

支付由水務監督所發出的帳單的直接付款授權書
DIRECT DEBIT AUTHORISATION FORM FOR PAYMENT OF CHARGES ISSUED BY THE WATER AUTHORITY

請填寫並將此授權書交回貴戶銀行戶口所屬分行

Please complete and return this form to the account opening branch of your banker.

收款人姓名 (受益人) Name of party to be credited (the Beneficiary) 香港特別行政區政府 The Government of the Hong Kong Special Administrative Region	銀行編號 Bank No.			分行編號 Branch No.			收款帳戶之號碼 Account No. to be credited							
	0	0	4	0	0	2	9	0	0	4	3	9	0	0

我/我們現授權我/我們的下述銀行按不時收自以上受益人或其往來銀行的指示由我/我們的帳戶內轉帳予上述受益人，但每次所轉帳的款額不得超過以下指定的限額。

我/我們同意，我/我們的銀行毋須證實該等轉帳通知是否已交給我/我們。如因該等轉帳而令我/我們的帳戶出現透支(或使現時的透支額增大)，我/我們願共同及個別承擔全部責任。

我/我們同意，如我/我們帳戶並無足夠款項支付該等授權轉帳，我/我們的銀行有權不予轉帳，且銀行可收取慣常的費用，並可隨時以一星期書面通知取消本授權書。

本授權書將繼續生效直至另行通知為止。(註：如屬匯豐集團客戶，本直接付款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(以兩者中最早的日期為準)。本人(等)同意如本人(等)已設立直接付款授權的戶口連續兩年內未有根據本授權而作出過帳的紀錄，本人(等)的銀行保留權利取消本直接付款安排而毋須另行通知本人(等)，即使本授權書並未到期或未有註明授權到期日。)

我/我們同意，如我/我們取消或更改本授權書的任何通知，須於取消/更改生效日期的最少兩個工作天之前交給我/我們的銀行。

請參閱下列附註及用正楷填寫 **PLEASE REFER TO THE FOLLOWING NOTES AND COMPLETE IN BLOCK LETTERS**

我/我們的銀行及分行的名稱 My/Our Bank Name and Branch		銀行編號 Bank No.	分行編號 Branch No.	我/我們的帳戶號碼 My/Our Account No.						
我/我們在結單/存摺上所記錄的名稱 My/Our Name as recorded on Statement/Passbook		我/我們在結單/存摺上所記錄的地址 My/Our Address as recorded on Statement/Passbook								
每次付款限額 Limit for each payment	我/我們的簽名 My/Our Signature(s)	日期 Date		日間聯絡電話 Day time contact phone no.						
債務人/註冊用戶的姓名：如非帳戶持有人 Name of Debtor/Registered Consumer (if other than bank account holder)		債務人參考(水費用戶編號) Debtor's Reference (Water Account Number)								
以下由銀行填寫 For Bank Use Only			Signature Verified							

W 水務署

附註：

- (一) 用戶必須繼續繳交由水務監督所發出的帳單直至收到印有自動轉帳金額的付款通知書。
- (二) 如直接付款授權書上所填寫的銀行因未辦妥手續以致不能及時直接轉帳支付由水務監督所發出的帳單，用戶得立即郵寄支票或前往帳單背面所指示的繳費處繳付，不可延誤。如未能在帳單上所指定的限期繳付，本署將提撥水務設施條例及污水服務條例及規例的規定徵收附加費。
- (三) 如有任何變更以致本直接付款授權書失效，銀行帳戶持有人有責任通知貴戶往來銀行。
- (四) 如貴戶付款的數額可能每次不同，則請以最高者定為每次付款的最高限額。你亦可將限額一欄留空，表示自動轉帳並無限額。
- (五) 請確保貴戶在此授權書內的簽名，與銀行帳戶所簽者完全相同。
- (六) 如對填寫直接付款授權書有任何疑問，請致電 2824 5000 水務監督查詢。

個人資料的說明

a. 你提供的資料將會給予你的銀行和水務監督，用作處理你的自動轉帳繳付由水務監督所發出的帳單的申請。

b. 根據個人資料(私隱)條例規定，你有權要求查閱及更正你的個人資料。你可以書面向你的銀行和水務署部門秘書(地址：香港告士打道 7 號入境事務大樓 48 樓)提出是項要求。

* 請刪去不適用者

W Water Supplies Department

NOTES :

- (1) Consumer is required to continue paying charges issued by the Water Authority unless your bill shows the autopay amount.
- (2) If the Bank named in the direct debit authorisation is unable to process the direct bank debit to make payment of the charges issued by the Water Authority, the consumer must settle the charges without delay by cheque through the post or in person at one of the collection offices stated at the back of the bill. If payment is not made on or before the specified date printed on the bill, the consumer is liable to the levy of surcharges in accordance with the Waterworks Ordinance and Regulations, and the Sewage Services Ordinance and Regulations.
- (3) The bank account holder is responsible for notifying his/her banker of any change which may invalidate this direct debit authorisation.
- (4) If the amount of the payment is likely to vary each time, set the limit for each payment at the maximum amount that would be expected to pay at any time. The autopay limit box may be left blank. In this case the autopay will have no limit.
- (5) Please ensure that the bank account holder signs the form in the usual way that he/she would sign on his/her bank account.
- (6) If you have any query on completing the form, please feel free to contact the Water Authority on 2824 5000.

Personal Information

a. The information provided by you will be used by your Banker and the Water Authority to process your application for direct debit payment of charges issued by the Water Authority.

b. Under the Personal Data (Privacy) Ordinance, you have a right to request access to and correction of your personal data. Such requests may be made in writing to your Banker and to the Departmental Secretary of the Water Supplies Department at 48/F Immigration Tower, 7 Gloucester Road, Hong Kong.

* Delete whichever is not appropriate.

請在此貼郵票
PLEASE AFFIX
STAMP HERE

銀行名稱

Name of your Banker

地址

Address

直接付款授權書 DIRECT DEBIT AUTHORISATION FORM

水務監督現為你提供一項服務
使繳交收費更方便妥當。

這就是**自動轉帳**。

用**自動轉帳**方式繳付收費最為方便妥當，
並有以下多個優點：

- ◆ 毋須輪候繳費；
- ◆ 毋須擔心支票能否準時寄到；
- ◆ 轉帳日是在繳款期限最後一天，而非之前；

如欲申請自動轉帳服務，你只需填妥印在背
頁的「直接付款授權書」及交予你的銀行辦
理。請你定下每次付款限額。

如有更改自動轉帳指示，請預留時間俾能讓水
務監督及銀行處理有關申請及更新資料。至於
有關更改的生效日期，請向銀行/水務監督查
證。

請即申請！

水務監督

電話：2824 5000

A SERVICE HAS BEEN ARRANGED FOR YOU BY
WATER AUTHORITY. IT MAKES PAYMENT OF
YOUR CHARGES EASY AND SAFE.

IT IS **AUTOPAY**.

AUTOPAY is the most convenient way to
settle your charges. It has the following advantages:

- ◆ No need to queue for payment;
- ◆ No need to worry about whether the cheque that
you have posted will be received on time;
- ◆ Autopay debits are made only **on payment due
dates**, not earlier.

To effect autopay, you only need to complete the
Direct Debit Authorisation Form overleaf, and
send it to your bank. You are advised to set a limit
for each payment.

Please allow time for the Water Authority and your
banker to process and update information for
change of autopay instruction. Please approach
your banker/the Water Authority to confirm the
effective date of the change.

PLEASE ACT NOW!

WATER AUTHORITY

Tel. No.: 2824 5000