New Standing Instruction
新常行指示

Standard Chartered
渣打銀行

Date 日期 _____

Customer Instruction 客戶指示 (Please write in BLOCK letters 請用正楷填寫)

I/We hereby authorize and request Standard Chartered Bank (Hong Kong) Limited (the "Bank") to effect the following payment as from and until the date specified below or until further notice.
本人 / 吾等茲授權並要求渣打銀行(香港)有限公司（「貴行」）自下述生效日期起直至下述止付日期或直至另行通知為止，辦理下列付款事項。

Please ✔ the appropriate box 請於適合方格填上 ✔

Debit Account Number : 付款戶口號碼 003 ☐☐☐-☐-☐☐☐☐☐☐-☐

A/C Currency 戶口貨幣 ☐☐☐

☐ Click-a-Count Transaction A/C^ Click-a-Count 存款戶口

☐ Priority Banking Customer^ 優先理財客戶

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

First Payment Date 首次付款日期 : DD 日 MM 月 YYYY 年 ☐☐ ☐☐ ☐☐☐☐ (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。

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# 受款人資料 :

Bank Code 銀行編號	Branch Code 分行編號	Account Number 戶口號碼
015	514	40400386-4

Account Number 戶口號碼

Name 名稱: SAINT JOSEPH'S COLLEGE FOUNDATION LIMITED

Address 地址: 7 KENNEDY ROAD, CENTRAL, HONG KONG

Country 國家 _____

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

Name 名稱: THE BANK OF EAST ASIA

Address 地址: MAIN BRANCH: 10 DES VOEUX ROAD CENTRAL

Country 國家: HONG KONG

Message 訊息 (if any 若有) : SJC ENDOWMENT FUND

Method of Payment 付款方法 : ☐ Bank Draft 銀行匯票 ☐ 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

** Kindly note that for UK payment of GBP100 or less, the overseas charges will be debited to the account of **"applicant"** at all times.*
請注意，在英國支付100英磅或以下的款項，海外費用一律從「申請人」戶口扣除。

^ The setup fee is waived for Priority Banking customers or using the Click-a-Count transaction account to set up the standing instruction.
優先理財客戶或使用 Click-a-Count 存款戶口設立常行指示均可豁免設立收費。

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。

Customer Name: 客戶姓名 _____

Contact Telephone No.: 聯絡電話號碼 _____

_____
Customer Signature: 客戶簽署

☐ Staff of the Bank 貴行職員

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

☐ 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。