

Please complete and return to any BEA branch or mail to BEA Retail Lending Operations Department, 40th Floor, BEA Tower, Millennium City 5, 418 Kwun Tong Road, Kowloon, Hong Kong. 填妥表格後請交回任何一間東亞銀行分行或寄回香港九龍觀塘道418號創紀之城五期東亞銀行中心40樓東亞銀行零售信貸營運部。

Note 注意

- Authorisation processing requires approximately 14 working days for setting BEA account as the debit account. If the designated account is not an account with BEA, it takes 14 working days for processing after obtaining feedback from that bank. During the processing period, the cardholder should continue to settle credit card payments by other payment methods until receiving confirmation on his/her credit card statement in the form of an autopay message shown under the column of "DESCRIPTION".
- Please note that this form and any documents submitted will not be returned. Additional documents may be required to facilitate processing.
- 以東亞銀行賬戶為付款賬戶之處理需時約14個工作天。如指定付款賬戶為非東亞銀行戶口，則於本行獲得該銀行回覆後約14個工作天處理。在此服務處理期間，客戶必須以其他付款方法支付信用卡賬項。此服務成功辦妥後，客戶之東亞銀行信用卡賬戶月結單上“交易說明”即印有直接付款授權之訊息。
- 請注意本表格及任何呈交之文件將不獲退還。如有需要，本行可能需要閣下提供額外文件以供批核。

Beneficiary 收款之一方
The Bank of East Asia, Limited
東亞銀行有限公司

| Bank No. 銀行編號 | Branch No. 分行編號 | A/C No. to be Credited 收款賬戶之號碼 |
|------------------|--------------------|-----------------------------------|
| 0 1 5 | 5 1 4 | 4 0 2 6 0 8 0 |

Declaration 聲明

- I/My company hereby authorise my/my company's specific named Bank to effect transfers from my/my company's account to that of the specific named beneficiary in accordance with such instructions as my/my company's Bank may receive from the beneficiary from time to time.
- I/My company agree that my/my company's Bank shall not be obliged to ascertain whether or not notice of any such transfer has been given to me/my company.
- I/My company jointly and severally accept full responsibility for any overdraft (or increase in existing overdraft) on my/my company's account that may arise as a result of any such transfer(s).
- I/My company agree that should there be insufficient funds in my/my company's account to meet any transfer hereby authorised, my/my company's Bank shall be entitled, as its sole discretion, not to effect such transfer, in which event the Bank may impose the usual charges and cancel this authorisation at any time on written notice with at least 5 working days. I/My company agree that I/my company shall be fully responsible for any costs and expenses incurred in relation thereto.
- I/My company agree that the Beneficiary may from time to time change the credit card account number(s) specified below by notifying my/my company's Bank without informing me/my company.
- This authorisation shall have effect until further notice.
- I/My company agree that any forms or notification letters regarding cancellation, or variation of this authorisation which I/my company may give to my/my company's Bank shall be given at least 5 working days before the payment due date in order for the actions to become effective on the current statement.
- 本人/本公司現授權本人/本公司之所述銀行，根據受益人不時給予本人/本公司銀行之指示自本人/本公司之賬戶轉賬予所述受益人。
- 本人/本公司同意本人/本公司之銀行毋須證實該等轉賬通知是否已交予本人/本公司。
- 如因該等轉賬而令本人/本公司之賬戶出現透支(或令現時之透支增加)，本人/本公司願共同及個別承擔全部責任。
- 本人/本公司同意如本人/本公司之賬戶並無足夠款項支付該等授權轉賬，本人/本公司之銀行有權不予轉賬，且銀行可收取慣常之收費，並可隨時於5個工作天前以書面通知取消本授權書。而本人/本公司同意本人/本公司必須完全承擔因而引起之任何有關費用及開支。
- 本人/本公司同意受益人可不時通知本人/本公司之銀行更改以下信用卡賬戶號碼而毋須諮詢本人/本公司。
- 本授權書將繼續生效直至另行通知為止。
- 本人/本公司同意如遞交有關取消或更改本授權書之任何表格或書面通知，必須於繳款到期日最少5個工作天前交予本人/本公司之銀行，方為有效。

I/My company would like to settle the following account each month by making (Please put a "✓" in the appropriate box. Full payment instruction will be set up if no instruction is given):
 本人/本公司同意將下列信用卡賬戶每月之結賬方式設定為(請於下列空格內加上「✓」。如未指明，將設定為全數付款。):

Full payment 全數付款 Minimum payment 最低付款 Partial payment 部分付款 (1 - 99%)+

*Please note that the payment amount to be debited from the Designated Account is subject to the selected percentage of the statement balance or the minimum payment due, whichever is higher.
 +請注意，由指定銀行賬戶扣除之付款金額將按照閣下所選擇之結單總結欠的百分率或最低付款額計算，並以較高者為準。

Cardholder's Name in English 持卡人英文姓名

HKID Card/Passport no. 香港身份證/護照號碼

BEA Corporate Card Account No. 東亞銀行公司卡賬戶號碼

Bank Account to be Debited 指定付款之銀行賬戶

My/My company's Name as Recorded on Statement/Passbook 本人/本公司在結單/存摺上所記錄之名稱

Bank Name & Branch 銀行及分行名稱

| Bank No. 銀行編號 | Branch No. 分行編號 | A/C No. to be Debited 收款賬戶之號碼 |
|------------------|--------------------|----------------------------------|
| | | |

You are required to put a "✓" in the appropriate box for using BEA account as the designated account:
 如閣下指定付款之銀行賬戶為東亞銀行賬戶，請於下列空格內加上「✓」:

Statement Savings Account 儲蓄(結單)賬戶 HKD Current Account 港元往來賬戶

Your Statement Savings Account will be selected as the designated account if no instruction is given.
如未有指明，儲蓄(結單)賬戶將被設定為指定賬戶。

My Signature/Company Signature with Company Chop 本人簽署/本公司簽署及公司印章

Date 日期

Signature here should match the one held at your bank. 簽署式樣必須與銀行賬戶之簽署相符。

Terms & Conditions 條款及細則

- This instruction shall be in addition to and shall not affect any existing direct debit instructions on the specified bank account.
- BEA reserves the right to impose a surcharge for this direct debit service and the specified bank account will be debited with a penalty charge by BEA, if it does not contain sufficient funds to meet the direct debit instructions.
- The payable amount(s) to be debited through the specified account is/are calculated according to the terms and conditions that are relative to the BEA Credit Cardholder Agreement (Corporate Account) currently in force.
- Should there be any discrepancy between the English and the Chinese versions of these terms and conditions, the English version shall apply and prevail.
- 此項授權屬一獨立指示，與指定賬戶之其他直接付款授權指示並行不悖。
- 本行保留就此項服務收取手續費之權利，倘若有關指定賬戶之款項不足，本行亦將會對此等戶口加徵費用。
- 支賬款項乃根據有關之持卡人合約(公司賬戶)之條款及細則計算。
- 中英文版本之條款及細則如有任何歧異，概以英文版本為準。

Note 注意:

If you have any queries, please contact BEA Corporate Card Customer Services Hotline on 3608 6698. 閣下如有任何疑問，請致電東亞銀行公司卡客戶服務熱線 3608 6698。

For Bank Use Only 供銀行填寫

Debtor's Reference 債務人參考

Signature Verified 簽署已鑑定

Date 日期

For BEA Use Only
東亞銀行專用

Received By

Receiving Branch

Branch