



How to fill in the Direct Debit Authorisation Form

- Direct Debit is mandatory.
- One Direct Debit Authorisation form for each student, e.g. if you have three children attending ESF schools, please fill in three Direct Debit Authorisation forms, one for each child.
- A letter will be sent to parents once we received the confirmation from the bank.
- Should there be any correction on the form, please cross it out and sign beside it. Do not overwrite or use correction fluid.
- Please fill the form in ENGLISH and in BLOCK letters.

- 1 Bank name and branch
- 2 Bank No., Branch No. and Account No.,
- No. shown on ATM card or statement/passbook
- 3 Name of bank account holder
- 4 Contact number
- 5 Suggested limit for each payment
- \$13,000 for Primary
- \$16,000 for Secondary
- 6 Expiry Date
- Please **DO NOT FILL**
- 7 Address
- Same address as registered with bank
- 8 Debtor Name
- Student name
- 9 Debtor Reference
- Student account number
- For new student, leave it blank
- For year 7 or transfer student, leave it blank
- 10 Signature
- Bank signature

DIRECT DEBIT AUTHORISATION 直接付款授權書		
Date 日期		day / month / year 年
Note 注意: 1. Please tick where applicable. 請在適當的地方加上劃號。 2. For HSBC customers, please return the completed form to the Bank or mail to Automatic Payments Centre, Payments Services at P O Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong. You may also set up the direct debit authorisation through HSBC Internet Banking. For non-HSBC customers, please complete and return this form to your banker. 如屬滙豐客戶，請將已填妥的表格交回本行或考閱中央郵局郵箱編號為 72677 的匯豐交匯轉帳中心。如非滙豐客戶，請將表格交回本行或考閱中央郵局郵箱編號為 72677 的匯豐交匯轉帳中心。您可透過滙豐網上理財設立直接付款授權。如非滙豐客戶，請將表格交回本行或考閱中央郵局郵箱編號為 72677 的匯豐交匯轉帳中心。 3. Your Direct Debit Authorisation set up request will normally be processed within 4 working days (excluding Saturday, Sunday and public holiday) upon receipt of your form. 在一般情況下，本行將在收到您的直接付款授權的設立申請後將向匯工作內內（不包括星期六、日及公眾假期）處理您的申請。		
Name of Party to be Credited (The Beneficiary) 收款方一方 (或債人)	Bank No. 銀行號碼	Branch No. 分行號碼
ENGLISH SCHOOLS FOUNDATION	0 0 4	1 1 1
My/Our Bank Name and Branch 本人(等)銀行及分行的名稱	Bank No. 銀行號碼	Branch No. 分行號碼
		My/Our Account No. 本人(等)戶口號碼
		1 4 6 5 3 6 0 0 1
My/Our Name(s) as recorded on Statement/Passbook (in Block Letters) 本人(等)在結單/存摺上所記賬戶名稱(請用大寫字母)		
Contact Telephone No. 聯絡電話號碼	Maximum Limit for Each Payment 最高付款限額 Note 注意: If blank, the debit amount will set as "unlimited". 如無填寫，則每行付款限額將設為"不受限制"。 <input type="checkbox"/> Each Payment 每行 <input type="checkbox"/> Each Month 每月	Expiry Date (day/month/year) 到期日 (日/月/年) Note 注意: If blank, this authorisation will have effect until further notice and Expiry Date should be greater than 3 months. 如無填寫，本授權書將繼續有效直至另行通知及到期日應大於三個月。
My/Our Address as recorded on Statement/Passbook 本人(等)在結單/存摺上所記賬戶地址		
Debtor Name (in Block letters) 債人(請用大寫字母填寫) Note 注意: Please specify other Account Holder, 如屬戶口持有多人，請註明。	Debtor Reference (Compulsory field) 債人編號 (必填之欄) (Reference between yourself and the bank) (請與戶口所設者一併填寫)	
Declaration (For HSBC Customer Only) 聲明 (只適用於滙豐客戶) 1. I/We hereby authorise my/our above 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 above. 本人(等)謹授權本人(等)的上述銀行、(如屬收銀人或其來銀行及/或其代理行)轉款予本人(等)銀行所指示的債人(等)的戶口以轉款予上述債人，惟每次轉款金額不得超過以上指定的限額。 2. 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. 本人(等)同意本人(等)的銀行毋須查閱該等轉款通知或轉款通知是否已交予本人(等)。 3. 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 transfers. 如因該等轉款而令本人(等)的戶口出現透支(或令現有的透支增加)，本人(等)應共同及個別承擔全部責任。 4. I/We agree that should there be insufficient funds in my/our account to meet any transfer hereby authorised, my/our Bank shall be entitled, in its discretion, not to effect such transfer in which event the Bank may make the usual charge and that it may cancel this authorisation at any time on one week's written notice. 本人(等)同意本人(等)的戶口並無足夠款項支付該等授權轉款，本人(等)的銀行有權不予轉款，且銀行可取酌情裁量，並可隨時以一至星期前書面通知取消本授權書。 5. This direct debit authorisation shall have effect until further notice or until the expiry date written above (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. 本直接付款授權書將繼續生效直至另行通知或上述所寫日期為止(以兩者中最早者為準)。本人(等)同意本人(等)已建立的直接付款授權的戶口連續三十個月內未有任何轉款操作供授權的記錄，本人(等)的銀行保留隨時取消直接付款授權而毋須另行通知本人(等)，即使本授權書並未到期或未訂有授權期限。 6. 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. 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日之前交予本人(等)的銀行。		
My/Our Bank Account Signature(s) 本人(等)銀行戶口的簽署		
10		
X		
For Bank Use Only 銀行專用	Remarks	Branch Chop