

自動轉賬 — 直接付款授權書

Autopay – Direct Debit Authorization

物業名稱：

Name of Property: **HENG FA CHUEN**

請填寫本授權書，並交給您的銀行

Please complete and return this form to your bank

收款人 (受益人) Name of party to be credited (The Beneficiary)	銀行編號 Bank No.	分行編號 Branch No.	收款賬戶之號碼 Account No. to be credited
香港鐵路有限公司 MTR Corporation Limited	0	4	0
	7	5	3
	3	0	0
	0	0	3
	3	3	3
	4		

本人/吾等現授權本人/吾等的下述銀行，根據受益人不時給予本人/吾等銀行的指示，自本人/吾等的賬戶內轉賬予上述受益人。

I/We hereby authorize 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.

本人/吾等同意本人/吾等銀行毋須證實該等轉賬通知是否已交予本人/吾等

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.

如因該等轉賬而令本人/吾等的賬戶出現透支(或令現時的透支增加)本人/吾等願共同及各別承擔全部責任。

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).

本人/吾等同意如本人/吾等的賬戶並無足夠款項支付該等授權轉賬本人/吾等的銀行有權不予轉賬，且可收取慣常的收費，並可隨時以一星期書面通知取消本授權書。

I/We agree that should there be insufficient funds in my/our account to meet any transfer hereby authorized, 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 authorization at any time on one week's written notice.

本人/吾等同意任何有關取消或更改本授權的通知，須於取消/更改生效日最少兩個工作天之前交予本人/吾等的銀行。

I/We agree that any notice of cancellation or variation of this authorization 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.

請用英文填寫 Please fill in English

1. 銀行名稱及分行地址 Bank name and branch address		6. 業主/租客/商戶的姓名 Name of owner/occupier/Tenant	
2. 銀行往來/儲蓄賬戶號碼 Bank A/C No.		7. 物業地址 Property address	
3. 銀行賬戶持有人的姓名 Name of bank account holder		8. 物業單位號碼 Property A/C code (Debtor's Reference)	
4. 銀行賬戶持有人的地址 Address of bank account holder		9. 日期 Date	
5. 賬戶持有人簽名/蓋章 Signature(s) of bank account holder(s)		銀行填寫 For bank use only	
		Signature Verified	

注意

(一) 本公司通常於每月第一個工作天直接從您的銀行賬戶中支取各項費用，而不再另發收據。

Note

(1) We normally debit your bank account on the first working day of the month. Receipts will not be issued.

(二) 如銀行方面無法經自助轉賬支付應付費用，本公司將以書面通知清付所欠款項的詳情。

(2) If your bank is unable to make an autopay transfer, we will write to advise on the outstanding payment details.

(三) 填妥直接付款授權書及交回銀行後，而在自動轉賬尚未生效前，請繼續以舊有方式繳費。本公司發出印有“PAID BY AUTOPAY”(即自動轉賬)的繳款通知書後，費用將以自動轉賬形式繳付。

(3) Your bank would need some time to activate your Direct Debit Authorization. Monthly payments shall be paid in the usual way before the autopay is effective. We will print “PAID BY AUTOPAY” on your demand note to indicate the AUTOPAY status.

(四) 如有任何更改以致此直接付款授權書無效，請通知所屬物業管理處。

(4) Please advise your Estate Management Office of any change in details that would invalidate this Direct Debit Authorization.

(五) 你可以在辦公時間內向物業管理處查詢繳款通知書資料。

(5) Enquiries about your demand notes can be made at the Estate Management Office during business hours.

(六) 授權書表格處理需時約六至八週。

(6) Normal processing of time of the authorization form span from six to eight weeks.