

# New Standing Instruction 新常行指示

Date 日期 \_\_\_\_\_

**Customer Instruction 客戶指示 (Please write in BLOCK letters 請用正楷填寫)**

I/We hereby authorize and request Standard Chartered Bank (Hong Kong) Limited (the "Bank") to effect the following payment as from and until the date specified below or until further notice.  
本人 / 吾等茲授權並要求渣打銀行(香港)有限公司(「貴行」)自下述生效日期起直至下述止付日期或直至另行通知為止,辦理下列付款事項。

Please "✓" the appropriate box 請於適合方格填上 "✓"

\* **Debit Account Number 付款戶口號碼** : 0 0 3 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Payment Currency & Amount 付款貨幣及金額** :  

Currency to be Remitted 匯款貨幣 HKD	Amount in Payment Currency 付款貨幣金額	OR 或	Amount in Hong Kong Dollars 港元金額
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**Frequency of Payment 付款周期** :  Monthly 每月  Quarterly 每季  Semi-Annually 每半年  Annually 每年

\* **First Payment Date 首次付款日期** : DD 日 MM 月 YYYY 年 (insert "99" for last day of each month)  
(每月最後一日請填「99」)

**Final Payment Date 最後付款日期** : DD 日 MM 月 YYYY 年 / until further notice  
(直至另行通知)

**Instruction for payment falling on public holiday / non-clearing day 適逢公眾假期 / 非結算日之付款指示** :  
 To be processed on the clearing day preceding the public holiday / non-clearing day.  
於公眾假期 / 非結算日之前的一個結算日處理。  
 To be processed on the clearing day following the public holiday / non-clearing day.  
於公眾假期 / 非結算日之後的一個結算日處理。  
 (This is the default option unless otherwise specified. 除非另外訂明, 此為設定選項。)  
To be processed on the clearing day following the public holiday / non-clearing day, except for month-end payments. For month-end payments, they will be processed on the preceding clearing day.  
除付款適逢月底外, 指示會於公眾假期 / 非結算日之後的一個結算日處理。若付款適逢月底, 指示則會於之前的一個結算日處理。

**Details of Recipient 受款人資料** :  

Bank Code 銀行編號	Branch Code 分行編號	Account Number 戶口號碼
004	817	089733-838

Name 名稱 : NEW DAY LIMITED

Address 地址 : \_\_\_\_\_  
(if payment is not directed to Recipient's Banker 若款項並非轉入受款人銀行)

**Details of Recipient Bank 受款人銀行資料** : (if applicable 如適用)  
 Name 名稱 : HSBC HONG KONG  
 Address 地址 : 82-84 NATHAN RD., TST, KLN, HK  
 (please also quote city and country) (請註明國家及城市)

\* **Message 訊息 (if any 若有)** : \_\_\_\_\_

**Method of Payment 付款方法** :  Bank Draft 銀行匯票  Telegraphic Transfer 電匯  Transfer of Funds 轉賬

\* **Overseas Bank Charges 海外銀行費用** :  To be borne by recipient 由受款人負擔  To be borne by applicant 由申請人負擔

\* Kindly note that for UK payment of GBP100 or less, the overseas charges will be debited to the account of "applicant" at all times.  
請注意, 在英國支付100英鎊或以下的款項, 海外費用一律從「申請人」戶口扣除。

I/We hereby authorize the Bank to make the payment including all charges and expenses in effecting my/our instruction from my/our account in your book and a cheque in support of such debit will not be required. I/We hereby undertake to maintain sufficient funds in my/our account to enable the Bank to carry out the above instruction and understand that a charge may be levied, at the Bank's discretion, on each standing instruction payment returned due to insufficient funds. I/We also 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 / 吾等茲授權貴行辦理本人 / 吾等的指示, 從本人 / 吾等在貴行簿冊內的戶口支付款項, 包括所有收費及費用, 而無須開出支票以進行支賬。本人 / 吾等承諾在本人 / 吾等戶口內備存足夠款項, 以便貴行能執行上述指示。本人 / 吾等明白, 若常行指示付款因存款不足而退回, 貴行有權酌情收取費用。本人 / 吾等亦明白, 貴行執行常行指示付款時, 若因任何非貴行所能控制的原因 (直接或間接) 導致延遲或無法執行常行指示, 貴行無須負責; 凡因執行或不執行本人 / 吾等的指示, 引致任何直接或間接損失, 貴行亦無須對本人 / 吾等負責。

\* **Customer Signature 客戶簽署** : \_\_\_\_\_ HKID/Passport No.: \_\_\_\_\_  Staff of the Bank 貴行職員

\* **Customer Name: 客戶姓名** : \_\_\_\_\_ Contact Telephone No.: \_\_\_\_\_ 聯絡電話號碼

For Bank Use Only 銀行專用	
Signature Verified	
Signing No. ( )	

If there is any inconsistency or conflict between the English and Chinese versions, the English version shall prevail for all purposes.  
中、英文文本之文義如有歧異, 在任何情況下概以英文文本為準。