

填寫「直接付款授權書」注意事項

Notes for filling in the "Direct Debit Authorisation Form"

1. 本校採用自動轉帳方式收取學費，請 貴家長填妥「直接付款授權書」後交回本校。Payments for tuition fees will be settled by bank auto-pay each calendar month. Please fill in the Direct Debit Authorisation Form and return it to the school.
2. 每月八日以前請將 貴子弟應繳學費存入銀行，以便如期轉帳(本港任何一間銀行都可辦理轉帳)。Please make sure the deposit of the tuition fee is in your bank account before the eighth day of each month.
3. 填寫授權書必須字跡清楚，請勿塗改。如有刪改，均需戶口持有人加簽。Please complete the Direct Debit Authorisation Form in clear handwriting. Correction tape/pen cannot be used for alterations. Any changes or deletions are required to be countersigned by the account holder.

Correction tape/pen cannot be used in this DDA form for any alterations

此授權書不可使用塗改筆/修正帶以作任何更改

Please countersign any alterations, if any. 更改後請加簽名

DIRECT DEBIT AUTHORISATION 直接付款授權書

Please complete and return this form to the party to be credited. 請依次填寫並將此授權書交給收款之一方

Name of party to be credited (The Beneficiary) 收款之一方(受益人)	Bank No. 銀行編號	Branch No. 分行編號	Account No. to be credited 收款賬戶之號碼
KIANGSU & CHEKIANG PRIMARY SCHOOL	0 2 5	3 3 8	8 2 0 1 1 5 5 7 1

I/We hereby authorise my/our below named Bank to effect transfers from my/our account to that of the above named beneficiary in accordance with such instructions as my/our Bank may receive from the beneficiary from time to time provided always that the amount of any one such transfer shall not exceed the limit indicated below.

I/We agree that my/our Bank shall not be obliged to ascertain whether or not notice of any such transfer has been given to me/us.

I/We jointly and severally accept full responsibility for any overdraft (or increase in existing overdraft) on my/our account which may arise as a result of any such transfer(s).

I/We agree that should there be insufficient funds in my/our account to meet any transfer hereby authorised, my/our Bank shall be entitled, in its discretion, not to effect such transfer in which event the Bank may make the usual charge and that it may cancel this authorisation at any time on one week's written notice.

This authorisation shall have effect until further notice or until the below written expiry date (which shall first occur).

I/We agree that any notice of cancellation or variation of this authorisation which I/We may give to my/our Bank shall be given at least two working days prior to the date on which such cancellation/variation is to take effect.

本人/吾等現授權本人/吾等之下述銀行，(根據受益人不時給予本人/吾等銀行之指示)自本人/吾等之賬戶內轉賬予上述受益人。惟每次轉賬金額不得超越以下指定之限額。

本人/吾等同意本人/吾等之銀行毋須證實該等轉賬通知是否已交予本人/吾等。

如因該等轉賬而令本人/吾等之賬戶出現透支(或令現時之透支增加)，本人/吾等願共同及各別承擔全部責任。

本人/吾等同意如本人/吾等之賬戶並無足夠款項支付該等授權轉賬，本人/吾等之銀行有權不予轉賬，且銀行可收取慣常之收費，並可隨時以一星期書面通知取消本授權書。

本授權書將繼續生效直至另行通知為止或直至下列到期日為止(以兩者中最早之日期為準)。

本人/吾等同意，本人/吾等取消或更改本授權書之任何通知，當經取消/更改生效日期前，非經本人/吾等之銀行。

My/Our Bank Name and Branch 本人/吾等之銀行及分行之名稱	Bank No. 銀行編號	Branch No. 分行編號	My/Our Account No. 本人/吾等之賬戶號碼
H. S. B. C.	0 0 4	5 6 7	1 2 3 4 5 6 0 0 1
My/Our Name as recorded on Statement/Passbook (In English) 本人/吾等在結單/存摺上所紀錄之名稱(請用英文填寫)	My/Our Signature(s) 本人/吾等之簽名		
WONG TAI MAN	Remember to sign here 請簽名 Wong Tai Man		
My/Our Address as recorded on Statement/Passbook (In English) 本人/吾等在結單/存摺上所紀錄之地址(請用英文填寫)	Date 日期		
FLAT D, 10/F, 8 LINK ROAD HAPPY VALLEY, HONG KONG			
Name of Debtor (if other than account holder) (In English) 債務人之姓名(若非賬戶持有人) (請用英文填寫)	Debtor's Reference (Fill in by School) I leave it blank 債務人之參考(學生編號由校方填寫)		
Name of Student / Class 學生姓名 班級	K I B WONG LING LING K		
For Bank Use Only 以下由銀行填寫	Signature Verified		

NOTES 附註:

- 1) Please ensure that you sign the form in the usual way that you would sign on your Bank Account.
- 2) In the box marked 'Debtor's Reference' enter the identifying reference between yourself and the party to be credited i.e. student number, mortgage agreement number, rental agreement number, etc.

1) 請保證 貴戶在此授權書內之簽名，與銀行賬戶所有簽名完全相同。

2) 在債務人之參考欄內，請將 貴戶與受教一方之關係，略予說明，例如學生編號，抵押合約號碼。

*Delete whichever is not appropriate. 請刪除不適用者