

For individual client to setup standing instruction using this application form, it usually takes up at least 1 to 7 business days for the Bank to process the application. Alternatively, you may setup Schedule Transfer instruction via our SC Mobile App/Online Banking and execute/manage the setting of your Schedule Transfer swiftly and easily.

就個人客戶使用此申請表設立常行指示，本行通常須至少1至7個工作日處理申請。閣下亦可以通過本行的SC Mobile應用程式或網上銀行提交您的重複轉賬指示，會更容易及迅速處理 / 管理您的重複轉賬設定。

Please  the appropriate box 請於適合方格填上

Date 日期 \_\_\_\_\_

**Client information** 客戶資料 (Please write in BLOCK letters 請用正楷填寫)

Existing debit A/C no.:  -  -  -  -  現有之付款戶口號碼

A/C currency:  HKD 港幣 /  USD 美元  
戶口貨幣

I/We hereby authorize and request Standard Chartered Bank (Hong Kong) Limited (the "Bank") to effect the following amendment(s)/cancellation(s) of the captioned standing instruction.

本人/吾等現授權及要求渣打銀行(香港)有限公司(「貴行」)執行下列常行指示之更改/取消事項。

**Amendment** 更改事項

Note: 1. The Bank will process your instruction on the payment date however the fund arrival to the recipient account may normally take up at least 1-2 business day and subject to the arrangement of the recipient's bank.

注意：銀行將在付款日處理您的指示，但款項存入受款人戶口一般至少需要1-2個工作日，並視受款人銀行的安排而定。

2. For payment instruction falling on public holiday/non-clearing day, it will be proceeded on the clearing day following the public holiday/ non-clearing day.

如適逢公眾假期/非結算日之付款指示，將於公眾假期/非結算日之後的一個結算日處理。

3. The method of payment is transfer of funds.

付款方法為轉賬。

**(A) Existing standing instruction details** 現有之付款戶口資料

Name of recipient:  Payment currency & amount:  HKD 港幣  
受款人名稱  付款貨幣及金額  USD\* 美元\*  Payment date:  (DD) (日)  
付款日期

**(B) Details of amendment** 更改詳情

Debit account number 付款戶口號碼 : 003  -  -  -  -

Payment currency & amount 付款貨幣及金額 : 

Currency of payment 付款貨幣	Amount in payment currency 付款貨幣金額
HKD 港幣 / USD* 美元*	:

 \*USD only support SCBHK Account transfer  
付款貨幣及金額 \*Please delete as appropriate 請刪去不適用者 美元只接受本行戶口轉賬

Frequency of payment 付款周期 :  Monthly 每月  Quarterly 每季  Semi-Annually 每半年  Annually 每年

Payment date 付款日期 :  DD (insert "99" for last day of each month)  
付款日期 日 (每月最後一日請填「99」)

Final payment date 最後付款日期 :  DD  MM 20 YYYY 31/12/2099 will be defaulted by the bank if not specified.  
最後付款日期 日 月 年 如不填寫，本行將為客戶設定為31/12/2099。

Details of recipient 受款人資料 : 

Bank code 銀行編號	Branch code 分行編號	Account number 戶口號碼
Account number 戶口號碼	-	-

Name 名稱 :

Message 訊息 (if any 若有) :

I/We hereby authorize the Bank to make the payment including all charges and expenses in effecting my/our instruction from my/our account in your book and a cheque in support of such debit will not be required. I/We hereby undertake to maintain sufficient funds in my/our account to enable the Bank to carry out the above instruction and understand that a charge may be levied, at the Bank's discretion, on each standing instruction payment returned due to insufficient funds. I/We also understand that the Bank will not be liable for any delay or failure to carry out the standing instructions where such delay or failure is attributable (whether directly or indirectly) to any cause beyond the Bank's control and under no circumstances shall the Bank be responsible to me/us for any consequential or indirect losses arising out of or in connection with the carrying out or otherwise of my/our instructions.

本人/吾等茲授權貴行辦理本人/吾等的指示，從本人/吾等在貴行簿冊內的戶口支付款項，包括所有收費及費用，而無須開出支票以進行支賬。本人/吾等承諾在本人/吾等戶口內備存足夠款項，以便貴行能執行上述指示。本人/吾等明白，若常行指示付款因存款不足而退回，貴行有權酌情收取費用。本人/吾等亦明白，貴行執行常行指示付款時，若因任何非貴行所能控制的原因(直接或間接)導致延遲或無法執行常行指示，貴行無須負責；凡因執行或不執行本人/吾等的指示，引致任何直接或間接損失，貴行亦無須對本人/吾等負責。

I/We hereby understand that the bank will effect the standing instruction according to the prevailing rate of exchange available for the relevant currencies at the time of the instruction is processed. Foreign exchange involves risks. Fluctuation in the exchange rate of a foreign currency may result in gains or significant losses in the event that the customer converts deposit from the foreign currency to another currency (including Hong Kong Dollar).  
本人/吾等亦明白，本行會根據處理常行指示當日之兌換率執行該指示。外匯買賣風險聲明：外匯買賣涉及風險。將外幣兌換為其他貨幣(包括港幣)，外匯之升跌波幅或會令客戶賺取利潤或招致嚴重虧損。

**Cancellation** 取消事項

	Name of recipient 受款人名稱	Recipient's account no. 受款人戶口號碼	Payment currency & amount 付款貨幣及金額	Payment date 付款日期	Box no. <sup>1</sup> 保管箱號碼	Box code <sup>1</sup> 保管箱編號	Effective date <sup>2</sup> 生效日期 <sup>2</sup>
1				(DD)(日)			
2				(DD)(日)			

Note 注意: 1) For Safe Deposit Box only. 只供保管箱使用。 2) 2 working days are usually required to effect cancellation. 取消通常需時兩個工作天始能生效。

Client name:  
客戶姓名

Client signature:  
客戶簽署

Staff of the bank  
貴行職員  For bank use only  
銀行專用  Signature and  
ID verified

Signing no. ( )

Scameter Check-hit:  
Y  N

If there is any inconsistency or conflict between the English and Chinese versions, the English version shall prevail for all purposes.

中、英文文本之文義如有歧異，在任何情況下概以英文文本為準。

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Please  the appropriate box 請於適合方格填上

Date 日期 \_\_\_\_\_

**Client information** 客戶資料 (Please write in BLOCK letters 請用正楷填寫)

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注意：銀行將在付款日處理您的指示，但款項存入受款人戶口一般至少需要1-2個工作日，並視受款人銀行的安排而定。

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如適逢公眾假期/非結算日之付款指示，將於公眾假期/非結算日之後的一個結算日處理。

3. The method of payment is transfer of funds.  
付款方法為轉賬。

**(A) Existing standing instruction details** 現有之付款戶口資料

Name of recipient: 受款人名稱 _____	Payment currency & amount: 付款貨幣及金額 _____	Payment date: 付款日期 _____ (DD) (日)
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**(B) Details of amendment** 更改詳情

Debit account number 付款戶口號碼 : 003  -  -  -

<input type="checkbox"/> Payment currency & amount 付款貨幣及金額 *Please delete as appropriate 請刪去不適用者	<b>Currency of payment</b> 付款貨幣 HKD 港幣 / USD* 美元*	<b>Amount in payment currency</b> 付款貨幣金額 :
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\*USD only support SCBHK  
Account transfer  
美元只接受本行戶口轉賬

Frequency of payment 付款周期 :  Monthly 每月  Quarterly 每季  Semi-Annually 每半年  Annually 每年

Payment date  
付款日期 :  DD (insert "99" for last day of each month)  
日 (每月最後一日請填「99」)

Final payment date  
最後付款日期 :  DD  MM  20  YYYY 31/12/2099 will be defaulted by the bank if not specified.  
年 如不填寫，本行將為客戶設定為31/12/2099。

Details of recipient 受款人資料 : **Bank code** 銀行編號 **Branch code** 分行編號 **Account number** 戶口號碼

Account number 戶口號碼 : \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name 名稱 : \_\_\_\_\_

Message 訊息 (if any 若有) : \_\_\_\_\_

I/We hereby authorize the Bank to make the payment including all charges and expenses in effecting my/our instruction from my/our account in your book and a cheque in support of such debit will not be required. I/We hereby undertake to maintain sufficient funds in my/our account to enable the Bank to carry out the above instruction and understand that a charge may be levied, at the Bank's discretion, on each standing instruction payment returned due to insufficient funds. I/We also understand that the Bank will not be liable for any delay or failure to carry out the standing instructions where such delay or failure is attributable (whether directly or indirectly) to any cause beyond the Bank's control and under no circumstances shall the Bank be responsible to me/us for any consequential or indirect losses arising out of or in connection with the carrying out or otherwise of my/our instructions.

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Client name:  
客戶姓名 \_\_\_\_\_

Client signature:  
客戶簽署 \_\_\_\_\_

Staff of the bank  
貴行職員

**For bank use only**  
銀行專用

Signature and  
ID verified

Scameter Check-hit:  
Y  N

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中、英文文本之文義如有歧異，在任何情況下概以英文文本為準。