



DIRECT DEBIT AUTHORISATION AMENDMENT/CANCELLATION FORM

直接付款授權書更改/ 取消表格

TO: The Hongkong and Shanghai Banking Corporation Limited, Macau Branch
 致：香港上海滙豐銀行有限公司（澳門分行）

Date
日期

- Note 注意： 1. 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。
 2. *If left blank, all authorisations in favour of the beneficiary will be cancelled. *如留空此欄，所有付款予收款人的授權書均予取消。
 3. Please notify the beneficiary of the changes. 請將更改的資料通知收款人。
 4. Please return the completed form to the Bank or mail to your relationship manager at 639 Avenida da Praia Grande, Macau Peninsula. 請將已填妥的表格交回本行或寄給您的客戶經理，地址：南灣大馬路 639 號，澳門半島。
 5. Your Direct Debit Authorisation amendment/cancellation request will normally be processed within 2 working days (excluding Saturday, Sunday and public holiday) upon receipt of your form. 在一般情況下，本行將在收到您的直接付款授權的設立申請表後兩個工作天內(不包括星期六、日及公眾假期)處理您的申請。
 6. The Bank may charge an instruction setup/amendment fee from your account stated below in accordance with the rates as specified by the Bank from time to time. Please refer to the bank tariff guide for details of the charges. 本行可根據不時規定之收費，向您的下述戶口收取設立/更改指示之費用。收費之詳情請參閱銀行務費用簡介。

I/ We hereby request to amend /cancel the following direct debit authorisation(s) 本人（等）現更改/ 取消下述直接付款授權：

Cancellation 取消			
	Name of Beneficiary 收款人名稱	*Debtor Reference *付款人編號	Effective Date 生效日期
1.			
2.			
3.			
4.			
5.			
Amendment 更改			
1.	Name of Beneficiary 收款人名稱	Debtor Reference 付款人編號	Effective Date 生效日期
	Tick 剔號	Type of Instruction 指示類別	From 由 To 至
		Debtor Reference 付款人編號	
		Payment Limit 付款限額	
		Expiry Date 到期日	
3.	Name of Beneficiary 收款人名稱	Debtor Reference 付款人編號	Effective Date 生效日期
	Tick 剔號	Type of Instruction 指示類別	From 由 To 至
		Debtor Reference 付款人編號	
		Payment Limit 付款限額	
		Expiry Date 到期日	
3.	Name of Beneficiary 收款人名稱	Debtor Reference 付款人編號	Effective Date 生效日期
	Tick 剔號	Type of Instruction 指示類別	From 由 To 至
		Debtor Reference 付款人編號	
		Payment Limit 付款限額	
		Expiry Date 到期日	
Signature(s) 簽署		Account Name 戶口名稱	Contact Telephone Number 聯絡話號碼
		Account Number 戶口號碼	Currency 貨幣類別
			For Bank Use Only 銀行專用