



# New standing instruction 新常行指示

Date 日期 \_\_\_\_\_

**Client 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 : 003  
付款戶口號碼

A/C currency 戶口貨幣  Click-a-Count transaction A/C^  
Click-a-Count 存款戶口  
 Priority Banking customer^  
優先理財客戶

Payment currency & amount 付款貨幣及金額	Currency to be remitted 匯款貨幣	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 MM YYYY (insert "99" for last day of each month)  
(每月最後一日請填 "99")

Note: First payment date may be effective at least 7 business days from the submission date if submitted via branch drop box or mail in. Otherwise, the instruction may be rejected.

For any immediate request, please submit your instruction through Standard Chartered Online Banking.

注意: 若經由投遞箱或郵寄遞交, 首次付款日期需由遞交日起計至少 7 個工作天才有可能生效。否則, 本指示或會被拒絕。如需要即時處理指示, 請經渣打網上理財遞交閣下的指示。

Final payment date  
最後付款日期 : DD MM YYYY / 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。

Note 注意: The Bank will process your instruction on the payment date however the fund arrival to the recipient account may normally take up at least 1 - 2 business day and subject to the arrangement of the recipient's bank.  
銀行將在付款日處理您的指示, 但款項存入收款人戶口一般至少需要 1-2 個工作日, 並視收款人銀行的安排而定。

Note 注意: If the recipient account is established or maintained in the United States of America, the Bank may need to obtain further information and/or declaration from you for the purpose of fulfilling related regulatory or internal requirement.  
若收款人戶口是設在或維持在 美利堅合眾國 (美國), 本行或會應相關法規或內部之要求向閣下徵求進一步的資料及 / 或聲明。

Details of recipient# 收款人資料 : Bank code 銀行編號 Branch code 分行編號 Account number 戶口號碼  
Account number 戶口號碼

Name 名稱

Address 地址

Country/Region 國家/地區

Details of recipient bank# 收款人銀行資料 : (if applicable 如適用)

Name 名稱

Address 地址

Country/Region 國家/地區

Message 訊息 (if any 若有)

Method of payment 付款方法 :  Telegraphic transfer 電匯  Transfer of funds 轉賬

\* Overseas bank charges 海外銀行費用 :  To be borne by recipient 由收款人負擔  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。

^ The setup fee is waived for Priority Banking customers or using the Click-a-Count transaction account to set up the standing instruction.  
優先理財客戶或使用 Click-a-Count 存款戶口設立常行指示均可豁免設立收費。

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. The Bank may need to obtain further information and/or declaration from you for the purpose of fulfilling related regulatory or internal requirement before processing your application. 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。本行或會應相關法規或內部之要求向閣下徵求進一步的資料及 / 或聲明以處理您的申請。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。

I/We hereby understand that the bank will effect the standing instruction according to the prevailing rate of exchange available for the relevant currencies at the time of the instruction is processed. Foreign exchange involves risks. Fluctuation in the exchange rate of a foreign currency may result in gains or significant losses in the event that the customer converts deposit from the foreign currency to another currency (including Hong Kong Dollar).

本人 / 吾等亦明白, 本行會根據處理常行指示當日之兌換率執行該指示。外匯買賣風險聲明: 外匯買賣涉及風險。將外幣兌換為其他貨幣 (包括港幣), 外匯之升跌波幅或會令客戶賺取利潤或招致嚴重虧損。

Client name: 客戶姓名 \_\_\_\_\_

Client signature: 客戶簽署 \_\_\_\_\_

Staff of the bank  
貴行職員

For bank use only 銀行專用

Signature and ID verified

Signing no. ( )

Contact telephone no.: 聯絡電話號碼 \_\_\_\_\_

HKID 香港身份證

Passport 護照

Others 其他 \_\_\_\_\_

HKID/Passport no.: 香港身份證 / 護照號碼 \_\_\_\_\_

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。



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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

Name 名稱 \_\_\_\_\_

Address 地址 \_\_\_\_\_ Country/Region 國家/地區 \_\_\_\_\_

Details of recipient bank 受款人銀行資料 : (if applicable 如適用)

Name 名稱 \_\_\_\_\_

Address 地址 \_\_\_\_\_ Country/Region 國家/地區 \_\_\_\_\_

Message 訊息 (if any 若有) : \_\_\_\_\_

Method of payment 付款方法 :  Telegraphic transfer 電匯  Transfer of funds 轉賬

\* Overseas bank charges 海外銀行費用 :  To be borne by recipient 由收款人負擔  To be borne by applicant 由申請人負擔

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Client name: 客戶姓名 \_\_\_\_\_

Client signature: 客戶簽署 \_\_\_\_\_

Staff of the bank 貴行職員

For bank use only 銀行專用  
Signature and ID verified  
Signing no. ( )

Contact telephone no.: 聯絡電話號碼 \_\_\_\_\_

HKID 香港身份證  Passport 護照  Others 其他 \_\_\_\_\_ HKID/Passport no.: 香港身份證 / 護照號碼 \_\_\_\_\_ ( )

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