

常行指示申請 / 取消表格
STANDING INSTRUCTION APPLICATION/CANCELLATION FORM



致: 星展銀行(香港)有限公司 (下稱「銀行」, 表示包括其繼承人和受讓人)
To: DBS Bank (Hong Kong) Limited (the "Bank", which expression shall include its successors and assigns)
分行 Branch 日期 Date

戶名 Account Name 付款戶口號碼 Debit Account No. (貨幣 Currency)

請用正楷填寫並在適當方格內加上(✓)號及刪除不適用者。 Please complete in BLOCK LETTERS and mark (✓) where applicable and delete as appropriate.

申請常行指示 Application for Standing Instruction ("SI")
 電匯 Telegraphic Transfer ("TT") 轉賬 Transfer of Fund ("TF") 外匯 Foreign Exchange ("FX")

請在本人/吾等上述戶口內扣除常行指示支付金額 Please debit my/our account mentioned above for the following SI:

收款人姓名 Beneficiary's Account Name MY PLACE LIMITED	每次支付之貨幣及金額 Currency & Amount of Each Payment	編號(如有) Reference No. (if any)
收款人地址(如匯款到加拿大, 必須填寫) Beneficiary's Address (mandatory for remittance to Canada):		
收款人身份證明文件號碼(如人民幣匯款到中國, 必須填寫) Beneficiary's ID No. (mandatory for RMB remittance to China):		
收款銀行名稱(及地址, 如適用) Beneficiary Bank's Name (and address, if applicable) Hang Seng Bank Limited	收款戶口號碼 Beneficiary's Account No. 024-395-415987-883	
城市 City 國家 Country 環球銀行財務電話協會編號 / 其他(如有) Swift Code / other (if any):	(貨幣 Currency)	

支付週期 Payment Cycle <input type="checkbox"/> 一次 One-off <input type="checkbox"/> 日繳 Daily (於銀行營業日 on Bank Business Days) <input type="checkbox"/> 月繳 Monthly <input type="checkbox"/> 其他 Others	首次支付日期(日/月/年) T&C 1, 5 First Payment Date (day / month / year)	最後一次支付日期(日/月/年) T&C 8 Final Payment Date (day / month / year)
支付日為 Payment On _____ 號 Day	<input type="checkbox"/> 直至另行通知 Until Further Notice	

下列資料電匯專用 The following information is for Telegraphic Transfer use Only

附言(如有) Message (if any): 給收款人 To Beneficiary: 給收款銀行 To Beneficiary's Bank:	收款銀行之代理銀行名稱(如有) Correspondent Bank of Beneficiary's Bank (if available): 收款銀行於代理銀行之戶口號碼(如適用) Beneficiary's Bank Account No. with Correspondent Bank (if applicable):	銀行費用 Bank Charges	代理銀行費用 Correspondent Bank Charges
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費用 Charges	由上述付款戶口扣除 Debit the above-mentioned Debit Account	<input type="checkbox"/>	<input type="checkbox"/>
	由本人/吾等戶口扣除 Debit my/our Account No. _____ (貨幣 Currency)	<input type="checkbox"/>	<input type="checkbox"/>
	從匯款中扣除 Deduct from remittance amount	<input type="checkbox"/>	<input type="checkbox"/>

條款及細則 Terms & Conditions ("T&C")

- 適用於所有常行指示 Applicable to all Types of SI
- 此常行指示須為銀行接納始生效。若已為銀行接納, 銀行執行此常行指示需時(由銀行收到此常行指示起計)最少五個銀行營業日。
This SI is subject to acceptance by the Bank. Once accepted by the Bank, it will take at least 5 Bank Business Days from the date of receipt of this SI by the Bank for its implementation.
 - 銀行將就設立的常行指示收取本行不時釐定的費用, 詳情請參見「銀行服務收費表」。
Setting up of this SI will be subject to a fee as determined by the Bank from time to time. For details, please refer to the Bank Charges Schedule.
 - 若本常行指示涉及貨幣兌換, 銀行將以執行常行指示當時適用的匯率處理有關貨幣兌換。
If this SI involves currency exchange, the Bank will conduct the currency exchange based on the foreign exchange rate applicable at the time of execution of the SI.
 - 常行指示僅於銀行營業日執行(定義見綜合理財戶口條款及細則或戶口及有關服務條款及細則(視乎情況而定))。
This SI will only be executed on Bank Business Days (as defined in the Packaged Account Terms and Conditions or the Accounts and Related Services Terms and Conditions (as the case may be)).
 - 倘若任何支付日為星期六(除非該星期六為該月的最後一個工作天)或公眾假期, 常行指示將遞延至下一個銀行營業日執行, 但如本常行指示的支付週期指定為日繳, 則該支付日應作出的轉帳將不會被執行。倘若該星期六為該月的最後一個工作天, 則本常行指示將按第 6 條執行。
If any Payment Date shall fall on a Saturday (except where that Saturday is the last working day of that month) or a general holiday, execution of this SI shall be postponed to the next Bank Business Day, but if the payment cycle for this SI is specified to be daily execution, the transfer scheduled to be made on that Payment Date WILL NOT be executed. If such day is a Saturday that is the last working day of that month, this SI will be executed according to clause 6.

6. 倘若任何支付日為該月的最後一個工作日並為星期六，則該常行指示將於之前的一個銀行營業日執行。
If any Payment Date falls on the last working day of the month that is a Saturday, the SI will be executed on the preceding Bank Business Day.
7. 倘若任何支付日原本為銀行營業日但銀行全日均未能營業 (如八號颶風懸掛或黑色暴雨警告生效的日子)，除了相同外幣轉賬常行指示之外，該支付日應作出的轉帳將不會被執行。
If any Payment Date shall fall on a day that is originally a Bank Business Day but the Bank is not opened for business for the full day (e.g. a day on which typhoon signal no.8 is hoisted or black rainstorm warning is issued), the transfer scheduled to be made on that Payment Date WILL NOT be executed, except for SIs for same foreign currency IF.
8. 倘若最後一次支付日為非銀行營業日，則該支付日應作出的轉帳將不會被執行，除非該日為該月的最後一個工作日並為星期六，則本常行指示將按第 6 條執行。
If the final Payment Date falls on a non Bank Business Day, the transfer scheduled to be made on that Payment Date WILL NOT be executed, except where such day falls on the last working day of the month that is a Saturday, this SI will be executed according to clause 6.
9. 倘若支賬戶口於任何一個支付日因存款不足而未能執行本常行指示，銀行將退回有關指示並就退回收取不時釐定的行政費用，詳情請參見「銀行服務收費表」。
If the Bank is unable to execute this SI due to insufficient funds in the debit account on any Payment Date, the Bank shall return such instruction and charge an administration fee as determined by the Bank from time to time for the return. For details, please refer to the Bank Charges Schedule.
10. 銀行不會就每項按本常行指示執行的轉帳將發出通知單，客戶可於每月的存款結單或存摺簿內查閱轉帳詳情。
The Bank will not issue advices for each transfer executed under this SI. Customers may refer to the monthly statement or passbook for details of the transfers.
11. 任何取消或更改本常行指示之通知須於屬意的取消 / 更改生效日最少五個銀行營業日之前以書面送交銀行。銀行將就取消或更改常行指示收取本行不時釐定的費用，詳情請參見「銀行服務收費表」。
Any notice of cancellation or variation of this SI shall be given in writing and must be received by the Bank at least 5 Bank Business Days prior to the date on which such cancellation/variation is intended to take effect. Cancellation or variation of this SI will be subject to a fee as determined by the Bank from time to time. For details, please refer to the Bank Charges Schedule.
- 適用於外幣常行指示、電匯常行指示及相同外幣轉賬常行指示 Applicable to SIs for FX, SIs for TT and SIs for same foreign currency IF
12. 人民幣外匯常行指示服務須受有關監管機構不時設定的每日限額所限制。
SIs for FX involving RMB exchange will be subject to a daily limit as imposed by the relevant regulator from time to time.
13. 倘若支賬戶口於任何一個支付日因存款不足而未能執行本常行指示，銀行將終止本常行指示，並且不會再就本常行指示執行任何未完成的指示。
If the Bank is unable to execute this SI due to insufficient funds in the debit account on any Payment Date, this SI will be terminated and any uncompleted instructions under this SI will not be executed.
- 適用於電匯常行指示 Applicable to SIs for TT
14. 人民幣電匯常行指示到中國內地須受有關監管機構不時設定的每日限額所限制。
SIs for TT involving transfer of RMB to Mainland China will be subject to a daily limit as imposed by the relevant regulator from time to time.
15. 銀行尚因下列情形而引致之任何損失概不負責：
 - (a) 款項交付或通知延誤；
 - (b) 指令、通訊或其他文件在寄發或傳送途中所發生之任何錯誤、殘缺、遺漏、中斷或延誤 (除直接因銀行或其職員的疏忽或許騙所導致外)；
 - (c) 代理人或同業之行為；
 - (d) 戰爭、檢查、封鎖、叛變、或騷亂；本地或外國政府或任何可行使政府權力之人士或機構所施行之一切法律、規令、條例、管制或
 - (e) 其他於銀行控制範圍以外之行爲或事故。倘若因銀行或其職員的疏忽或許騙導致銀行需要付上責任，該責任應限於所直接導致的損失，而涉及的款項不應超過相關匯款的金額。銀行並無責任保證相關匯款之收取，所有風險須由申請人承擔。
The Bank shall not be liable for any loss arising out of any of the following circumstances:
 - (a) Any delay in payment or giving advice of payment;
 - (b) (save if directly due to the negligence or fraud of the Bank or its staff) any error, mutilation, omission, interruption or delay in transmission or delivery of any instruction, communication or other documents;
 - (c) the actions of our agents or correspondents;
 - (d) war, censorship, insurrection, civil commotion, or any law, decree, regulation, control restriction or other act of a domestic or of foreign government or other persons or groups exercising governmental powers; or
 - (e) any act or event beyond the Bank's control,provided always that to the extent the Bank may be found liable due to the negligence or fraud of the Bank or its staff, that liability should be confined to the direct losses arising and shall in no event exceed the total amount of the remittance. The Bank assumes no further responsibility and gives no guarantee or assurance regarding the availability of or for the payment of the funds to the beneficiary, all of which risks are assumed by the applicant.
16. 有關相關匯款之一切電文、銀行可用語言、暗碼或密碼或傳真、電郵或透過環球銀行財務電訊協會或其他方法發出。
The Bank may send any message in relation to the transfer in explicit language, code or cipher by facsimile, e-mail, SWIFT or other methods.
17. 銀行可提供申請人於銀行記錄的地址予收款人銀行。申請人須確保其於銀行記錄的地址乃其最新地址，並應在其地址有任何更改的情況下立即以書面形式通知銀行，所有源於銀行未持有申請人最新個人資料而引致的後果概由申請人負責。
The Bank may provide the applicant's address shown in its record to the beneficiary's bank. The applicant shall ensure that his/her address on the record of the Bank is up to date and shall immediately advise the Bank in writing of any change of address. The applicant accepts the sole responsibility for all the consequences of failing to ensure the Bank holds his/her up to date personal particulars.
18. 申請人須小心審核其所填報之匯款指示，確保正確無誤。匯款指示一經遞交銀行，將不得撤回或更改，並對申請人有約束力。此匯款如需改匯或退匯，申請人須親自携同身份證明文件到銀行辦理，外國同業已支付之匯款均不可退匯；退匯須俟銀行接到外國同業通知匯款已取消及根據外國同業實際退回之款項照銀行當日買入價折算退回申請人。
Applicant must carefully check the remittance instruction, ensure it is correct. Remittance instruction submitted to the bank cannot be varied or withdrawn. All payment instructions should be checked carefully by the applicant. Once submitted, they are final and binding and cannot be varied or withdrawn. Any request for amendment or cancellation must be made in writing by the applicant in person upon production of proper identity documents and is subject to the Bank's discretion. No refund shall be made by the Bank if payment of the transfer has been made by its foreign correspondent. Refund (if any) shall only be made after the Bank's receipt of its foreign correspondent certifying that the transfer has been cancelled and the amount of the refund shall be the actual amount refunded from the Bank's foreign correspondent calculated and at the Bank's current buying rate for the currency of the remittance at the time of refund.
19. 所有銀行、其代理人或同業因相關匯款所承擔之一切費用與責任，概由申請人負擔並償付予銀行。
The applicant shall be responsible for, and shall reimburse the Bank of, all expenses and liabilities incurred by the Bank, its agents or correspondents in connection with the relevant remittance.

取消常行指示 Cancellation of Standing Instruction

收款戶口號碼 Beneficiary's Account No.	收款人姓名 Beneficiary's Account Name	編號 Reference No.	每次支付金額 (貨幣) Each Payment Amount (CCY)	取消生效日期 Cancellation Effective Date

聲明 Declaration

本人 / 吾等已詳閱及同意遵守通用條款及細則，並特此確認知悉當中下列條款，茲委託銀行根據該等條款及細則代辦常行指示：

I/We have read and agreed to observe and be bound by the applicable Terms and Conditions and note in particular the following to effect the standing instruction:

- 本人/吾等明白須在指定的支付日期前一個銀行營業日，戶口內備有足夠款項以便支付上述安排。倘遇本人 / 吾等戶口存款不足或透支過額，銀行可毋須代付，於以上情況下，銀行可自本人 / 吾等之戶口扣除有關手續費。
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 the Bank is not obliged to pay if and when the available balance in my/our account is insufficient to meet such payment or if such payment will cause my/our account to increase overdraft exceeding the amount acceptable to you. In each of such cases, the Bank is entitled to debit the handling fee from my/our account.
- 銀行可按銀行最後所知悉之本人 / 吾等的地址致函通知本人 / 吾等取消上述安排而毋須說明理由。
The Bank may at liberty, without giving any reason, cancel the foregoing arrangements by notice in writing to be delivered by post to my/our address last known to the Bank.
- 銀行可由本人 / 吾等戶口內扣除因執行此常行指示而所需之各項費用。
I/We hereby further authorize the Bank to debit my/our account all charges and expenses whatsoever in effecting my/our standing instruction.
- 除銀行或其員工之疏忽或錯誤所導致之直接損失(並以此為限)外，銀行毋須因電腦故障或非人力所能控制而引起之延誤或錯誤而負責。
The Bank does not assume any liability or responsibility for the consequences arising out of delay or errors in transmission by reason of computer defect or Act of God, save only for direct losses to the extent directly due to negligence or fraud by the Bank or its employees.
- 在銀行要求下，本人 / 吾等須承擔銀行因業務執行本人 / 吾等的指示而導致或蒙受的任何申索、行動、責任、損失、損害、費用及開支(包括所有合理開銷的法律及其他成本及開支)。
I/We shall indemnify the Bank on demand against any claims, actions, liabilities, losses, damages, costs and expenses (including all reasonable legal costs and expenses properly incurred) which the Bank may suffer or incur as a consequence of the acting in good faith upon my/our instruction.
- 本人 / 吾等同意此表格內所有提供之資料或銀行 (或其他 DBS 集團成員) 為本人 / 吾等提供服務時所得之資料均受銀行不時頒佈有關客戶資料之資料政策通知或其他有關通知的約束。有關通知或其他通知可於銀行各分行索取或於銀行網頁 (www.dbs.com/hk) 取閱。
I/We agree that all information provided in this form or that arises from the relationship with the Bank (or other DBS Group companies) shall be subject to the applicable Data Policy Notice and other communications to customer concerning customer data from time to time issued by the Bank. A copy of such policies or other communications is available on request at any branch of the Bank or from the Bank's website (www.dbs.com/hk).
- 有關本人/吾等的個人資料用於直接推廣的確認
Acknowledgement of Use of My/Our Personal Data in Direct Marketing
本人/吾等明白，銀行擬將本人/吾等的個人資料用於直接推廣，惟必須先獲得本人/吾等的同意。本人/吾等曾就是否接收直接推廣聯繫或資訊作出選擇，本人/吾等現確認本人/吾等的現有選擇將維持不變，而本申請表內提供的所有資料均可根據該項選擇加以使用。本人/吾等明白，如本人/吾等欲更改現有的選擇，本人/吾等可隨時填妥拒絕直接推廣表格後交回銀行，且毋須就此支付任何費用。
I/We understand that the Bank intends to use my/our personal data in direct marketing and cannot do so without my/our consent. I/We have previously selected whether or not to receive direct marketing contact or information and I/we confirm that there is no change to my/our existing choice and all information provided in this application form shall be used in accordance with such choice. I/We understand that if I/we wish to change my/our existing choice, I/we may do so at any time and without charge by completing an opt-out form and returning it to the Bank.
請確認你的指示已清楚、準確及完整地填妥於本表格內才簽署作實。
Please confirm that your instructions have been clearly, accurately and completely set out in this form before signing it.

For Bank Use Only	
Branch	
Customer type:	S, V, & Approved by:
<input type="checkbox"/> DBS Treasurers	
<input type="checkbox"/> DBS Account	
T.A.O. - CLGO	
SI Reference No.	Change collected on:
	by:
Rejection Fee: <input type="checkbox"/> Y <input type="checkbox"/> N	Activated by
Input by	

申請人(等)簽署 Signature(s) of Applicant(s) (簽署應與留存銀行之印鑑相符 Same as filed with the Bank)

聯絡電話
Contact No.

(中英文簽署如有歧異，應以英文本為準。 If there is any inconsistency between the English and Chinese versions, the English version shall prevail.)