

**DIRECT DEBIT AUTHORISATION (Generic Set-up) 直接付款授權書**

Date 日期	day 日 / month 月 / year 年
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- Note 注意:**
1. Please tick where applicable. 請在適當的地方加上劃號。
  2. For HSBC customers, please return the completed form to the Bank or mail to Automatic Payments Centre, Payment Services at P O Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong. You may also set up the direct debit authorisation through HSBC Internet Banking. For non-HSBC customers, please complete and return this form to your banker. 如屬滙豐客戶，請將已填妥的表格交回本行或寄回九龍中央郵政局郵政信箱 72677 號匯款服務自動轉賬中心。您亦可透過滙豐網上理財設立直接付款授權。如非滙豐客戶，請依次填寫並將此授權書交給貴戶的往來銀行。
  3. Your Direct Debit Authorisation set up request will normally be processed within 4 working days (excluding Saturday, Sunday and public holiday) upon receipt of your form. 在一般情況下，本行將在收到您的直接付款授權的設立申請表後四個工作天內（不包括星期六、日及公眾假期）處理您的申請。

Name of Party to be Credited ( <i>The Beneficiary</i> ) 收款的一方 (收銀人) <b>Nord Anglia International School, Hong Kong Ltd</b>		Bank No. 銀行號碼 <b>0 0 4</b>	Branch No. 分行號碼 <b>8 4 8</b>	Account No. 戶口號碼 <b>5 1 6 6 2 1 0 0 1</b>
My/Our Bank Name and Branch 本人(等)的銀行及分行的名稱		Bank No. 銀行號碼	Branch No. 分行號碼	My/Our Account No. 本人(等)的戶口號碼
My/Our Name(s) as recorded on Statement/Passbook ( <i>in Block Letters</i> ) 本人(等)在結單/存摺上所記錄的名稱 (請以英文正楷填寫)				
Contact Telephone No. 聯絡電話號碼	Maximum Limit for 最高付款限額 <i>Note 注意: If blank, the debtor's bank will set as "unlimited". 如無填寫, 付款銀行的轉賬限額設定為「不設上限」。</i> <input checked="" type="radio"/> Each Payment 每次 <input type="radio"/> Each Month 每月 <b>HKD30,000.00</b>		Expiry Date ( <i>day/month/year</i> ) 到期日 (日/月/年) <i>Note 注意: If blank, this authorisation shall have effect until further notice and Expiry Date should be greater than 3 months. 如無填寫, 此直接付款授權在無限期有效直至另行通知及到期日必須大於三個月。</i>	
My/Our Address as recorded on Statement/Passbook 本人(等)在結單/存摺上所記錄的地址				
Debtor Name ( <i>in Block Letters</i> ) 付款人名稱 (請以英文正楷填寫) <i>Note 注意: Please specify if other than Account Holder. 如非戶口持有人, 請填寫。</i>			Debtor Reference ( <i>Compulsory Field</i> ) 付款人編號 (必填之欄) (Reference between yourself and the party to be credited 貴賬戶與收款一方的編號)	
Declaration ( <i>For HSBC Customer Only</i> ) 聲明 (只適用於滙豐客戶)				
<p>1. I/We hereby authorise my/our above named 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 any one such transfer shall not exceed the limit indicated above. 本人(等)現授權本人(等)的上述銀行, (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)的戶口內轉賬予上述收款人。惟每次轉賬金額不得超過以上指定的限額。</p> <p>2. I/We agree that my/our 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)同意本人(等)的銀行毋須證實該等轉賬通知或沖銷通知是否已交予本人(等)。</p> <p>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。</p> <p>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)的銀行從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)。</p> <p>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)已設立直接付款授權的戶口連續三十個月內未有根據本授權書作出過賬的紀錄, 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), 即使本授權書並未到期或未有註明授權到期日。</p> <p>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日之前交予本人(等)的銀行。</p>				
My/Our Bank Account Signature(s) 本人(等)銀行戶口的簽署				
For Bank Use Only 銀行專用	Remarks			Branch Chop
	X			

APC126R18-m (170681) FI



**HOW TO FILL IN YOUR DIRECT DEBIT FORM: 如何填写直接付款授权书:**

Please write in English and CAPITAL letters. Do not use correction fluid if you make a mistake.  
请用英文正楷填写。如有修改,请画上删除线并于旁边位置填上正确资料并签署。请勿使用涂改带。

- |   |  |
|---|--|
| 1) Bank name and branch   | 6) Expiry Date - Please <u>leave blank</u> |
| 2) Bank, Branch and Account No  | 7) Same address as on bank statement       |
| 3) Name of account holder   | 8) Debtor Name - <u>Child</u> name         |
| 4) Contact telephone number   | 9) Debtor Reference - leave it blank       |
| 5) Limit for each payment - \$30,000<br><i>(Please note that we will seek your consent before drawing down any amount exceeding tuition &amp; bus fees)</i> | 10) Signature - <u>Parent</u> signature    |

- |                              |                   |
|------------------------------|-------------------|
| 1) 您的银行及分行名称                 | 6) "不用填写"         |
| 2) 在结单/存款簿上的银行号码, 分行号码, 户口号码 | 7) 在结单/存款簿上所记录的地址 |
| 3) 在结单/存款簿上的名称               | 8) 贵子弟的名称         |
| 4) 联络电话号码                    | 9) "不用填写"         |
| 5) "不用填写"                    | 10) 银行户口的签署       |

**DIRECT DEBIT AUTHORISATION (Generic Set-up) 直接付款授權書**

Date 日期  day 日 / month 月 / year 年

Note 注意: 1. Please tick where applicable. 請在適當的方格上劃記。  
2. For HSBC customers, please return the completed form to the Bank or mail to Automatic Payments Centre, Payment Services at P.O. Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong. You may also set up the direct debit authorisation through HSBC Internet Banking. For non-HSBC customers, please complete and return this form to your banker. 有關匯豐客戶, 請將此填妥的表格交與本行或匯豐九龍中環郵政總局直達郵箱 72677 號匯豐銀行總辦事處。您亦可透過匯豐網上理財設定直接付款授權。如非匯豐客戶, 請將此填妥表格交與本分行或匯豐分行經理。  
3. Your Direct Debit Authorisation set up request will normally be processed within 4 working days (excluding Saturday, Sunday and public holiday) upon receipt of your form. 在一般情况下, 本行將在收到您的直接付款授權申請表後於4個工作日內(不包括星期六、日及公眾假期)處理您的申請。

Name of Party to be Credited (The Beneficiary) 獲款一方 (受款人) <b>Nord Anglia International School, Hong Kong Ltd</b>			Bank No. 銀行號碼 <b>0 0 4</b>	Branch No. 分行號碼 <b>8 4 8</b>	Account No. 戶口號碼 <b>5 1 6 6 2 1 0 0 1</b>
My/Our Bank Name and Branch 本人(等)的銀行及分行名稱			Bank No. 銀行號碼	Branch No. 分行號碼	My/Our Account No. 本人(等)的戶口號碼
My/Our Name(s) as recorded on Statement/Pasbook (in Block Letters) 本人(等)的結單/存款簿上的名稱 (請以大寫字填寫)					
Contact Telephone No. 聯絡電話號碼			Maximum Limit for Maximum Payment 最高付款限額 Note: If blank, the debtor's bank will treat as "unlimited". 如無填寫, 債務人銀行將把此額視為「不受限制」。 <input checked="" type="checkbox"/> Each Payment 每次 <input type="checkbox"/> Each Month 每月 <b>HKD30,000.00</b>	Expiry Date (date/month/year) 到期日 (日/月/年) Note: If blank, this authorisation shall have effect until further notice and Expiry Date should be greater than 3 months. 如無填寫, 此填妥表格將繼續有效直至獲通知為止, 且到期日應超過3個月。	
My/Our Address as recorded on Statement/Pasbook 本人(等)的結單/存款簿上的居住地址					
Debtor Name (in Block Letters) 債務人名稱 (請以大寫字填寫) Note: Please specify if other than Account Holder, 如非戶口持有人, 請註明。			Debtor Reference (Compulsory Field) 債務人編號 (必須填寫) (Reference between yourself and the party to be credited) 貴戶與獲款一方的聯絡		
Declaration (For HSBC Customer Only) 聲明 (只適用於匯豐客戶)					
1. I/We hereby authorise my/our above named 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 any one such transfer shall not exceed the limit indicated above. 本人(等)授權本人(等)的上述銀行, (對接收款人或其在銀行或代辦行) 不時給予本人(等)的指示。 2. I/We agree that my/our 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)同意本人(等)的銀行無須核實是否已發出通知或復轉通知。 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 transfers. 本人(等)對其任何溢帳或溢帳增加負全責任。 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)須在預先通知前維持足夠款項在該戶口以應付任何獲授权的轉帳。本人(等)同意本人(等)的銀行在預先通知前, 如有不足款項, 則銀行有權隨時取消本填妥表格。 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. 本人(等)同意本人(等)的填妥表格將繼續有效直至獲通知為止 (以兩者中最早的日期為準)。本人(等)同意本人(等)的銀行在連續三十個月內沒有在該戶口下進行任何獲授权的轉帳, 則銀行有權隨時取消本填妥表格。 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)的填妥表格如有任何修改, 則通知須於最少兩個工作日之前交與本人(等)的銀行。					
My/Our Bank Account Signature(s) 本人(等)的銀行戶口簽署  X <b>10</b>					
For Bank Use Only 銀行專用	Remarks			Branch Chop	

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