

To: The Manager 致: 经理
HSBC Bank (China) Company Limited 汇丰银行(中国)有限公司
 Office 分行

Date 日期

Standing Instruction (Debitting and Transfer of Funds) 常行指示 (资金划转) 暨定期借记付款授权书

NOTE: Please tick (☑) where applicable. 注意: 请在适当的方格内划上钩号 (☑)

- New Standing Instruction (Please complete all applicable boxes): 新常行指示 (请填写所有适用的空格)
 Amendment of Existing Standing Instruction (Please complete those boxes you wish to amend) 修改现存常行指示 (完成您/贵司想修改的空格)

1. Primary Account Number (to be debited) 扣账账户号码 for Multi-Currency Account, please specify the currency) 多币种账户请说明币种 <input type="text"/> - <input type="text"/> - <input type="text"/>	2. Account Name 账户名称 <input type="text"/>
3. Effective Date (i.e. Date after which first transfer can be effected) 生效日期 (即从此日期后发生第一笔转账) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	4. Expiry Date or Total Number of Instructions (Leave blank if you wish the instruction to continue until further notice) 到期日或指示总数 (留空若您/贵司希望继续执行该指示直至进一步通知我行) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
5. Payment Frequency (only viable at <input type="radio"/> Daily, <input type="radio"/> Weekly, <input type="radio"/> Fortnightly, <input type="radio"/> Monthly, <input type="radio"/> Bi-monthly, <input type="radio"/> Quarterly, <input type="radio"/> Half-yearly) 支付频率 (每天, 每周, 每两周, 每月, 每两月, 每季, 每半年) and Payment Date 及付款日期 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
6. Transfer Amount 转账金额 <input type="radio"/> A fixed sum: Currency <input type="text"/> Amount <input type="text"/> 固定金额: 币种 金额 Or <input type="radio"/> The available balance of the above-mentioned account <input type="text"/> 或 上述账户可用余额 Or <input type="radio"/> The available balance of the above-mentioned account LESS a *retention amount of <input type="text"/> 或 上述账户可用余额扣除保留金额 Or <input type="radio"/> The payment be made based on the amount required by the beneficiary's bank, please provide Purpose of Payment <input type="text"/> Relevant Contract Number <input type="text"/> 或 以收款人银行要求的托收金额为准, 请提供费用名称 <input type="text"/> 合同号码 <input type="text"/> Or <input type="radio"/> The amount to be transferred is in the multiple of <input type="text"/> , capped by the available balance of the above-mentioned account LESS a *retention amount of <input type="text"/> (leave blank if there is no retention amount request) or individual transaction ceiling amount <input type="text"/> (leave blank if there is no ceiling amount request), whichever is lower. 或 转账金额为 <input type="text"/> 的倍数, 不超过上述账户可用余额扣除保留余额 <input type="text"/> (留空若您/贵司无此要求) 及每笔交易的峰值金额 <input type="text"/> (留空若您/贵司无此要求) 两者间的较小值。(*only support in house transfer. 仅支持行内转账) * Amount must be in the same currency as that of the account as stated in box 1 above. 币种必须与空格1中账户的扣账币种相同。	
7. Payment channel 清算方式 <input type="text"/>	
8. Name and Address of Beneficiary's Bank 收款人的银行名称及地址 <input type="text"/> Beneficiary's Name and Account No 收款人名称及账户号码: <input type="text"/> (Failure to provide IBAN for TTs to Europe Union denominated in EUR or Saudi Arabia may result in additional charges or refund.) (对于汇至欧盟的欧元或沙特的汇款, 如未能提供IBAN银行账号, 可能导致额外费用或退款。) Bank Clearing Code 银行清算代号: <input type="text"/> (if any - failure to quote this code for TTs to UK or USA may result in additional charges) (如未能采用本代号电汇至英国或美国, 则可能导致额外费用)	
9. All Bank's Charges if any are to be borne by 费用承担 (Only applicable to Foreign Currency Telegraphic Transfer 仅适用于外币电汇) <input type="radio"/> OUR 汇款人 (Principle Protect <input type="text"/> Only applicable to USD Telegraphic Transfer) (全额到账 仅适用于美元电汇) <input type="radio"/> BEN 收款人 <input type="radio"/> SHA 共同	10. Message or Instructions (if any) 附言或指示 (如有) <input type="text"/>

Declarations 声明

- I/We understand that, except the scenario specified in box number 9 above, any charges levied (including commission, postage and stamp duty) will be debited to my/our primary account mentioned above. 本人/我们/我司明白银行将从本人/我们/我司的上述扣账账户中扣除所需收取的任何手续费 (包括佣金、邮费及印花税), 空格9的情况除外。
- I/We confirm that if the standing instruction specified above encounters 3 consecutive rejections, the Bank has my/our permission to terminate the instruction under notification to me/us. 本人/我们/我司确认若上述常行指示连续3次支付失败, 则银行有权在通知本人/我们/我司的前提下终止该指示。
- I/We understand that the Bank accepts no liability for any loss or delay which may occur in the transfer, transmission and/or application of funds and I/we agree to indemnify the Bank against any actions, proceedings, claims or demands that may arise in connection with such loss or delay. 本人/我们/我司明白银行对于任何在转账、传递和/或资金运用过程中造成的遗失或延误概不负责, 并且本人/我们/我司同意赔偿银行, 以使银行免受任何由于该等遗失或延误而可能引起的诉讼、索赔或其他要求。
- I/We shall place sufficient funds in the account in the specified debit currency to meet the payments. If the payment fails due to reasons such as insufficient account balance or the account being frozen, I/we shall undertake the relevant consequences and liabilities. 本人/我们/我司将在账户中备有足够的指定币种的款项以便进行交易。如因账户余额不足或由于账户被冻结等原因而造成付款失败, 本人/我们/我司应承担与此相关的后果和责任。
- I/We agree to observe foreign exchange control regulations at all times without prejudice to the foregoing and shall submit relevant documents to the Bank in support of the payments to be made. I/We understand that the Bank reserves the right not to process any instructions which are considered to be in breach of such regulations. 在不违背上述声明的同时, 本人/我们/我司将始终遵守外管条例, 并同意向银行提供相关证明文件以供付款所需。同时, 本人/我们/我司明白对于被认为违反外管条例的相关指示, 银行将保留对其停止支付的权利。
- This Standing Instruction constitutes my/our authorization to the Bank to effect the debitting and transfer of funds as specified above, the Bank may act on this Standing Instruction without further notice to or authorization from me/us. 本常行指示构成本人/我们/我司对银行的授权委托, 银行可以依赖本常行指示行事进行以上借记和转账而无需另行通知本人/我们/我司或获得本人/我们/我司的进一步授权。

- Agree 同意
 Disagree 不同意

Signature(s) 签章

Name(s) (in Block Letters) 姓名/名称 (请用正楷填写)

Contact Telephone Number 联系电话

For Bank Use Only	
Signature Verified & Prepared by <input type="text"/> Date: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Additional Information Instruction in Total <input type="text"/> Priority <input type="text"/> Commission <input type="text"/>
Data Input Checked & Authorised by <input type="text"/> Date: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Postage <input type="text"/> Satmp Duty <input type="text"/> S/I Number <input type="text"/>