



**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. 請用**正楷**填寫，並在適當的地方加上**剔號**。
  2. # Charges for amending Standing Instruction for Senior Citizen Card Holders will be waived. For Mail-in Application, please attach a photocopy of your Senior Citizen Card to this form.  
# 長者咭持有人可獲豁免更改常行指示的手續費。郵寄申請者，請將長者咭的副本連同此表格一併寄回。
  3. The Bank will amend/cancel your Standing Instruction accordingly, and no acknowledgement will be sent to you.  
本行將應閣下要求更改 / 取消閣下的常行指示，不會作另行通知。
  4. Details of the amended instructions will be reflected on your account statement and/or passbook after your request has been carried out by us.  
已更改的指示將會列印在閣下的戶口結單及 / 或儲蓄戶口簿內。
  5. \* The new debit account holder(s) and signing authority should be the same as the original debit account. \*新舊支賬戶口持有人及授權簽署必須相同。
  6. Please ensure that all information below given is clear and complete as any incomplete or insufficient information given may result in this standing instruction being delayed or not being processed. 請確保以下資料完整及清晰，否則常行指示會因此而被延誤或不被處理。
  7. ♦ The reference to "business day" means a day, other than a Saturday, Sunday or public holiday, on which banks are open for general business in Hong Kong. ♦「營業日」指銀行在香港開放營業的日子（星期六、日及公眾假期除外）。

Date 日期	day 日 / month 月 / year 年

OPS56

Please return your completed form either (1) by mail to "The Hongkong and Shanghai Banking Corporation Limited, P O Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong", or (2) by visiting your nearest HSBC Branch. Under normal circumstances, your request will be processed within 3 ♦ business days upon our receipt of your form. 請將已填妥的表格（1）寄回九龍中央郵政局郵政信箱 72677 號「香港上海滙豐銀行有限公司」收，或（2）交回就近滙豐分行。在一般情況下，本行將在收到您的申請表後三個♦營業日內處理您的申請。

Account Name 戶口名稱		
Account Number 戶口號碼	Currency (For CombiNations Passbook Savings Account Only) : 貨幣類別 (只適用於「外幣通」儲蓄戶口)	
Beneficiary(ies) Name(s) (For HKD Local Transfers to other bank, the maximum characters is 140 including spaces. For others, the maximum characters are 20 including spaces.) 受款人名稱 (如屬港幣本地常行指示，最多可輸入 140 個字母，包括空格。其他則最多為 20 個字母，包括空格。)	Currency and Amount 貨幣類別及金額	
Purpose of Payment 付款目的	Payment Date 支款日期 (dd-mmm-yyyy 日-月-年)	
	<table border="1"> <tr> <td><b>For Bank Use Only</b> 銀行專用</td> <td>Standing Instruction Number</td> </tr> </table>	<b>For Bank Use Only</b> 銀行專用
<b>For Bank Use Only</b> 銀行專用	Standing Instruction Number	

**Instruction 指示**

<input type="checkbox"/> Cancel the above Standing Instruction 取消上述常行指示		<b>Effective Date 生效日期</b> Day 日      Month 月      Year 年	
<input type="checkbox"/> Amend the above Standing Instruction as follows 更改上述常行指示如下：		Day 日      Month 月      Year 年	
<b>Tick (✓)</b>	<b>Instruction 指示</b>	<b>From 由</b>	<b>To 至</b>
	Currency 貨幣類別		
	Amount 金額		
	Frequency 周期		
	Payment Date 支款日期 (dd-mmm-yyyy 日-月-年)		
	Final Payment Date 最後一次支款日期	<input type="checkbox"/> (dd-mmm-yyyy 日-月-年) <input type="checkbox"/> Until Further Notice 直至另行通知	<input type="checkbox"/> (dd-mmm-yyyy 日-月-年) <input type="checkbox"/> Until Further Notice 直至另行通知
	BIC / Name and Address of Beneficiary Bank (For Euro payment to EU and EEA, BIC should be provided) 受款銀行的 BIC / 受款銀行名稱及地址 (所有選取歐盟及歐洲經濟區為目的地的歐元匯款，客戶必須填寫受款銀行的 BIC)		
	Beneficiary Account No. (maximum 37 digits, except Standing Instruction related to Overseas Remittance) / IBAN (For Euro payment to EU and EEA, IBAN should be provided) 受款人戶口號碼 (最多 37 字位，常行指示 (海外匯款) 除外) / IBAN (所有選取歐盟及歐洲經濟區為目的地的歐元匯款，客戶必須填寫受款人的 IBAN)		
	Others 其他		

**Instruction (Continued) 指示 (續)**

\*Change the Standing Instruction debit account number from the above account to my/our Account Number   
 \*更改由上述戶口支付的常行指示至本人(等)的戶口號碼

(hereafter called the New Debit Account) for standing instruction(s) listed below (以下稱新付款戶口) 而有關常行指示的資料如下：

Instruction 指示	From 由	To 至
Currency 貨幣類別		
Amount 金額		
Frequency 周期		
Payment Date 支款日期 (dd-mmm-yyyy 日-月-年)		
Final Payment Date 最後一次支款日期	<input type="checkbox"/> <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px; vertical-align: middle;"></span> (dd-mmm-yyyy 日-月-年) <input type="checkbox"/> Until Further Notice 直至另行通知	<input type="checkbox"/> <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px; vertical-align: middle;"></span> (dd-mmm-yyyy 日-月-年) <input type="checkbox"/> Until Further Notice 直至另行通知
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Beneficiary(ies) Name(s) 受款人名稱		
Others 其他		
<b>For Bank Use Only</b> 銀行專用	Standing Instruction Number	

I/We understand that a #charge (as stated in the General Bank Tariffs) will be debited from my/our account or the New Debit Account for each amended or setting up standing instruction respectively.  
 本人(等)明白每項更改或設定的常行指示#收費(請參照一般銀行服務簡介)將會分別從本人(等)的戶口或新付款戶口中扣取。

<b>For Bank Use Only</b> 銀行專用
<input type="checkbox"/> Confirm customer contact telephone number(s) is/are up to date.
<input type="checkbox"/> In Person and ID Checked for amendment request
<input type="checkbox"/> Waive S/I amended fee for HP account
Remarks
Authorised Signature and Branch Chop

**X**  
Signature(s) 簽署

S.V.

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**For Bank Use Only 銀行專用**

\_\_\_\_\_  
 Authorised Signature and Branch Chop

Signature(s) 簽署