

Date 日期	day 日 / month 月 / year 年

STANDING INSTRUCTION REQUEST FORM (Remittance) 常行指示申請表 (匯款)

Note 注意： It is very important that you read the notes on page 2 before you complete and submit this form. 請在填寫及遞交表格前參考第二頁填表注意事項。

Details of Account 戶口資料	
Account Name : 戶口名稱 :	Account Type : 戶口類別 :
Account No : 戶口號碼 :	Currency to be Debited (For Foreign Currency Account Only) : 支賬貨幣類別 (只適用於外幣戶口) :

Details of Remittance 匯款資料	
Remittance Method 匯款方式 <input type="checkbox"/> Telegraphic Transfer 電匯 <input type="checkbox"/> Demand Draft 匯票 <input type="checkbox"/> Interbank Fund Transfer 跨行轉賬	Payment Date 支款日期 <i>If the Payment Date for Telegraphic Transfer / Demand Draft falls on a day which is not a business day, the standing instruction will be effected on the following business day. In the event that the following business day falls on next month, the standing instruction will be effected on the business day immediately preceding the Payment Date. 如電匯 / 匯票的支款日期適逢非營業日, 該常行指示則於下一個營業日進行。如該營業日屬於下一個月份, 常行指示將會提前於假期前的一個營業日進行。</i>
Frequency 周期 <input type="checkbox"/> Daily 每日 <input type="checkbox"/> Weekly 每星期 <input type="checkbox"/> Fortnightly 每兩星期 <input type="checkbox"/> Monthly 每月 <input type="checkbox"/> Quarterly 每季 <input type="checkbox"/> Half-yearly 每半年 <input type="checkbox"/> Yearly 每年 <input type="checkbox"/> Others 其他 :	First Payment Date 第一次支款日期 dd 日 / mm 月 / yyyy 年 Last Payment Date 最後一次支款日期 <input type="checkbox"/> (dd/mm/yyyy) 日 / 月 / 年 <input type="checkbox"/> Until Further Notice 直至另行通知
Payment Amount 支款金額 Currency to be Remitted 匯款貨幣類別	Amount of Remittance (Please fill in the amount immediately after " * ") 匯款金額 (請緊貼 " * 號" 填上匯款金額) Amount in Foreign Currency 外幣金額 * <input type="text"/>

Details of Payment 支款詳情	
Name and Address of Beneficiary Bank 受款銀行的名稱及地址	Name and Address of Intermediary Bank 中間人銀行的名稱及地址 (Optional, for Telegraphic Transfer only 非必須填寫, 只適用於電匯) (If specified, payment will be paid to the Beneficiary Bank through the Intermediary Bank 如註明, 匯款將會經中間人銀行轉交受款銀行)
For all Countries/Regions Transfers (For Euro payment to EU and EEA, BIC must be provided) 所有國家 / 地區的轉賬 (所有選取歐盟及歐洲經濟區為目的地的歐元匯款, 客戶必須填寫受款銀行的 BIC) SWIFT BIC <input type="text"/>	For Hong Kong Interbank Fund Transfers 適用於香港跨行轉賬 Bank Code : 銀行代號 : <input type="text"/>

Beneficiary Account No. 受款人戶口號碼 [maximum 15 digits, except Standing Instruction related to Overseas Remittance 最多 15 字位, 常行指示 (海外匯款) 除外] / IBAN (Please state address of Beneficiary Bank if Beneficiary Bank is not specified 如無指定的受款銀行, 請在此註明受款人地址) (For payments to UAE, Jordan, Pakistan or Qatar in all currencies and to EU and EEA in EURO, IBAN must be provided 所有選取阿聯酋 / 約旦 / 巴基斯坦 / 卡塔爾為目的地的匯款 (任何貨幣) 或選取歐盟及歐洲經濟區為目的地的歐元匯款, 客戶必須填寫受款人的 IBAN)

Name of Beneficiary 受款人名稱	For UK Transfers 適用於英國匯款 Bank Sorting Code 分類代號 : <input type="text"/>
Address of Beneficiary 受款人地址	For RMB Transfers to Mainland China 適用於人民幣匯出匯款至中國內地 CNAPS No. 中國現代支付系統編號 : <input type="text"/>
Message or Instructions to Beneficiary/Bank (if any) 給受款人 / 銀行的附言或指示 (如有)	For USA Transfers 適用於美國匯款 Fedwire Routing No.: 編號 : <input type="text"/>

◆ Purpose of Payment (Please refer to Filling Notes 3d if personal customer selects remittance method in Demand Draft) 匯款目的 (如個人客戶以匯票方式匯出的匯款, 請參考填表注意事項 3d)

✦ Charges 費用
 Remitter pays HSBC HK charges and beneficiary pays other bank charges 本人支付滙豐於香港的費用, 受款人支付其他銀行費用
 HSBC HK charges and other bank charges to be deducted from payment amount 滙豐於香港的費用和其他銀行費用從匯款中扣除
 Remitter pays HSBC HK charges and requests to pay other bank charges (For Telegraphic Transfer only) 本人支付滙豐於香港的費用和要求支付其他銀行費用 (只適用於電匯)

Debit Account for TT Charges (Please specify if different from the above debit account) 扣除電匯費用戶口 (請註明如與上述付款戶口不同)
 Account No : 戶口號碼 : Currency : 貨幣類別 : Account Type : 戶口類別 :


Delivery Method (For Demand Draft only) 傳送方式 (只適用於匯票)
 Mail to the Beneficiary Bank at the above address 寄給受款銀行, 地址如上。
 Mail to the Beneficiary at the above address 寄給受款人, 地址如上。
 Mail to me/us at the address in the Bank's records. 寄給本人 (等), 地址如貴行紀錄。
 Hold for collection at Branch. 寄存在 分行留待領取。

I/We understand that a #charge (as stated in the General Bank Tariffs) will be debited from my/our account for the above arrangement; and for each payment requiring manual handling, a transaction charge will also be debited from my/our account. 本人 (等) 明白上述安排的 # 收費 (請參照一般銀行服務簡介), 將會從本人 (等) 戶口中扣取; 而上述常行指示如需人手處理, 每次須另行收費, 亦將會從本人 (等) 戶口中扣取。

I/We understand that I/we must maintain sufficient funds in the account one working day (before the close of branch banking hours) before the payment date for the above arrangement and that a charge may be levied, at the Bank's discretion, on each standing instruction payment returned due to insufficient funds. 本人 (等) 明白本人 (等) 須在指定的支款日期前一個工作天 (分行辦公時間內), 戶口內備有足夠款項以便支付上述安排, 若常行指示付款因存款不足而退回, 貴行有權收取費用。

I/We 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 including any equipment malfunction or failure and under no circumstances shall the Bank be responsible to me/us or any consequential or indirect losses arising out of or in connection with the carrying out or otherwise of my/our instructions. 本人 (等) 明白當貴行執行常行指示時, 若遇到任何非貴行所能控制的原因, 包括任何機件設備失靈或出現故障而 (直接或間接) 引致延遲或無法執行常行指示, 貴行毋須負責; 凡因有關執行或不執行本人 (等) 指示而引致的任何直接或間接損失, 貴行亦毋須對本人 (等) 負責。

I/We agree to be bound by the conditions as printed on the back of the respective Demand Draft/ Telegraphic Transfer Application Form. 本人 (等) 同意遵守有關匯票 / 電匯申請表背頁所載的條款。

Signature(s) 簽署


For Bank Use Only 銀行專用

<input type="checkbox"/> In Person and ID Checked	Checked by (Please Initial):
Branch Authenticator (for S.V.) (Full signature with name and no.)	Branch Chop
Remarks	

Filling Notes 填表注意事項：

- Please complete one form for each standing instruction. 申請每項常行指示，請分別填寫一份表格。
- Please complete in **Block Letters** and tick where applicable. 請用正楷填寫，並在適當的地方加上剔號。
- ◆ Purpose of payment is required for all outward payments with currency to be remitted in Renminbi. Please refer to the below list of purposes of payment for Renminbi payments. For more information on the definition and coverage of each purpose code, please refer to the "Customer Information Sheet for Outward Payments" or "Renminbi Outward Payments Purpose Code List" that is available on the Bank's website or contact the Bank branches for a copy.

◆ 所有以人民幣匯出的匯款必須註明匯款目的。請參照下列有關人民幣匯款目的的選項。有關各項人民幣匯款目的的定義及範圍，請參照刊登於本行網頁或向本行各分行索取「匯出匯款客戶參考資料表」或「人民幣匯款目的指引」。

For non-personal customers: 非個人客戶：

 - Goods Trade 貨物貿易
 - Service Trade 服務貿易
 - Capital Transfer 資本項下跨境支付
 - Charity Donation 慈善捐款
 - Current Account Transaction 其他經常項目

For personal customers: 個人客戶：

 - RMB payments to China requested by HK residents: 香港居民的人民幣匯款至中國：
 - General for HK Residents 香港居民一般匯款
 - RMB payments to overseas countries/regions requested by HK residents, **OR** (iii) to China/overseas countries/regions by non-HK residents: 香港居民的人民幣匯款至海外國家/地區，或(iii)非香港居民至中國/海外國家/地區：
 - Current Transfer 經常賬目轉賬
 - Payment for Goods 購物支付
 - Payment for Service 服務支付
 - Investment 投資
 - Charity Donation 慈善捐款
- ◆ Purpose of payment code is required for outward payments in any currencies to Jordan. The purpose of payment codes are classified by transaction type, please refer to the list provided for transaction classification Personal and Services. For the full list of Jordan's Purpose of Payment codes, please refer to "Customer Information Sheet for Outward Payment" that is available on the Bank's website or contact the Bank branches for a copy.

◆ 所有匯出至約旦的匯款（所有貨幣）都必須註明匯款目的代碼。匯款目的代碼是根據匯款類別區分，請參照下列有關「個人」或「服務」類別的匯款目的選項。有關匯出匯款至約旦的匯款目的完整清單，請參照刊登於本行網頁或向本行各分行索取「匯出匯款客戶參考資料表」。

Purpose of Payment Code for Transactions under Classification "Personal"	
Purpose	Code
Invoice Payment & Purchase	0101
Utility Bill Payment	0102
Prepaid Cards Recharging	0103
Standing Orders	0104
Personal Donations	0105
Family Assistance and Expenses	0106
Individual Social Security Subscription	0107
Associations Subscriptions	0108
Saving and Funding Account	0109
Heritage	0110
End of Service indemnity	0111

Purpose of Payment Code for Transactions under Classification "Services"	
Purpose	Code
Telecommunication Services	0801
Financial Services	0802
Information Technology Services	0803
Consulting Services	0804
Construction Services	0805
Maintenance & Assembling Services	0806
Marketing and Media Services	0807
Mining Services	0808
Medical & Health Services	0809
Cultural, Educational & Entertainment Services	0810
Rental Expenses	0811
Real Estate	0812
Taxes	0813
Fees	0814
Commissions	0815
Franchise and License Fees	0816
Cheque Collection	0817
Membership Fees	0818

- ◆ Purpose of payment is required for all outward payments in any currencies to India. For more information on the common purpose of payments codes provided by the Reserve Bank of India (RBI), please refer to the "Customer Information Sheet for Outward Payments" that is available on the Bank's website or contact the Bank branches for a copy. Kindly visit RBI site (www.rbi.org.in) for obtaining details on the underlying regulations governing these transactions.

◆ 所有匯出至印度的匯款（所有貨幣）都必須註明匯款目的。有關由印度儲備銀行（RBI）提供的匯款目的代碼，請參照刊登於本行網頁或向本行各分行索取「匯出匯款客戶參考資料表」。請瀏覽印度儲備銀行的網頁取得規定的詳細資料。
- ◆ (For Personal Customer Only) Purpose of payment is mandatory for outward payments in Demand Draft payment method. Please specify the reason (for example, property purchase, rental payment, medical expenses, tuition fee, living expenses...etc.)

◆ （只適用於個人客戶）所有以匯票方式匯出的匯款必須提供匯款目的。請說明原因（例如：購買物業、繳交租金、醫療費用、學費、生活費用等）。
- ◆ Please refer to clause 2.4 of General Terms and Conditions. 請參閱一般章程條款所載的第 2.4 條。

For Integrated/Business Integrated Account or Super Ease Account, please refer to the clauses of respective account:
 如屬綜合理財 / 商業綜合戶口或萬用戶口，請參閱以下個別戶口條款及細則：
 ● Integrated Account - Clause 2.7 of Section 2 in Integrated Account Terms and Conditions; 綜合理財戶口 - 綜合理財戶口條款及細則第二部分第 2.7 條；
 ● Business Integrated Account - Clause 7 of Section I in Business Integrated Account General Terms and Conditions; 商業綜合戶口 - 商業綜合戶口一般條款第 1 部分第 7 條；
 ● Super Ease Account - Clause 2.23 of Super Ease Account Terms and Conditions. 萬用戶口 - 萬用戶口一般條款第 2.23 條。
- ◆ For Integrated/Business Integrated Account, please specify Account Type. For Foreign Currency Account, please specify Currency to be debited.

◆ 如屬綜合理財 / 商業綜合戶口，請註明戶口類別。如屬外幣戶口，請註明支賬的貨幣類別。
- ◆ Charges for setting up Standing Instruction for Senior Citizen Card Holders will be waived. For Mail-in Application, please attach a photocopy of your Senior Citizen Card to this form. 長者咭持有人可獲豁免設定常行指示的手續費。郵寄申請者，請將長者咭的副本連同此表格一併寄回。
- ◆ The Bank will set up the Standing Instruction accordingly, and no acknowledgement will be sent to you. 本行將應閣下要求設定常行指示，不會作另行通知。
- ◆ Details of the instructions will be reflected on your account statement and/or passbook after your request has been carried out by us. 已設定的指示將會列印在閣下的戶口結單及 / 或儲蓄戶口簿內。
- ◆ The reference to "business day" means a day, other than a Saturday, Sunday or public holiday, on which banks are open for general business in Hong Kong. 「營業日」指銀行在香港開放營業的日子（星期六、日及公眾假期除外）。
- ◆ Please ensure that all information you provided on page 1 is clear, complete and accurate as any incomplete or insufficient information given may result in this standing instruction being delayed, rejected, or returned by the correspondent and/or beneficiary bank with charges imposed. The Bank accepts no responsibility for any loss or damage suffered by any person arising out of such rejection, return and/or delay. Any charges imposed by the correspondent and/or beneficiary bank shall be deducted from the Payment Amount or any of your accounts. 請確保閣下在第一頁提供完整及清晰的資料，否則此常行指示有可能因此而被延誤、不被處理或被代理銀行及 / 或受款銀行退回並收取費用。本行毋須就此承擔任何損失及責任。而有關被代理銀行及 / 或受款銀行收取的費用，將會從付款金額中或閣下的任何銀行戶口中扣除。
- ◆ The Bank has the right to accept or reject any amendment requests (e.g. amendment of beneficiary name and/or beneficiary account number) at its sole discretion irrespective of whether the Telegraphic Transfer or Interbank Funds Transfer Instruction has already been effected. The Bank will communicate your amendment instruction that has been accepted by the Bank to the correspondent and/or beneficiary bank. However, whether they will act on the instructions is at their absolute discretion and out of the Bank's control. On top of the Bank's charges for receiving and handling any amendment requests, the correspondent and/or beneficiary bank may also charge you for handling the request and any such charges shall be deducted from the Payment Amount or any of your accounts. 本行有權決定是否接受任何更改已否生效的電匯或跨行轉賬指示的申請（例如更改受款人姓名及 / 或受款人戶口號碼）。本行將會通知代理銀行及 / 或受款銀行閣下被本行接受的更改指示，但須視乎代理銀行及 / 或受款銀行會否就該指示採取行動，本行就此並無控制權。除本行的費用外，代理銀行及 / 或受款銀行在處理閣下的更改申請時，可能會收取有關費用並從付款金額或閣下的任何銀行戶口中扣除。

To 致： **The Hongkong and Shanghai Banking Corporation Limited**
香港上海滙豐銀行有限公司

Date 日期	day 日 / month 月 / year 年

STANDING INSTRUCTION REQUEST FORM (Remittance) 常行指示申請表 (匯款)

Note 注意： It is very important that you read the notes on page 2 before you complete and submit this form. 請在填寫及遞交表格前參考第二頁填表注意事項。

Details of Account 戶口資料	
Account Name : 戶口名稱 :	Account Type : 戶口類別 :
Account No : 戶口號碼 :	Currency to be Debited (For Foreign Currency Account Only) : 支賬貨幣類別 (只適用於外幣戶口) :
Details of Remittance 匯款資料	
Remittance Method 匯款方式 <input type="checkbox"/> Telegraphic Transfer 電匯 <input type="checkbox"/> Demand Draft 匯票 <input type="checkbox"/> Interbank Fund Transfer 跨行轉賬	Payment Date 支款日期 <i>If the Payment Date for Telegraphic Transfer / Demand Draft falls on a day which is not a business day, the standing instruction will be effected on the following business day. In the event that the following business day falls on next month, the standing instruction will be effected on the business day immediately preceding the Payment Date. 如電匯 / 匯票的支款日期適逢非營業日, 該常行指示則於下一個營業日進行。如該營業日屬於下一個月份, 常行指示將會提前於假期前的一個營業日進行。</i>
Frequency 周期 <input type="checkbox"/> Daily 每日 <input type="checkbox"/> Weekly 每星期 <input type="checkbox"/> Fortnightly 每兩星期 <input type="checkbox"/> Monthly 每月 <input type="checkbox"/> Quarterly 每季 <input type="checkbox"/> Half-yearly 每半年 <input type="checkbox"/> Yearly 每年 <input type="checkbox"/> Others 其他 :	First Payment Date 第一次支款日期 dd 日 / mm 月 / yyyy 年 Last Payment Date 最後一次支款日期 <input type="checkbox"/> (dd/mm/yyyy) 日 / 月 / 年 <input type="checkbox"/> Until Further Notice 直至另行通知
Payment Amount 支款金額	
Currency to be Remitted 匯款貨幣類別	Amount of Remittance (Please fill in the amount immediately after " * ") 匯款金額 (請緊貼 " * " 號, 填上匯款金額) Amount in Foreign Currency 外幣金額 * <input type="text"/>
Details of Payment 支款詳情	
Name and Address of Beneficiary Bank 受款銀行的名稱及地址	Name and Address of Intermediary Bank 中間人銀行的名稱及地址 (Optional, for Telegraphic Transfer only 非必須填寫, 只適用於電匯) (If specified, payment will be paid to the Beneficiary Bank through the Intermediary Bank 如註明, 匯款將會經中間人銀行轉交受款銀行)
For all Countries/Regions Transfers (For Euro payment to EU and EEA, BIC must be provided) 所有國家 / 地區的轉賬 (所有選取歐盟及歐洲經濟區為目的地的歐元匯款, 客戶必須填寫受款銀行的 BIC) SWIFT BIC <input type="text"/>	For Hong Kong Interbank Fund Transfers 適用於香港跨行轉賬 Bank Code : 銀行代號 : <input type="text"/>
Beneficiary Account No. 受款人戶口號碼 [maximum 15 digits, except Standing Instruction related to Overseas Remittance 最多 15 字位, 常行指示 (海外匯款) 除外] / IBAN (Please state address of Beneficiary if Beneficiary Bank is not specified 如無指定的受款銀行, 請在此註明受款人地址) (For payments to UAE, Jordan, Pakistan or Qatar in all currencies and to EU and EEA in EURO, IBAN must be provided 所有選取阿聯酋 / 約旦 / 巴基斯坦 / 卡塔爾為目的地的匯款 (任何貨幣) 或選取歐盟及歐洲經濟區為目的地的歐元匯款, 客戶必須填寫受款人的 IBAN)	
Name of Beneficiary 受款人名稱	For UK Transfers 適用於英國匯款 Bank Sorting Code 分類代號 : <input type="text"/>
Address of Beneficiary 受款人地址	For RMB Transfers to Mainland China 適用於人民幣匯出匯款至中國內地 CNAPS No. 中國現代支付系統編號 : <input type="text"/>
Message or Instructions to Beneficiary/Bank (if any) 給受款人 / 銀行的附言或指示 (如有)	For USA Transfers 適用於美國匯款 Fedwire Routing No.: 編號 : <input type="text"/>
◆ Purpose of Payment (Please refer to Filling Notes 3d if personal customer selects remittance method in Demand Draft) 匯款目的 (如個人客戶以匯票方式匯出的匯款, 請參考填表注意事項 3d)	
✦ Charges 費用 <input type="checkbox"/> Remitter pays HSBC HK charges and beneficiary pays other bank charges 本人支付滙豐於香港的費用, 受款人支付其他銀行費用 <input type="checkbox"/> HSBC HK charges and other bank charges to be deducted from payment amount 滙豐於香港的費用和其他銀行費用從匯款中扣除 <input type="checkbox"/> Remitter pays HSBC HK charges and requests to pay other bank charges (For Telegraphic Transfer only) 本人支付滙豐於香港的費用和要求支付其他銀行費用 (只適用於電匯)	
Debit Account for TT Charges (Please specify if different from the above debit account) 扣除電匯費用戶口 (請註明如與上述付款戶口不同) Account No : 戶口號碼 : ☞ Currency : 貨幣類別 : ☞ Account Type : 戶口類別 :	
Delivery Method (For Demand Draft only) 傳送方式 (只適用於匯票) <input type="checkbox"/> Mail to the Beneficiary Bank at the above address 寄給受款銀行, 地址如上。 <input type="checkbox"/> Mail to me/us at the address in the Bank's records. 寄給本人 (等), 地址如貴行紀錄。 <input type="checkbox"/> Mail to the Beneficiary at the above address 寄給受款人, 地址如上。 <input type="checkbox"/> Hold for collection at <input type="text"/> Branch. 寄存在 <input type="text"/> 分行留待領取。	

I/We understand that a #charge (as stated in the General Bank Tariffs) will be debited from my/our account for the above arrangement; and for each payment requiring manual handling, a transaction charge will also be debited from my/our account. 本人 (等) 明白上述安排的#收費 (請參照一般銀行服務簡介), 將會從本人 (等) 戶口中扣除; 而上述常行指示如需人手處理, 每次須另行收費, 亦將會從本人 (等) 戶口中扣除。

I/We understand that I/we must maintain sufficient funds in the account one working day (before the close of branch banking hours) before the payment date for the above arrangement and that a charge may be levied, at the Bank's discretion, on each standing instruction payment returned due to insufficient funds. 本人 (等) 明白本人 (等) 須在指定的支款日期前一個工作天 (分行辦公時間內), 戶口內備有足夠款項以便支付上述安排, 若常行指示付款因存款不足而退回, 貴行有權收取費用。

I/We 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 including any equipment malfunction or failure and under no circumstances shall the Bank be responsible to me/us or any consequential or indirect losses arising out of or in connection with the carrying out or otherwise of my/our instructions. 本人 (等) 明白當貴行執行常行指示時, 若遇到任何非貴行所能控制的原因, 包括任何機件設備失靈或出現故障而 (直接或間接) 引致延遲或無法執行常行指示, 貴行毋須負責; 凡因或有關執行或不執行本人 (等) 指示而引致的任何直接或間接損失, 貴行亦毋須對本人 (等) 負責。

I/We agree to be bound by the conditions as printed on the back of the respective Demand Draft/Telegraphic Transfer Application Form. 本人 (等) 同意遵守有關匯票 / 電匯申請表背頁所載的條款。

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For Bank Use Only 銀行專用	
Branch Chop	

Filling Notes 填表注意事項：

- Please complete one form for each standing instruction. 申請每項常行指示，請分別填寫一份表格。
- Please complete in **Block Letters** and tick where applicable. 請用正楷填寫，並在適當的地方加上剔號。
- ◆ Purpose of payment is required for all outward payments with currency to be remitted in Renminbi. Please refer to the below list of purposes of payment for Renminbi payments. For more information on the definition and coverage of each purpose code, please refer to the "Customer Information Sheet for Outward Payments" or "Renminbi Outward Payments Purpose Code List" that is available on the Bank's website or contact the Bank branches for a copy.

◆ 所有以人民幣匯出的匯款必須註明匯款目的。請參照下列有關人民幣匯款目的的選項。有關各項人民幣匯款目的的定義及範圍，請參照刊登於本行網頁或向本行各分行索取「匯出匯款客戶參考資料表」或「人民幣匯款目的指引」。

For non-personal customers: 非個人客戶：

 - Goods Trade 貨物貿易
 - Service Trade 服務貿易
 - Capital Transfer 資本項下跨境支付
 - Charity Donation 慈善捐款
 - Current Account Transaction 其他經常項目

For personal customers: 個人客戶：

 - RMB payments to China requested by HK residents: 香港居民的人民幣匯款至中國：
 - General for HK Residents 香港居民一般匯款
 - RMB payments to overseas countries/regions requested by HK residents, OR (iii) to China/overseas countries/regions by non-HK residents: 香港居民的人民幣匯款至海外國家/地區，或(iii)非香港居民至中國/海外國家/地區：
 - Current Transfer 經常賬目轉賬
 - Payment for Goods 購物支付
 - Payment for Service 服務支付
 - Investment 投資
 - Charity Donation 慈善捐款
- ◆ Purpose of payment code is required for outward payments in any currencies to Jordan. The purpose of payment codes are classified by transaction type, please refer to the list provided for transaction classification Personal and Services. For the full list of Jordan's Purpose of Payment codes, please refer to "Customer Information Sheet for Outward Payment" that is available on the Bank's website or contact the Bank branches for a copy.

◆ 所有匯出至約旦的匯款（所有貨幣）都必須註明匯款目的代碼。匯款目的代碼是根據匯款類別區分，請參照下列有關「個人」或「服務」類別的匯款目的選項。有關匯出匯款至約旦的匯款目的完整清單，請參照刊登於本行網頁或向本行各分行索取「匯出匯款客戶參考資料表」。

Purpose of Payment Code for Transactions under Classification "Personal"	
Purpose	Code
Invoice Payment & Purchase	0101
Utility Bill Payment	0102
Prepaid Cards Recharging	0103
Standing Orders	0104
Personal Donations	0105
Family Assistance and Expenses	0106
Individual Social Security Subscription	0107
Associations Subscriptions	0108
Saving and Funding Account	0109
Heritage	0110
End of Service indemnity	0111

Purpose of Payment Code for Transactions under Classification "Services"	
Purpose	Code
Telecommunication Services	0801
Financial Services	0802
Information Technology Services	0803
Consulting Services	0804
Construction Services	0805
Maintenance & Assembling Services	0806
Marketing and Media Services	0807
Mining Services	0808
Medical & Health Services	0809
Cultural, Educational & Entertainment Services	0810
Rental Expenses	0811
Real Estate	0812
Taxes	0813
Fees	0814
Commissions	0815
Franchise and License Fees	0816
Cheque Collection	0817
Membership Fees	0818

- ◆ Purpose of payment is required for all outward payments in any currencies to India. For more information on the common purpose of payments codes provided by the Reserve Bank of India (RBI), please refer to the "Customer Information Sheet for Outward Payments" that is available on the Bank's website or contact the Bank branches for a copy. Kindly visit RBI site (www.rbi.org.in) for obtaining details on the underlying regulations governing these transactions.

◆ 所有匯出至印度的匯款（所有貨幣）都必須註明匯款目的。有關由印度儲備銀行（RBI）提供的匯款目的代碼，請參照刊登於本行網頁或向本行各分行索取「匯出匯款客戶參考資料表」。請瀏覽印度儲備銀行的網頁取得規定的詳細資料。
- ◆ (For Personal Customer Only) Purpose of payment is mandatory for outward payments in Demand Draft payment method. Please specify the reason (for example, property purchase, rental payment, medical expenses, tuition fee, living expenses...etc.)

◆ (只適用於個人客戶) 所有以匯票方式匯出的匯款必須提供匯款目的。請說明原因（例如：購買物業、繳交租金、醫療費用、學費、生活費用等）。
- ◆ Please refer to clause 2.4 of General Terms and Conditions. 請參閱一般章程條款所載的第 2.4 條。

For Integrated/Business Integrated Account or Super Ease Account, please refer to the clauses of respective account:

如屬綜合理財 / 商業綜合戶口或萬用戶口，請參閱以下個別戶口條款及細則：

 - Integrated Account - Clause 2.7 of Section 2 in Integrated Account Terms and Conditions; 綜合理財戶口 - 綜合理財戶口條款及細則第二部分第 2.7 條；
 - Business Integrated Account - Clause 7 of Section I in Business Integrated Account General Terms and Conditions; 商業綜合戶口 - 商業綜合戶口一般條款第 1 部分第 7 條；
 - Super Ease Account - Clause 2.23 of Super Ease Account Terms and Conditions. 萬用戶口 - 萬用戶口一般條款第 2.23 條。
- ◆ For Integrated/Business Integrated Account, please specify Account Type. For Foreign Currency Account, please specify Currency to be debited.

如屬綜合理財 / 商業綜合戶口，請註明戶口類別。如屬外幣戶口，請註明支賬的貨幣類別。
- ◆ Charges for setting up Standing Instruction for Senior Citizen Card Holders will be waived. For Mail-in Application, please attach a photocopy of your Senior Citizen Card to this form. 長者咭持有人可獲豁免設定常行指示的手續費。郵寄申請者，請將長者咭的副本連同此表格一併寄回。
- ◆ The Bank will set up the Standing Instruction accordingly, and no acknowledgement will be sent to you. 本行將應閣下要求設定常行指示，不會作另行通知。
- ◆ Details of the instructions will be reflected on your account statement and/or passbook after your request has been carried out by us. 已設定的指示將會列印在閣下的戶口結單及 / 或儲蓄戶口簿內。
- ◆ The reference to "business day" means a day, other than a Saturday, Sunday or public holiday, on which banks are open for general business in Hong Kong. 「營業日」指銀行在香港開放營業的日子（星期六、日及公眾假期除外）。
- ◆ Please ensure that all information you provided on page 1 is clear, complete and accurate as any incomplete or insufficient information given may result in this standing instruction being delayed, rejected, or returned by the correspondent and/or beneficiary bank with charges imposed. The Bank accepts no responsibility for any loss or damage suffered by any person arising out of such rejection, return and/or delay. Any charges imposed by the correspondent and/or beneficiary bank shall be deducted from the Payment Amount or any of your accounts. 請確保閣下在第一頁提供完整及清晰的資料，否則此常行指示有可能因此而被延誤、不被處理或被代理銀行及 / 或受款銀行退回並收取費用。本行毋須就此承擔任何損失及責任。而有關於代理銀行及 / 或受款銀行收取的費用，將會從付款金額中或閣下的任何銀行戶口中扣除。
- ◆ The Bank has the right to accept or reject any amendment requests (e.g. amendment of beneficiary name and/or beneficiary account number) at its sole discretion irrespective of whether the Telegraphic Transfer or Interbank Funds Transfer Instruction has already been effected. The Bank will communicate your amendment instruction that has been accepted by the Bank to the correspondent and/or beneficiary bank. However, whether they will act on the instructions is at their absolute discretion and out of the Bank's control. On top of the Bank's charges for receiving and handling any amendment requests, the correspondent and/or beneficiary bank may also charge you for handling the request and any such charges shall be deducted from the Payment Amount or any of your accounts. 本行有權決定是否接受任何更改已否生效的電匯或跨行轉賬指示的申請（例如更改受款人姓名及 / 或受款人戶口號碼）。本行將會通知代理銀行及 / 或受款銀行閣下被本行接受的更改指示，但須視乎代理銀行及 / 或受款銀行會否就該指示採取行動，本行就此並無控制權。除本行的費用外，代理銀行及 / 或受款銀行在處理閣下的更改申請時，可能會收取有關費用並從付款金額或閣下的任何銀行戶口中扣除。