

致：分行

日期

To: Branch:

Date: _____

I/We hereby authorize Citibank (Hong Kong) Limited to execute funds to the following beneficiaries. I/We understand that the maximum transfer amount per day cannot exceed the daily transfer limit. The bank reserves the rights of adjusting the limit from time to time. Bank payee accounts will be automatically suspended if there has been no activity for past 12 months. Please re-register as needed.

轉賬細節：(請以英文填寫) Funds Transfer Details: (please complete in English)

<input checked="" type="checkbox"/> 新增 Add			
收款人類別: Payee Type:		<input type="checkbox"/> 本地花旗銀行戶口Local Citibank Accounts <input checked="" type="checkbox"/> 本地非花旗銀行戶口Local Non-Citibank Accounts <input type="checkbox"/> 其他海外銀行戶口Other Overseas Bank Account	
指示類別: Type of Instruction:		<input type="checkbox"/> 收款人登記Payee Registration <input checked="" type="checkbox"/> 執行支付指示Standing Instruction	
收款人: Beneficiary Name:		收款貨幣: Currency:	
收款人戶口號碼: Beneficiary Account No.:	銀行號碼 Bank Code	分行號碼 Branch Code	戶口號碼 Account No
收款人地址: Beneficiary Address:			
收款銀行名稱: Receiving Bank Name:			
收款銀行地址: Receiving Bank Address:			
To facilitate Money Transfers to your Beneficiary's account in a more efficient way please provide more information of the Receiving Bank: 為了更快地將款項匯到收款人的戶口，請提供以下收款銀行的資料: 美元匯款 : _____ UID No. _____ CHIPS No. _____ For USD : Fedwire No. _____ 澳元/紐幣匯款 For AUD/NZD: BSB No. _____ 加幣匯款: 英鎊匯款 : _____ For AUD/NZD: BSB No. _____ For CAD Transit No. _____ For GBP : Sorting Code _____ 其他國家匯款: 人民幣匯款 : _____ For other country SWIFT Code: _____ (8 or 11 Characters) For RMB : CNAPS No. _____			
聯絡銀行名稱: Correspondent Bank Name:			
聯絡銀行地址: Correspondent Bank Address:			
聯絡銀行戶口: Correspondent Bank Account Number:			
付款信息: Payment Message:			

只適用於執行支付指示 Applicable to Standing Instruction only

第一次支款日期(月/日/年): First Payment Date (MM/DD/YYYY):			
支款週期: Frequency of Payment:	<input type="checkbox"/> 每星期 Weekly	<input type="checkbox"/> 每月 Monthly	<input type="checkbox"/> 每三個月 Quarterly
貨幣類別及金額: Currency and Amount:	<input type="checkbox"/> 每半年 Semi-Annually		
最後一次支款日期: Final Payment Date:	<input type="checkbox"/> 直至: Until Date	(月 / 日 / 年) (MM/DD/YY)	<input type="checkbox"/> 直至另行通知 Until further notice

Note 備註:

1. 如支款日期適逢銀行假期/非結算日，該執行支付指示則於下一個結算日進行。如支款日期為星期六，並同時為該月份之最後一天，該執行支付指示將會提前一個結算日進行。
If the Payment Date falls on a day which is a public holiday/non-clearing day, the standing instruction will be processed on the clearing day following the public holiday/non-clearing day. If the Payment Date falls on a Saturday and a month end, the standing instruction will be processed on the preceding clearing day.

2. 本人/吾等明白上述安排的收費(請參照花旗銀行收費簡介)，將會從本人/吾等戶口中扣取。 I/We understand that a charge will be debited from my/our account for each of the above arrangements in accordance with the schedule of Citibank Service Fees.

3. 本人/吾等明白本人/吾等須在指定的支款日期前一個結算日存有足夠款項，若執行支付指示付款因存款不足而退回，銀行有權收取費用。

I/We understand that I/we must maintain sufficient funds in the account at least one business day before the clearing day and that a charge may be levied, at the Bank's discretion, on each standing instruction payment returned due to insufficient funds.

4. 本人/吾等明白當銀行執行支付指示時，若遇到任何非銀行所能控制的原因而直接或間接引致延遲或無法執行該指示，銀行無須負責；凡因或有關執行或不執行本人/吾等指示而引致的任何直接或間接損失，銀行亦無須對本人/吾等負責。

I/We understand that the Bank will not liable for any delay or failure to carry out the standing instructions where such delay or failure is attributable (whether directly or indirectly) to any cause beyond the Bank's control and under no circumstances shall the Bank be responsible to me/us for any consequential or indirect losses arising out of or in connection with the carrying out or otherwise of my/our instructions.

本人/吾等明白登記程序需時**3**個工作天，並同意其後給予上述收款人之匯款將受列於背頁的條款所規限。

I/We understand that the registration process takes 3 business days and agree that the subsequent transfers to the above beneficiary(ies) are made subject to the conditions printed on the reverse side herein.

戶名(英文) Account Title:	戶口號碼 Account Number:	簽署 Signature(s)	Signature Verified	For Bank Use Only		
				<input type="checkbox"/> In Person, ID verified	Processed by	
				1 st verifier	2 nd verifier	
				<input type="checkbox"/> Mail in <input type="checkbox"/> Messenger		

請將已填妥的表格寄回香港軒尼詩道郵政信箱20151號，本行不接受以傳直遞交的登記。

Please return your completed form by mail to PO Box 20151, Hennessy Road Post Office, Hong Kong. We do not accept any registrations by fax.

銀行副本
Bank Copy

Citibank (Hong Kong) Limited