

Name of student

Class

Contact Number of Account Holder

學生姓名：_____ 班別：_____

銀行戶口持有人之電話號碼：_____

直接付款授權書

Direct Debit Authorisation

收款之一方(受益人) Name of party to be credited (The Beneficiary) ECF Saint Too Canaan College	銀行編號	分行編號	收款賬戶之號碼
	Bank No.	Branch No.	Account No. to be credited
	0 1 5 - 1 4 7 - 4 0 0 2 2 6 5 9		

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 (whichever 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(等)現授權本人(等)之下述銀行，(根據受益人不時給予本人(等)銀行之指示)自本人(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(等)同意本人(等)之銀行毋須證實該等轉賬通知是否已交予本人(等)。

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

本人(等)同意如本人(等)之賬戶並無足夠款項支付該等授權轉賬，本人(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(等)同意，本人(等)取消或更改授權書之任何通知，須於取消/更改生效日最少兩個工作天之前交予本人(等)之銀行。

本人(等)之銀行及分行之名稱 My/Our bank name and branch		銀行編號 Bank No.	分行編號 Branch No.	本人(等)編號 My/Our A/C No.
本人(等)在結單/存摺上所紀錄之賬戶名稱 My/Our A/C name as recorded on Statement/Passbook		本人(等)之地址 My/Our address		
每次付款之限額 Limit for each payment \$6,000.-	到期日(請參閱下列附註) Expiry Date(See Notes Below) D D M M Y Y Y Y 	本人(等)之簽名 My/Our signatures		
債務人之姓名(如非賬戶持有人) Name of debtor other than account holder				
債務人參考(必填之欄,請參閱下列附註) Debtor's Reference (Compulsory field- See Notes Below)		日期 Date		
以下由銀行填寫 Bank use only				Signature Verified

附註 Notes:

- 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.
 - 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.
 - Please ensure that you sign the form in the usual way that you would sign on your Bank Account.
 - 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.
- 如 台端付款之數額每次可能不相同，則請將最高者定為每次付款之最高限額。
 - 本直接付款授權書將於「到期日」一欄中所填寫之日期自動撤銷。如 貴戶意欲本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。
 - 請保證 貴戶在此授權書內之簽名，與銀行賬戶所簽者完全相同。
 - 在債務人之參考欄內，請將 貴戶與受款一方之關係，略予說明，例如學生編號、抵押合約號碼、租賃合約號碼等。

『直接付款授權書』填寫參考表
Application Guidelines of Direct Debit Authorisation

填寫注意事項：

1. 家長可採用本港任何銀行進行轉賬。
2. 銀行戶主可為家長或監護人。
3. 注意在填寫表格時不可用塗改液塗改，任何更改之地方，請在更改位置旁邊簽名作實。
4. 附上銀行戶口影印副本一份(印有姓名及戶口號碼頁)一同交回，請在影印本上寫上學生姓名、級別。
5. 家長無須遞交任何文件到有關銀行，一切遞交手續，本校將代為辦理。

Remarks of Application Procedures:

1. Parents may choose any banks in Hong Kong for transferal.
2. Bank account holder should be either the student's parents or guardians.
3. No correction pen or tape should be used. Parents should sign on the form if any amendment.
4. The form should be submitted, together with a photocopy of bank passbook (the page with the name and bank account number of the holder). Please write the name and class of the student on the photocopy.
5. Parents should submit the above documents to the General Office for further process.

直接付款授權書 **Direct Debit Authorisation**

收款之一方(受益人) Name of party to be credited (The Beneficiary) <p style="text-align: center; font-size: 1.2em;">ECF Saint Too Canaan College</p>	銀行編號 分行編號 收款賬戶之號碼 Bank No. Branch No. Account No. to be credited <p style="text-align: center; font-size: 1.2em;">0 1 5 - 1 4 7 - 4 0 0 2 2 6 5 9</p>
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本人(等)之銀行及分行名稱 My/Our bank name and branch 用作轉賬之銀行及分行名稱『例如:東亞銀行(官塘分行)』 Name of bank and its branch for transferal "e.g. Bank of East Asia (Kwun Tong Branch)"	銀行編號 分行編號 本人(等)編號 Bank No. Branch No. My/Our A/C No. <p style="text-align: center; font-size: 1.2em;">可由校方代填 For School Use Only</p>	
本人(等)在結單/存摺上所紀錄之賬戶名稱 My/Our A/C name as recorded on Statement/Passbook 用作轉賬之銀行戶主姓名(請填英文) Name of bank account holder for transferal (Please write in English)	本人(等)之地址 My/Our address <p style="text-align: center; font-size: 1.2em;">必須填寫 Address must be provided</p>	
每次付款之限額 Limit for each payment <p style="text-align: center; font-size: 1.2em;">\$6,000.-</p>	到期日(請參閱下列附註) Expiry Date(See Notes Below) D D M M Y Y Y Y 不用填寫 For School Use Only	本人(等)之簽名 My/Our signatures <p style="text-align: center; font-size: 1.2em;">必須與存摺上的簽署相同 The Signature must be identical as shown in passbook</p>
債務人之姓名(如非賬戶持有人) Name of debtor other than account holder 學生姓名(請填英文) Name of Student (Please write in English)	日期 Date	
債務人參考(必填之欄,請參閱下列附註) Debtor's Reference (Compulsory field- See Notes Below) 由校方填寫 For School Use Only	以下由銀行填寫 Bank use only <p style="text-align: center; font-size: 1.2em;">不用填寫 For School Use Only</p>	
		Signature Verified

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 - 3) Please ensure that you sign the form in the usual way that you would sign on your Bank Account.
 - 4) 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) 如 台端付款之數額每次可能不相同，則請將最高者定為每次付款之最高限額。
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 - 3) 請保證 貴戶在此授權書內之簽名，與銀行賬戶所簽者完全相同。
 - 4) 在債務人之參考欄內，請將 貴戶與受款一方之關係，略予說明，例如學生編號、抵押合約號碼、租賃合約號碼等。