

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. 填妥表格后请交回任何一间东亚银行分行或寄回香港九龙观塘道418号创纪之城五期东亚银行中心40楼东亚银行零售信贷营运部。

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.
- 以东亚银行账户为付款账户之处理需时约14个工作日。如指定付款账户为非东亚银行账户，则于本行获得该银行回覆后约14个工作日处理。在此服务处理期间，客户必须以其他付款方式支付信用卡账项。此服务成功办妥后，客户之东亚银行信用卡账户月结单上“交易说明”即印有直接付款授权之讯息。
- 请注意本表格及任何呈交之文件将不获退还。如有需要，本行可能需要阁下提供额外文件以供批核。

Beneficiary 收款之一方
The Bank of East Asia, Limited
东亚银行有限公司

Bank No. 银行编号	Branch No. 分行编号	A/C No. to be Credited 收款账户之号码
0 1 5	5 1 4	4 0 2 6 0 8 0

Declaration 声明

- 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/本公司现授权本人/本公司之所述银行，根据受益人不时给予本人/本公司银行之指示自本人/本公司之账户转账予所述受益人。
- 本人/本公司同意本人/本公司之银行毋须证实该等转账通知是否已交予本人/本公司。
- 如因该等转账而令本人/本公司之账户出现透支(或令现时之透支增加)，本人/本公司愿共同及个别承担全部责任。
- 本人/本公司同意如本人/本公司之账户并无足够款项支付该等授权转账，本人/本公司之银行有权不予转账，且银行可收取惯常之收费，并可随时于5个工作天前以书面通知取消本授权书。而本人/本公司同意本人/本公司必须完全承担因而引起之任何有关费用及开支。
- 本人/本公司同意受益人可不时通知本人/本公司之银行更改以下信用卡账户号码而毋须谘询本人/本公司。
- 本授权书将继续生效直至另行通知为止。
- 本人/本公司同意如递交有关取消或更改本授权书之任何表格或书面通知，必须于缴款到期日最少5个工作天前交予本人/本公司之银行，方为有效。

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/本公司同意将下列信用卡账户每月之结账方式设定为(请于下列空格内加上[✓]。如未指明，将设定为全数付款。):

Full payment 全数付款 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.
 +请注意，由指定银行账户扣除之付款金额将按照阁下所选择之结单总结欠的百分率或最低付款额计算，并以较高者为准。

Cardholder's Name in English 持卡人英文姓名

HKID Card/Passport no. 香港身份证/护照号码

BEA Corporate Card Account No. 东亚银行公司卡账户号码

Bank Account to be Debited 指定付款之银行账户

My/My company's Name as Recorded on Statement/Passbook 本人/本公司在结单/存摺上所记录之名称

Bank Name & Branch 银行及分行名称

Bank No. 银行编号	Branch No. 分行编号	A/C No. to be Debited 收款账户之号码

You are required to put a "✓" in the appropriate box for using BEA account as the designated account:
 如阁下指定付款之银行账户为东亚银行账户，请于下列空格内加上[✓]:

Statement Savings Account 储蓄(结单)账户 HKD Current Account 港元往来账户

Your Statement Savings Account will be selected as the designated account if no instruction is given.
如未有指明，储蓄(结单)账户将被设定为指定账户。

My Signature/Company Signature with Company Chop 本人签署/本公司签署及公司印章

Date 日期

Signature here should match the one held at your bank. 签署式样必须与银行账户之签署相符。

Terms & Conditions 条款及细则

- 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.
- 此项授权属一独立指示，与指定账户之其他直接付款授权指示并不行不悖。
- 本行保留就此项服务收取手续费之权利，倘若有关指定账户之款项不足，本行亦将会对此等户口加徵费用。
- 支账款项乃根据有关之持卡人合约(公司账户)之条款及细则计算。
- 中英文版本之条款及细则如有任何歧异，概以英文版本为准。

Note 注意:

If you have any queries, please contact BEA Corporate Card Customer Services Hotline on 3608 6698. 阁下如有任何疑问，请致电东亚银行公司卡客户服务热线3608 6698。

For Bank Use Only 供银行填写

Debtor's Reference 债务人参考	Signature Verified 签署已鉴定	Date 日期
For BEA Use Only 东亚银行专用	Receiving Branch	
Received By	Branch	