</p> <p>Option 1 選擇一</p>	<p>Transfer a fixed sum of 請將以下固定款項轉賬 (please specify Currency and Amount 請註明貨幣或金額) _____</p> <table border="1"> <tr> <td data-bbox="204 1198 954 1451"> <p>Payment Method 付款方式</p> <p><input type="checkbox"/> Internal Transfer 內部轉賬 or 或 <input type="checkbox"/> Cashier's Order 本票</p> <p>Or 或</p> <p><input type="checkbox"/> Telegraphic Transfer 電匯</p> <p>Or 或</p> <p><input type="checkbox"/> Local Interbank Funds Transfer 本地跨行轉賬</p> </td> <td data-bbox="954 1198 1514 1451"> <p>Payment Currency 付款貨幣 (i.e. Currency you wish Beneficiary to receive if payment method is by Cashier's Order or Telegraphic Transfer 如以本票或電匯付款, 閣下欲受款人收取的貨幣)</p> </td> </tr> </table> <p>Fund Transfer Charges (For Telegraphic Transfer / Local Interbank Funds Transfer Only) 付款費用 (只適用於電匯 / 本地跨行轉賬)</p> <p><input type="checkbox"/> OUR : Remitter to pay all charges 付款人支付所有費用</p> <p><input type="checkbox"/> BEN : Beneficiary to pay all charges 受款人支付所有費用</p> <p><input type="checkbox"/> SHA : Remitter to pay local HSBC charges and Beneficiary to pay other bank charges 付款人支付澳門滙豐的費用, 受款人支付其他銀行費用</p> <p>Auto Debit Accounts 自動扣賬戶口號碼 (optional - if allows auto transfer of funds from 2 other accounts to make up the payment account 如可從在其他戶口轉賬用來支付戶口數額)</p> <p>Auto Debit Account No. 1: _____ Auto Debit Account No. 2: _____ 自動扣賬戶口號碼 1: _____ 自動扣賬戶口號碼 2: _____</p>	<p>Payment Method 付款方式</p> <p><input type="checkbox"/> Internal Transfer 內部轉賬 or 或 <input type="checkbox"/> Cashier's Order 本票</p> <p>Or 或</p> <p><input type="checkbox"/> Telegraphic Transfer 電匯</p> <p>Or 或</p> <p><input type="checkbox"/> Local Interbank Funds Transfer 本地跨行轉賬</p>	<p>Payment Currency 付款貨幣 (i.e. Currency you wish Beneficiary to receive if payment method is by Cashier's Order or Telegraphic Transfer 如以本票或電匯付款, 閣下欲受款人收取的貨幣)</p>
<p>Payment Method 付款方式</p> <p><input type="checkbox"/> Internal Transfer 內部轉賬 or 或 <input type="checkbox"/> Cashier's Order 本票</p> <p>Or 或</p> <p><input type="checkbox"/> Telegraphic Transfer 電匯</p> <p>Or 或</p> <p><input type="checkbox"/> Local Interbank Funds Transfer 本地跨行轉賬</p>	<p>Payment Currency 付款貨幣 (i.e. Currency you wish Beneficiary to receive if payment method is by Cashier's Order or Telegraphic Transfer 如以本票或電匯付款, 閣下欲受款人收取的貨幣)</p>		
<p>Option 2 選擇二</p>	<p>Transfer (internally) the credit balance (less holds) of the abovementioned account LESS *retention amount of _____ 將上述戶口的結餘(減保留)減_____ (保留金額*後作內部轉賬) _____</p> <p>* Amount must be in the same currency as the Primary Account stated in box 1 above. 款項必須與方格一所述基本戶口的貨幣相同。</p> <p>Include O/D Facility <input type="checkbox"/> Yes <input type="checkbox"/> No 包括透支 是 否</p>		

8. Name & Address of Beneficiary's Bank 受款人的銀行名稱及地址 <i>(not required if payment method is by Cashier's Order which is to be sent directly to the Beneficiary 如付款以本票直接送交受款人，毋須填寫此欄)</i>									
9. Beneficiary's Account Number 受款人戶口號碼	10. Beneficiary's Name(s) 受款人姓名 <i>(not required if payment method is by Internal Transfer 如付款以內部轉賬支付，則毋須填寫此欄)</i>								
11. Beneficiary's Address 受款人地址 <i>(not required if payment method is by Internal Transfer or Cashier's Order 如付款以內部轉賬或本票支付，則毋須填寫此欄)</i>									
12. Is an advice of each transfer required by the Primary Account Holder? 基本戶口持有人是否要求每次轉賬均有通知書? <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否									
13. Payment Narrative 付款摘要 <i>(which will appear on each party's statement and/or advice respectively 將分別列印於各方的結單及/或通知書上)</i> <div style="text-align: center; margin: 5px 0;"> Primary Account Holder 基本戶口持有人 </div> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; border-bottom: 1px solid black; height: 20px;"></td> <td style="width:50%; border-bottom: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="width:50%; border-bottom: 1px solid black; height: 20px;"></td> <td style="width:50%; border-bottom: 1px solid black; height: 20px;"></td> </tr> </table> <div style="text-align: center; margin: 5px 0;"> Beneficiary 受款人 </div> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; border-bottom: 1px solid black; height: 20px;"></td> <td style="width:50%; border-bottom: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="width:50%; border-bottom: 1px solid black; height: 20px;"></td> <td style="width:50%; border-bottom: 1px solid black; height: 20px;"></td> </tr> </table>									

Declarations 聲明

1. I/We understand that if there are insufficient funds in my/our account (Autopay Out only) on a pre-specified number of occasions as advised by the bank, the bank may cancel my/our instruction with prior advice to me/us.
 本人(等)明白本人(等)的戶口如在指定次數內未備有足夠款項，貴行可在事先通知本人(等)的情況下撤銷本指示(只限於自動轉賬付款指示)。
 本人(等)明白對於因款不足被退回的指示付款，貴行有權每次收取費用。
2. I/We understand that a charge may be levied, at the Bank's discretion, on each instruction payment rejected due to lack of funds.
 本人(等)明白對於因款不足被退回的指示付款，貴行有權每次收取費用。
3. I/We understand that any charges levied (including commission, postage and stamp duty) may be debited to my/our account mentioned above.
 本人(等)明白貴行所收費用(包括佣金、郵費及印花稅)可於本人(等)的上述戶口支取。
4. I/We understand that the Bank accepts no responsibility, to the fullest extent permitted by applicable law, for any loss or delay which may occur in the transfer, transmission and/or application of funds or (in the case of remittance by telegraphic transfers) for any error, omission or mutilation which may occur in the transmission of any message or for its misinterpretation when received and I/we agree to indemnify the Bank against any actions, proceedings, claims and/or demands that may arise in connection with such loss, delay, error, omission, mutilation or misinterpretation.
 本人(等)明白，如在資金轉賬、傳送及/或應用的過程中出現任何遺失或延誤的情況，或任何信息(就電匯匯款而言)於傳遞過程中出現任何錯誤、遺漏或破損或於接收時產生誤解，貴行在適用法律許可的範圍內均毋須負責；本人(等)並同意就該遺失、延誤、錯誤、遺漏、破損或誤解所致的任何訴訟、法律程序、申索及/或要求賠償貴行的損失。

 Name(s) 姓名 *(in Block Letters 請用正楷)*

Signature(s) 簽署 _____

Contact Telephone Number 聯絡電話號碼 _____

For Bank Use Only	
Signature Verified and Prepared by	Additional Information
Date:	Instructions in Total <input style="width: 40px;" type="text"/> Priority <input style="width: 40px;" type="text"/>
Data Input Checked and Authorised by	Commission <input style="width: 150px;" type="text"/> Postage <input style="width: 100px;" type="text"/> Stamp Duty <input style="width: 150px;" type="text"/>
Date:	ORM Charge Type <input style="width: 20px;" type="text"/> I/E Cost Centre (Primary Party) <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> I/E Cost Centre (Associate Party) <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> CBID Code <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> S/I Number <input style="width: 40px;" type="text"/>