

APPLICATION FOR AUTOPAY SERVICES

Note: Please complete in BLOCK LETTERS and tick (☒) where applicable.

☐ AutoPay Out (making payments by AutoPay) payment for ☐ Salaries ☐ Others

☐ AutoPay In (receiving payments by AutoPay) Please specify if more than 1 payment set code is required: _____

Account name	First Party ⁺ (applicant) primary account number
First Party ⁺ (applicant) additional debit account numbers (These account will be debited if insufficient funds are found in the primary account) (1) (2)	
Name of person to contact	Telephone number
Next payment date	Frequency of payment
Expiry date or total number of payments	Priority (If not specified, this payment will be generated after all other payment(s) of the same date.)
Source used for input <input type="checkbox"/> HSBCnet <input type="checkbox"/> Others: _____	
AutoPay list to be <input type="checkbox"/> Sent to us via HSBCnet <input type="checkbox"/> Keep in Bank (retention period for half year)	
Payment narrative for First Party ⁺ _____ (max. 24 characters)	
Is an advice required by the First Party ⁺ ? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Payment narrative for Second Party* _____ (max. 24 characters)	
Is an advice required by the Second Party*? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<small>⁺First Party means the requesting customer. *Second Party means the beneficiary for AutoPay Out, and the paying party for AutoPay In.</small>	

Declarations

1. I/We acknowledge and understand that AutoPay is a numerically based system and agree that you shall be under no obligation to ensure that the name of any account holder/beneficiary (as given in my/our instructions) is identical or similar to the name of the account holder(s) according to your records and confirm that a transfer to (or from as the case may be) an account having the same number as that given in my/our instructions shall constitute good and complete compliance by you with my/our instructions.
2. I/We authorise you to debit my/our account with any charges in respect of AutoPay services in accordance with the rates published by you from time to time.
3. I/We understand that if the due date falls on a holiday, entries will be passed on the working day prior to or after the holiday depending on the Bank's local practice.
4. I/We understand that if my/our application is accepted, the arrangements may be terminated by the Bank at any time by giving seven days notice in writing sent by post to my/our last recorded address.
5. I/We understand that if there are insufficient funds in my/our account (AutoPay Out only) on a pre-specified number of occasions as advised by the Bank, the Bank may cancel my/our instruction with prior advice to me/us.
6. I/We confirm that if the instruction specified above is inactive for a period to be advised by the Bank, the Bank has my/our permission to terminate the instruction under notification to me/us.
7. I/We understand that the Bank accepts no responsibility for any loss or delay which may occur in the transfer, transmission and/or application of funds and I/we agree to indemnify the Bank against any actions, proceedings, claims or demands that may arise in connection with such loss or delay.
8. AutoPay instruction should be submitted 1 day before value date before 15:00 on weekdays, otherwise will be processed on the next working day.
9. In the event we receive several requests for payment transaction(s) having the same set code, the later request will be overridden, if previous request hasn't been processed at such time of receipt. It is advisable to apply for more than one payment transaction set code to avoid the transaction being rejected.

Authorised signature(s) and chop

For Bank Use Only ▼			
Signature verified and prepared by	Additional Information		
Date:	Payment Set No. <input type="text"/>	Commission <input type="text"/>	Method <input type="text"/>
	No. of Payments <input type="text"/>	Postage <input type="text"/>	Method <input type="text"/>
Date input checked and authorised by	Priority <input type="text"/>	Stamp Duty <input type="text"/>	Method <input type="text"/>
	Address ID <input type="text"/>		
	Override Limit <input type="text"/>		
Date:	I/C Cost Centre <input type="text"/>		