

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 Kindergartens, 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 AMT card or statement/passbook
3. Name of Bank Account Holder
4. Contact Number of Account Holder
5. Select maximum limit for
 - Each payment
 - Suggested Limit for each payment \$10,000
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
10. Signature
 - Bank signature

ESF KINDERGARTEN

DIRECT DEBIT AUTHORISATION(Generic Set-up)
直接付款授權書

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, Payment 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. 如屬匯豐客戶, 請將已填妥的表格交回本行或寄回九龍中區郵政總局信箱 72677 號匯豐銀行自動轉帳中心。您亦可透過匯豐網上理財設立直接付款授權。如非匯豐客戶, 請將此授權書交回貴戶的本地銀行。
 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表格後於四個工作日内, 不包括星期六、日及公眾假期, 處理您的申請。
 4. Please refer to the bank tariff guide for details of the charges. 收費之詳情請參閱銀行服務費用單。

Date 日期:

Name of Party to be Credited (The Beneficiary) 收款的一方(收款人)	Bank No. 銀行號碼	Branch No. 分行號碼	Account No. 戶口號碼
ESF EDUCATIONAL SERVICES LTD	004	511	335069001
My/Our Name and Branch 本人(等)的銀行及分行的名稱	Bank No. 銀行號碼	Branch No. 分行號碼	Account No. 本人(等)的戶口號碼
1			2
My/Our Name as recorded on Statement/Passbook Letters 本人(等)在結單/存摺上所記錄的名稱(寫)	3		
Contact Telephone No. 聯絡電話號碼	Maximum Amount 最高付款限額	Frequency 次數	Expiry Date (day/month/year) 到期日(日/月/年)
	<input checked="" type="checkbox"/> Each Payment 每次	每月	6
My/Our Address as recorded on Statement/Passbook 本人(等)在結單/存摺上所記錄的地址			
7			
Debtor Name (in Block Letters) 付款人姓名(請用英文正楷填寫)	Reference (Compulsory Field) 付款號碼(必填之欄)		
8	9		
Declaration (For HSBC Customer Only) 聲明(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 from time to time provided always that the amount of any one such transfer shall not exceed the limit indicated above. 本人(等)同意本人(等)的銀行向匯豐銀行或其往來銀行及/或代辦行不時給予本人(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上所定之限額。 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)的銀行毋須釐查轉賬通知或沖帳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 transfer(s). 如因該等轉賬而令本人(等)的戶口出現透支, 或令現有的透支增加, 本人(等)聯同及個別承擔全部責任。 4. 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. 本人(等)明白本人(等)在指定的轉賬日期(即授權本人(等)的銀行從收款人或其往來銀行及/或代辦行不時接收的指示)前一個營業日(分行辦公時間內), 在戶口內應有足夠款項以作支付該等授權轉賬。本人(等)亦同意本人(等)的戶口在轉賬日期前未夠款項時, 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或在未通知本人(等)的情況下, 隨時取消。本人(等)的銀行可隨時停止收取及取消該等授權轉賬或在未通知本人(等)的情況下, 隨時取消。 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 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有效直至另行通知或在上述所定日期為止(以兩者中最早者為準)。本人(等)同意本人(等)已設立之直接付款授權的戶口連續三十個月內未有轉賬本授權書作出過轉賬的記錄, 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生效的授權日期已屆。 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。 7. The Bank may charge an institution set-up/adjustment fee from my/our account stated above in accordance with the rates as specified by the Bank from time to time. 本人(等)的銀行可根據不時規定的收費, 從上述戶口收取設立/更改指示之費用。			
My/Our Bank Account Signature 本人(等)的簽署	10		
For Bank Use Only 銀行專用	Remarks 備註	Branch Chop 分行印章	
Suggested Limit: HKD10,000		Staff ID <input type="text"/>	