

Notes for HKCCC Autopay Donors



1 Filling in "Direct Debit Authorisation Form":

- Please refer to the attached "Illustrations and Notes" for details.
- For supporting **multiple** staff members or ministries, only **one** 'Direct Debit Authorisation Form' is needed. Please list the names and amounts of support in the "Faith Investment Form" below.



2 Submitting the form in the following ways:

- Submit your form to any branch of the bank you are authorizing for auto payment to HKCCC's account. Also, email or mail a copy of the "Direct Debit Authorisation Form" and the completed "Faith Investment Form" to HKCCC's account department, or
- Send the completed "Direct Debit Authorisation Form" and "Faith Investment Form" to HKCCC account department by post.

- Direct debit will be **activated around 1 month** after our account department receives the forms, provided that all information is correctly filled.
- Monthly payment is scheduled **on 15th to 20th day of each month**.
- We will send out receipts after receiving payments.
- For Personal Data Collection Statement, please refer to <https://www.hkccc.org/privacy-policy-eng>
- For enquiries, please contact our account department by calling 2753 8887 or email to account@hkccc.org.

ONLINE
FORM



Faith Investment

(Please fill in the following items clearly, delete whichever is not appropriate and put a ✓ in the right)

PERSONAL INFO

Full Name: _____ *(Mr./Ms./Mrs.)

Address: _____

Tel. no.: _____ Email: _____

DONATION DETAIL

I am willing to support the following needs of HKCCC through monthly autopay:

- | | |
|---|--------------------------|
| <input type="checkbox"/> Operations expense | Amount (currency): _____ |
| <input type="checkbox"/> Staff Name: _____ | Amount (currency): _____ |
| <input type="checkbox"/> Ministry: _____ | Amount (currency): _____ |
| <input type="checkbox"/> Others: _____ | Amount (currency): _____ |

CHOICE OF RECEIPTS

During the activation period of the "Direct Debit Authorisation Form", I choose to receive the donation receipt by:

- Digital Annual Donation Receipt** | HKCCC will **email** me a Annual Donation Receipt before the end of April **every year**.
- Annual Donation Receipt** | HKCCC will send me a Annual Donation Receipt before the end of April **every year** via **post**.
- Monthly Receipt** | HKCCC will send me a receipt after receiving my payment **every month** via **post**.

HKCCC MAGAZINE

I am willing to receive HKCCC updates by:

- Email Post

Signature of Donor

填寫直接付款授權書範例及注意事項

Illustrations and Notes for filling out a Direct Debit Authorisation Form

※請按表格中的數字編號參考表格下的填寫提示

乙部 Part B — 申請人資料 Applicant Information	
本人(等)之銀行及分行名稱 My/Our Bank Name and Branch	1 Hang Seng Bank Ltd.
銀行編號 Bank No.	2 0 2 4
分行編號 Branch No.	2 2 6 2
本人(等)之賬戶號碼 My/Our Account No.	2 1 2 9 1 8 2 0 0 1
本人(等)在結單/存摺上所記錄之名稱 My/Our Name as recorded on Statement/Passbook	3 Chan Tai Man
本人(等)在結單/存摺上所記錄之地址 My/Our Address as recorded on Statement/Passbook	9/F, 8 Des Voeux Road, Central, HK
最高付款限額 Maximum Limit for Each Payment / Each Month*	¹ 每次 / 每月* 港幣 4 \$100
² 到期日 (日 / 月 / 年) Expiry Date (DD/MM/YY)	5 2 5 1 2 0 9
付款人之姓名(若非賬戶持有人) Name of Debtor (if other than Account Holder)	6 若同是賬戶持有人則不用填寫
³ 支賬參考 (必填之欄) Debtor's Reference (Compulsory Field)	7 C H A N T A I M A N

本人(等)之簽名 My/Our Signature(s)

8

X

★常用銀行編號：
 恒生 (Hang Seng Bank) "024"
 匯豐 (HSBC) "004"
 渣打 (Standard Chartered Bank) "003"
 東亞 (Bank of East Asia) "015"
 ★其他銀行編號，請聯絡你開戶的銀行。
 ★分行編號通常是存摺或月結單上的賬戶號碼的頭3個數字。

※填寫提示表

1 本人(等)之銀行及分行名稱 My/Our Bank Name and Branch	閣下之銀行名稱(例如：恒生銀行) Your Bank name, e.g. Hang Seng Bank Ltd
2 銀行編號 / 分行編號 / 本人(等)之賬戶號碼 Bank No. / Branch No. / My/Our Account No.	請參閱閣下往來戶口月結單 / 儲蓄存摺上之賬戶號碼(包括銀行編號及分行編號) Refer to your bank account statement / Savings passbook (for Bank code No. & Branch code No.)
3 本人(等)在結單/存摺上所記錄之名稱 My/Our Name as recorded on Statement/Passbook	名稱須與閣下銀行紀錄之姓名相同 Name must match with that/those of your bank account
4 最高付款限額 每次 / 每月* Maximum Limit for Each Payment / Each Month*	每次 / 每月*之付款金額上限 (如不適用者，請留空) Maximum amount for Each Payment / Each Month* (Leave blank if not applicable)
5 到期日 Expiry Date	直接付款授權書之有效到期日 (如不適用者，請留空) Expiry date of the Direct Debit Authorisation (Leave blank if not applicable)
6 付款人之姓名 Name of Debtor	若付款人並非賬戶持有人，請填寫此欄 If the funds are paid by a party other than the account holder, please provide the party's name here
7 支賬參考 Debtor's Reference	付款人及收款人互相辨認的參考資料 (請與收款人確證有關詳情) Identifying reference between yourself and the Beneficiary (Please confirm with the Beneficiary for details)
8 本人(等)之簽名 My/Our Signature(s)	簽署須與閣下在此表格上所指示之銀行戶口相同 Signature(s) should match that/those of the bank account stipulated in this form

★若你已擬定終止每月奉獻的日期，可在「到期日」列明，但亦可不填寫，留待未來打算終止時，再通知本會。

★請填寫提示3的戶口名稱；請連續填寫在每一個空格上，字與字之間不用留空格；若空格不夠，就由名稱的開頭算起，到填滿最後一個空格即可。

★若你申請直接付款的戶口，跟本會一樣，在恒生銀行開立，這項申請是不收費的！但其他銀行收費不一。請向開戶銀行查詢。

注意事項 Notes

- 本行會收取有關設立直接付款授權指示之服務費用。(詳情請參考“各項銀行服務之收費簡介”)
The Bank may impose a service charge for setting up the Direct Debit Authorisation instruction. (Please refer to "Banking Services - Fees and Charges" for details.)
 - 請與收款人確定轉賬日期，並確保支賬戶口於轉賬日期前一天有足夠之可用結餘；否則，本行將會就每項退回之自動轉賬項目收取有關手續費。(詳情請參考“各項銀行服務之收費簡介”)
Please confirm the scheduled payment date/value date with the beneficiary, and make sure sufficient funds are available in the debit account for the direct debit one day prior to the scheduled payment date/value date. Otherwise, the Bank will impose a handling service charge for each item returned. (Please refer to "Banking Services - Fees and Charges" for details.)
- ★注意：每次轉賬不成功，銀行都會收一次手續費。請確保你的付款戶口每個月都有足夠存款。

