

Beneficiary(ies) Name(s)

(Maximum 20 Characters, include spaces) 受款人姓名(不可以多於20個字母,包括空格)



STANDING INSTRUCTION REQUEST FORM 常行指示申請表 (Local Transfers / Purchase of Cashier's Order 本地轉賬/購買本票)

To: The Hongkong and Shanghai Banki 致:香港上海滙豐銀行有限公司	ng Corporation I	_imited	Date 日期	MYYYY
Note 注意:1. Please complete one form for each type of sta	nding instruction.			
申請每項常行指示,請分別填寫一份裝格。 2. Please complete in Block Letters and tick whi 請用正楷填寫,並在適當的地方加上剔號。	ere applicable.			
3 The Bank will set up the Standing Instruction a 本行將應閣下要求設定常行指示,不會作另行		edgement will be sent to y	ou.	
中刊所版制下安水改定市刊指示・小百下カリル 4. Details of the instructions will be reflected on y will be sent by us.		or passbook after your re	quest has been carried out by	us, but no separate advice
本行執行指示後,會在閣下的戶口結單及/或條 5. The reference to "business day" means a day, 「營業日」指銀行在香港開放營業的日子(星期	other than a Saturday, Sun 六、日及公衆假期除外)。	day or public holiday, on v	vhich banks are open for gen	eral business in Hong Kong.
 Debit account for Renminbi Cashier's Order m 人民幣本票的扣賬戶口必須為人民幣戶口或港方 		count or a HKD account.		
 ♦ Not applicable for Savings standing instruction 不適用於儲蓄戶口的常行指示和跨行轉賬。 	and standing instruction to			
8. ❖ For setting up Standing Instruction during the a be treated as the "First Payment Date" after poinstruction by filling in the "First Payment Date 若於人壽保險申請時,一併設立常行指示,則若於人壽保險保單發出後,方才設立常行指示				
9. *Maximum 15 digits. Please check with the ben 最多15字位。如超出此限,請與受款人戶口銀行	eficiary bank if the account			
 # Charges for setting up Standing Instruction for Se to this form. 	enior Citizen Card Holders wi		plication, please attach a photo	copy of your Senior Citizen Card
長者咭持有人可獲豁免設定常行指示的手續費。 11. Please complete "Standing Instruction Amendme 如需更改/取消常行指示,請填寫「常行指示更	nt/Cancellation Form" to ame		g Instruction records.	
12. The Bank reserves the right not to accept or othe 本行有權在任何情況下不處理或拒絕常行指示的	rwise reject the application of		at giving reasons.	
Please return your completed form either (1) by mail to "Tr Office, Kowloon, Hong Kong", or (2) by visiting your nea	e Hongkong and Shan	ghai Banking Corpora		
your form. 請將已填妥的表格(1)寄回九龍中央郵政局郵政信箱72 後三個營業日內處理您的申請。	2677號「香港上海滙豐館	银行有限公司」收 ,或	(2) 交回就近滙豐分行。	本行將在收到您的申請表
Please debit my/our account mentioned below for the fo	ollowing arrangement: 請	情扣取本人(等)下述月	「口以支付下列安排:	
Details of Account (For Integrated / Busine			cify "^ Account Type	e")
戶口資料(如屬綜合理財/商業綜合戶口,請	注明「^戶口類別」)		
Account Name 戶口名稱				
∜Account Number 戶口號碼				
^Account Type ^ 戶口類別	Current Accou 往來戶口	unt Savings Acc 儲蓄戶口	Sount Foreign Curre 外幣儲蓄戶口	ency Savings Account
中Currency to be Debited (For Foreign Currency Account Only): 中支賬貨幣類別(只適用於外幣戶口)				
Payment Date 支款日期				
If the Payment Date falls on a day which is not a business day day falls on the next month, the standing instruction will be effund by the standing instruction will be effund by the standing instruction will be effund by the standing in	ected on the last business of	lay of the month.		t that the following business
Frequency 周期	◆ Daily ◆ 每日	Weekly 每星期	Fortnightly 每兩個星期	Monthly 每月
	Quarterly 每季	Half-yearly 每半年	Yearly 每年	- 9 /J
❖First Payment Date 第一次支款日期 (For life insurance premium payment please refer to note 8如繳付壽險保費,請參閱注意事項8)	Day 日 Month 月 D D M M Y	Year 年		
Final Payment Date 最後一次支款日期	Total No. of P 支款總次數(
	Final Paymen 最後一次支款			Until Further Notice 直至另行通知
Type and Details of Arrangement 安排事項	種類及資料			
Local Transfers 本地轉賬				
Currency to be Received by Beneficiary(ies) Currency and Amount of Transfer 轉賬貨幣及金額		Amount 金	額	

Payment Reference (if any) (Maximum 24 Characters, include spaces)	
付款備考(如有)(不可以多於24個字母,包括空格)	
Bank and Account Details of Beneficiary(ies) 受	
The Hongkong and Shanghai Banking Corpor 香港上海滙豐銀行有限公司	ation Limited
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	Integrated / Business Integrated, please specify 綜合理財/商業綜合,請註明:
complete the details below) 戶口類別(如屬下列戶口,請填寫以下資料\	Hong Kong Dollar (Current Account
, , , , , , , , , , , , , , , , , , , ,	Foreign Currency Savings Account
	外幣儲蓄戶口
	Time Deposits 定期存款
	Deposit No.(if any) 存款編號(如有)
	Deposit Period 存款期
	Maturity Instruction 到期指示
Other Local Bank (Transfer of Funds must be in payment date.) 本港其他銀行(轉賬只限港幣)	Hong Kong Dollar and beneficiary account will normally be credited one to two business days after 及款項一般會於支款日期後一至兩個營業日存入受款人戶口。)
Bank Name 銀行名稱	
*Account No. 戶口號碼	
, 1000 and 140. 7 — size vers	Bank No. Branch No. Account No.
C. h	銀行編號 分行編號 戶口號碼
Subsequent Life Insurance Premium Pa	
Currency to be Received by Beneficiary(ies)	
Currency and Amount of Transfer 轉賬貨幣及金額	Currency 貨幣 Amount 金額
Beneficiary name 受款人姓名	HSBC Life (International) Limited 滙豐人壽保險(國際)有限公司
Foreign Currency Saving Account No.	
外幣儲蓄戶口號碼	Branch No. 分行編號 Account No. 戶口號碼
Payment Reference (please tick and input the "Application Serial No." during the life insurance application, or 8-digit	Application Serial No. Policy No.(8-digit)
"Policy No." after policy issuance) 付款參考(於壽險保單申請時,請選擇並填寫「申請書	申請書編號 保單編號(8位數字)
編號」,或於保單生效後填寫8位數字的「保單編號」)	
Purchase of Cashier's Order 購買本票	
Currency of Cashier's Order 本票貨幣	◆CNY 人民幣 HKD 港幣 USD 美元
Carrolley C. Cachiel C Class. Sister	Note 注意: CNY is the currency code for renminbi (RMB). 人民幣(RMB)的貨幣代號為「CNY」。
Beneficiary(ies) Name(s) 受款人姓名	
Amount 金額	
Payment Reference (if any)	
付款備考(如有)	
Cashier's Order should be 本票應	mailed to me/us at the correspondence address. 寄給本人(等)通訊地址。
	held for collection at 寄存在 Branch 分行留待領取。
	mailed to the Beneficiary(ies) at 寄給受款人,地址為
Declaration and Signature 聲明及簽署	
	Tariffs) will be debited from my/our
I/We understand that a #charge (as stated in the General Bank account for each of the above arrangements; and for each payr transaction charge will also be debited from my/our account.	nent requiring manual handling, a
本人(等)明白上述每項安排的#收費(請參照一般銀行服務簡介) 常行指示如需人手處理,每次須另行收費,亦將會從本人(等)戶	一种有证外人(等)产口中和取,则上述 口中和取。
I/We understand that I/we must maintain sufficient funds in the ac close of branch banking hours) before the payment date for the al may be levied, at the Bank's discretion.	count one business day (before the booke arrangement and that a charge s.v.
本人(等)明日本人(等)須在指定的支款日期前一個營業日(分行 便支付上述会排,若常行指示付款因存款不足而退回,書行有權	辦公時間內分,戶口內備有足夠款項以
I/We understand that the Bank will not be liable for any delay or instructions where such delay or failure is attributable (whether	refuler to carry out the standing directly or indirectly to any cause
I/We understand that the Bank will not be liable for any delay or instructions where such delay or failure is attributable (whether beyond the Bank's control including any equipment malfunction shall the Bank be responsible to me/us for any consequential o connection with the carrying out or otherwise of my/our instruct 本人(等)期白當貴行執行常行指示時,若遇到任何非貴行所能找出現故障而(直接或間接)引致延遲或無法執行常行指示,貴行十人(等)指示而引致的任何直接或間接損失,貴行亦毋須對本人	or failure and under no circumstances r indirect losses arising out of or in
connection with the carrying out or otherwise of my/our instructi 本人(等)明白富貴行執行常行指示時,若遇到任何非貴行所能對	ons. 影的原因,包括任何機件設備失靈或
出現政障而(直接或間接)引致延遲或無法執行常行指示,實行是人(等)指示而引致的任何直接或間接損失,實行亦毋須對本人	#須貝賣;凡因或有關執行或个執行本 (等) 負責。
or Bank Use Only 銀行專用	
In Person and ID checked	Checked by
	· <u> </u>
Waive S/I setup fee for HP account	Branch Chop
Staff ID	
or INHK Use Only 滙豐保險專用	
-	
Next Bill Date(DD/MM/YYYY)	M M Y Y Y Y Policy Number

Date

日期



To: The Hongkong and Shanghai Banking Corporation Limited

致:香港上海滙豐銀行有限公司

STANDING INSTRUCTION REQUEST FORM 常行指示申請表 (Local Transfers / Purchase of Cashier's Order 本地轉賬/ 購買本票)

Note 注意:1.	Please complete one form for each type of standing	g instruction.			
2.	申請每項常行指示,請分別填寫一份表格。 Please complete in Block Letters and tick where applicable.				
3	請用正楷填寫,並在適當的地方加上剔號。 The Bank will set up the Standing Instruction accordingly, and no acknowledgement will be sent to you.				
4.	本行將應閣下要求設定常行指示,不會作另行通知。 Details of the instructions will be reflected on your a	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				
5.		r than a Saturday, Sunday or public holiday, on which banks are open for general business in Hong Kong.			
6. ₽	Debit account for Renminbi Cashier's Order must b 人民幣本票的扣賬戶口必須為人民幣戶口或港元戶口	e either a Renminbi account or a HKD account.			
7. ♦	Not applicable for Savings standing instruction and				
8. ❖	不適用於儲蓄戶口的常行指示和跨行轉賬。 For setting up Standing Instruction during the applic	cation for new life insurance policy, the "First Payment Date" may be left blank, and the "Next Bill Date" will			
	8. For setting up Standing Instruction during the application for new life insurance policy, the "First Payment Date" may be left blank, and the "Next Bill Date" will be treated as the "First Payment Date" after policy issuance. For setting up Standing instruction after the issuance of life insuance policy, please complete the instruction by filling in the "First Payment Date".				
	若 <u>於人壽保險甲請時</u> ,一併設立常行指示,則毋須填寫[第一次支款日期],而有關保單發出後的[卜一個繳款日期]將曾作為[第一次支款日期]。 若 <u>於人壽保險保單發出後</u> ,方才設立常行指示,請填妥[第一次支款日期]以確立有關之指示。				
	 * 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查核。 				
10.#	to this form.	Citizen Card Holders will be waived. For Mail-in Application, please attach a photocopy of your Senior Citizen Card			
11.	長者咭持有人可獲豁免設定常行指示的手續費。郵寄申請者,請將長者咭的副本連同此表格一併寄回。 11. Please complete "Standing Instruction Amendment/Cancellation Form" to amend/cancel existing Standing Instruction records.				
12.	如需更改/取消常行指示,請填寫「常行指示更改/取消表格」。 12. The Bank reserves the right not to accept or otherwise reject the application of standing instruction without giving reasons.				
Please return v	本行有權在任何情況下不處理或拒絕常行指示的申請	而不需要給予任何理由。 ongkong and Shanghai Banking Corporation Limited, P O Box 72677, Kowloon Central Post			
Office, Kowloo	on, 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	長格(1)寄回 九龍中央郵政局郵政信箱72677	7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			
	p處理您的申請。 				
	-	ing arrangement: 請扣取本人(等)下述戶口以支付下列安排: Integrated Account, please specify "^ Account Type")			
	如屬綜合理財/商業綜合戶口,請注F				
Account Nam	ne 戶口名稱				
⊕Account Nu	mber 戶口號碼				
^Account Typ	e ^ 戶口類別	Current Account			
⊕Currency to (For Foreign ⊕支賬貨幣類	be Debited Currency Account Only): 別(只適用於外幣戶口)				
Payment [Date 支款日期				
		standing instruction will be effected on the following business day. In the event that the following business			
day falls on the	next month, the standing instruction will be effected				
Frequency 周		◆ Daily Weekly Fortnightly Monthly			
		◆ 每日			
		Quarterly Half-yearly 与季 与年			
. Firet Payme	ent Date 第一次支款日期	Day 日 Month 月 Year 年			
(For life insu	rance premium payment please refer to				
	寸壽險保費,請參閱注意事項8)				
Final Paymer	nt Date 最後一次支款日期	Total No. of Payment 支款總次數 (>1多於一次)			
		Final Payment Date Day 日 Month 月 Year 年 Until Further Notice			
		最後一次支款日期 D D M M Y Y Y Y D 直至另行通知			
Type and I	Details of Arrangement 安排事項種類	西及 资料			
	Transfers 本地轉賬	A/AX11			
	cy to be Received by Beneficiary(ies) 受款.	人所收的貨幣類別			
	y and Amount of Transfer 轉賬貨幣及金額	Currency 貨幣 Amount 金額			
	ary(ies) Name(s)				
(Maximu	um 20 Characters, include spaces) 挂名(不可以多於20個字母,包括空格)				

Payment Reference (if any) (Maximum 24 Characters, include spaces)	
付款備考(如有)(不可以多於24個字母,包括空格)	
Bank and Account Details of Beneficiary(ies) 受 The Hongkong and Shanghai Banking Corpor	
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)	Integrated / Business Integrated, please specify 綜合理財/ 商業綜合,請註明:
戶口類別(如屬下列戶口,請填寫以下資料 ₎	Hong Kong Dollar (Current Account 往來戶口
,	Foreign Currency Savings Account
	外幣儲蓄戶口 Time Deposits 定期存款
	Deposit No.(if any) 存款編號(如有)
	Deposit Period 存款期
	Maturity Instruction 到期指示
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 及款項一般會於支款日期後一至兩個營業日存入受款人戶口。)
Bank Name 銀行名稱	X
Dalik Name 或11 有件	
*Account No. 戶口號碼	Bank No. Branch No. Account No. 銀行編號 分行編號 戶口號碼
Subsequent Life Insurance Premium Pa	
Currency to be Received by Beneficiary(ies)	
Currency and Amount of Transfer 轉賬貨幣及金額	Currency 貨幣 Amount 金額
Beneficiary name 受款人姓名	HSBC Life (International) Limited 滙豐人壽保險 (國際) 有限公司
Foreign Currency Saving Account No.	
外幣儲蓄戶口號碼	Branch No. 分行編號 Account No. 戶口號碼
Payment Reference (please tick and input the "Application Serial No." during the life insurance application, or 8-digit	Application Serial No. 申請書編號 中請書編號 中請書編號
"Policy No." after policy issuance) 付款參考(於壽險保單申請時, 請選擇並填寫「申請書 編號」, 或於保單生效後填寫8位數字的「保單編號」)	不明目順別。
Purchase of Cashier's Order 購買本票	
Currency of Cachior's Order 木亜貨敝	◆CNY 人民幣 HKD 港幣 USD 美元
Currency of Cashier's Order 本票貨幣	Note 注意: CNY is the currency code for renminbi (RMB). 人民幣(RMB)的貨幣代號為「CNY」。
Beneficiary(ies) Name(s) 受款人姓名	TOOL 22.0. CITTLE LIE COLLEGE) COCCIO IO IONIMIASI (LINE). XXXIII (LINE) H332 [F103000 F001]
Amount 金額	
Payment Reference (if any)	
付款備考(如有)	
Cashier's Order should be 本票應	mailed to me/us at the correspondence address. 寄給本人(等)通訊地址。
	held for collection at 寄存在 Branch 分行留待領取。
	mailed to the Beneficiary(ies) at 寄給受款人,地址為
Declaration and Signature 聲明及簽署	
I/We understand that a #charge (as stated in the General Bank account for each of the above arrangements; and for each payr transaction charge will also be debited from my/our account.	Tariffs) will be debited from my/our
transaction charge will also be debited from my/our account. 本人(等)明白上述每項安排的#收費(請參照一般銀行服務簡介)	, , 將會從本人(等) 戶口中扣取;而上述
本人(等)明白上述每項安排的#收費(請參照一般銀行服務簡介) 常行指示如需人手處理,每次須另行收費,亦將會從本人(等)戶 2. I/We understand that I/we must maintain sufficient funds in the ac	count one business day (before the
close of branch banking hours) before the payment date for the al may be levied, at the Bank's discretion.	bove arrangement and that a charge
本人(等)明白本人(等)須在指定的支款日期前一個營業日(分行便支付上述安排,若常行指示付款因存款不足而退回,貴行有權	「收取費用。
 I/We understand that the Bank will not be liable for any delay or instructions where such delay or failure is attributable (whether beyond the Bank's control including any equipment malfunction shall the Bank be responsible to me/us for any consequential or 	'failure to carry out the standing directly or indirectly) to any cause or failure and under no circumstances
shall the Bank be responsible to me/us for any consequential or connection with the carrying out or otherwise of my/our instruction	r indirect losses arising out of or in one.
connection with the carrying out or otherwise of my/our instruct 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担出現故障而(直接或間接)引致延遲或無法執行常行指示,貴行人人(等)指示而引致的任何直接或間接損失,貴行亦毋須對本人	E制的原因,包括任何機件設備失靈或 毋 <u>須負責</u> ;凡因或有關執行或不執行本
	(等)負責。
For Bank Use Only 銀行專用	
In Person and ID checked	Checked by
Waive S/I setup fee for HP account	Branch Chop
Staff ID	
For INHK Use Only 滙豐保險專用	
Next Bill Date(DD/MM/YYYY)	M M Y Y Y Y Policy Number