

每季

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)

每半年

每年

Final Payment Date

最後一次支款日期



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)

	- CT47/M/ 76324 1 201/
To: The Hongkong and Shanghai Banking Corporation Limited 致:香港上海滙豐銀行有限公司	Date 日期
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 ser 本行將應閣下要求設定常行指示,不會作另行通知。	nt to you.
 Details of the instructions will be reflected on your account statement and/or passbook after yo 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 「營業日」指銀行在香港開放營業的日子(星期六、日及公衆假期除外)。	
6. 专 Debit account for Renminbi Cashier's Order must be either a Renminbi account or a HKD account CRENT ACCOUNT ACCOUNTS ACCOUN	ount.
 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. 米 Please input 8-digit policy number for premium payment to HSBC Insurance Hong Kong. 如屬進豐保險的供款,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 最多15字位。如超出此限,請與受款人戶口銀行查核。	digits.
## Charges for setting up Standing Instruction for Senior Citizen Card Holders will be waived. For Mailto this form.	in Application, please attach a photocopy of your Senior Citizen Card
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 11. Please complete "Standing Instruction Amendment/Cancellation Form" to amend/cancel existing Standing Instruction Amendment/Cancellation Form" to amend/cancel existing Standing Instruction Amendment/Cancellation Form" to amend/cancel	
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 v 本行有權在任何情况下不處理或拒絕常行指示的申請而不需要給予任何理由。	vithout giving reasons.
Please return your completed form either (1) by mail to " The Hongkong and Shanghai Banking Corporat Kowloon, Hong Kong ", or (2) by visiting your nearest HSBC Branch. Your request will normally be process 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,或業日內處理您的申請。	sed within 3 business days upon our receipt of your form.
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 s 戶口資料(如屬綜合理財/商業綜合戶口,請注明「^戶口類別」)	specify "^ Account Type")
Account Name 戶口名稱	令Account Number 戶口號碼
^Account Type ^ 戶口類別 Current Account Savings Account 往來戶口 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 following business day falls on next month, the standing instruction will be effected on the business day 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	y immediately preceding the Payment Date.
Frequency 周期	First Payment Date
◆ Daily Weekly Fortnightly 每 ◆ 每日 每星期 每月	第一次支款日期 Day 日 Month 月 Year 年
Quarterly Half-yearly Yearly 与业年	

Day 日 Month 月

Year 年

Until Further Notice

直至另行通知

OPS055R26-m (290316) FW

rrency to be Received	Currency and Amount of Transfer 轉賬貨幣及金	
Beneficiary(ies) 款人所收的貨幣類別	Currency 貨幣 Amount 金額	受款人姓名(不可以多於20個字母,包括空格)
		7
Payment Reference (if an	y) (Maximum 24 Characters, include spaces) 兴付	一' 款備老(如有)(不可以多於24個字母,包括空格)
Taymont Notorense (ii an	y) (maximum 2 i charactere, include spaces) \mathcal{H}_{1}	(Mandatory for premium payment to HSBC Insurance Hong Kong
		─────────────────────────────────────
	f Beneficiary(ies) 受款人銀行及戶口資料 anghai 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	
Integrated / Bus	iness Integrated, please specify 綜合理財/ 商業総	elow 戶口類別(如屬下列戶口,請填寫以下資料): 《合,請註明:
Hong Kon 港幣 Time Deposits 3	往來戶口	Account) Foreign Currency Savings Account 外幣儲蓄戶口
Deposit No.(if a 存款編號(如有		Maturity Instruction: 到期指示
		ficiary account will normally be credited one to two business days after payment days
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	F入受款人戶口。)
Bank Name 銀行名稱	i e e e e e e e e e e e e e e e e e e e	*Account No. 戶口號碼
		Bank No. Branch No. Account No. 銀行編號 分行編號 戶口號碼
Purchase of Cas	hier's Order 購買本票	
rrency of Cashier's Order		Beneficiary(ies) Name(s) 受款人姓名
rrency of Cashier's Order 中CNY 人民幣 te 注意:CNY is the curr	本票貨幣 ——	Beneficiary(ies) Name(s) 受款人姓名
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Staff ID



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)

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)

(LOCal	iransiers / Purchase of Cashler's Order	个心特版/ 脾具个赤/
	ongkong and Shanghai Banking Corporation Limite 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. 請用正權填寫,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 s 本行將應關下要求設定常行指示,不會作另行通知。	ent to you.
4.	平行所感問下安水成に吊行指小・不盲下方行週辺。 Details of the instructions will be reflected on your account statement and/or passbook after will be sent by us.	your request has been carried out by us, but no separate advice
5.	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 The reference to "business day" means a day, other than a Saturday, Sunday or public holida 「營業日」指銀行在香港開放營業的日子(星期六、日及公衆假期除外)。	
6. ∜) ■素は「抽象力性自尼内放置素的は」(生効ハ・ロ及る水散物体が)。 Ď Debit account for Renminbi Cashier's Order must be either a Renminbi account or a HKD ac 人民幣本票的扣賬戶口必須為人民幣戶口或港元戶口。	count.
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.	
9. *	如屬滙豐保險的供款,請填寫8個位的保單號碼。 Maximum 15 digits. Please check with the beneficiary bank if the account number exceeds 1 最多15字位。如超出此限,請與受款人戶口銀行查核。	5 digits.
10. ;	# Charges for setting up Standing Instruction for Senior Citizen Card Holders will be waived. For Ma to this form.	il-in Application, please attach a photocopy of your Senior Citizen Card
11.	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 Please complete "Standing Instruction Amendment/Cancellation Form" to amend/cancel existing S	
10	如需更改/取消常行指示,請填寫「常行指示更改/取消表格」。	udthout diving recent
12.	The Bank reserves the right not to accept or otherwise reject the application of standing instruction 本行有權在任何情况下不處理或拒絕常行指示的申請而不需要給予任何理由。	i without giving reasons.
Kowloon, Ho	your completed form either (1) by mail to "The Hongkong and Shanghai Banking Corpor Ing Kong" , or (2) by visiting your nearest HSBC Branch. Your request will normally be proce 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, 京的申請。	ssed within 3 business days upon our receipt of your form.
Please debit i	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:
	Account (For Integrated / Business Integrated Account, please (如屬綜合理財/商業綜合戶口,請注明「^戶口類別」)	specify "^ Account Type")
Account Nam	e 戶口名稱	◆Account Number 戶口號碼
^Account Typ Current 往來戶口	Account Savings Account Foreign Currency Savings Account	◆Currency to be Debited (For Foreign Currency Account Only): ◆支脹貨幣類別(只適用於外幣戶口)
Payment I	Date 支款日期	
following busi	nt Date falls on a day which is not a business day, the standing instruction will be effect ness day falls on next month, the standing instruction will be effected on the business c 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	lay immediately preceding the Payment Date.
Frequency 周		First Payment Date 第一次支款日期
◆ Daily ◆ 每日	Weekly Fortnightly Monthly 每星期 每月	カステンス Day 日 Month 月 Year 年
Quarterl 每季	y Half-yearly Yearly 每半年 每年	D D M M Y Y Y Y

Day 日 Month 月

Final Payment Date

最後一次支款日期

Year 年

Until Further Notice

直至另行通知

OPS055R26-m (290316) FW

rrency to be Received	Currency and Amount of Transfer 轉賬貨幣及		s) Name(s) (Maximum 20 Characters, include space	es)
Beneficiary(ies) 款人所收的貨幣類別	Currency 貨幣 Amount 金額	受款人姓名(不可以多於20個字母,包括空格)	
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ayment reference (ii an	y) (Maximum 24 Gharacters, include spaces) //		ry for premium payment to HSBC Insurance Hong K	ong)
		──────────────────────────────────────	保險供款必須填寫)	
	f Beneficiary(ies) 受款人銀行及戶口資料 anghai Banking Corporation Limited 香港上海派	銀行有限公司		
Account No. 戶口號碼	Branch No. 分行編號 Account No. 戶口號碼			
Integrated / Bus	e following Account, please complete the detail iness Integrated, please specify 綜合理財/商詞		下列戶口,請填寫以下資料):	
Hong Kon 港幣	往來戶口		eign Currency Savings Account 将儲蓄戶口	
Deposit No.(if a			Maturity Instruction:	
存款編號(如有			到期指示	
	sfer of Funds must be in Hong Kong Dollar and be 限港幣及款項一般會於支款日期後一至兩個營業		nally be credited one to two business days after paymen	nt da
Bank Name 銀行名稱		*Account No. 戶口	口號碼	
			anch No. Account No. 行編號 戶口號碼	
Durchase of Cas	hior's Order 瞎冒木曹	24X 1 3 W 23		
	hier's Order 購買本票			
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