

DIRECT DEBIT AUTHORISATION 直接付款授權書

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. 賬戶編號
HONG KONG PROFESSIONAL & EDUCATIONAL SERVICES LIMITED	0 1 2	5 8 9	0 0 0 2 1 9 3 4

I/We hereby authorise my/our below named Bank to effect transfers from my/our account to HONG KONG PROFESSIONAL & EDUCATIONAL SERVICES LIMITED in accordance with such instructions as my/our Bank may receive from HONG KONG PROFESSIONAL & EDUCATIONAL SERVICES LIMITED 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 expiry date written below (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，(根據受益人或其往來銀行不時給予本人/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過以下指定之限額。

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，須於取消/更改生效日最少兩個工作天之前交予本人/吾等之銀行。

Please Print In Block Letters 請以英文正楷填寫

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
My/Our name(s) in English as recorded on statement/passbook 本人/吾等在月結單/存摺上的英文姓名	My/Our signature(s)本人/吾等之簽名 (Please sign in the usual way as you would sign on the Bank account.) (在此授權書內之簽名須與銀行賬戶所簽者完全相同)		
Day time contact tel no. 日間聯絡電話號碼	Date 日期		
My/Our Address as recorded on statement /Passbook 本人/吾等在月結單/存摺上所紀錄之地址			
Limit for Each Month 每月付款之限額	Expiry Date 到期日		
Name of Debtor (if other than account holder) 債務人之姓名(若非賬戶持有人)	Debtor's Reference 債務人參考(由本機構填寫)		

BANK USE ONLY 銀行專用	Signature verified 核對印鑑
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Notes 附註：

- Please leave the "Debtor's Reference" blank, it will be filled in by Hong Kong Professional & Educational Services Limited. 請將“債務人參考”欄留空。
- Please ensure that you sign the form as well as alterations, if any, in the usual way that you would sign on your Bank Account. 若有任何塗改或更動，請於該處加簽核實。
- Please send this completed Original form to our office. 請將本授權書正本寄回，本機構辦公室將代為辦理。
- The first transaction will be executed after 5-6 weeks of this form submitted. And the transaction date will be processed around 7th of every month. 第一次過賬於五至六個星期後生效；過賬日定為每月7號前後。
- Donation receipt will be issued in April for the last (HKG) financial year (i.e. April01-March31). 本機構將於每年的四月份發出自去年四月至當年三月之奉獻收據。
- Direct debit authorization (DDA) record setup fee may be charged by your bank. 貴戶之往來銀行或需收取建立直接付款授權檔案之費用。