



# 填寫「直接付款授權書」注意事項及樣本

1. 在「銀行編號」一欄，請填寫付款賬戶所屬之銀行編號，以下為本港主要銀行的編號。

- 匯豐銀行004 渣打銀行003 恆生銀行024
- 中國銀行012 萬國寶通銀行006
- 東亞銀行015 星展銀行016

如果您不知道賬戶所屬之銀行編號，可將此欄留空，由本會職員代為填寫。

## 直接付款授權書 DIRECT DEBIT AUTHORISATION

收款之方名稱 (收款人) Name of party to be credited (the Beneficiary)	銀行編號 Bank No.	分行編號 Branch No.	收款賬戶之號碼 Account No. to be credited
THE ASSOCIATION FOR THE ADVANCEMENT OF FEMINISM	0124	2119	136111610101

2. 「分行編號」一般為賬戶號碼開首二個或兩個數字。賬戶號碼中的連號 (-) 不必填寫。

本人(等)現授權下列之銀行(「銀行」)，根據或依本人不時給予該銀行之指示，自本人(等)下述戶口轉賬予收款人，但每次轉賬金額不得超過以下所定之限額。

本人(等)同意該銀行毋須就該等轉賬是否已通知本人(等)。

如以該等轉賬令本人(等)之下述戶口出現透支(或令該戶口透支增加)，本人(等)會承認及對所涉全部責任。

本人(等)確認在本授權書內之姓名，與本人(等)在該戶口於該銀行簽署紀錄完全相符。

本人(等)同意如下述戶口並無足夠款項支付有關轉賬，該銀行毋須通知本人(等)有關之不足額，該等費用一概由本人(等)支付。

本人(等)同意取消或更改本授權書之任何通知，須於取消或更改生效日期前最少兩個工作天之前交予該銀行。

本授權書將繼續生效直至另行通知或直至下列日期為止 (以兩者中之日期為準)。

I/We hereby authorise my/our below-named bank (the "Bank") to effect transfers from my/our below-mentioned account to the above-named Beneficiary in accordance with such instructions as the 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.

We agree that the 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 overdraft) on my/our below-mentioned account which may arise as a result of any such transfer(s).

We confirm that my/our signature(s) on this authorisation bears the same as filed with the Bank for the operation of my/our below-mentioned account to be debited for the transfer.

I/We agree that should there be insufficient funds in my/our below-mentioned account to meet any transfer hereby authorised, the Bank shall be entitled, of its discretion, not to effect such transfer in which event the Bank may make the usual service charge to be paid by me/us.

I/We agree that any notice of cancellation or variation of this authorisation which I/we may give to the Bank, shall be given at least two working days prior to the date on which such cancellation or variation is to take effect.

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

3. 「結算/存摺上紀錄之地址」一欄可以留空不必填寫。

本人(等)之銀行及分行名稱 My/Our Bank Name and Branch	銀行編號 Bank No.	分行編號 Branch No.	本人(等)之賬戶號碼 My/Our Account No.
HENG SANG BANK LTD.	0124	3188	41516171819101
本人(等)在結算/存摺上紀錄之名稱 My/Our Name as record on Statements/Passbook	本人(等)之簽名 My/Our Signature(s)		
CHAN TAI MAN	Chan Tai Man		
日期 Date	付款人之姓名 (若非由一持戶人) Name of Debtor (if other than account holder)	支賬參考 (必須之欄 - 請參閱附註) Debtor's Reference (Compulsory Field - See Note)	日期 Date
30/4/2005	7	CHAN TAI MAN	8

6. 「本人(等)之簽名」一欄必須與付款賬戶之簽名相同。

8. 「支賬參考」不必填寫。

**附註 NOTES:**

- 如付款之金額每次可能不相同，則應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自開首一欄中所填寫之日期自動繼續，如欲使本直接付款授權書無效(或欲予以繼續補充)，須將該授權書中，對該銀行將不受此限，並可將該授權書內之直接付款授權書剪去，及可將該授權書剪去後通知。
- 在支賬參考欄內，請填上與收款人之對賬參考資料，例如學生編號、抵押合約號碼、租約號碼等。
- 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.
- The 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. If there is no transaction being recorded under this direct debit authorisation for over two years, the Bank may delete this direct debit authorisation without giving any notice.
- 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.

(英文文本與中文譯本文字若有歧異，應以英文文本為準。)

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

「每次/月付款之限額」一欄中，請選擇「每月」，即刪去「每次」，並請填上每月繳交之會費 42 元。

請將「到期日」一欄留空不要填。由於銀行處理直接付款事宜時，本會在獲得銀行通知可以賬後，會來信通知您開始轉賬款的日期。

7. 「付款人之姓名」一欄請填寫捐款者姓名，但如果捐款者是賬戶持有人，則不用填寫。

9. 如有塗改 (包括塗改液)，請在該處附近簽名。