

請依據以下樣本填寫

「直接付款授權書」

Please fill in the Direct Debit Authorisation Form

according to the sample.

1. Correction tape/pen cannot be used in this DDA form for any alterations.

此授權書不可使用塗改筆/修正帶以作任何修改。

2. Please countersign any alterations, if any. 更改後請加簽名。

DIRECT DEBIT AUTHORISATION 直接付款授權書

Please complete and return this form to the party to be credited. 請依次填寫並將此授權書交給收款之一方

Name of party to be credited (The Beneficiary) 收款之一方 (受益人)	Bank No. 銀行編號	Branch No. 分行編號	Account No. to be credited 收款賬戶之號碼
KIANGSU & CHEKIANG PRIMARY SCHOOL	0 2 5	3 3 8	8 2 0 1 1 5 5 7

I/We hereby authorise my/our below 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 from time to time provided always that the amount of any one such transfer shall not exceed the limit indicated below.

I/We agree that my/our Bank shall not be obliged to ascertain whether or not notice of any such transfer has been given to me/us.

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).

I/We agree that should there be insufficient funds in my/our account to meet any transfer hereby authorised, my/our Bank shall be entitled, in its discretion, not to effect such transfer in which event the Bank may make the usual charge and that it may cancel this authorisation at any time on one week's written notice.

This authorisation shall have effect until further notice or until the below written expiry date (which shall first occur).

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/吾等現授權本人/吾等之下述銀行，(根據受益人不時給予本人/吾等銀行之指示)自本人/吾等之賬戶內轉賬予上述受益人。惟每次轉賬金額不得超過以下指定之限額。


本人/吾等同意本人/吾等之銀行毋須證實該等轉賬通知是否已交予本人/吾等。

如因該等轉賬而令本人/吾等之賬戶出現透支(或令現時之透支增加)，本人/吾等願共同及各別承擔全部責任。

本人/吾等同意如本人/吾等之賬戶並無足夠款項支付該等授權轉賬，本人/吾等之銀行有權不予轉賬，且銀行可收取慣常之收費，並可隨時以一星期書面通知取消本授權書。

本授權書將繼續生效直至另行通知為止或直至下列到期日為止(以兩者中最早之日期為準)。

本人/吾等同意，本人/吾等取消或更改本授權書之任何通知，須於取消/更改生效日最少兩個工作天之前交予本人/吾等之銀行。

My/Our Bank Name and Branch 本人/吾等之銀行及分行名稱	Bank No. 銀行編號	Branch No. 分行編號	My/Our Account No. 本人/吾等之賬戶號碼
HSBC	0 0 4	5 6 7	1 2 3 4 5 6 0 0 1
My/Our Name as recorded on Statement/Passbook (In English) 本人/吾等在結單/存摺上所紀錄之名稱(請用英文填寫)	My/Our Signature(s) 本人/吾等之簽名		
CHAN TAI MAN			
My/Our Address as recorded on Statement/Passbook (In English) 本人/吾等在結單/存摺上所紀錄之地址(請用英文填寫)	Date 日期		
FLAT C, 18/F, 10 TAI HANG ROAD CAUSEWAY BAY, HONG KONG			
Name of Debtor (if other than account holder) 債務人之姓名(若非賬戶持有人)	Debtor's Reference (Fill in by School) Leave it blank (In English) (請用英文填寫) 債務人參考(學生編號由校方填寫)		
蘇浙幼稚園-填寫: K3 ()			
Name of Student / Class 學生姓名 / 班級	CHAN LAI FUN 外校生小一新生編號(#)		
	J W		
For Bank Use Only 以下由銀行填寫	Signature Verified		

NOTES 附註:

- If the amount of your payments are likely to vary each time, set the limit for each payment at the maximum amount you would expect to pay at any one time.
- This Direct Debit Authorisation will be cancelled automatically on the date included in the box marked 'Expiry Date'. If you wish the Direct Debit Authorisation to have effect indefinitely (or until cancelled by you) please leave box blank.
- Please ensure that you sign the form in the usual way that you would sign on your Bank Account.
- In the box marked 'Debtor's Reference' enter the identifying reference between yourself and the party to be credited i.e. student number, mortgage agreement number, rental agreement number, etc.
- 如 台端付款之數額每次可能不相同，則請將最高者定為每次付款之最高限額。
- 本直接付款授權書將於「到期日」一欄中所填寫之日期自動撤銷。如貴戶意欲本直接付款授權書無限期有效(或直至貴戶予以撤銷為止)，則請將該欄留空。
- 請保證 貴戶在此授權書內之簽名，與銀行賬戶所簽者完全相同。
- 在債務人之參考欄內，請將 貴戶與受款一方之關係，略予說明，例如學生編號，抵押合約號碼。

*Delete whichever is not appropriate. 請刪去不適用者

銀行編號	銀行名稱	Bank Code	Name of Institution
003	渣打銀行(香港)有限公司	003	Standard Chartered Bank (Hong Kong) Limited
004	香港上海滙豐銀行有限公司	004	The Hongkong and Shanghai Banking Corporation Limited
006	花旗銀行	006	Citibank, N.A.
009	中國建設銀行(亞洲)股份有限公司	009	China Construction Bank (Asia) Corporation Limited
*012	中國銀行(香港)有限公司	*012	Bank of China (Hong Kong) Limited
015	東亞銀行有限公司	015	The Bank of East Asia, Limited
016	星展銀行(香港)有限公司	016	DBS Bank (Hong Kong) Limited
018	中信銀行國際有限公司	018	CITIC Bank International Limited
020	永隆銀行有限公司	020	Wing Lung Bank Ltd.
021	豐明銀行有限公司	021	MEVAS Bank Limited
024	恒生銀行有限公司	024	Hang Seng Bank Ltd.
025	上海商業銀行有限公司	025	Shanghai Commercial Bank Ltd.
027	交通銀行股份有限公司	027	Bank of Communications Co., Ltd.
035	永亨銀行有限公司	035	Wing Hang Bank Ltd.
039	集友銀行有限公司	039	Chiyu Banking Corporation Ltd.
040	大新銀行有限公司	040	Dah Sing Bank, Ltd.
041	創興銀行有限公司	041	Chong Hing Bank Limited
043	南洋商業銀行有限公司	043	Nanyang Commercial Bank, Ltd.
072	中國工商銀行(亞洲)有限公司	072	Industrial and Commercial Bank of China (Asia) Limited
185	星展銀行香港分行	185	DBS Bank Ltd, Hong Kong Branch
** 250	花旗銀行(香港)有限公司	** 250	Citibank (Hong Kong) Limited

註 - *012 2001年10月1日中國銀行(香港)合併了
 原中銀集團香港十二行中十家銀行
 請特別留意銀行編號,如有疑問請與貴銀行查詢。

Remarks - *012 From October 1, 2001, Bank of China (Hong Kong) Limited has combined the businesses
 of ten of the twelve banks in Hong Kong originally belonging to the Bank of China Group.
 Please contact your bank for the bank code if in doubt.

註 - **250 花旗銀行(香港)有限公司 Remarks - **250 Citibank (Hong Kong) Limited
 分行號碼 = XXX < 如果家長知道分行號碼可自行填寫 > XXX - < If parents know the branch code can fill in directly >
 分行號碼 = 不知道的請填390 < 只限花旗銀行(香港)有限公司 > Branch Code = 390 - if don't know < Apply to Citibank (Hong Kong) Limited Only >