

INSTRUCTION FORM FOR SETTING UP/TRANSFER OF SALARY AUTOPAY 設立或轉換自動轉賬支薪申請表格

To facilitate the setting up or transfer of your salary autopay, please complete this form and pass it to the Personnel/Human Resources Department of your company. Please note the following:

為方便您將現有/新設立戶口設立為或轉換為自動轉賬支薪戶口，請填妥以下表格，並交回貴公司的人事部/人力資源部以辦理所需手續。請注意：

- This instruction form is to facilitate the setting up of your salary autopay with The Hongkong and Shanghai Banking Corporation Limited ("HSBC") only. Completion of this form does not imply automatic set up or transfer of your salary autopay to your existing/new account.
此申請表格只適用於協助您在香港上海滙豐銀行有限公司（「滙豐」）的戶口設立自動轉賬支薪。填寫本表格並不表示您已經成功設立或轉換現有/新設立戶口為自動轉賬支薪戶口。
- The date that your salary autopay is successfully set up with your account is subject to the advice of the Personnel/Human Resources Department of your company. 成功設立或轉換戶口為自動轉賬支薪戶口的確實日期，須經貴公司的人事部/人力資源部確認，方為有效。
- Please follow the steps below to set up/transfer of your salary autopay:
請按下列步驟，將戶口設立/轉換為自動轉賬支薪戶口：

- STEP 1 : Check with your Personnel/Human Resources Department if it is feasible for your company to arrange salary autopay with HSBC.
第一步 : 向貴公司的人事部/人力資源部查詢，是否可以安排以滙豐的戶口自動轉賬支薪。
- STEP 2 : Open an account at any HSBC branch if necessary.
第二步 : 如有需要，請前往任何一間滙豐分行開立戶口。
- STEP 3 : Please complete the instruction form below and forward it to your Personnel/Human Resources Department for their action.
第三步 : 開立戶口後，您只需要填妥下列表格並交回貴公司的人事部，以便辦理所需的手續。

(Please detach this section from the request form and retain it for future reference. 請保留此部分，以供日後參考。)

Member HSBC Group 滙豐集團成員



To 致 (Name 姓名 / Department 部門)	Date 日期
From 申請人 (Name of applicant 申請人姓名 / Department 部門)	
Telephone No. 電話號碼 :	Fax No. 傳真號碼 :
Subject 標題 REQUEST FOR SETTING UP/TRANSFER OF SALARY AUTOPAY TO AN HSBC ACCOUNT 申請設立/轉換滙豐戶口為自動轉賬支薪戶口	

Please arrange: 請安排 :

Transfer of my current salary autopay account 將本人現時的自動轉賬支薪戶口

Account Number 戶口號碼	Account Holder's Name 戶口持有人姓名	Bank Name 銀行名稱
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To my account with HSBC 轉換至本人開立於滙豐的戶口

Account Number 戶口號碼	Account Holder's Name 戶口持有人姓名
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Setting up of my salary autopay with HSBC 透過本人開立於滙豐的戶口設立自動轉賬支薪

Account Number 戶口號碼	Account Holder's Name 戶口持有人姓名
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Please advise the effective date of my request to set up/transfer my new salary autopay account as soon as possible.
請盡早通知本人有關申請設立/轉換滙豐戶口為自動轉賬支薪戶口的生效日期或申請結果。

X
Signature of Applicant 申請人簽署