

Direct Debit Authorisation 直接付款授權書

Please complete and return this form to the above named party to be credited 請依次填寫，並將此授權書交給收款之一方。

Name of party to be credited (The Beneficiary) 收款之一方 (受益人)	Bank No. 銀行編號	Branch No. 分行編號	Account No. to be credited 收款賬戶之號碼
FUJI XEROX (HONG KONG) LTD.	0103	4111	0651139516

I/We hereby authorize my/our below named Bank to effect transfers from my/our account to that of the above Fuji Xerox (Hong Kong) Ltd. in accordance with such instructions as my/our Bank may receive from the Fuji Xerox (Hong Kong) Ltd. from time to time provided always that the amount of any one such transfer shall not exceed the limit indicated below.

本人(等)/本公司現授權本人(等)/本公司之下述銀行，(根據富士施樂(香港)有限公司不時給予本人(等)/本公司之銀行之指示)自本人(等)/本公司之賬戶內轉賬予富士施樂(香港)有限公司，惟每次轉賬金額不得超過以下指定之限額。

I/We agree that my/our Bank shall not be obliged to ascertain whether or not notice of any such transfer has been given to me/us.

本人(等)/本公司同意本人(等)/本公司之銀行毋須證實該等轉賬通知是否已交予本人(等)/本公司。

I/We jointly and severally accept full responsibility for any overdraft (or increase in existing overdraft) on my/our account which may arise as a result of any such transfer(s).

如因該等轉賬而令本人(等)/本公司之賬戶出現透支(或令現時之透支增加)，本人(等)/本公司願共同及各別承擔全部責任。

I/We agree that should there be insufficient funds in my/our account to meet any transfer hereby authorized, my/our Bank shall be entitled, in its discretion, not to effect such transfer in which event the Bank may make the usual charge and that it may cancel this authorization at any time on one week's written notice.

本人(等)/本公司同意如本人(等)/本公司之賬戶並無足夠款項支付該等授權轉賬，本人(等)/本公司之銀行有權不予轉賬，且銀行可收取慣常之收費，並可隨時以一星期書面通知取消本授權書。

This authorization shall have effect until further notice or until the below written expiry date (whichever shall first occur).

本授權書將繼續生效直至另行通知為止或直至下列到期日為止(以兩者中最早之日期為準)。

I/We agree that any notice of cancellation or variation of this authorization which I/we may give to my/our Bank shall be given at least two working days prior to the date on which such cancellation/variation is to take effect.

本人(等)/本公司同意，本人(等)/本公司取消或更改本授權書之任何通知，須於取消/更改生效日最少兩個工作天前交本人(等)/本公司之銀行。

PLEASE REFER TO THE FOLLOWING NOTES AND COMPLETE IN BLOCK LETTER

請參閱下列附註及用正楷填寫

My/Our Bank Name and Branch 本人(等)/本公司之銀行及行所名稱		Bank No. 銀行編號	Branch No. 分行編號	My/Our Account No. 本人(等)/本公司之賬戶號碼
My/Our name 本人(等)/本公司之名稱		My/Our Address 本人(等)/本公司之地址		
Name of Debtor (if other than account holder) 債務人之姓名(若非賬戶持有人)		Debtor Reference (Compulsory Field - See Note 1) 債務人備註(此欄必須填寫-請參閱附註一)		
Limit for each payment (See Note 2) 每次付款之限額(參閱附註二)	My/Our signature(s) (See Note 4) 本人(等)/本公司之簽名(參閱附註四)		Date of Completion (See Note 5) 填寫日期(參閱附註五) (dd-mm-yy)	
Expiry Date (See Note 3) 到期日(參閱附註三) (dd-mm-yy)	Bank use only 以下由銀行填寫			Signature Verified

Notes:

- In the box marked 'Debtor Reference' please enter the identifying reference between the debtor and the party to be credited i.e. student name, mortgage agreement number, hire-purchase agreement number, etc. This reference must be consistent with the Debtor Reference on the collection list.
- If the amount of your each payment is likely to vary from time to time, please set the limit for each payment at the maximum amount you would expect to pay at any one time. The autopay limit box may be left blank. In this case, the autopay will have no limit.
- This Direct Debit Authorization will be cancelled automatically on the date indicated in the box marked 'Expiry Date'; if you wish the Direct Debit Authorization to have effect indefinitely until further notice, please leave the box blank.
- Please ensure that you sign the form in the usual way that you would sign on your Bank Account.
- The process of Autopay authorization forms will take about 6 to 8 weeks upon receipt of form without any mistake. Please continue to pay your bill in cheque until you receive the confirmation letter of autopay from us. Thereafter, your bill will be automatically paid by debiting your bank account on the first working day of each month.
- If the Bank named in the Direct Debit Authorization is unable to process the direct bank debit to make payment of the rental, The Customer must settle the rental charges without delay by cheque through the post. If payment is not made on or before the specified date printed on the bill, The Customer is liable to the levy of interest in accordance with the Rental contract Terms and Conditions.
- You will continue to receive your regular rental bill, and you can check the billed amount against your bank statement or passbook.
- For enquiry, please contact our Customer Attention Center at 2513 2513.
- Any alteration in the form should be endorsed.

附註:

- 於「債務人備註」格內填入可鑑定債務人與收款人關係之資料。例如學生英文名稱，按揭契約號碼，租購合約號碼等。而此備註必須與「收付清單」內之「債務人備註」相同。
- 若貴戶支付之金額可能每次不盡相同者，則請在此格填寫每次支付之最高金額。你亦可將限額一欄留空，表示自動轉賬並無限額。
- 本授權書將於「到期日」格內所示之日期自動取消；貴戶若想本授權書持續有效直至另行通知為止，可留空不填此格。
- 請保證貴戶在此授權書內之簽名，與銀行賬戶所簽者完全相同。
- 自動付款授權書表格於收訖無誤後，處理需時約八至十星期。在此期間內，貴戶請繼續以支票結賬，直至收獲本公司的自動付款確認書為止。此後，貴戶的賬單將會於每月第一個工作日，由貴戶的銀行戶口自動扣賬支付。
- 倘若直接付款授權書中所指定的銀行，未能進行過賬支付租金，客戶必須以郵寄支票方式支付租金。倘若租金未能於賬單上指定之日期或以前支付，客戶須按租金合約條款細則規定，負責所徵收的有關利息。
- 貴戶將繼續如常收到賬單，以供核對銀行的轉賬資料。
- 如有查詢，請致電客戶專線2513 2513與本公司的客戶專線聯絡。
- 表格上之任何更改均須予以加蓋。