



## 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  
-No. shown on AMT card or statement/passbook
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  
-\$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

### ENGLISH SCHOOLS FOUNDATION

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

Note 注意: 1. Please tick where applicable. 請在適用的地方加上劃號。  
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 the form to your banker. 如屬匯豐客戶, 請將已填妥的表格交回本行或登入匯豐網上銀行或致電 72677 號匯豐客戶服務熱線中心。如非匯豐客戶, 請將此授權書交回貴行的往來銀行。  
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書的設立申請後四個工作天內(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簡介。

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
ENGLISH SCHOOLS FOUNDATION	004	111	146536001
My/Our Name and Branch Name (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 recorded on Statement/Passbook (Block Letters) 本人/等) 在結單/存摺上所紀錄的名稱 (大寫)			
Contact Telephone No. 聯絡電話號碼	Maximum Payment Limit 最高付款限額	Expiry Date (day/month/year) 到期日 (日/月/年)	
	<input checked="" type="checkbox"/> Each Payment 每次		6
My/Our Address as registered on Statement/Passbook 本人/等) 在存摺上所註冊的地址			7
Debtor Name (in Block Letters) 付款人名稱 (以大寫正體填寫)	Debtor Reference (Compulsory Field) 付款人編號 (必須填寫)		9
Declaration (For HSBC Customer Only) (聲明)			
1. I/We hereby authorise my/our bank to transfer funds from my/our account to that of the above named beneficiary. I/We agree that such institutions 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) 現授權本人/等) 的上述銀行 ( 轉賬收款人或其往來銀行及/或代理行不轉給予本人/等) 銀行的指示) 向本人/等) 的戶口內轉賬予上述收款人。惟每次轉賬不得超過以上所指的限額。			
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) 的銀行毋須查閱轉賬通知或沖銷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, 或令現時的透支增加, 本人/等) 願共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) 的銀行從收款人或其往來銀行及/或代理行不轉收的指示) 前一營業日 (分行辦公時間內), 在戶口內應有足夠款項以支付該等轉賬。本人/等) 同意如本人/等) 的戶口內無足夠款項支付該等轉賬, 本人/等) 的銀行有絕對酌情權不予轉賬, 且本人/等) 的銀行可採取適當的收費, 並可隨時取消該項授權轉賬且毋須通知本人/等)。為免疑問, 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)。			
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 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有效直至或達至以上所填日期為止 (以兩者中最早日期為準)。本人/等) 同意如本人/等) 已將立的直接付款授權書的戶口連續三十個月內未有轉賬本銀行作出轉賬的記錄, 本人/等) 的銀行有保留取消本直接付款授權書的權利而毋須另行通知本人/等)。即此本授權書於本銀行取消前, 本人/等) 的銀行可隨時取消該項授權轉賬且毋須通知本人/等)。			
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天之前交予本人/等) 的銀行。			
7. The Bank may charge an instruction set-up/ amendment 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之收費, 向本人/等) 的上述戶口收取設立/更改指示之費用。			
My/Our Bank Account Signature(s) 本人/等) 的簽署			
For Bank Use Only 銀行專用	Reference 參考	Branch Chop 分行印章	

Suggested Limit: Primary HKD13,000 Or Secondary HKD 16,000

Staff ID