

# Standing Instruction Amendment / Cancellation Form

## 常行指示更改 / 取消表格

Date 日期 \_\_\_\_\_

### Customer Information 客戶資料 (Please write in BLOCK letters 請用正楷填寫)

Existing Debit A/C No.: \_\_\_\_\_ A/C Currency \_\_\_\_\_ Effective Date: \_\_\_\_\_  
 現有之付款戶口號碼 \_\_\_\_\_ 戶口貨幣 \_\_\_\_\_ 生效日期 \_\_\_\_\_  
 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。  
 Please ✓ the appropriate box 請於適合方格填上 ✓

### Amendment 更改事項

#### (A) Existing Standing Instruction Details 現有之付款戶口資料

Name of Recipient: \_\_\_\_\_ Payment Currency & Amount: \_\_\_\_\_ Payment Date: \_\_\_\_\_ (DD)  
 受款人名稱 \_\_\_\_\_ 付款貨幣及金額 \_\_\_\_\_ 付款日期 \_\_\_\_\_ (日)

#### (B) Details of Amendment 更改詳情

- Debit Account Number 付款戶口號碼: 0 0 3
- Payment Currency & Amount 付款貨幣及金額: 

Currency to be Remitted 匯款貨幣	Amount in Payment Currency 付款貨幣金額	OR 或	Amount in Hong Kong Dollars 港元金額
- 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 日) (insert "99" for last day of each month 每月最後一日請填「99」)
- Final Payment Date 最後付款日期: \_\_\_\_\_ (DD 日 / MM 月 / YYYY 年) / until further notice 直至另行通知
- Instruction for payment falling on public holiday / non-clearing day 適逢公眾假期 / 非結算日之付款指示:  To be processed on the clearing day preceding the public holiday / non-clearing day. 於公眾假期 / 非結算日之前的一個結算日處理。  
 To be processed on the clearing day following the public holiday / non-clearing day. 於公眾假期 / 非結算日之後的一個結算日處理。  
 (This is the default option unless otherwise specified. 除非另外訂明, 此為設定選項。) To be processed on the clearing day following the public holiday / non-clearing day, except for month-end payments. For month-end payments, they will be processed on the preceding clearing day. 除付款適逢月底外, 指示會於公眾假期 / 非結算日之後的一個結算日處理。若付款適逢月底, 指示則會於之前的一個結算日處理。
- Hold Payment 暫停付款: For month of \_\_\_\_\_ and reinstate on month of \_\_\_\_\_  
 於 \_\_\_\_\_ 月暫停付款並於 \_\_\_\_\_ 月恢復付款

Note 注意: If the Recipient Account is established or maintained in the United States of America, the Bank may need to obtain further information and/or declaration from you for the purpose of fulfilling related regulatory or internal requirement.  
 若受款人戶口是設在或維持在美利堅合眾國(美國), 本行或會應相關法規或內部之要求向閣下徵求進一步的資料及/或聲明。

Details of Recipient<sup>#</sup> 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 \_\_\_\_\_

Address 地址 \_\_\_\_\_

Country 國家 \_\_\_\_\_

Details of Recipient Bank<sup>#</sup> 受款人銀行資料: (if applicable 如適用)

Name 名稱 \_\_\_\_\_

Address 地址 \_\_\_\_\_

Country 國家 \_\_\_\_\_

Message 訊息 (if any 若有): \_\_\_\_\_

Method of Payment 付款方法:  Telegraphic Transfer 電匯  Transfer of Funds 轉賬

Overseas Bank Charges 海外銀行費用:  To be borne by recipient 由受款人負擔  To be borne by applicant 由申請人負擔

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。

### 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
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。

Customer Name: \_\_\_\_\_  
 客戶姓名 \_\_\_\_\_

Contact Telephone No.: \_\_\_\_\_  
 聯絡電話號碼 \_\_\_\_\_

Staff of the Bank  
 貴行職員

**For Bank Use Only 銀行專用**  
 Signature Verified  
 Signing No. ( )

Customer Signature: 客戶簽署 \_\_\_\_\_

HKID  
 香港身份證

Passport  
 護照

Others  
 其他 \_\_\_\_\_

HKID/Passport No.: \_\_\_\_\_  
 香港身份證/護照號碼 \_\_\_\_\_

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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 客戶姓名 \_\_\_\_\_

Contact Telephone No.: \_\_\_\_\_  
 聯絡電話號碼 \_\_\_\_\_

Staff of the Bank  
 貴行職員

**For Bank Use Only 銀行專用**  
 Signature Verified  
 Signing No. ( )

Customer Signature: 客戶簽署 \_\_\_\_\_

HKID  
 香港身份證

Passport  
 護照

Others  
 其他 \_\_\_\_\_

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