

**貿易通服務直接付款授權書 TRADELINK DIRECT DEBIT AUTHORISATION**

收款之一方 (受益人) Name of Party to be Credited ( <i>The Beneficiary</i> ) <b>Tradelink Electronic Commerce Limited</b>	銀行編號	分行編號	賬戶號碼				
	Bank No.	Branch No.	Account No.				
	0 4 0	7 7 4	3 0 0 4 8 3 7 5				

I/We hereby authorise my/our below 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 from time to time provided always that the amount of any one such transfer shall not exceed the limit indicated below.

I/We agree that my/our Bank shall not be obliged to ascertain whether or not notice of any such transfer has been given to me/us.

I/We jointly and severally accept full responsibility for any overdraft (or increase in existing overdraft) on my/our account that may arise as a result of any such transfer(s).

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.

This authorisation shall have effect until further notice.

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/吾等現授權本人/吾等之下述銀行，(根據受益人或其往來銀行不時給予本人/吾等銀行之指示)自本人/吾等之賬戶內轉賬予上述受益人。惟每次轉賬金額不得超過以下指定之限額。

本人/吾等同意本人/吾等之銀行毋須證實該等轉賬通知是否已交予本人/吾等。

如因該等轉賬而令本人/吾等之賬戶出現透支(或令現時之透支增加)，本人/吾等願共同及各別承擔全部責任。

本人/吾等同意如本人/吾等之賬戶並無足夠款項支付該等授權轉賬，本人/吾等之銀行有權不予轉賬，且銀行可收取慣常之收費，並可隨時以一星期書面通知取消本授權書。

本授權書將繼續生效直至另行通知為止。

本人/吾等同意，本人/吾等取消或更改本授權書之任何通知，須於取消/更改生效日最少兩個工作天之前交予本人/吾等之銀行。

本人/吾等之銀行及分行之名稱 My/Our Bank Name and Branch	銀行編號 Bank No.	分行編號 Branch No.	本人/吾等之賬戶號碼 My/Our Account No.
# 本人/吾等在銀行月結單/存摺上所紀錄之名稱 # My/Our Name(s) as recorded on Statement/Passbook			
賬戶持有人的身份証 / 商業登記號碼 ID / BR. Number of Account-Holder(s)	聯絡電話號碼 Contact Tel No.		
本人/吾等在銀行月結單/存摺上所紀錄之地址 My/Our Address as recorded on Statement/Passbook			
# 債務人之姓名 (若非賬戶持有人) # Name of Debtor ( <i>if other than Account Holder</i> )	本人/吾等之簽名/公司蓋印 My/Our Signature(s) & Company Chop		
債務人參考 (貿易通專用) Debtor's Reference ( <i>For Tradelink Use Only</i> )			
For Bank Use Only 銀行專用	備註 Remarks	簽署核實 Signature Verified	

# 請以英文正楷填寫。Please complete the form in block letters.

+ 請確保 貴戶在此授權書內之簽名，與銀行賬戶簽署完全相同。

Please ensure that your signature in the form is exactly the same as the one on your Bank Account.

申請 / 更改直接付款授權表格可於四星期內完成，在您收到貿易通傳真的確認通知前，貿易通會繼續從 貴公司現有之賬戶支賬。詳情請留意附頁。

The setup / change of Direct Debit Authorisation with bank will be completed within 4 weeks. We will continue to debit the payment from your existing bank account until you receive our fax confirmation. Please find the attached appendix for your perusal.

**Fax copy will not be accepted.**

**不接受傳真登記**

表格編號	
F008	M

- Please complete the form and mail to: 11/F & 12/F, Tower B, Regent Centre, 63 Wo Yi Hop Road, Kwai Chung, Hong Kong.
- 請填妥表格並寄回香港葵涌和宜合道63號麗晶中心B座11及12樓

## Appendix (附頁)

1. It will require 4 weeks to complete the set-up or change of direct debit authorisation arrangement with your Bank. Before the set-up process is completed, please note the following temporary arrangements:

銀行將於四星期內完成自動轉賬確認或更改的手續，在此期間，請注意以下安排：

### For New Autopay Account Set-up

You will receive an electronic statement on the date you set-up your account as date of billing. The payment amount will be listed on the electronic statement. After receiving the electronic statement, you should settle the payment directly by depositing the requested amount into Tradelink's bank account Dah Sing Bank (Account No.: 774-30048375). If you prefer to pay by cheques, cheques should be made payable to "Tradelink Electronic Commerce Limited". Please fax the copy of the pay-in slip with details about your company name and CETS ID to Tradelink at 21995101. It will take 2 bank-business days to update your payment record. To ensure a smooth and uninterrupted service from Tradelink, please settle the payment within 2 days after receiving the statement.

#### 新成立自動轉賬手續

一般情況下，貴公司會根據閣下登記時所指定的結賬期收到一份電子賬單，上面列出一切有關待繳的收費。收到電子賬單後，敬請閣下直接把有關繳費存入貿易通的大新銀行戶口（戶口號碼：77430048375）。客戶亦可選擇使用支票付款，抬頭請寫「貿易通電子貿易有限公司」。繳費後，請把存賬收條連同公司名稱、CETS ID等資料傳真至貿易通（傳真號碼21995101）。

由於貿易通需要兩個銀行工作天去處理有關賬項及更改記錄，故此為了避免不必要的服務延誤，請在收到賬單後兩個工作天內繳清有關費用。

### For Change of Autopay Bank

We will continue to debit the payment from your existing bank account until the new autopay account is ready. When the new bank account number on your statement: "AUTOPAY BANK ACCOUNT: [your account no.] HK\$ [amount] ON [date]" is updated, the amount shown will then be debited from your new bank account.

#### 更改自動轉賬手續

在更改手續完成前，貿易通會繼續從貴公司現有之賬戶支賬。當自動轉賬手續完成後，在其後收到的賬單上，將顯示以下的項目：「自動轉賬戶口：AUTOPAY BANK ACCOUNT[貴公司銀行戶口號碼]HK\$[金額] ON[日期]」。這表示有關費用將會透過自動轉賬於新戶口扣除。

## 2. How to complete the following form:

如何填寫以下表格：

本人/吾等之銀行及分行之名稱 My/Our Bank Name and Branch	銀行編號 Bank No.	分行編號 Branch No.	本人/吾等之賬戶號碼 My/Our Account No.
# 本人/吾等在銀行月結單/存摺上所紀錄之名稱 # My/Our Name(s) as recorded on Statement/Passbook	1		
賬戶持有人之身份証 / 商業登記號碼 ID / BR. Number of Account-Holder(s)	2		
本人/吾等在銀行月結單/存摺上所紀錄之地址 My/Our Address as recorded on Statement/Passbook	3		
# 債務人之姓名 (若非賬戶持有人) # Name of Debtor (if other than Account Holder)	4		
債務人參考 (貿易通專用) Debtor's Reference (For Tradelink Use Only)	本人/吾等之簽名/公司蓋印 My/Our Signature(s) & Company Chop		
For Bank Use Only 銀行專用	備註 Remarks	簽署核實 Signature Verified	

Your account number should have 9 digits or below. For enquiry, please contact your Bank.  
賬戶號碼最長有九位數字，如有疑問，請與閣下之銀行聯絡。

Please note the following examples: 請參考以下事例：

	Case 1 事例一： Same Company Name 同一公司名稱	Case 2 事例二： Different Company Name 不同公司名稱	Case 3 事例三： Personal Account 私人戶口
	Company 公司名稱：ABC Co./ABC公司 A/C name 戶口名稱：ABC Co./ABC公司 A/C no. 戶口號碼：123456789	Company 公司名稱：ABC Co./ABC公司 A/C name 戶口名稱：DEF Co./DEF公司 A/C no. 戶口號碼：123456789	Company 公司名稱：ABC Co./ABC公司 A/C name 戶口名稱：Chan Tai Man / 陳大文 A/C no. 戶口號碼：123456789
1	ABC Co. / ABC公司	DEF Co. / DEF公司	Chan Tai Man / 陳大文
2	ABC Co.'s BR no. / ABC公司商業登記證編號	DEF Co.'s BR no. / DEF公司商業登記證編號	Chan Tai Man's ID no. / 陳大文身份証號碼
3	ABC Co.'s address / ABC公司地址	DEF Co.'s address / DEF公司地址	Chan Tai Man's address / 陳大文地址
4	ABC Co. / ABC公司	ABC Co. / ABC公司	ABC Co. / ABC公司