

Standing Instruction

To: The Bank of East Asia, Limited  
\_\_\_\_\_ Branch

Date: \_\_\_\_\_

Dear Sir(s),

Until further notice/the expiry date indicated below, I/we hereby authorise and instruct you to remit/transfer the amount stated below from my/our account to the under-mentioned beneficiary.

My/Our account number <small>Bank No.    Branch No.</small> 0 1 5		Name of my/our account 	
Beneficiary's account number <small>Bank No.    Branch No.</small> 0 1 5   5 1 4   4 0 4   0 0 3   8 6 4		Name of beneficiary SAINT JOSEPH'S COLLEGE FOUNDATION LIMITED	
Beneficiary's banker THE BANK OF EAST ASIA .		Address (for cashier order/draft to be issued) 	
Amount for each payment (in figures) \$		Amount in words 	
Expiry date <small>D    D    M    M    Y    Y    Y    Y</small> 	First payment date <small>D    D    M    M    Y    Y    Y    Y</small> 	Reference SJC ENDOWMENT FUND	
Payment date (*preceding/succeeding business day if payment date falls on a holiday)			
_____ (day) of each week		_____ (date) of each quarter**	
_____ and _____ (date) of each month		_____ (date) of each half year**	
_____ (date) of every 2 months**		_____ (date) of each year**	
* Please delete whichever is inappropriate. ** The month for payment will follow that for first payment date.			

It is clearly understood that you are not obliged to pay if and when the credit balance standing to my/our account is insufficient to meet such payment or if the overdraft created or increased by such payment will exceed the amount acceptable to you, and that **I/we assume all liabilities for any matters in your acting upon my/our request unless due to your gross negligence, fraud or wilful default.** Should payments be effected as specified above, your Bank is absolutely absolved from any liability as a consequence of your complying with my/our such request.

I/We agree that you may at liberty, without giving any reason, cancel the foregoing arrangements.  
**I/We hereby further authorise you to debit my/our account with all charges and expenses whatsoever in respect of each and every such payment.**

Yours faithfully,

\_\_\_\_\_  
Signature(s)  
(Please use signature(s) on record at the Bank)

<b>For Bank use only</b>		
<input type="checkbox"/> Signature Verified	<input type="checkbox"/> Other remarks:-	<b>Instruction No.</b> 
<input type="checkbox"/> Data Input for New Instruction		
<input type="checkbox"/> 'Standing Instruction Print' amended		
<input type="checkbox"/> 'Standing Instruction Reminder Report' amended		
<input type="checkbox"/> 'Standing Instruction Change List' checked		
_____ Authorised Signatures		