

Payroll Services Application Form 自動轉賬支薪服務申請表

To: Standard Chartered Bank (Hong Kong) Limited
致 渣打銀行(香港)有限公司

Date
日期

Company Information 公司資料

My/Our Company Name
本人 / 吾等 / 本公司名稱 _____

My/Our Account Number for Payroll / Payroll Services charges / other fees / reversals
本人 / 吾等 / 本公司支出薪金 / 被扣除自動轉賬支薪收費 / 其他費用 / 退款之賬戶號碼 _____

My/Our Account Name (if different from Company Name)
本人 / 吾等 / 本公司賬戶名稱 (如有別於公司名稱) _____

Name of Person to contact
聯絡人姓名 _____

Business Registration No.
商業登記編號 _____

Company Address
公司地址 _____

Telephone Number
電話號碼 _____

E-mail Address
電郵地址 _____

Tax File Number (only if your company will use Taxation function in AlphaHRMS):
稅務檔案編號 (請填寫如貴公司使用系統課稅功能) : _____

Payroll Services+ 薪金服務+

Method 方法: Compact Disc ("CD") 光碟

Services subscribed 所需服務: AlphaHRMS# Basic version 基本版 (Payroll and Tax 支薪及報稅功能)
 AlphaHRMS# Advanced version 高級版 (Payroll, Tax and Manulife's MPF 支薪、報稅及宏利強積金功能)

Method 方法: Straight2Bank# Lite version 或 Classic version

Services subscribed 所需服務: AlphaHRMS# Basic version 基本版 (Payroll and Tax 支薪及報稅功能)
 AlphaHRMS# Advanced version 高級版 (Payroll, Tax and Manulife's MPF 支薪、報稅及宏利強積金功能)
 Not Applicable 不適用

Note#: Separate application documentations are required.

Declarations 聲明

I/We acknowledge and understand that Payroll Services are provided by a numerically based system/Straight2Bank and agree that you shall be under no obligation to check or ensure that the name of any account holder/beneficiary (as given in my/our instructions) is identical or similar to the name(s) of the account holder(s) according to your records or knowledge and confirm that a transfer or payment to (or from as the case may be) an account having the same number as that given in my/our instructions shall constitute good and complete compliance by you with my/our instructions.

本人 / 吾等 / 本公司現承認並明瞭自動轉賬支薪服務乃為一種以數字為基礎之系統/Straight2Bank所提供，並同意貴行無責任查核或確保任何賬戶持有人 / 受益人之姓名 (如本人 / 吾等 / 本公司指示者) 與貴行所持有之賬戶記錄或與貴行所知者相同或類似，以及本人 / 吾等 / 本公司承認，如所轉賬或付款之賬戶號碼 (不論收款或付款) 與本人 / 吾等 / 本公司所指示者相同，則貴行已妥善及完全履行對本人 / 吾等 / 本公司之指示。

I/We request and authorise you to debit my/our account(s) named above (and from any other account(s) of me/us if the named account(s) do/does not have sufficient funds) with any charges/fees in respect of Payroll Services in accordance with the rates published by you from time to time, commencing this date of application and continuing until further notice.

本人 / 吾等 / 本公司，由即日起，直至另行通知為止，要求及授權貴行可按照貴行隨時公佈之自動轉賬支薪服務之收費，從本人 / 吾等 / 本公司之上述賬戶中 (如該等賬戶沒有足夠金額，則及從本人 / 吾等 / 本公司之其他戶口中) 扣除相等之款項。

I/We understand that any Payroll Services instruction given by me/us in relation to any account(s) is subject further to the terms and conditions governing such account(s).

本人 / 吾等 / 本公司明白本人 / 吾等 / 本公司有關任何賬戶之任何自動轉賬支薪服務指示，均另外受該等賬戶之條款及細則所約束。

(Where the account is used as the Company's account for Mandatory Provident Fund Schemes contributions) Without limiting your rights hereunder or under any other agreement or authorisation between you and me/us, I/we authorise you to release such information as you may determine to be required under section 123 of the Mandatory Provident Fund Schemes (General) Regulation to the approved trustee, including (without limitation) the income and contributions of the Company's participating employees. [*]

(若戶口乃本公司的強制性公積金之供款戶口) 在不規限貴行於以上或任何其他貴行與本人 / 吾等 / 本公司簽署的協議或授權書的權利之原則下，本人 / 吾等 / 本公司就此授權貴行披露貴行認為根據強制性公積金計劃 (一般) 守則第123條而必須披露的資料予核准受託人，包括 (但不限於) 本人 / 吾等 / 本公司參與計劃之僱員的新金及供款資料。[*]

I/We acknowledge and understand from time to time there will be need to perform system upgrade. I/We shall fully cooperate with your bank to perform the system upgrade and maintenance services.

本人 / 吾等 / 本公司現承認亦明白系統需要不時更新，並同意配合貴行之系統更新程序。

For applying Services with MPF 申請強積金供款處理服務者適用:

I/We understand that in case of termination of MPF service, I/we have to inform your bank to install the new payroll software for me/us.

本人 / 吾等 / 本公司亦明白倘若停止使用強積金供款處理，本人 / 吾等 / 本公司須通知貴行更新薪金服務電腦系統軟件。

For applying Straight2Bank Services 申請 Straight2Bank 服務者適用:

I/We also understand that I/we have to submit a duly signed Straight2Bank services application form and relevant supporting documents as time of submitting this application form.

本人 / 吾等 / 本公司亦明白本人 / 吾等 / 本公司須於遞交此申請表格時，同時遞交妥為簽署之Straight2Bank 服務申請表格及有關證明文件。

I/We/Our Company acknowledge and understand that the Bank will not be returning the payroll instruction (Compact Disc) after processing your payroll instruction. The Compact Disc will be destroyed under stringent control by the Bank thereafter.

本人 / 吾等 / 本公司現承認並明瞭貴行將不會於執行相關出糧後退還出糧指示 (光碟)。該光碟將經貴行嚴密監控下銷毀。

* Delete if inappropriate 劃去不適用者

Note+: If the selected method cannot be proceeded for unforeseen problems, Payroll Paperlisting can be a fall-back method (subject to setup leadtime and relevant charges).

如遇不能預見的問題使所選取的辦法無可進行，薪金支出名單列表可用作後備辦法 (須按開立服務所需時間及支付有關費用)。

For the use of the “AlphaHRMS” software application:

使用「創嶺人力資源管理系統」應用軟件:

I/We as the Employer DECLARED, UNDERSTOOD AND AGREED with the terms and conditions listed below:

本人/吾等/本公司作為僱主謹此聲明，明白並同意以下條款及條件：

- “AlphaHRMS” is a software application developed and owned by Asia Pacific Soft Limited which is a third party provider that the Employer may engage to provide the software functions of AlphaHRMS. Any third party software applications attached to the use of AlphaHRMS are developed or owned by third party providers (“Third Party Providers”). Asia Pacific Soft Limited or any of these Third Party Providers are neither a member nor an agent of Standard Chartered Bank (Hong Kong) Limited (“SCB”).
「創嶺人力資源管理系統」是由亞太軟件有限公司開發及擁有的應用軟件。亞太軟件有限公司乃僱主可聘用之第三方供應商以提供「創嶺人力資源管理系統」的軟件功能。任何其他於使用「創嶺人力資源管理系統」時須聯繫之第三方應用軟件是由第三方供應商（「第三方供應商」）開發及擁有。亞太軟件有限公司或任何該等第三方供應商既非渣打銀行（香港）有限公司（下稱“貴行”）之成員亦非代理。
- SCB shall not be liable for any act, omission or negligence performed by Asia Pacific Soft Limited or any of these Third Party Providers and it is always the duty of the Employer to verify the software functions of AlphaHRMS and to assess the suitability of Asia Pacific Soft Limited in providing the software.
貴行不會為亞太軟件有限公司或任何該等第三方供應商的行為、遺漏或疏忽而承擔任何責任，而核實「創嶺人力資源管理系統」的軟件功能和評估亞太軟件有限公司作為服務供應商的合適度均屬僱主的責任。
- Nothing in this form or any other SCB materials will constitute a recommendation to the Employer that AlphaHRMS is the suitable option.
此表格或其他任何貴行的資料並不構成貴行向僱主建議「創嶺人力資源管理系統」為合適的選擇。
- There is no guarantee that Asia Pacific Soft Limited or the Third Party Providers will provide AlphaHRMS and the required third party software applications or grant their licences to the Employer.
貴行並不保證亞太軟件有限公司或第三方供應商會向僱主提供「創嶺人力資源管理系統」及所需之第三方應用軟件或批出使用此等軟件之許可證。
- SCB shall have the right to reject the Employer’s use of AlphaHRMS as one of the contribution methods or payroll methods from time to time.
貴行有權拒絕僱主使用「創嶺人力資源管理系統」作為其中一項供款匯報或支薪方法。
- To enable SCB to have the ability to accept the Employer’s use of AlphaHRMS, the Employer should keep its version of “AlphaHRMS” upgraded from time to time and follow the instructions of Asia Pacific Soft Limited to maintain the software but there is no guarantee that any upgrade or maintenance work involving third party software licences/upgrades would be provided free of charge by Asia Pacific Soft Limited or the respective Third Party Providers.
為確保貴行能夠接受僱主使用「創嶺人力資源管理系統」，僱主需不時為「創嶺人力資源管理系統」作出軟件升級並按照亞太軟件有限公司之指示進行軟件之保養；然而亞太軟件有限公司或相關之第三方供應商並不保證不會就任何軟件升級或涉及第三方軟件許可證/升級之保養工作而收取費用。
- Support services of “AlphaHRMS” are not offered by SCB.
有關「創嶺人力資源管理系統」的支援服務並不是由貴行提供。
- Subject to six months’ prior written notice to the Employer, SCB may charge the Employer a service fee for allowing the Employer’s use of AlphaHRMS as the contribution and payroll method.
在給予僱主六個月預先書面通知下，貴行有權就僱主使用「創嶺人力資源管理系統」作為供款匯報或支薪方法向僱主收取服務費用。
- SCB shall be entitled to revise and/or add to these terms and conditions at any time and from time to time. Any revised and/or additional terms and conditions shall become effective subject to SCB posting these terms and conditions by written or in any means, and shall be binding on the Employer if the Employer continues to use AlphaHRMS.
貴行保留權利隨時修訂及/或增加本協議之條件及條款，任何經修訂及/或新增之協議條件及條款將於貴行經由書面通知或其他方式通報時正式生效。僱主如繼續使用「創嶺人力資源管理系統」，須受有關條件及條款約束。
- The use of AlphaHRMS or the use of contribution and payroll data/files produced by using AlphaHRMS shall not absolve the Employer from its duty to verify all relevant information in respect of its payroll and required contributions under its MPF scheme(s).
使用「創嶺人力資源管理系統」或由此軟件所生產的供款或支薪資料/檔案，將不會免除僱主須為其強積金計劃供款或支薪的所有有關資料作出核實的責任。
- In no event shall SCB be liable for any damages or losses caused by any technical problems or the use of “AlphaHRMS”, including without limitation any direct, indirect or consequential damages suffered by the Employer, its employees, or any other party who claims against the Employer. Such damages shall include but not limited to any loss of profits, loss of anticipated income, investment losses or loss of investment opportunity.
在任何情況之下，貴行均無須就「創嶺人力資源管理系統」之任何技術問題或因使用該系統而引致的損失或損毀負上任何責任，包括但不限於任何直接、間接或相應而生的損失而導致僱主或其僱員蒙受損失，或任何其他人士蒙受損失而要求僱主賠償。有關損失包括但不限於利潤損失、預期收入損失、投資損失或錯失投資機會之損失。
- The Employer should ensure any such payroll or contribution data will be properly submitted to SCB and is free from virus or malware and shall indemnify SCB and Manulife for any system failure or miscalculation caused by the Employer’s payroll and contribution data/ files.
僱主必須確保任何供款或支薪資料均會妥善遞交予貴行而當中並沒有附帶任何電腦病毒或惡意軟件，並就僱主所遞交之供款或支薪資料/檔案而引致的任何系統失靈或誤算而向貴行作出賠償。
- The Employer shall either remit the payroll or contribution data via the SCB Straight2Bank or in compact disc and hereby authorizes SCB to accept it without any further verification. SCB shall have the right to reject the remittance of the said payroll and contribution data which are submitted other than these two media.
僱主將會經由貴行Straight2Bank或以光碟方式遞交供款或支薪資料，並在此授權貴行接受此等供款或支薪資料而毋需再作核實。貴行有權不接受上述兩種方式以外的其它遞交供款或支薪資料方式。
- The Employer should follow all guidelines/procedures of SCB in payroll or contribution data remittance and payment.
僱主必須遵守貴行訂定有關遞交供款或支薪資料和付款方法的全部指引及程序。
- For Applying Service for MPF: SCB shall have the right to disclose and confirm to Asia Pacific Soft Limited whether the Employer is still participating in Manulife’s MPF scheme(s).
強積金計劃供款處理服務者適用：貴行有權向亞太軟件有限公司披露及確認有關僱主是否仍然參與宏利之強積金計劃。
- SCB shall have the right to terminate all the above services at any time.
貴行將有權於任何時候終止提供上述所有服務。

For Bank Use Only

<input type="checkbox"/> NN new-new	<input type="checkbox"/> ON old new	<input type="checkbox"/> OO old old	Remarks:
EBRM Name:			Special Approval:
PSID:			
Team:			
()			()
Signature	Sign. No.	Signature	Sign. No.

S.V.

Authorised Signature(s) 授權簽署

Payroll Services Letter of Indemnity

To: Standard Chartered Bank (Hong Kong) Limited

Date _____

Dear Sirs,

Name of Account _____

Account Number _____

Standard Chartered Bank (Hong Kong) Limited (the "Bank") has agreed at our request to process our payroll on an autopay system in accordance with payroll lists supplied to the Bank and amended by the Bank at our request from time to time (whether in the form of hard copies, computer Compact Disc or computer files) (the "Lists").

The Bank has made it a condition of the provision or continued provision of the above service(s) that we execute this letter of indemnity.

In consideration of the Bank agreeing to provide or as the case may be continuing to provide the above service(s), we hereby:

- (a) agree that we are solely responsible for the accuracy of any information contained in the Lists;
- (b) agree that in order for the Bank promptly to credit the accounts specified in the Lists, the Bank is under no obligation to verify the accuracy of the information contained in the Lists;
- (c) **agree that, unless the Bank fails to act in good faith or there has been negligence on the Bank's part, the Bank shall not under any circumstances be liable for any loss or damage (whether direct, indirect or consequential) of any nature or extent, including (but not limited to) any loss or damage in connection with or arising out of:**
 - (i) **the malfunction of any Lists in the form of Compact Disc; and**
 - (ii) **the failure, omission or delay on the part of the Bank (whether or not within the control of the Bank) in processing our payroll or in crediting the accounts specified in the Lists.**
- (d) undertake and agree to waive any claim against the Bank and indemnify the Bank against any liability, loss and damages which the Bank may incur or suffer by acting with reference to the Lists notwithstanding any omission by the Bank to check or verify the accuracy of any information contained in the Lists or any malfunction as aforesaid;

The Bank is hereby irrevocably authorised to debit any of our accounts maintained with the Bank in settlement of any of our liabilities to the Bank arising out of or in relation to this indemnity and all costs and bank charges in relation thereto.

Yours faithfully,

Authorised Signature(s) and Company Chop

自動轉賬支薪服務 賠償保證書

致：渣打銀行(香港)有限公司

日期 _____

敬啟者：

賬戶持有人姓名 _____

賬戶號碼 _____

茲渣打銀行(香港)有限公司(下稱「銀行」)應本公司之請求，同意按照本公司向銀行提供之薪金發放名單以及銀行應本公司之要求而不時修訂薪金發放名單(不管是紙張列表、電腦可讀之光碟或電腦檔案)(下稱「名單」)以自動轉賬方式為本公司處理薪金發放。

銀行方面規定本公司必須簽署本賠償保證書，作為銀行提供或繼續提供上述服務之條件。

鑒於銀行同意提供或可能會繼續提供上述服務，本公司特此：

- (a) 同意本公司完全承擔名單上資料準確之責任；
- (b) 同意為使銀行迅速地轉賬與名單上的賬戶，銀行並無責任核證名單上資料之準確性；
- (c) **同意除非銀行未能真誠行事或有疏忽之處，在任何情形下銀行無須就任何性質或程度之任何損失或賠償(不論是否直接，間接或隨之出現的)負上責任，包括(但非限於)與下列兩項有關或由此而起的任何損失或賠償：**
 - (i) **電腦可讀光碟內任何名單之錯誤；以及**
 - (ii) **銀行方面在處理本公司的薪金發放時或將款項存入列於名單上之賬戶時產生的錯失、遺漏或延遲(不論是否在銀行控制範圍內)。**
- (d) 承諾及同意就銀行因按照名單行事，不論銀行有否遺漏檢查或核證名單上任何資料之準確性或前述任何錯誤而招致或蒙受之任何責任、損失及賠償放棄向銀行索償，並且對銀行作出補償。

本公司茲授予銀行不可撤銷之權力於本公司在銀行開設之任何賬戶內扣除款項，用以清償因本賠償保證書而起或與本賠償保證書有關，而導致本公司欠下銀行之任何債項，以及與此有關之任何成本及銀行費用。

此致

有效簽署及公司蓋章

(中文譯本如與英文文義有異，概以英文為準)