

**Change of Standing Instruction**  
**更改按期付款授權通知書**

To : The Bank of East Asia, Limited  
致 : 東亞銀行有限公司

Date: \_\_\_\_\_  
日期: \_\_\_\_\_

\_\_\_\_\_ Branch  
\_\_\_\_\_ 分行

Please arrange to amend the following Standing Instruction given by me/us to your bank with effect from  
謹請貴行更改本人(等)之下述按期付款授權, 生效日期為\_\_\_\_\_。

My/Our account number 客戶賬戶號碼 _____	Name of my/our account 客戶賬戶名稱 _____
Beneficiary's account number 收款人之銀行賬戶號碼 _____	Name of beneficiary 收款人名稱 _____
Reference number 檔案編號 _____	

Information to be amended (Please ✓ where applicable) 更改資料如下 (請在適當方格內加✓號)	
<input type="checkbox"/> Reference No. 檔案編號 _____	<input type="checkbox"/> Amount for each payment 每次付款金額 _____
<input type="checkbox"/> Expiry date 最後付款日期 _____	<input type="checkbox"/> Others 其他 _____
<input type="checkbox"/> Next payment date 下一次付款日期 _____	
Payment date (*preceding/succeeding business day if payment date falls on a holiday) 付款日期 (若付款日期為假期, 則*提早至假期前之工作天/順延至假期後之首個工作天)	
<input type="checkbox"/> _____ (day) of each week 每星期之星期 _____	<input type="checkbox"/> _____ (date) of each quarter** 每三個月之 _____ 號**
<input type="checkbox"/> _____ and _____ (date) of each month 每月之 _____ 號及 _____ 號	<input type="checkbox"/> _____ (date) of each half year** 每半年之 _____ 號**
<input type="checkbox"/> _____ (date) of every 2 months** 每兩個月之 _____ 號**	<input type="checkbox"/> _____ (date) of each year** 每年之 _____ 號**
* Please delete whichever is inappropriate. 請將不適用者刪去。 ** The month for payment will follow that for next payment date. 付款之月份將接續下一次付款日期之月份。	

I/We hereby agree that the above-mentioned notification of amendment must be forwarded to your bank at least two working days prior to the payment date. I/We hereby further authorise you to debit my/our account(s) with all charges & expenses whatsoever in respect of each and every such amendment & payment.

本人(等)同意, 上述有關更改授權書之通知, 須於付款日期前最少兩個工作天交予貴行。本人(等)並授權貴行可由本人(等)賬戶內支取有關之各項費用。

\_\_\_\_\_  
Signature(s) 簽署  
(Please use the signature(s) on record at the Bank 請用留存本行記錄之印鑑簽署)

<b>For Bank use only 本行專用</b>				
<input type="checkbox"/> Signature Verified	<input type="checkbox"/> Other remarks: _____			
<input type="checkbox"/> Data Input for New Instruction	Instruction No. <table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>			
<input type="checkbox"/> 'Standing Instruction Print' amended				
<input type="checkbox"/> 'Standing Instruction Reminder Report' amended				
<input type="checkbox"/> 'Standing Instruction Change List' checked	_____ Authorised Signatures			