

Direct Debit Authorisation – Set Up/ Amendment/ Cancellation Request Form (For Utility Bills)

設立/ 更改/ 取消直接付款授權表格 (公用事業機構賬單適用)

- Note 注意: 1. 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。
2. Alteration requires authorized signature. 塗改處須簽署。
3. Please return the completed form to the Bank or mail to your relationship manager at 639 Avenida da Praia Grande, Macau Peninsula. 請將已填妥的表格交回本行或寄給您的客戶經理，地址: 南灣大馬路 639 號, 澳門半島。
4. The Bank may charge an instruction setup/amendment fee from your account stated below in accordance with the rates as specified by the Bank from time to time. Please refer to the bank tariff guide for details of the charges. 本行可根據不時規定之收費，向您的下述戶口收取設立/更改指示之費用。收費之詳情請參閱銀行務費用簡介。
5. Bill handling charge per transaction MOP1.00. 自動轉帳手續每次為澳門元壹圓。

Instruction Details 指示資料				
Instruction Type 指示類別	Tick (✓)	Type 類別	Effective Date 生效日期	Note 注意
		Set Up 設立	Not Applicable 不適用	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。
		Amendment on Limit for Each Payment 更改每次付款限額		Your Direct Debit Authorisation amendment/cancellation request will normally be processed within 2 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更改/取消申請表後兩個工作天內(不包括星期六、日及公眾假期)處理您的申請。
		Cancellation 取消		
Customer Details 客戶資料				
Account Name 戶口名稱				
Account Number 戶口號碼 (For MOP account only 只限澳門元賬戶)		Contact Telephone No. 聯絡電話號碼		
AutoPay Details 自動轉賬資料				
Name of Party to be Credited 收款人名稱及戶口號碼	Debtor Reference (in Block Letters) 付款人編號(請以英文正楷填寫)	Maximum Limit for Each Payment (MOP) 每次付款最高限額 (澳門元) (If blank, the debtor's bank will set as "unlimited" 如無填寫，付款銀行會將轉賬限額設正為「不設上限」)		
澳門電訊有限公司 C.T.M.				
澳門電力有限公司 C.E.M.				
澳門自來水有限公司 SAAM				

Declaration (for Setting Up autoPay Only) 聲明 (只適用於設立自動轉賬)

1. I/We hereby authorise The Hongkong and Shanghai Banking Corporation Limited, Macau Branch (hereunder called "the 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 the transfer shall not exceed the maximum limit indicated above. For HSBC business account holders, the amount of the transfer shall not exceed the maximum limit indicated above. 本人(等)現授權香港上海滙豐銀行有限公司, 澳門分行(下稱「銀行」), (根據收款人或其住銀行及/或代理行不時給予本人(等)銀行的指示)自本人(等)的戶口內轉賬於上述收款人。惟轉賬金額不得超過以上指定的最高付款限額。滙豐企業客戶的轉賬金額不得超過以上指定的最高付款限額。
2. I/We agree that the 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)同意貴行毋須證實該等轉賬通知或注銷通知是否已交予本人(等)。
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。
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)。
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)已設立的直接付款授權戶口連續三十個月內未有根據本授權而作出過賬的紀錄, 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), 即使本授權書未到期或未有註明授權到期日。
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。
7. The Bank may charge an instruction setup/amendment fee from my/our account stated above in accordance with the rates as specified by the Bank from time to time.
本人(等)的銀行可根據不時規定之收費, 向本人(等)的上述戶口收取設立/更改指示之費用。

Customer's Signature(s) 客戶簽署

My/Our Bank Account Signature(s) 本人(等)銀行戶口的簽署

For Bank Use Only 銀行專用

Branch Chop