HSBC 滙豐

STANDING INSTRUCTION REQUEST FORM 常行指示申請表
(Local Transfers / Purchase of Cashier's Order 本地轉賬／購買本票)

To: The Hongkong and Shanghai Banking Corporation Limited
致：香港上海滙豐銀行有限公司

Date 日期 | D D M M Y Y Y Y

Note 注意：

1. Please complete one form for each type of standing instruction.
   申請每項常行指示，請分別填寫一份表格。
2. Please complete in **Block Letters** and tick where applicable.
   請用**正楷**填寫，並在適當的地方加上剔號。
3. The Bank will set up the Standing Instruction accordingly, and no acknowledgement will be sent to you.
   本行將應閣下要求設定常行指示，不會作另行通知。
4. Details of the instructions will be reflected on your account statement and/or passbook after your request has been carried out by us, but no separate advice will be sent by us.
   本行執行指示後，會在閣下的戶口結單及／或儲蓄戶口簿內詳列細節，但不會另行發出書面通知。
5. The reference to "business day" means a day, other than a Saturday, Sunday or public holiday, on which banks are open for general business in Hong Kong.
   「營業日」指銀行在香港開放營業的日子（星期六、日及公眾假期除外）。
6. ⚓ Debit account for Renminbi Cashier's Order must be either a Renminbi account or a HKD account.
   人民幣本票的扣賬戶口必須為人民幣戶口或港元戶口。
7. ♦ Not applicable for Savings standing instruction and standing instruction to other local bank.
   不適用於儲蓄戶口的常行指示和跨行轉賬。
8. ⽤ Please input 8-digit policy number for premium payment to HSBC Insurance Hong Kong.
   如屬滙豐保險的供款，請填寫8個位的保單號碼。
9. * Maximum 15 digits. Please check with the beneficiary bank if the account number exceeds 15 digits.
   最多15字位。如超出此限，請與受款人戶口銀行查核。
10. # Charges for setting up Standing Instruction for Senior Citizen Card Holders will be waived. For Mail-in Application, please attach a photocopy of your Senior Citizen Card to this form.
    長者咭持有人可獲豁免設定常行指示的手續費。郵寄申請者，請將長者咭的副本連同此表格一併寄回。
11. Please complete "Standing Instruction Amendment/Cancellation Form" to amend/cancel existing Standing Instruction records.
    如需更改／取消常行指示，請填寫「常行指示更改／取消表格」。
12. The Bank reserves the right not to accept or otherwise reject the application of standing instruction without giving reasons.
    本行有權在任何情況下不處理或拒絕常行指示的申請而不需要給予任何理由。

Please return your completed form either (1) by mail to **"The Hongkong and Shanghai Banking Corporation Limited, P O Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong"**, or (2) by visiting your nearest HSBC Branch. Your request will normally be processed within 3 business days upon our receipt of your form.
請將已填妥的表格（1）寄回**九龍中央郵政局郵政信箱72677號「香港上海滙豐銀行有限公司」收**，或（2）交回就近滙豐分行。本行將在收到您的申請表後三個營業日內處理您的申請。

Please debit my/our account mentioned below for the following arrangement: 請扣取本人（等）下述戶口以支付下列安排：

Details of Account (For Integrated / Business Integrated Account, please specify "^ Account Type")
戶口資料（如屬綜合理財／商業綜合戶口，請注明「^戶口類別」）

Account Name 戶口名稱

⚓Account Number 戶口號碼

^Account Type ^ 戶口類別

- ☐ Current Account 往來戶口
- ☐ Savings Account 儲蓄戶口
- ☐ Foreign Currency Savings Account 外幣儲蓄戶口

⚓Currency to be Debited
(For Foreign Currency Account Only):
⚓支賬貨幣類別（只適用於外幣戶口）

Payment Date 支款日期

(If the Payment 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 following business day falls on next month, the standing instruction will be effected on the business day immediately preceding the Payment Date.
如支款日期適逢非營業日，該常行指示則於下一個營業日進行。如該營業日屬於下一個月份，常行指示將會提前於非營業日前的一個營業日進行。)

Frequency 周期

- ☐ ♦ Daily ♦ 每日
- ☐ Weekly 每星期
- ☐ Fortnightly 每兩個星期
- ☐ Monthly 每月
- ☐ Quarterly 每季
- ☐ Half-yearly 每半年
- ☐ Yearly 每年

First Payment Date 第一次支款日期

Day 日 Month 月 Year 年 | D D M M Y Y Y Y

Final Payment Date 最後一次支款日期

- ☐ Total No. of Payment 支款總次數 （>1多於一次） | ☐ Final Payment Date 最後一次支款日期 Day 日 Month 月 Year 年 | D D M M Y Y Y Y | ☐ Until Further Notice 直至另行通知

Type and Details of Arrangement 安排事項種類及資料

☐ Local Transfers 本地轉賬

Currency to be Received by Beneficiary(ies) 受款人所收的貨幣類別	Currency and Amount of Transfer 轉賬貨幣及金額		Beneficiary(ies) Name(s) (Maximum 20 Characters, include spaces) 受款人姓名（不可以多於20個字母，包括空格）
	Currency 貨幣	Amount 金額	

⋇ Payment Reference (if any) (Maximum 24 Characters, include spaces) ⋇付款備考（如有）（不可以多於24 個字母，包括空格）

(Mandatory for premium payment to HSBC Insurance Hong Kong)
(如屬滙豐保險供款必須填寫)

Bank and Account Details of Beneficiary(ies) 受款人銀行及戶口資料

☐ The Hongkong and Shanghai Banking Corporation Limited 香港上海滙豐銀行有限公司

Account No. 戶口號碼：

Branch No. 分行編號　　　Account No. 戶口號碼

Account Type (For the following Account, please complete the details below 戶口類別（如屬下列戶口，請填寫以下資料）：

☐ Integrated / Business Integrated, please specify 綜合理財／商業綜合，請註明：

☐ Hong Kong Dollar （　☐ Current Account　☐ Savings Account ）　☐ Foreign Currency Savings Account
港幣　　　往來戶口　　　儲蓄戶口　　　外幣儲蓄戶口

☐ Time Deposits 定期存款

Deposit No.(if any): 存款編號（如有）	Deposit Period: 存款期	Maturity Instruction: 到期指示

☐ Other Local Bank (Transfer of Funds must be in Hong Kong Dollar and beneficiary account will normally be credited one to two business days after payment date.)
本港其他銀行（轉賬只限港幣及款項一般會於支款日期後一至兩個營業日存入受款人戶口。）

Bank Name 銀行名稱	*Account No. 戶口號碼		
	Bank No. 銀行編號	Branch No. 分行編號	Account No. 戶口號碼

☐ Purchase of Cashier's Order 購買本票

Currency of Cashier's Order 本票貨幣	Beneficiary(ies) Name(s) 受款人姓名
☐ ⊕CNY 人民幣　☐ HKD 港幣　☐ USD 美元	

Note 注意： CNY is the currency code for renminbi (RMB).
人民幣（RMB）的貨幣代號為「CNY」。

Amount 金額	Payment Reference (if any) 付款備考（如有）

Cashier's Order should be 本票應

☐ mailed to me/us at the correspondence address. 寄給本人（等）通訊地址。

☐ held for collection at 寄存在 _____ Branch. 分行留待領取。

☐ mailed to the Beneficiary(ies) at 寄給受款人，地址為

Declaration and Signature 聲明及簽署

1. I/We understand that a #charge (as stated in the General Bank Tariffs) will be debited from my/our account for each of the above arrangements; and for each payment requiring manual handling, a transaction charge will also be debited from my/our account.
本人（等）明白上述每項安排的#收費（請參照一般銀行服務簡介），將會從本人（等）戶口中扣取；而上述常行指示如需人手處理，每次須另行收費，亦將會從本人（等）戶口中扣取。

2. 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 payment date for the above arrangement and that a charge may be levied, at the Bank's discretion.
本人（等）明白本人（等）須在指定的支款日期前一個營業日（分行辦公時間內），戶口內備有足夠款項以便支付上述安排，若常行指示付款因存款不足而退回，貴行有權收取費用。

3. I/We understand that the Bank will not be 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 including any equipment malfunction or failure 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（等）明白當貴行執行常行指示時，若遇到任何非貴行所能控制的原因，包括任何機件設備失靈或出現故障而（直接或間接）引致延遲或無法執行常行指示，貴行毋須負責；凡因或有關執行或不執行本人（等）指示而引致的任何直接或間接損失，貴行亦毋須對本人（等）負責。

S.V.

For Bank Use Only 銀行專用

Checked by

Branch Chop

Staff ID

OPS055R26-m (290316) FW

HSBC 🔷 滙 豐

STANDING INSTRUCTION REQUEST FORM 常行指示申請表
(Local Transfers / Purchase of Cashier's Order 本地轉賬／ 購買本票)

To: **The Hongkong and Shanghai Banking Corporation Limited**
致：**香港上海滙豐銀行有限公司**

Date 日期　[D][D][M][M][Y][Y][Y][Y]

Note 注意：
1. Please complete one form for each type of standing instruction.
   申請每項常行指示，請分別填寫一份表格。
2. Please complete in **Block Letters** and tick where applicable.
   請用正楷填寫，並在適當的地方加上剔號。
3. The Bank will set up the Standing Instruction accordingly, and no acknowledgement will be sent to you.
   本行將應閣下要求設定常行指示，不會作另行通知。
4. Details of the instructions will be reflected on your account statement and/or passbook after your request has been carried out by us, but no separate advice will be sent by us.
   本行執行指示後，會在閣下的戶口結單及／ 或儲蓄戶口簿內詳列細節，但不會另行發出書面通知。
5. The reference to "business day" means a day, other than a Saturday, Sunday or public holiday, on which banks are open for general business in Hong Kong.
   「營業日」指銀行在香港開放營業的日子（星期六、日及公眾假期除外）。
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   人民幣本票的扣賬戶口必須為人民幣戶口或港元戶口。
7. ♦ Not applicable for Savings standing instruction and standing instruction to other local bank.
   不適用於儲蓄戶口的常行指示和跨行轉賬。
8. ⌘ Please input 8-digit policy number for premium payment to HSBC Insurance Hong Kong.
   如屬滙豐保險的供款，請填寫8個位的保單號碼。
9. * Maximum 15 digits. Please check with the beneficiary bank if the account number exceeds 15 digits.
   最多15字位。如超出此限，請與受款人戶口銀行查核。
10. # Charges for setting up Standing Instruction for Senior Citizen Card Holders will be waived. For Mail-in Application, please attach a photocopy of your Senior Citizen Card to this form.
   長者咭持有人可獲豁免設定常行指示的手續費。郵寄申請者，請將長者咭的副本連同此表格一併寄回。
11. Please complete "Standing Instruction Amendment/Cancellation Form" to amend/cancel existing Standing Instruction records.
   如需更改／ 取消常行指示，請填寫「常行指示更改／ 取消表格」。
12. The Bank reserves the right not to accept or otherwise reject the application of standing instruction without giving reasons.
   本行有權在任何情況下不處理或拒絕常行指示的申請而不需要給予任何理由。

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Please debit my/our account mentioned below for the following arrangement: 請扣取本人（等）下述戶口以支付下列安排：

Details of Account (For Integrated / Business Integrated Account, please specify "^ Account Type")
戶口資料（如屬綜合理財／ 商業綜合戶口，請注明「^戶口類別」）

Account Name 戶口名稱

⊕Account Number 戶口號碼

^Account Type ^ 戶口類別
- [ ] Current Account 往來戶口
- [ ] Savings Account 儲蓄戶口
- [ ] Foreign Currency Savings Account 外幣儲蓄戶口

⊕Currency to be Debited
(For Foreign Currency Account Only):
⊕支賬貨幣類別（只適用於外幣戶口）

Payment Date 支款日期

(If the Payment 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 following business day falls on next month, the standing instruction will be effected on the business day immediately preceding the Payment Date.
如支款日期適逢非營業日，該常行指示則於下一個營業日進行。如該營業日屬於下一個月份，常行指示將會提前於非營業日前的一個營業日進行。)

Frequency 周期
- [ ] ♦ Daily ♦ 每日
- [ ] Weekly 每星期
- [ ] Fortnightly 每兩個星期
- [ ] Monthly 每月
- [ ] Quarterly 每季
- [ ] Half-yearly 每半年
- [ ] Yearly 每年

First Payment Date
第一次支款日期
Day 日　Month 月　Year 年
[D][D][M][M][Y][Y][Y][Y]

Final Payment Date 最後一次支款日期
- [ ] Total No. of Payment 支款總次數（>1多於一次）
- [ ] Final Payment Date 最後一次支款日期　Day 日 Month 月 Year 年 [D][D][M][M][Y][Y][Y][Y]
- [ ] Until Further Notice 直至另行通知

Type and Details of Arrangement 安排事項種類及資料

☐ Local Transfers 本地轉賬

Currency to be Received by Beneficiary(ies) 受款人所收的貨幣類別	Currency and Amount of Transfer 轉賬貨幣及金額		Beneficiary(ies) Name(s) (Maximum 20 Characters, include spaces) 受款人姓名（不可以多於20個字母，包括空格）
	Currency 貨幣	Amount 金額	

⋊ Payment Reference (if any) (Maximum 24 Characters, include spaces) ⋊付款備考（如有）（不可以多於24個字母，包括空格）

(Mandatory for premium payment to HSBC Insurance Hong Kong)
（如屬滙豐保險供款必須填寫）

Bank and Account Details of Beneficiary(ies) 受款人銀行及戶口資料

☐ The Hongkong and Shanghai Banking Corporation Limited 香港上海滙豐銀行有限公司

Account No. 戶口號碼 :

Branch No. 分行編號   Account No. 戶口號碼

Account Type (For the following Account, please complete the details below 戶口類別（如屬下列戶口，請填寫以下資料）：

☐ Integrated / Business Integrated, please specify 綜合理財／商業綜合，請註明：

☐ Hong Kong Dollar 港幣 （ ☐ Current Account 往來戶口 ☐ Savings Account 儲蓄戶口 ） ☐ Foreign Currency Savings Account 外幣儲蓄戶口

☐ Time Deposits 定期存款

Deposit No.(if any): 存款編號（如有）	Deposit Period: 存款期	Maturity Instruction: 到期指示

☐ Other Local Bank (Transfer of Funds must be in Hong Kong Dollar and beneficiary account will normally be credited one to two business days after payment date.)
本港其他銀行（轉賬只限港幣及款項一般會於支款日期後一至兩個營業日存入受款人戶口。）

Bank Name 銀行名稱	*Account No. 戶口號碼		
	Bank No. 銀行編號	Branch No. 分行編號	Account No. 戶口號碼

☐ Purchase of Cashier's Order 購買本票

Currency of Cashier's Order 本票貨幣	Beneficiary(ies) Name(s) 受款人姓名
☐ ⊕CNY 人民幣 ☐ HKD 港幣 ☐ USD 美元	

Note 注意：CNY is the currency code for renminbi (RMB).
人民幣（RMB）的貨幣代號為「CNY」。

Amount 金額	Payment Reference (if any) 付款備考（如有）

Cashier's Order should be 本票應

☐ mailed to me/us at the correspondence address. 寄給本人（等）通訊地址。

☐ held for collection at 寄存在 _____ Branch. 分行留待領取。

☐ mailed to the Beneficiary(ies) at 寄給受款人，地址為

Declaration and Signature 聲明及簽署

1. I/We understand that a #charge (as stated in the General Bank Tariffs) will be debited from my/our account for each of the above arrangements; and for each payment requiring manual handling, a transaction charge will also be debited from my/our account.
本人（等）明白上述每項安排的#收費（請參照一般銀行服務簡介），將會從本人（等）戶口中扣取；而上述常行指示如需人手處理，每次須另行收費，亦將會從本人（等）戶口中扣取。

2. 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 payment date for the above arrangement and that a charge may be levied, at the Bank's discretion.
本人（等）明白本人（等）須在指定的支款日期前一個營業日（分行辦公時間內），戶口內備有足夠款項以便支付上述安排，若常行指示付款因存款不足而退回，貴行有權收取費用。

3. I/We understand that the Bank will not be 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 including any equipment malfunction or failure 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（等）明白當貴行執行常行指示時，若遇到任何非貴行所能控制的原因，包括任何機件設備失靈或出現故障而（直接或間接）引致延遲或無法執行常行指示，貴行毋須負責；凡因或有關執行或不執行本人（等）指示而引致的任何直接或間接損失，貴行亦毋須對本人（等）負責。

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Checked by

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Staff ID

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