



STANDING ORDER OF PAYMENT APPLICATION / CANCELLATION FORM
常行指示申請 / 取消表格

Date 日期:

#Please write in BLOCK letters. 請以英文正楷填寫。

Account Name 戶名		Debit Account No. ¹ 付款賬戶之號碼 ¹	
APPLICATION 申請指示 ²		CANCELLATION 取消指示 ³	
Cancellation Effective Date 取消指示生效日期			
Beneficiary's Account Name (FULL NAME identical to bank's statement in ENGLISH) 收款人姓名			
Beneficiary Bank Name and Branch in Hong Kong (with FPS Service) 收款之在港銀行及分行之名稱 (提供轉數快服務)			
Beneficiary Bank No. 收款銀行編號 (3 digits)		Branch No. 分行編號	Beneficiary's Account No. 收款人賬戶之號碼
Frequency 支付週期 ⁴ Monthly Payment On 每月支付日為		Day 日 PRECEDING	First Payment Date 首次支付日期
Currency & Amount 貨幣及金額		HKD	Expiry Date ⁵ 到期日 ⁵
Reference to Payee (maximum 18 characters) 收款人參考 (最多 18 個字母)		Transaction Code 交易編號 21 – STANDING INSTRUCTION	
Transaction Purpose 交易目的			
DECLARATION 聲明 : I/We have read and agreed to observe and be bound by the applicable Terms and Conditions, and hereby authorize and request Sumitomo Mitsui Banking Corporation, Hong Kong Branch (the "Bank") to effect the above payment arrangement as from and until the date specified above, or until further notice. 本人 / 吾等已詳閱及同意遵守適用條款及守則，茲授權並要求三井住友銀行香港分行（「貴行」）自上述生效日期起直至上述止付日期或直至另行通知為止，辦理以上止付事項。		My/Our Signature(s) 本人 / 吾等之簽名	
For Bank Use Only 銀行專用		Signature Verified 簽名核對	

NOTES 附註：

- 1) Debit account must be the same currency as payment currency. No currency exchange is allowed.
支付賬戶貨幣與支付貨幣必須相同，貨幣兌換將不被接納。
- 2) New application must be submitted at least 5 Banking Days before the First Payment Date.
新指示需於首次支付日期前最少五個銀行營業日提出。
- 3) Cancellation must be submitted within minimum 5 Banking Days prior notice. In such case, please fill in the Cancellation Effective Date and other payee details. In case the Cancellation Effective Date is on the payment date of that month, the scheduled payment on the Cancellation Effective Date will not be effective.
取消指示需於生效日期前最少五個銀行營業日提出。如希望取消指示，請填上取消指示生效日期及其他收款人資料。若取消指示生效日期當天為該月支付日，該月的支付將會被視為無效。
- 4) If the Payment Date shall fall on a non-Banking Day, 倘若支付日為非銀行營業日，
Preceding: Always bring backward to the preceding Banking Day 指示將提前至上一個工作天。
Following: Always delay to the following Banking Day 指示將順延至下一個工作天。
- 5) Expiry Date is optional. In case the Expiry Date is on a payment date of that month, the scheduled payment of the Expiry Date will still be effective. In the event that "FOLLOWING" is selected under the box entitled "Frequency" above and the Payment Date falls after the Expiry Date, no payment will be processed by the Bank.
到期日為選填資料。若到期日當天為該月支付日，該月的支付將仍然有效。若支付週期選填為每月支付日下一個工作天而該月支付日遲於到期日，銀行將不辦理該付款事項。
- 6) The instruction will be subjected to charges as determined by the Bank from time to time.
銀行將就指示收取本行不時釐定的費用。