



RDD-01

DIRECT DEBIT AUTHORISATION 直接付款授權書

Name of Party to be Credited (<i>The Beneficiary</i>) 收款的一方 (收款人) Brio Electronic Commerce Limited		Bank No. 銀行號碼 012	Branch No. 分行號碼 706	Account No. 戶口號碼 2-039425-9
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) 賬戶持有人的身份證 / 商業登記號碼		
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「不設上限」	Expiry Date (<i>day/month/year</i>) 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) Note: Please specify if other than Account Holder 注意: 如非戶口持有人, 請填寫		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)		
<p>Declaration 聲明</p> <p>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。</p> <p>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) 同意如本人 (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)。</p> <p>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。</p> <p>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。</p> <p>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。</p> <p>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。</p>				
My / Our Bank Account Signature (s) & Company Stamp 本人 (等) 銀行戶口的簽署 / 及公司蓋章				
				Date 日期: / / (dd / mm / yy) (日 / 月 / 年)
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. 請填寫以上表格 郵寄或親身交回下列地址:

Brio Electronic Commerce Limited
標 奧 電 子 商 務 有 限 公 司

24/F, Vita Tower, 29 Wong Chuk Hang Road, Wong Chuk Hang, Hong Kong
香港黃竹坑黃竹坑道 29 號維他大廈 24 樓
Tel 電話: 2581 1111 Fax 傳真: 2581 1660 Website 網址: www.brio.com.hk

Appendix (附件)



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 Brio Electronic Commerce Limited's BOC bank account (012-706-2-039425-9). If you prefer to pay by cheques, cheques should be made payable to "Brio Electronic Commerce Limited". Please fax the copy of the pay-in slip with details about your company name and BR ID at 2111 1600. It will take 2 bank-business days to update your payment record. To ensure a smooth and uninterrupted service from Brio, 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標奧電子商務有限公司的中國銀行銀行戶口（戶口號碼：**012-706-2-039425-9**）。客戶亦可選擇使用支票付款，抬頭請寫「標奧電子商務有限公司」繳費後，請把存賬收條連同公司名稱、BR ID 等資料傳真至 2111 1600。由於標奧需要兩個銀行工作天去處理有關賬項及更改記錄，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：
DIRECT DEBIT 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
My / Our Name (s) as recorded on Statement / Passbook (in Block Letters) 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) 賬戶持有人的身份證 / 商業登記號碼		
1		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, 此項銀行授權書無限期有效, 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/存摺上所紀錄的地址				
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 Same Company Name 同一公司名稱	Case 2 事例二 Different Company Name 不同公司名稱	Case 3 事例三 Personal Company Name 私人戶口名稱
Company 公司名稱: ABC Co. / ABC 公司 A/C Name 戶口名稱: ABC Co. / ABC 公司 A/C No. 戶口號碼: 123456789	Company 公司名稱: ABC Co. / ABC 公司 A/C Name 戶口名稱: DEF Co. / DEF 公司 A/C No. 戶口號碼: 123456789	Company 公司名稱: ABC Co. / ABC 公司 A/C Name 戶口名稱: Chan Tai Man / 陳大文 A/C No. 戶口號碼: 123456789
1. ABC Co. / ABC 公司	1. DEF Co. / DEF 公司	1. Chan Tai Man / 陳大文
2. ABC Co.'s Business Registration no./ ABC 公司商業登記編號	2. DEF Co.'s Business Registration no./ DEF 公司商業登記編號	2. 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	3. DEF Co.'s address / DEF 公司地址	3. Chan Tai Man's address / 陳大文地址
4. ABC Co. / ABC 公司	4. ABC Co. / ABC 公司	4. ABC Co. / ABC 公司



Privacy Policy

Our Pledge

Brio Electronic Commerce Limited is committed to safeguarding your personal data confidential and shall ensure that our policies and practices comply with requirements of the Personal Data (Privacy) Ordinance (the "Ordinance"), and where possible, exceed the international recognized standards of personal data protection. Furthermore, we are also committed that our employees are in strict compliance with the most stringent regulations regarding security and confidentiality.

Security

All the personal data you provide to us is kept securely with restricted access by authorized personnel only. We strive to protect your company and/or personal data and adopt a range of security technologies and measures to prevent unauthorized access, use or disclosure.

Personal Information Collection Statement

As a customer of our company, it may be necessary for you to provide us with your personal data when you use our services and as required in the forms/documents in relation to our services. The types of personal data include but not limited to your company name, your name, address, email, fax number, telephone number and any other information you provide to us. If your personal data is incomplete or incorrect, we may not be able to provide services to you.

We are committed to keeping your personal data confidential at all times. Our policies and practices with respect to the collection, use, retention, disclosure, transfer, security and access of personal data will be in accordance with the Ordinance. The personal data that Brio collected about you and identifies you will be used to process electronic trading services for you, and will be disclosed and transferred to the Government or a third party appointed by Brio. Without your prior consent, we will not disclose your personal data to any persons or organizations.

We may use and retain the personal data you provided to us for the following purposes and for other purposes as may be agreed between you and us or required by law from time to time.

- provide our services to you;
- process your electronic trading services;
- perform normal management and operation of the services; and
- contact you if needed.

Access to and Correction of Personal Data

Under the Ordinance, you have the right to:

- check whether we hold any of your personal data;
- access your personal data held by us; and
- require us to correct any personal data which is inaccurate.

If you want to access and/or correct the personal data that you have provided to us, or if you want to ascertain our policies and practices in relation to personal data, please contact our Customer Services Officer (address: 24/F, Vita Tower, 29 Wong Chuk Hang Road, Wong Chuk Hang, Hong Kong, email: helpdesk@brio.com.hk, or hotline: (852) 2111 1611).

私隱政策聲明

服務承諾

標奧電子商務有限公司承諾遵守《個人資料(私隱)條例》下有關管理個人資料的規定，保證會完全符合條例，並且在可能情況下超越國際認可的個人資料保障水平。我們同時承諾確保我們所有員工嚴格遵從保安及保密方面最嚴格的規定。

保安措施

您向我們提供的個人資料將獲妥善儲存，只有獲授權人士才可查閱。我們將致力保護您的公司及/或個人資料，並採取一系列的保安技術及措施以防止未經授權的進入、使用或披露。

收集個人資料聲明

您作為我們的顧客，在使用我們服務時填寫相關表格/文件，可能需要向我們提供您的個人資料，包括但不限於您的公司名稱、個人姓名、地址、電郵帳戶、傳真號碼、電話號碼及任何其他您向我們提交的資料。倘有關個人資料並不完整或不正確，我們便可能無法為您提供我們的服務。

我們承諾時刻將您的個人資料保密處理。我們有關收集、使用、保存、披露、轉移、保密及查閱個人資料的政策及常規均符合《個人資料(私隱)條例》規定。本公司在收集有關於您及可辨識您個人身份的資料後，在處理您的電子貿易服務時會向相關的政府部門或認可之第三方機構作出披露及轉移。在未得到您的事先同意前，我們不會向其他人士或機構披露所收集得關於您的資料。

我們可使用及保存您提供的個人資料以配合以下用途，和您與我們可能同意或法律不時要求的其他用途。

- 為您提供我們的服務；
- 辦理有關的電子貿易服務；
- 服務的正常管理及運作；以及
- 方便我們與您聯絡。

查閱及更正資料

根據有關條例，您有權：

- 查核我們是否持有您任何個人資料；
- 查閱我們持有您的個人資料；以及
- 要求我們更正任何不正確的個人資料。

如欲查閱及/或更正我們所持有關於您的個人資料，或任何本公司私隱政策和實務方面的查詢，請聯絡我們的客戶服務主任(地址：香港黃竹坑黃竹坑道 29 號維他大廈 24 樓，電郵：helpdesk@brio.com.hk，或電話：(852) 2111 1611)。