

DIRECT DEBIT AUTHORISATION FORM FOR PAYMENT OF CHARGES ISSUED BY THE WATER AUTHORITY

請填妥此授權書並直接交往貴戶的銀行 Please complete and send this form to 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. 0 0 4	分行編號 Branch No. 0 0 2	收款帳戶之號碼 Account No. to be credited 9 0 0 4 3 9 0 0 1
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- 本人(等)現授權本人(等)的下列銀行, (根據收款人或其往來銀行及/或代理行不時給予本人(等)銀行的指示)自本人(等)的戶口內轉賬予上述收款人。惟每次轉賬金額不得超過以下指定的限額。
  - 本人(等)同意本人(等)的銀行毋須證實該等轉賬通知或沖銷通知是否已交予本人(等)。
  - 如因該等轉賬而令本人(等)的戶口出現透支(或令現時的透支增加), 本人(等)願共同及個別承擔全部責任。
  - 本人(等)明白本人(等)須在指定的轉賬日期[即根據本人(等)的銀行從收款人或其往來銀行及/或代理行不時收到的指示]前一個營業日(分行辦公時間內), 在戶口內備有足夠款項以便支付該等授權轉賬。本人(等)並同意如本人(等)的戶口並無足夠款項支付該等授權轉賬, 本人(等)的銀行有絕對酌情權不予轉賬, 且本人(等)的銀行可收取慣常的收費, 並可隨時取消該等授權轉賬且毋須通知本人(等)。為避免疑問, 本人(等)的銀行可隨時自行決定取消該等授權轉賬且毋須通知本人(等)。
  - 本直接付款授權書將繼續生效直至另行通知為止。
  - 如屬滙豐集團客戶, 本直接付款授權書將繼續生效直至到期日為止(以兩者中最早的日期為準)。本人(等)同意如本人(等)已設立的直接付款授權的戶口連續三十個月內未有根據本授權而作出過賬的紀錄, 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。
  - 本人(等)同意, 本人(等)取消或更改本授權書的任何通知, 須於取消/更改生效日最少兩個工作天之前交予本人(等)的銀行。
  - 本人(等)的銀行可根據不時規定之收費, 向本人(等)的下列戶口收取設立/更改指示之費用。
- I/We hereby authorise my/our below named Bank to effect transfers from my/our account to that of the above named beneficiary in accordance with such instructions as my/our Bank may receive from the beneficiary and/or its banker and/or its banker's correspondent from time to time provided always that the amount of any one such transfer shall not exceed the limit indicated below.
  - I/We agree that my/our Bank shall not be obliged to ascertain whether or not notice of any such transfer or reversal notice has been given to me/us.
  - 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).
  - I/We understand that I/we must maintain sufficient funds in the account one business day (before the close of branch banking hours) before the transfer date (as specified in the instructions received by my/our Bank from the beneficiary and/or its banker and/or its banker's correspondent from time to time) for the transfer authorised herein. I/We agree that should there be insufficient funds in my/our account to meet any transfer authorised herein, my/our Bank will be entitled, at its absolute discretion, not to effect such a transfer in which event the Bank may levy its usual charges and may cancel this authorisation at any time without notification to me/us. For the avoidance of doubt, the Bank may cancel this authorisation at its sole discretion at any time without prior notice.
  - This direct debit authorisation shall have effect until further notice.
  - For HSBC Group customers, this direct debit authorisation shall have effect until the expiry date (whichever shall first occur). I/We agree that if no transaction is performed on my/our account under such authorisation for a continuous period of 30 months, my/our Bank reserves the right to cancel the direct debit arrangement without prior notice to me/us, even though the authorisation has not expired or there is no expiry date for the authorisation.
  - I/We agree that any notice of cancellation or variation of this authorisation 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.
  - The Bank may charge an instruction setup/amendment fee from my/our account stated below in accordance with the rates as specified by the Bank from time to time.

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/我們的銀行及分行名稱 My/Our bank's 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/我們在銀行月結單/存摺上所記錄的英文姓名 My/Our name(s) in English as recorded on bank statement/passbook	我/我們銀行帳戶的簽名 My/Our signature(s) as used for my/our Bank Account		
日間聯絡電話號碼 Day time contact tel. no.	日期 Date		
付款人參考 (請填上載於水費付款通知書內的 11 位數字的「用戶編號」。 Debtor's Reference (Please quote the 11-digit 'Account Number' as shown on the water bill.)	每次付款限額 Limit for each payment		
以下由銀行填寫 For Bank Use Only			Signature Verified



附註:

- 由於處理自動轉帳授權書需時, 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。
- 如未能在帳單上所指定的限期繳付有關款額, 本署將根據水務設施條例及規例和污水處理服務條例及規例的規定徵收附加費。
- 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。
- 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。
- 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。
- 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。
- 本署暫不接受以信用卡戶口申請自動轉帳。

個人資料的說明

- 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。
- 根據個人資料(私隱)條例的規定, 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。



NOTES:

- As it takes time to process an autopay authorisation, consumer is required to continue paying charges issued by the Water Authority unless your bill shows the autopay amount.
- 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.
- The bank account holder is responsible for notifying his/her banker of any change which may invalidate this direct debit authorisation.
- 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.
- Please ensure that the bank account holder signs the form in the usual way that he/she would sign on his/her bank account.
- If you have any query on completing the form, please feel free to contact the Water Authority on 2824 5000.
- Autopayment through credit card is not supported at present.

Personal Information

- 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.
- 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.

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！**

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 banker. 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!**