

## ALL-IN-ONE AUTOPAY SETUP FORM 設立綜合自動轉賬申請表

### Application method :

- Return to any branches of Citibank
- Mail to P.O. Box 20151 Hennessy Road Post Office Hong Kong

### 遞交方法 :

- 交回任何一間花旗銀行
- 郵寄至香港軒尼詩道郵政信箱20151

Customer Information 客戶資料		
Please read the terms and conditions overleaf 請詳細閱讀背頁的條款		
My / Our bank 本人 / 吾等之銀行 <b>Citibank (Hong Kong) Limited</b>	My / Our name(s) as recorded on statement 本人 / 吾等在月結單上所記錄之姓名	Account no. 銀行賬戶號碼
I/We have read and confirmed that I/we understand fully the "Terms and Conditions for Setting Up of Direct Debit Authorization Records" overleaf as specified by Citibank (Hong Kong) Limited from time to time. I/We agree to bound by such Terms and Conditions. 本人/吾等確認已詳細閱讀及明白背頁花旗銀行(香港)有限公司不時修訂之「設立綜合直接付款授權紀錄之條款」並受其約束。		
<input checked="" type="checkbox"/> S.V.		
Signature of account holder(s) 銀行賬戶持有人簽名		Date (MM / DD / YY) 日期(月 / 日 / 年)

Please set up the following Direct Debit Authorization Records marked with "✓" for me/us.  
請為本人/吾等設立下列已選取"✓"號之直接付款授權紀錄。

Name of party to be credited (the Beneficiary) 收款人姓名(受益人)	Account no. to be credited 收款賬戶號碼	Debtor's reference 付款人編號	Limit for each payment* 每次付款限額*	Expiry date (MM/DD/YY) 到期日(月/日/年)
<b>Utility Bills 公用事業機構賬單</b>				
<input type="checkbox"/> The Hong Kong Electric Co Ltd. 香港電燈有限公司	004-002-220-457-001	Supply Address's A/C No. 供電地址賬戶號碼	HK港幣\$	
<input type="checkbox"/> CLP Power Hong Kong Ltd. 中華電力有限公司	004-002-208-239-002	Electricity Address's A/C No. 電力賬戶號碼	HK港幣\$	
<input type="checkbox"/> HKSAR (Water & Sewage) 香港特別行政區政府(水費及排污費)	004-002-900-439-001	Water & Sewage Charges A/C No. 水費及排污費用戶編碼	HK港幣\$	
<input type="checkbox"/> HKSAR (Rates / Government Rent) 香港特別行政區政府(差餉/地租)	004-002-900-413-001	A/C No. 賬戶號碼	HK港幣\$	
<input type="checkbox"/> The Hong Kong and China Gas Company Ltd 香港中華煤氣有限公司	004-002-220-143-007	Gas A/C No. 煤氣客戶號碼	HK港幣\$	
<b>Telecommunications 電訊服務</b>				
<input type="checkbox"/> HK Telecommunications (HKT) Limited	004-808-509-442-006	Telephone A/C No. 電話用戶客戶號碼	HK港幣\$	
<input type="checkbox"/> CSL Limited / One2Free PersonalCom Ltd 香港移動通訊 / 自由2	004-808-425-128-292	Mobile Phone A/C No. 流動電話號碼	HK港幣\$	
<input type="checkbox"/> Hutchison Telecommunications (Hong Kong) Ltd 和記電訊 / 和記電訊 (IDD008)	004-511-505-430-003	Customer No. 客戶號碼	HK港幣\$	
<input type="checkbox"/> SmarTone Mobile Communications Ltd 數碼通	004-500-787-551-001	SmarTone A/C No. 數碼通賬戶號碼	HK港幣\$	
<b>Citibank (Hong Kong) Limited 花旗銀行(香港)有限公司</b>				
<input type="checkbox"/> Citibank Credit Card Citibank信用卡 <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	250-390-00311800	Credit Card No. 信用卡號碼	<input type="checkbox"/> Minimum Payment 最低付款額 <input type="checkbox"/> Payment in full 全數付款	
<input type="checkbox"/> Citibank Personal Loan 花旗銀行私人貸款	250-390-10230901	Debtor reference no. 借貸參考號碼	HK港幣\$	
<input type="checkbox"/> Citibank Ready Credit Citibank靈活錢	250-390-00170512	Ready Credit reference no. 靈活錢參考編號	<input type="checkbox"/> Minimum Payment 最低付款額 <input type="checkbox"/> Payment in full 全數付款	
<input type="checkbox"/> Citibank Mortgage 花旗銀行樓宇按揭	250-390-10230901	Mortgage reference no. 樓宇按揭參考編號	HK港幣\$	
<input type="checkbox"/> Diners Club International (Hong Kong) Ltd 大來信用証國際(香港)有限公司 (Diners Club Card 大來信用証)	250-945-07967969	Diners Club Card no. 大來信用証號碼	<input type="checkbox"/> Minimum Payment 最低付款額 <input type="checkbox"/> Payment in full 全數付款	
<b>Others 其他</b>				
<input type="checkbox"/> Name of party to be credited (the Beneficiary) 收款人姓名(受益人)	Bank no. 銀行編號	Branch no. 分行編號	Account no. to be credited 收款賬戶號碼	
Debtor's Reference 付款人編號 (Identifying reference between yourself and the beneficiary 閣下與收款人的辨認參考編號)	Limit for each payment* 每次付款限額*		Expiry date (MM/DD/YY) 到期日(月/日/年)	
	HK港幣\$			
<input type="checkbox"/> Name of party to be credited (the Beneficiary) 收款人姓名(受益人)	Bank no. 銀行編號	Branch no. 分行編號	Account no. to be credited 收款賬戶號碼	
Debtor's Reference 付款人編號 (Identifying reference between yourself and the beneficiary 閣下與收款人的辨認參考編號)	Limit for each payment* 每次付款限額*		Expiry date (MM/DD/YY) 到期日(月/日/年)	
	HK港幣\$			

\* If the amount of your payments are likely to vary each time, set the limit for each Payment at the maximum amount you would expect to pay at any one time. Citibank (Hong Kong) Limited may set a default limit when the "Limit for each payment" is not specified. Citibank (Hong Kong) Limited reserves the right to reject the payment exceeding the default limit specified by Citibank (Hong Kong) Limited unless prior arrangements have been made.  
如付款之金額每次不同, 則請將最高者定為每次付款之最高金額, 當「每次付款限額」一欄未有填上時, 花旗銀行(香港)有限公司會就轉賬金額預設一個限額。如果轉賬金額超過花旗銀行(香港)有限公司所釐定的預設限額, 花旗銀行(香港)有限公司會保留不予轉賬, 預先安排除外。

For enquiries, please call our 24-hour CitiPhone Banking at (852) 2860 0333.  
如閣下有任何查詢, 請致電24小時電話理財服務熱線(852) 2860 0333。

**Terms and Conditions for Setting Up of Direct Debit Authorization Record:**

1. I/We hereby authorize Citibank (Hong Kong) Limited (“Citibank”) to effect transfers from my/our account to the accounts of the respective beneficiaries in accordance with such instructions as Citibank may receive from the beneficiaries from time to time.
2. I/We agree that Citibank shall not be obliged to ascertain whether or not notice or any such transfer has been given to me/us.
3. I/We jointly and severally accept full responsibility for any overdraft or increase in existing overdraft on my/our account which may arise as a result of any such transfer(s).
4. I/We agree that should there be insufficient funds in my/our account to meet any transfer hereby authorized, Citibank shall be entitled, in its discretion, not to effect such transfer in which event Citibank may make the usual charge and that it may cancel this authorization at any time on one week’s written notice.
5. These authorizations shall have effect until further notice or until the written expiry date (which shall first occur).
6. I/We agree that any notice of cancellation or variation of these authorizations which I/we may give to my/our bank shall be at least seven working days prior to the date on which cancellation/variation is to take effect.
7. Your bills should continue to be paid and settled in the normal manner until words “PAYMENT BY AUTOPAY” or statement similar in meaning are printed on such bills. The Banks will not be assumed any responsibilities for any surcharges or penalties for any delay in setting-up such Direct Debit Authorization records.
8. I/We hereby authorize Citibank to effect transfer from my/our account shown to Citibank in accordance with such instructions as Citibank may receive from Citibank for respective amounts equivalent to the current monthly installments under my/our loan account with Citibank including overdue installments, interest and any amounts due or payable to Citibank on their respective due dates until further notice or until my/our loan account is fully paid off. Only applicable to Citibank Personal Loan, Citibank Ready Credit or Citibank Mortgage autopay registration.
9. If there is any inconsistency between the English version and the Chinese version, the English version should prevail.

**Customer Should Note:**

1. “Debtor’s Reference” refers to the identifying reference between yourself and the respective beneficiary e.g. Customer Number, Phone Number etc.
2. The autopay authorization may take 2-6 weeks, varying from the different bills you are registering.
3. These direct debit authorizations will be cancelled automatically on the date included in the box marked “EXPIRY DATE”. If you wish the direct debit authorization to have effect indefinitely (or until cancelled by you), there is no need to mark any date in the box.
4. Your bills will continue to be sent to you for your records, and you can check the billed amount against your Citibank monthly statement.
5. If the bills cannot be settled by the autopay debit process in any case, you are advised to settle them without delay either by check through the post or in person. If not, you will be liable to the levy of surcharges in accordance with the regulation of the different beneficiaries.
6. You are responsible for notifying Citibank of any change which may invalidate this Direct Debit Authorization.
7. For payments made by direct bank debit, no receipts will be issued.
8. Your bills should continue to be paid and settled in the normal manner until words “PAYMENT BY AUTOPAY” or statement similar in meaning are printed on such bills. The Banks will not be assumed any responsibilities for any surcharges or penalties for any delay in setting-up such Direct Debit Authorization records.
9. If the amount of your payments are likely to vary each time, set the limit for each Payment at the maximum amount you would expect to pay at any one time. Citibank (Hong Kong) Limited may set a default limit when the “Limit for each payment” is not specified. Citibank (Hong Kong) Limited reserves the right to reject the payment exceeding the default limit specified by Citibank (Hong Kong) Limited unless prior arrangements have been made.
10. Only applicable to RATES - Under the section 22 of the Rating Ordinance. Rates are payable quarterly in advance in the first month of each quarter as notified quarterly in the Gazette. A surcharge of 5% may be imposed on the current quarter rates if not paid on or before the due date and a further surcharge of 10% may be imposed upon such rates (including any surcharge already imposed) remaining unpaid six months after the due date.
11. If there is any inconsistency between the English version and the Chinese version, the English version should prevail.

**設立綜合直接付款授權紀錄之條款：**

1. 本人/吾等現授權花旗銀行(香港)有限公司(「花旗銀行」)，自本人/吾等之賬戶內轉賬予所述受益人。
2. 本人/吾等同意花旗銀行無須證實該等轉賬通知是否已交予本人/吾等。
3. 如因該等轉賬而令本人/吾等之賬戶出現透支(或令已有之透支增加)，本人/吾等願共同及個別承擔全部責任。
4. 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，花旗銀行有權不予轉賬，且花旗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。
5. 本授權書將繼續生效直至另行通知為止或直至所到期日為止(以兩者中最早之日期為準)。
6. 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/更改生效日至少七個工作日之前交予本人/吾等之銀行。
7. 各項有關賬單仍須繼續繳清，直至該等賬單印有「自動轉賬付款」或類似字句。花旗銀行對閣下因延誤設立直接付款授權紀錄所引起該等賬單的付加費或延誤罰款概不負責。
8. 本人/吾等現授權花旗銀行，根據花旗銀行不時給予花旗銀行之指示，在有關欠付或應付日之內，自本人/吾等之所述賬戶內，將根據本人/吾等和花旗銀行之借貸戶口每月應付之還款額，包括過期還款，利息和任何欠付或應付花旗銀行之款項，轉賬予花旗銀行，直至另行通知或本人/吾等之借貸戶口全部清還。只適用於設立花旗銀行私人貸款、Citibank靈活錢或花旗銀行樓宇按揭自動轉賬還款。
9. 如本文的中、英文本有任何差異，將以英文本為準。

**顧客注意事項：**

1. 在「付款人編號」欄內，請填上閣下與收款人之辨認參考資料，例如客戶號碼或電話號碼等。
2. 處理本授權書需時二至六星期，並會因閣下登記之不同賬單而需時不同。
3. 本直接付款授權書將於「每次付款限額」一欄中所填寫之日期自動撤銷。如閣下意欲本直接授權書無限期有效(或直至閣下撤銷為止)，則無須填寫任何日期。
4. 繳費賬單仍會照常寄上，以供閣下核對花旗銀行之綜合月結單。
5. 如賬單款項未能經自動轉賬繳交，閣下應立即郵寄支票或前往繳費處繳交款項，不可延誤。如未能在繳費單上所指定的限期繳付，閣下將被不同受益人的條款所規定而徵收附加費。
6. 如有任何變更以致本直接授權書失效，銀行賬戶持有人有責任通知往來銀行。
7. 如以銀行直接付款方式繳費，將不獲收據。
8. 各項有關賬單仍須繼續繳清，直至該等賬單印有「自動轉賬付款」或類似字句。花旗銀行對閣下因延誤設立直接付款授權紀錄所引起該等賬單的付加費或延誤罰款概不負責。
9. 如付款之金額每次不同，則請將最高者定為每次付款之最高金額，當「每次付款限額」一欄未有填上時，花旗銀行(香港)有限公司會就轉賬金額預設一個限額。如果轉賬金額超過花旗銀行(香港)有限公司所釐定的預設限額，花旗銀行(香港)有限公司會保留不予轉賬，預先安排除外。
10. 只適用於繳交差餉 - 根據差餉條例第22條，差餉須依照憲報每季公佈的日期，在每季第一個月上期繳付。如果不在繳付限期或該日之前清繳差餉，政府會按當季差餉額加徵百分之五的附加費；如在繳款限定過後六個月仍未清數，則再加徵全部欠款(包括先前已加收的附加費在內)百分之十的附加費。
11. 如本文的中、英文本有任何差異，將以英文本為準。