

To 致: The Hongkong and Shanghai Banking Corporation Limited  
香港上海滙豐銀行有限公司



STANDING INSTRUCTION REQUEST FORM 常行指示申請表  
(Transfer of Funds / Purchase of Cashier's Order 轉賬/購買本票)



Please return your completed form either (1) by mail to "The Hongkong and Shanghai Banking Corporation Limited, P O Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong", or (2) by visiting your nearest HSBC Branch. Your request will normally be processed within 3 business days upon our receipt of your form. 請將已填妥的表格 (1) 寄回九龍中環郵政信箱 72677 號「香港上海滙豐銀行有限公司」收, 或 (2) 交回就近滙豐分行。本行將在收到您的申請表後三個營業日內處理您的申請。

Note 注意:

- Please complete one form for each type of standing instruction. 申請每項常行指示, 需分別填寫一份表格。
- Please complete in Block Letters and tick where applicable. 請用正楷填寫, 並在適當的地方加上標籤。
- The Bank will set up the Standing Instruction accordingly, and no acknowledgement will be sent to you. 本行將遵照下項要求設定常行指示, 不會另行通知。
- Details of the instructions will be reflected on your account statement and/or passbook after your request has been carried out by us, but no separate advice 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, 但不會另行通知。
- The reference to "business day" means a day, other than a Saturday, Sunday or public holiday, on which banks are open for general business in Hong Kong. "營業日"指銀行在香港開放營業的日子(星期六、日及公眾假期除外)。
- Debit account for Remittance Cashier's Order must be either a Remittance account or a HKD account. 中人匯票本票的相賬戶必須為人民幣戶口或港幣戶口。
- Changes for setting up Standing Instruction for Senior Citizen Card Holders will be waived. For Mail-in Application, please attach a photocopy of your Senior Citizen Card to this form. # 長者申請時有人可親臨或親定常行指示的手續費, 郵寄申請者, 請將長者卡的副本連同此表格一併寄回。

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 Account, please specify "Account Type") 戶口資料 (如屬綜合理財戶口, 請註明「戶口類別」)

Account Name 戶口名稱	Account Type 戶口類別	Currency to be Debited (For Foreign Currency Account Only) 扣取外幣幣別 (只適用於外幣戶口)
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Payment Date (If the Payment Date falls on a day which is not a business day, the standing instruction will be effected on the following business day. In the event that the following business day falls on next month, the standing instruction will be effected on the following business day immediately preceding the Payment Date.) 生效日期 (如生效日期適逢非營業日, 該常行指示將於前一個營業日進行。\* )

Frequency 頻期	First Payment Date 第一次生效日期	Final Payment Date 最後一次生效日期
<input type="radio"/> Daily 每日 <input type="radio"/> Weekly 每星期 <input type="radio"/> Quarterly 每季 <input type="radio"/> Monthly 每月 <input type="radio"/> Fortnightly 每兩星期 <input type="radio"/> Half-yearly 每半年 <input type="radio"/> Yearly 每年	Day 日 Month 月 Year 年	Day 日 Month 月 Year 年

\* 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。

Type and Details of Arrangement 安排事項種類及資料

Transfer of Funds 轉賬	Currency and Amount of Transfer 轉賬貨幣及金額	Beneficiary(ies) Name(s) 受款人姓名
Currency to be Received by Beneficiary(ies) 受款人所得的貨幣種類	Currency 貨幣 Amount 金額	MY PLACE LIMITED

Payment Reference (if any):

Bank and Account Details of Beneficiary(ies) 受款人銀行及戶口資料

<input type="radio"/> The Hongkong and Shanghai 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: _____ Account Type (For the following Account, please complete the details below): <input type="radio"/> Integrated / Business Integrated, please specify 綜合理財/商業綜合, 請註明: <input type="radio"/> Current Account 往來戶口 <input type="radio"/> Savings Account 儲蓄戶口 <input type="radio"/> Foreign Currency Savings Account 外幣儲蓄戶口 <input type="radio"/> Time Deposits / Statement Savings 定期存款/結單儲蓄 Deposit No. (if any): _____ 存款期 Deposit No. (if any): _____ 存款期 Maturity Instruction 到期指示: _____	<input type="radio"/> Other Local Bank (Transfer of Funds must be in Hong Kong Dollar and beneficiary account will normally be credited one to two business days after payment date.) 本港其他銀行 (轉賬只限港幣及款項一般會於支付日期後一至兩個營業日存入受款人戶口。) Bank Name 銀行名稱: Hang Seng Bank Limited * Account No. 戶口號碼: 10,24139514,115987,8831 Branch 分行編號: _____ Account No. 戶口號碼: _____ * Maximum 15 digits. Please check with the beneficiary bank if the account number exceeds 15 digits. 最多 15 字位。如超出此限, 請與受款人戶口銀行存核。
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Purchase of Cashier's Order 購買本票

Currency of Cashier's Order 本票貨幣	Amount 金額	Beneficiary(ies) Name(s) 受款人姓名
<input type="radio"/> CNY 人民幣 <input type="radio"/> HKD 港幣 <input type="radio"/> USD 美元 Note: CNY is the currency code for renminbi (RMB). 注意: 人民幣 (RMB) 的貨幣代碼為「CNY」。 Payment Reference (if any): _____ 付款參考 (如有) Cashier's Order should be: 本票應 <input type="radio"/> mailed to me/us at the correspondence address. 寄給本人(等) 通訊地址。 <input type="radio"/> mailed to the Beneficiary(ies) at _____ 寄給受款人, 地址為: _____	held for collection at _____ 寄存在 _____ Branch. 分行留待領取。	

I/We understand that a charge (as stated in the General Bank Tariffs) will be debited from my/our account for each of the above arrangements; and for each payment requiring manual handling, a transaction charge will also be debited from my/our account. 本人(等)明白上述各項安排將收費(請參閱一般銀行服務簡介), 將會從本人(等)戶口中扣取; 而上述常行指示須經人手處理, 每次執行收費, 亦將會從本人(等)戶口中扣取。

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 payment date for the above arrangement and that a charge may be levied at the Bank's discretion, on each standing instruction payment returned due to insufficient funds, and that the Bank may cancel the above instruction without advice to me/us if the payment has been returned three consecutive days to insufficient funds in my/our account. 本人(等)明白本人(等)須在指定的生效日期前一個營業日(另付勞工時間內), 戶口內維持足夠款項以支付上述安排。若常行指示付款因款項不足而退回, 貴行將收取費用。上述常行指示須因本人(等)戶口連續三次無足夠款項支付而退回, 貴行可毋須通知本人(等)而取消本常行指示。I/We understand that the Bank will not be liable for any delay or failure to carry out the standing instructions where such delay or failure is attributable (whether directly or indirectly) to any cause beyond the Bank's control including any equipment malfunction or failure and under no circumstances shall the Bank be responsible to me/us for any consequential or indirect losses arising out of or in connection with the carrying out or otherwise of my/our instructions. 本人(等)明白當貴行執行常行指示時, 若遇到任何非貴行所能控制的原因, 包括任何條件設備失靈或出現故障(直接或間接)引致延誤或無法執行常行指示, 貴行毋須負責; 凡因或有間接損失或不執行本人(等)指示而引致任何直接或間接損失, 貴行亦毋須對本人(等)負責。

Signature(s) 簽署	Contact Telephone No. 聯絡電話號碼	For Bank Use Only 銀行專用
_____	_____	Authorized Signature and Branch Clasp