

**DIRECT DEBIT AUTHORISATION 直接付款授權書**

RDD-01

Name of Party to be Credited (<i>The Beneficiary</i>) 收款的一方 (收款人) Brio Electronic Commerce Limited T/A ecTDEC		Bank No. 銀行號碼 004	Branch No. 分行號碼 404	Account No. 戶口號碼 446650-838
My / Our Bank Name and Branch 本人 (等) 的銀行及分行的名稱		Bank No. 銀行號碼	Branch No. 分行號碼	My / Our Account No. 本人 (等) 的戶口號
My / Our Name (s) as recorded on Statement / Passbook (<i>in Block Letters</i>) 本人 (等) 在結單 / 存摺上所紀錄的名稱 (請以英文正楷填寫)		HK Identity Card / Business Registration Number of Account-Holder (s) 賬戶持有人的身份証 / 商業登記號碼		
Tel No. 電話號碼	Maximum Limit 最高付款限額 <i>Note: If Blank, the debtor's bank will set as "unlimited"</i> 注意: 如無填寫, 付款銀行會將轉賬限額設定為「不設上限」	Expiry Date (<i>day/month/year</i>) 到期日 (日/月/年) <i>Note: If blank, this authorization shall have effect until further notice and Expiry Date should be greater than 3 months.</i> 注意: 如無填寫, 此直接付款授權書無限期有效期直至另行通知及到期日必須大於三個月		
My / Our Address as recorded on Statement / Passbook 本人 (等) 在結單 / 存摺上所紀錄的地址				
Debtor Name (<i>in Block Letters</i>) 付款人名稱 (請以英文正楷填寫) <i>Note: Please specify if other than Account Holder 注意: 如非戶口持有人, 請填寫</i>		Debtor Reference (<i>Compulsory Field</i>) 付款人編號 (必須填寫) (Reference between yourself and the party to be credited 貴賬戶與收款一方的編號)		
Declaration 聲明 1. I / We hereby authorise my/our above named Bank to effect transfers from my/our account to that of the above named beneficiary in accordance with such instructions as my/our Bank may receive from the beneficiary and/or its banker and/or its banker's correspondent from time to time provided always that the amount of any one such transfer shall not exceed the limit indicated above. 本人 (等) 現授權本人 (等) 的上述銀行, (根據收款人或其往來銀行及 / 或代理行不時給予本人 (等) 銀行的指示) 自本人 (等) 的戶口內轉賬予上述收款人, 惟每次轉賬金額不得超過以上指定的限額 2. I / We agree that my/our Bank shall not be obliged to ascertain whether or not notice of any such transfer or reversal notice has been given to me/us. 本人 (等) 同意本人 (等) 的銀行毋須證實該等轉賬通知或沖銷通知是否已交予本人 (等) 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). 如因該等轉賬而令本人 (等) 戶口出現透支 (或令現時的透支增加), 本人 (等) 願共同及個別承擔全部責任 4. I / We agree that should there be insufficient funds in my/our account to meet any transfer hereby authorised, my/our Bank shall be entitled, in its discretion, not to effect such transfer in which event the Bank may make the usual charge and that it may cancel this authorisation at any time on one week's written notice. 本人 (等) 同意如本人 (等) 的戶口並無足夠款項支付該等授權轉賬, 本人 (等) 的銀行有權不予轉賬, 且銀行可收取慣常的收費, 並可隨時以一星期書面通知取消本授權書 5. This direct debit authorisation shall have effect until further notice or until the expiry date written above (whichever shall first occur). I / We agree that if no transaction is performed on my/our account under such authorisation for a continuous period of 30 months, my/ our Bank reserves the right to cancel the direct debit arrangement without prior notice to me/us, even though the authorisation has not expired or there is no expiry date for the authorisation. 本直接付款授權書將繼續生效直至另行通知為止或直至上列到期日為止 (以兩者中最早的日期為準) 本人 (等) 同意如本人 (等) 已設立直接付款授權的戶口連續三十個月內未有根據本授權而作出過賬的紀錄, 本人 (等) 的銀行保留權利取消本直接付款安排而毋須另行通知本人 (等), 即使本授權書並未到期或未有註明授權到期日 6. I / We agree that any notice of cancellation or variation of this authorisation which I / we may give to my/our Bank shall be given at least two working days prior to the date on which such cancellation / variation is to take effect. 本人 (等) 同意, 本人 (等) 取消或更改本授權書的任何通知, 須於取消 / 更改生效日最少兩個工作天之前交予本人 (等) 的銀行				
My / Our Bank Account Signature (s) & Company Chop 本人 (等) 銀行戶口的簽署 / 及公司蓋章				
				Date 日期
For Bank Use Only 銀行專用	Remarks			Branch Chop

Please complete the form and deliver to the following address by mail or by hand. 請填妥以上表格郵寄或親身交回下列地址:

標奧電子商務有限公司 香港太古坊華蘭路 20 號華蘭中心 1705 室 電話: 2111 1611 網址: www.brio.com.hk
Brio Electronic Commerce Ltd. Unit 1705, Westlands Centre, 20 Westlands Rd., Taikoo Place, HK Tel: 2111 1611 Web: www.brio.com.hk

Appendix (附頁)

1. It will require 6 – 8 weeks to complete the set-up or change of direct debit authorisation arrangement with your Bank.

Before the set-up process is completed, please note the following temporary arrangements :

銀行一般需時約六至八個星期才能完成直接付款確認或更改手續, 在此期間, 請注意以下安排:

For New Direct debit Account Set-up

You will receive an electronic statement on the date you set-up your account as date of billing. The payment amount will be listed on the electronic statement. After receiving the electronic statement, you should settle the payment directly by depositing the requested amount into ecTDEC's HSBC bank account (**404-446650-838**). If you prefer to pay by cheques, cheques should be made payable to "ecTDEC". Please fax the copy of the pay-in slip with details about your company name and GETS ID to ecTDEC at 2111 1600. It will take 2 bank-business days to update your payment record. To ensure a smooth and uninterrupted service from ecTDEC, please settle the payment within 2 days after receiving the statement.

新成立直接付款手續

一般情況下, 貴公司會根據閣下登記時所指定的續賬期收到一份電子賬單, 上面列出一切有關待繳的收費。收到電子賬單後, 敬請閣下直接把有關繳費存入報關易的香港滙豐銀行戶口 (戶口號碼: **404-446650-838**)。客戶亦可選擇使用支票付款, 抬頭請寫「報關易」繳費後, 請把存賬收條連同公司名稱、GETS ID 等資料傳真至報關易 (傳真號碼: 2111 1600)。由於報關易需要兩個銀行工作天去處理有關賬項及更改記錄, 故此為了避免不必要的服務延誤, 請在收到賬單後兩個工作天內繳交有關費用。

For Change of Direct debit Bank

We will continue to debit the payment from your existing bank account until the new direct debit account is ready. When the new bank account number on your statement: "Direct debit Bank Account:[Your account no.] HK\$[amount] on [Date] is updated, the amount shown will then be debited from your bank account.

更改直接付款手續

在更改手續完成前, 標奧會繼續從 貴公司現有之賬戶支賬。當直接付款手續完成後, 在其後收到的賬單上, 將顯示以下的項目: AUTO BANK ACCOUNT [貴公司銀行戶口號] HK\$ [金額] ON [日期]。這表示有關費用將會透過轉賬於新戶口扣除。

2. How to complete the following form:

如何填寫下列表格:

My / Our Bank Name and Branch 本人 (等) 的銀行及分行的名稱		Bank No. 銀行號碼	Branch No. 分行號碼	My / Our Account No. 本人 (等) 的戶口號
1				
My / Our Name (s) as recorded on Statement / Passbook (in Block Letters) 本人 (等) 在結單 / 存摺上所記錄的名稱 (請以英文正楷填寫)		HK Identity Card / Business Registration Number of Account-Holder (s) 賬戶持有人的身份證 / 商業登記號碼		
		2		
Tel No. 電話號碼	Maximum Limit 最高付款限額 Note: If blank, the debtor's bank will set as "unlimited" 注意: 如無填寫, 付款銀行會將轉賬限額設定為「不设上限」	Expiry Date (day/month/year) 到期日 (日/月/年) Note: If blank, this authorization shall have effect until further notice and Expiry Date should be greater than 3 months. 注意: 如無填寫, 此直接付款授權書無限期有效, 直至另行通知及到期日必須大於三個月		
My / Our Address as recorded on Statement / Passbook 本人 (等) 在結單 / 存摺上所記錄的地址				
3				
Debtor Name (in Block Letters) 付款人名稱 (請以英文正楷填寫) Note: Please specify if other than Account Holder 注意: 如非戶口持有人, 請填寫		Debtor Reference (Compulsory Field) 付款人編號 (必須填寫) (Reference between yourself and the party to be credited 貴賬戶與收款一方的編號)		
		4		

Your account number should have 9 digits or below. For enquiry, please contact your bank 賬戶號碼最長九位數字, 如有疑問, 請與閣下之銀行聯絡

Please note the following examples : 請參考以下事例 :

Case 1 事例一	Case 2 事例二	Case 3 事例三
Same Company Name 同一公司名稱	Different Company Name 不同公司名稱	Personal Company Name 私人戶口名稱
Company 公司名稱: ABC Co. / ABC 公司	Company 公司名稱: ABC Co. / ABC 公司	Company 公司名稱: ABC Co. / ABC 公司
A/C Name 戶口名稱: ABC Co. / ABC 公司	A/C Name 戶口名稱: DEF Co. / DEF 公司	A/C Name 戶口名稱: Chan Tai Man / 陳大文
A/C No. 戶口號碼: 123456789	A/C No. 戶口號碼: 123456789	A/C No. 戶口號碼: 123456789
1 ABC Co. / ABC 公司	DEF Co. / DEF 公司	Chan Tai Man / 陳大文
2 ABC Co.'s Business Registration no./ ABC 公司商業登記編號	DEF Co.'s Business Registration no./ DEF 公司商業登記編號	Chan Tai Man's HK Identity Card no./ 陳大文身份證號碼
3 ABC Co.'s address / ABC 公司地址	DEF Co.'s address / DEF 公司地址	Chan Tai Man's address / 陳大文地址
4 ABC Co. / ABC 公司	ABC Co. / ABC 公司	ABC Co. / ABC 公司