



# Direct Debit Authorisation Form

## Instructions

- Please fill the form in BLOCK letters and in BLACK INK only
- Please complete and return this form to your banker
- 請依次填寫並將此授權書交給貴戶的往來銀行

National Australia Bank Limited, Hong Kong Branch  
Phone +852 2826 8111, Fax +852 2822 9704/9706  
Version date: September 2013

Attention \_\_\_\_\_

Date 日期 | D | D | M | M | Y | Y | Y | Y |

Name of party to be credited (The Beneficiary) 收款的一方 (受益人)	Bank number 銀行號碼	Branch number 分行號碼	Account number 戶口號碼
National Australia Bank Limited	004	111	210001-001

- I/We hereby authorise my/our below named Bank ("the Bank") to effect transfers from my/our account to that of the above named beneficiary in accordance with such instructions as the Bank may receive from the Beneficiary and/or its banker from time to time provided always that the amount of any one such transfer shall not exceed the limit indicated below.  
本人(等)現授權下述銀行, (以下簡稱“下述銀行”)(根據受益人或其往來銀行不時給予下述銀行的指示)自本人(等)的戶口內轉賬予上述受益人, 惟每次轉賬金額不得超過以下指定限額。
- I/We agree that the Bank is entitled to rely on the instructions given by the Beneficiary. I/We further agree that the Bank shall not be obliged to ascertain whether or not notice of any such transfer has been given to me/us.  
本人(等)同意下述銀行有權根據受益人的指示。本人亦同意下述銀行毋須證實該等轉賬通知是否已交予本人(等)。
- 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).  
如因該等轉賬而令本人(等)的戶口出現透支(或令現時的透支增加), 本人(等)願共同及各別承擔全部責任。
- I/We agree that should there be insufficient funds in my/our account to meet any transfer hereby authorised, the 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 upon servicing me/us one week prior written notice.  
本人(等)同意如本人(等)的戶口並無足夠款項支付該等授權轉賬, 下述銀行有權不予轉賬, 且銀行可收取慣常的收費, 並可隨時以一星期書面通知取消本授權書。
- This authorisation shall continue to have effect until further notice from me/us or until the expiry date written below (whichever shall first occur).  
本授權書將繼續生效直至本人(等)之另行通知為止或直至下列到期日為止(以兩者中最早的日期為準)。
- I/We agree that any notice of cancellation or variation of this authorisation which I/We may give to the Bank shall be given at least two working days prior to the date on which such cancellation/variation is to take effect.  
本人(等)同意, 本人(等)取消或更改本授權書的任何通知, 須於取消/更改生效日最少兩個工作天之前交予下述銀行。

My/Our bank name and branch 本人(等)的銀行及分行的名稱	Bank number 銀行號碼	Branch number 分行號碼	My/Our account number 本人(等)的戶口號碼
_____	_____	_____	_____

*My/Our name(s) as recorded on statement/passbook *本人(等)在結單/存摺上所紀錄的名稱	Contact telephone number 聯絡電話號碼
_____	( ) _____

+Limit for each *payment/month *每次/月付款的*限額	+Expiry date (day/month/year) *到期日(日/月/年)	My/Our address as recorded on statement/passbook 本人(等)在結單/存摺上所紀錄的地址
_____	D   D   M   M   Y   Y   Y   Y	_____

*Name of debtor (if other than account holder) *債務人的姓名(若非戶口持有人)	+My/Our signature(s) *本人(等)的簽署
_____	_____

+Debtor's reference (Compulsory field) +債務人的參考(必填之欄)
_____

## For bank use only 銀行專用

Remarks _____	Signature verified _____
---------------	--------------------------

\*Please delete whichever is not appropriate. #Please write in Block Letters. \*請刪去不適用者。#請以英文正楷填寫。

## \*Notes 附註

- If the amount of your payments are likely to vary each time, set the Limit for Each Payment at the maximum amount you would expect to pay at any one time.  
如台端付款的數額每次可能不相同, 則請將最高者定為每次付款的最高限額。
- This Direct Debit Authorisation will be cancelled automatically on the date included in the box marked "Expiry Date". If you wish the Direct Debit Authorisation to have effect indefinitely (or until cancelled by you) please leave box blank.  
本直接付款授權書將於「到期日」一欄中所填寫的日期自動撤銷, 如貴戶意欲直接付款授權書無限期有效(或直至貴戶予以撤銷為止), 則請將該欄留空。
- Please ensure that you sign the form in the usual way that you would sign on your Bank Account.  
請保證貴戶在此授權書內的簽名, 與銀行戶口所簽者完全相同。
- In the box marked "Debtor's Reference" enter the identifying reference between yourself and the party to be credited i.e. Student No., Mortgage Agreement Number, Rental Agreement Number, etc.  
在債務人的參考欄內, 請將貴戶與受款一方的關係, 略予說明, 例如學生編號, 抵押合約號碼等。
- If "Limit for Each Payment/Month" is not specified, the debtor's bank will set the limit as "unlimited".  
如「每次/月付款的限額」一欄未有填上, 債務銀行會將轉賬限額設定為「不設上限」。