恒生銀行
HANG SENG BANK

特別指示
Standing Instruction

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

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 appropriateand return the completed form to any of our branches .

日期(日/月/年) Date(DD/MM/YY)

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.

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	☐ 每月 Monthly (3) ☐ 每日 Daily (0) (For CIF only) ☐ 每季 Quarterly (4) ☐ 每星期 Weekly (1) ☐ 每半年 Half-yearly (5) ☐ 每兩星期 Bi-weekly (2) ☐ 每年 Yearly (6)
貨幣類別及金額 Currency & Amount	HKD
第一次支款日期 (日/月/年) 註 1,2 First Payment Date (DD / MM / YY) Note 1,2	
執行次數 No of Times	☐ 無限 Unlimited _____ 次 Times
收款銀行 Beneficiary Bank	
收款人戶口號碼 Beneficiary A/C No	
收款人名稱 Beneficiary Name	
附言 (最多 24 個字母加空格) 註 3 References to payee (Max 24 characters with space field) Note 3	

註: 1)如轉賬日期爲月頭或月尾(例如：一月一日，二月二十八日、九月三十日)，請指示爲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)不適用於收款戶口爲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

1. 倘遇本人(等)戶口存款不足，或透支過額，可無須代付，貴行可自本人之戶口扣除有關手續費。如有因延誤、漏付、或其他非人力所能控制之情形而引起之一切責任，概由本人(等)自負，與貴行無涉。
It is clearly understood that you are not obliged to pay if and when the credit balance standing to my/our account is insufficient to meet such payment as aforesaid or if the overdraft created or increased by such payment will exceed the amount acceptable to you in each case you shall be entitled to charge a handling fee to the debit of my account, and that I/we assume all liabilities for any delay, mistake or neglect in your acting upon my/our request through whatever cause such non-payments, delay, mistake, neglect or force majeure shall have occurred. Should payments be effected as specified above, your Bank is absolutely absolved from any liability as a consequence of your complying with my/our such request.
2. 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.
3. 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.
4. 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，以英文本爲準 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)

S.V.

X

請戶口持有人按照簽署樣式 Please use signature(s)/chop(s) filed with Bank

銀行專用 For Bank Use	
Receiving Br. Code	Approved by

服務費優惠Bank Charges Waiver
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.

☐ 豁免 Waive (Y) ☐ 收取 Charge (N)
☐「優越」/「優進」理財客戶
☐ 長者
☐ 員工

>>NSC>ASV

OSCM14-R5(YX) sht 02/12 E <OSCM14>