To 致：**The Hongkong and Shanghai Banking Corporation Limited**
香港上海滙豐銀行有限公司

Date 日期	day 日 / month 月 / year 年

BUSINESS / BUSINESS INTEGRATED ACCOUNT - PAYMENT INSTRUCTION 商業／商業綜合戶口 – 付款指示

Note 注意： 1. Please complete in **Block Letters** and tick where applicable. 請用正楷填寫，並在適當的地方加上剔號。
2. For the avoidance of doubt, this form shall at all times forms part of the attached Business / Business Integrated Account Opening Form or Business Integrated Account Conversion Form. 為免存疑，此表格是商業／商業綜合戶口開戶書或商業綜合戶口轉換書的一部分。

Company Information 公司資料

Registered Name in English (the "Company") 英文註冊名稱（下稱「公司」）	Account Number (the "Account") 戶口號碼（下稱「戶口」）

Handling Charge / Initial Deposit 手續費／開戶存款

Type of Charge 收費類別	Amount (HKD) 金額（港幣）
◯ Company Search Fee 公司查冊費	
◯ HSBC Business Direct Account Administration Fee 滙豐「理財易」商務戶口行政費	
◯ Overseas Company Account Charge 海外公司戶口手續費	
◯ Video Conference Fee 視像會議費	
◯ Other 其他	
Total Amount 總額 ▶	
Initial Deposit *(applicable for HSBC transfer arrangement only)* **開戶存款** *（只適用於滙豐戶口轉賬安排）*	

For Bank Use Only 銀行專用

FW	PW
◯	●
◯	◯
◯	◯
◯	●
◯	●

Note: *Please circle as appropriate.*
SZN/GZH/SHH/BJG

Initial

Payment Method 付款方法

◯ I/We authorise the Bank to debit the Account to settle the above handling charge(s) and/or process the above initial deposit instruction. 本人（等）授權貴行從戶口扣除上述手續費及／或處理上述開戶存款指示。

◯ **Transfer Arrangement** *(Optional)* **轉賬安排** *（選項）*

I/We authorise the Bank to transfer 本人（等）授權貴行轉賬 | Currency 貨幣 | Amount 金額 | from my/our HSBC account 由本人（等）滙豐戶口

004 ◯ | Currency 貨幣 | Savings Account 儲蓄戶口 ◯ HKD Current Account 港元往來戶口 to the Account 至戶口

◯ **Deposit Arrangement** *(Optional)* **入賬安排** *（選項）*

I/We will within 1 working day arrange to deposit sufficient funds into the Account for settling the above handling charge(s) by 本人（等）將於一個工作天內自行安排存入足夠的資金至戶口以支付上述手續費

◯ Cash 現金 ◯ HKD Cheque 港元支票

For Bank Use Only 銀行專用

VP/SVP Approval *(if applicable)*

(Name and Authorised Signature)

◯ **Fee Collected** *(if applicable)* | Initial

◯ I authorise the Bank to debit my credit card to settle the above handling charge(s) of the Company. 本人授權貴行從本人的信用卡扣除公司所需繳付的上述手續費。

◯ VISA Card 滙財卡 ◯ Master Card 萬事達卡 ◯ JCB Card 日財卡 _____ expiring on 到期日 Month 月 / Year 年 _____

◯ I/We arrange to settle the above handling charge(s) by credit card immediately. 即時扣除本人（等）信用卡以支付上述手續費。

Declaration and Signature(s) 聲明及簽署

1. I/We understand that your acceptance of this payment instruction does not signify or guarantee the successful opening of the Account.
本人（等）明白接納此付款指示，並不表示或保證上述戶口成功開立。
2. I/We understand that all of the above charge(s) are not refundable under any circumstances and irrespective of whether the Account is successfully opened or not. 本人（等）明白及同意不論任何情況及上述戶口是否成功開立，已繳的手續費恕不退還 。
3. **(Applicable to Business Integrated Account 適用於商業綜合戶口)**
I/We understand that the Bank will debit the HKD savings account to settle the above handling charge(s). If the HKD savings account does not have sufficient funds, I/we understand and agree that the Bank will debit the other accounts in the Business Integrated Account, including, without limitation, the foreign currency account(s), at the Bank's prevailing exchange rate(s) without notice. 本人（等）明白貴行會從港元儲蓄戶口扣除上述手續費。如港元儲蓄戶口未存有足夠的資金，本人（等）明白及同意貴行會從商業綜合戶口的其他戶口，包括外幣戶口，並按貴行當行匯率扣除上述手續費而毋須通知。
4. **(Applicable to transfer arrangement related to foreign currency account 適用於有關外幣戶口的轉賬安排)**
I/We understand and agree that the Bank will effect a foreign exchange transaction at the Bank's prevailing exchange rate without notice.
本人（等）明白及同意貴行可按貴行當行匯率為本人（等）進行匯兌交易而毋須通知。

For transfer arrangement only 只適用於轉賬安排
(Please sign if different from the signature of the Account)
（如與戶口的簽署式樣有別，請簽署）▼

For payment by credit card only
只適用於以信用卡繳費 ▼

S.V.

X
Signature(s) *(Should correspond to the signature of the Account)* 簽署 *（須與戶口的簽署式樣相符）*
Full Name of Signatory(ies) 簽署人全名 ▼

X
Signature(s) *(Should correspond to the signature of the debit account)* 簽署 *（須與付款戶口的簽署式樣相符）*
Full Name of Signatory(ies) 簽署人全名 ▼

X
Cardholder Signature 信用卡持有人簽署
Full Name of Cardholder 信用卡持有人全名 ▼