



STANDING INSTRUCTION AMENDMENT/ CANCELLATION FORM 常行指示更改/ 取消表格

Note 注意:

1. Please complete in Block letters and tick where applicable

请用正楷填写, 并在适当的地方打勾。

2. The Bank will amend/ cancel your Standing Instruction accordingly, and no acknowledgement will be sent to you.

本行将应阁下要求/ 取消阁下的常行指示, 不会作另行通知。

3. The new debit account holder(s) and signing authority should be the same as the original debit account.

新旧支帐帐户持有人及授权签署必须相同。

4. Please ensure that all information below given clear and complete as any incomplete or insufficient information given may result in this standing instruction being delayed or not being processed.

请确保以下资料完整及清晰, 否则常行指示会因此而被延误或不被处理。

Date 日期			
Account Name 帐户名称			
Account Number 帐户号码		For Bank Use 银行专用	S.I. Number
Beneficiary (ies) Name (s) 受款人名称		Amount 金额	USD 美元
Payment Date 支款日期		Effective Date 生效日期	
Instruction 指示	<input type="checkbox"/> Cancel the above Standing Instruction 取消上述常行指示		
	<input type="checkbox"/> Amend the above Standing Instruction as follows 更改上述常行指示如下:		
	Tick 勾	Instruction 指示	From 由
	<input type="checkbox"/>	Amount 金额	
	<input type="checkbox"/>	Frequency 周期	
	<input type="checkbox"/>	Payment Date 支款日期	
	<input type="checkbox"/>	Final Payment Date 最後一次支款日期	
	<input type="checkbox"/>	BIC/ Name and Address of Beneficiary Bank 受款银行的BIC/ 受款银行名称及 地址	
	<input type="checkbox"/>	Beneficiary Account No./ IBAN 受款人帐号/ IBAN	
	<input type="checkbox"/>	Others 其他	
<input type="checkbox"/> * Change the Standing Instruction debit account number from the above account to my/our Account Number 更改由上述户口支付的常行指示至本人(等)的户口号码:			
<input type="text"/>			

