



特別指示  
Standing Instruction

致：恒生銀行有限公司  
To: Hang Seng Bank Limited

日期(日/月/年)  
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
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乙部 Part B - 服務類別 Category of Service

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 (6) (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	
第一次支款日期 (日/月/年) <sup>1,2</sup> 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	HSBC
收款人戶口號碼 Beneficiary A/C No	801 487 158 001
收款人名稱 Beneficiary Name	ISLAND EVANGELICAL COMMUNITY CHURCH LTD
附言 (最多24個字母加空格) <sup>3</sup> References to payee (Max 24 characters with space field) Note 3	

註: 1. 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);  
Note: 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)  
2. 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.  
3. 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址致函本人(等), 通知取消上述安排, 毋須說明理由。  
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.

ASD>BOS

丙部 Part C - 聲明(續) Declaration (Cont')

- 4. 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.
- 5. 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)            <b>X</b> 請用留存本行之印鑑簽署 Please use signature(s)/chop(s) filed with Bank	<b>銀行專用 For Bank Use</b>	
	Receiving Br. Code	Approved by
	<b>服務費優惠 Bank Charges Waiver</b> 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.	
<input type="checkbox"/> 豁免 Waive (Y)		<input type="checkbox"/> 收取 Charge (N)
<input type="checkbox"/> 「優越」/「優進」理財客戶 <input type="checkbox"/> 長者 <input type="checkbox"/> 員工		