

## 轉賬登記/設立執行支付指示表格

## PRE-REGISTERED FUNDS TRANSFER/NEW STANDING INSTRUCTION FORM

致：分行 \_\_\_\_\_ 日期 \_\_\_\_\_  
To: Branch: \_\_\_\_\_ Date: \_\_\_\_\_

本人/吾等在此授權花旗銀行(香港)有限公司/花旗銀行，澳門分行執行由本人/吾等之戶口至下列收款人戶口之轉賬。本人/吾等明白本人/吾等每日可以進行轉賬之金額上限將受每日轉賬限制所限制，銀行保留不時對該等上限作出調整之權利。

I/We hereby authorize Citibank (Hong Kong) Limited/Citibank N.A., Macau Branch to execute funds to the following beneficiaries. I/We understand that the maximum transfer amount per day cannot exceed the daily transfer limit. The Bank reserves the rights of adjusting the limit from time to time.

轉賬細節：(請以英文填寫) Funds Transfer Details: (please complete in English)

<input type="checkbox"/> 新增 Add <input type="checkbox"/> 更改 Change <input type="checkbox"/> 刪除 Delete	
收款人類別: Payee Type:	<input type="checkbox"/> 本地花旗銀行戶口 Local Citibank Accounts <input type="checkbox"/> 本地非花旗銀行戶口 Local Non-Citibank Accounts <input type="checkbox"/> 其他海外銀行戶口 Other Overseas Bank Account
指示類別: Type of Instruction:	<input type="checkbox"/> 轉賬登記 Payee Registration <input type="checkbox"/> 執行支付指示 Standing Instruction
收款人: Beneficiary Name:	MY PLACE LIMITED
收款人戶口號碼: Beneficiary Account No.:	024-395-415987-883
收款人地址: Beneficiary Address:	1503, 15/F, Leighton Centre, 77 Leighton Road, Causeway Bay, HK
收款銀行名稱: Receiving Bank Name:	Hang Seng Bank Limited
收款銀行戶口號碼: Receiving Bank Account No.:	
收款銀行地址: Receiving Bank Address:	

To facilitate Money Transfers to your Beneficiary's account in a more efficient way, please provide more information of the Receiving Bank: 為了更快地將款項匯到收款人的戶口，請提供以下收款銀行的資料:

美元匯款 : Fedwire No. \_\_\_\_\_ CHIPS No. \_\_\_\_\_  
 For USD : 跨宗/紐約匯款  
 英鎊匯款 : For AID/NZD: BSB No. \_\_\_\_\_ 加幣匯款:  
 For GBP : Sorting Code \_\_\_\_\_ For CAD Transit No. \_\_\_\_\_  
 人民幣匯款 : 其他國家匯款:  
 For RMB : CNAPS No. \_\_\_\_\_ For other country: SWIFT Code: \_\_\_\_\_ (8 or 11 Characters)

聯絡銀行名稱: Correspondent Bank Name:	
總行地址: Correspondent Bank Address:	
付款信息: Payment Message:	

## 只適用於執行支付指示 Standing Instruction only

第一次支款日期(月/日/年): First Payment Date (MM/DD/YYYY):	
支款週期: Frequency of Payment:	<input type="checkbox"/> 每星期 Weekly <input type="checkbox"/> 每月 Monthly <input type="checkbox"/> 每三個月 Quarterly <input type="checkbox"/> 每半年 Semi-Annually <input type="checkbox"/> 每年 Annually
貨幣類別及金額: Currency and Amount:	
最後一次支款日期: Final Payment Date:	<input type="checkbox"/> 直至: (月/日/年) (MM/DD/YYYY) <input type="checkbox"/> 直至另行通知 Until further notice

## Note 備註:

- 如支款日期超過銀行假期則結算日，該執行支付指示則於下一個結算日進行。如支款日期為星期六，並同時為該月份之最後一天，該執行支付指示將會提前一個結算日進行。If the Payment Date falls on a day which is a public holiday/non-clearing day, the standing instruction will be processed on the clearing day following the public holiday/non-clearing day. If the Payment Date falls on a Saturday and a month end, the standing instruction will be processed on the preceding clearing day.
- 本人/吾等明白上述安排的收費(請參閱花旗銀行收費簡介)，將會從本人/吾等戶口中扣取。I/We understand that a charge will be debited from my/our account for each of the above arrangements in accordance with the schedule of Citibank Service Fees.
- 本人/吾等明白本人/吾等須在指定的支款日期前一個結算日存有足夠款項，若執行支付指示因存款不足而退回，銀行有權收取費用。如執行支付指示連續三個週期被拒絕，該執行支付指示將自動暫停。I/We understand that I/We must maintain sufficient funds in the account at least one business day before the clearing day and that a charge may be levied, at the Bank's discretion, on each standing instruction payment returned due to insufficient funds. In case of unsuccessful execution of a standing instruction payment for 3 consecutive cycles, the standing instruction will be suspended automatically.
- 本人/吾等明白當銀行執行支付指示時，若遇到任何非銀行所能控制的原因而直接或間接引致延遲或無法執行該指示，銀行無須負責。凡因或有關執行或不執行本人/吾等指示而引致的任何直接或間接損失，銀行亦無須對本人/吾等負責。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 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/吾等明白登記程序需時3個工作天，並同意其後給予上述收款人之匯款將受到背頁的條款所規限。

I/We understand that the registration process takes 3 business days and agree that the subsequent transfers to the above beneficiary(ies) are made subject to the conditions printed on the reverse side hereof.

戶名(英文) Account Title:	戶口號碼 Account Number:	簽署 Signature(s)	Signature Verified	For Bank Use Only	
				<input type="checkbox"/> In Person, ID verified	Processed by
				<input type="checkbox"/> 1 <sup>st</sup> verifier	<input type="checkbox"/> 2 <sup>nd</sup> verifier
				<input type="checkbox"/> Mail in	Authorized by
				<input type="checkbox"/> Messenger	

請將已填妥的表格寄回香港軒尼詩道郵政信箱20151號。本行不接納以傳真遞交的登記。

Please return your completed form by mail to PO Box 20151, Hennessy Road Post Office, Hong Kong. We do not accept any registrations by fax.