



The Hongkong and Shanghai Banking Corporation Limited, Macau Branch 香港上海滙豐銀行有限公司 (澳門分行)

Office _____

Date _____

Direct Debit Authorisation 直接付款授權書

- Change of Account Number Request Form 更改戶口號碼申請表

Note 注意:

1. Please complete in Block Letters and tick where applicable. 請用正楷填寫，並在適當的地方加上別號。
2. Alteration requires authorized signature. 塗改處須簽署。
3. * Please allow at least three working days from the date of receipt of this instruction for the department(s) concerned to update their records. *由收到此指示當日起，本行需時最少三個工作天以便有關部門更改其記錄。
4. + If the beneficiary is C.T.M, C.E.M, or SAAM, your account number can only be changed to a MOP account number; if the beneficiary is Custodian Fee, your account number can only be changed to a HKD account number. + 若收款人為澳門電訊、澳門電力或澳門自來水有限公司，您的賬戶號碼僅限更改為澳門元賬戶的戶口號碼；若收款人為保管費，您的賬戶號碼僅限更改為港元賬戶的戶口號碼。
5. The Bank may charge an instruction amendment fee from your account stated below in accordance with the rates as specified by the Bank from time to time. Please refer to the bank tariff guide for details of the charges. 本行可根據不時規定之收費，向您的下述戶口收取更改指示之費用。收費之詳情請參閱銀行務費用簡介。

Account Name 戶口名稱	
Account Number 戶口號碼	Contact Telephone Number 聯絡電話號碼

I/We hereby authorise The Hongkong and Shanghai Banking Corporation Limited, Macau Branch that Direct Debit Authorisation(s) to the
本人(等)現授權香港上海滙豐銀行有限公司(澳門分行)更改有關從上述戶口直接付款予

Beneficiary listed below and relating to the above-mentioned account is/are to be revised and transferred to the debit of my/our

下列收款人的授權事項，由上述戶口轉支至本人(等)的

account number + in the name(s) of
戶口號碼 戶口名稱為

with effect from *
生效日期為

Name(s) of Beneficiary and Account Number(s) / Debtor Reference(s) 收款人名稱及戶口號碼/付款人編號:

Name of Party to be Credited 收款人名稱及戶口號碼	Debtor Reference (in Block Letters) 付款人編號 (請以英文正楷填寫)
澳門電訊有限公司 C.T.M.	
澳門電力有限公司 C.E.M.	
澳門自來水有限公司 SAAM	
保管費 Custodian Fee	

Declaration 聲明

1. I/We hereby authorise The Hongkong and Shanghai Banking Corporation Limited, Macau Branch (hereunder called "the 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 and/or its banker and/or its banker's correspondent from time to time provided always that the amount of the transfer shall not exceed the maximum limit indicated above. 本人(等)現授權香港上海滙豐銀行有限公司, 澳門分行(下稱「銀行」), (根據收款人或其往來銀行及/或代理行不時給予本人(等)銀行的指示)自本人(等)的戶口內轉賬於上述收款人。惟轉賬金額不得超過以上指定的最高付款限額。滙豐企業客戶的轉賬金額不得超過以上指定的最高付款限額。
2. I/We agree that the Bank shall not be obliged to ascertain whether or not notice of any such transfer or reversal notice has been given to me/us. 本人(等)同意貴行毋須證實該等轉賬通知或注銷通知是否已交予本人(等)。
3. 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(等)的戶口出現透支(或令現時的透支增加), 本人(等)願共同及個別承擔全部責任。
4. I/We understand that I/we must maintain sufficient funds in the account one business day (before the close of branch banking hours) before the transfer date (as specified in the instructions received by my/our Bank from the beneficiary and/or its banker and/or its banker's correspondent from time to time) for the transfer authorised herein. I/We agree that should there be insufficient funds in my/our account to meet any transfer authorised herein, my/our Bank will be entitled, at its absolute discretion, not to effect such a transfer in which event the Bank may levy its usual charges and may cancel this authorisation at any time without notification to me/us. For the avoidance of doubt, the Bank may cancel this authorisation at its sole discretion at any time without prior notice. 本人(等)明白本人(等)須在指定的轉賬日期(即根據本人(等)的銀行收款人或其往來銀行及/或代理行不時收到的指示)前一個營業日(分行辦公時間內), 在戶口內備有足夠款項以便支付該等授權轉賬。本人(等)並同意如本人(等)的戶口並無足夠款項支付該等授權轉賬, 本人(等)的銀行有絕對酌情權不予轉賬, 且本人(等)的銀行可收取慣常的收費, 並可隨時取消該等授權轉賬且毋須通知本人(等)。為避免疑問, 本人(等)的銀行可隨時自行決定取消該等授權轉賬且毋須通知本人(等)。
5. This direct debit authorisation shall have effect until further notice or until the expiry date written above (whichever shall first occur). I/We agree that if no transaction is performed on my/our account under such authorisation for a continuous period of 30 months, my/our Bank reserves the right to cancel the direct debit arrangement without prior notice to me/us, even though the authorisation has not expired or there is no expiry date for the authorisation. 本直接付款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(以兩者中最早的日期為準)。本人(等)同意如本人(等)已設立之直接付款授權戶口連續三十個月內未有根據本授權而作出過賬的紀錄, 本人(等)的銀行保留權利取消本直接付款安排而毋須另行通知本人(等), 即使本授權書未到期或未註明授權到期日。
6. 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 two working days prior to the date on which such cancellation/variation is to take effect. 本人(等)同意, 本人(等)取消或更改本授權書的任何通知, 須於取消/更改生效日最少兩個工作天之前交予本人(等)的銀行。
7. The Bank may charge an instruction setup/amendment fee from my/our account stated above in accordance with the rates as specified by the Bank from time to time. 本人(等)的銀行可根據不時規定之收費, 向本人(等)的上述戶口收取設立/更改指示之費用。

My/Our Bank Account Signature(s) 本人(等)銀行戶口的簽署	For Bank Use Only 銀行專用 Branch Chop
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