更改每月捐款指示及個人資料表格
Change of Monthly Donation Instruction and Personal Particulars

香港基督教服務處
HONG KONG CHRISTIAN SERVICE

全人關心 卓越創新
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請填妥此表格並傳真至 2731 6363 或以郵寄方式寄回香港基督教服務處，並在信封面註明「捐款資料更新」。(地址：九龍尖沙咀加連威老道 33 號 6 樓) Please return the completed form by fax to 2731 6363 or by post to Hong Kong Christian Service and mark "Change of Donor Information" on the envelope. (Address: 6/F, 33 Granville Road, Tsimshatsui, Kowloon, Hong Kong)

請在適用項目的空格內加上"✓"或刪去不適用者 Please "✓" or delete as appropriate

捐款人姓名 Donor's name: _____ (*公司 Company/先生 Mr/女士 Ms/小姐 Miss)

捐款人編號 Donor's number: _____

第一部份: 更改每月捐款計劃資料　　Part I: Change of monthly donation instruction

☐ 「月捐悅多」每月捐款計劃 HKCS Monthly Donation Programme

☐ 其他每月捐款計劃 Other monthly donation programmes

　　請註明 Please specify: _____

請由 _____ (日/月/年) 起將本人/吾等之每月捐款資料更改如下：
Please change my/our monthly donation instruction effective from _____ (dd/mm/yy) as follow:

☐ 每月定額捐款金額 Monthly donation amount (HKD): _____

☐ 每月定額捐款有效期至 Expiry date for monthly donation: _____ (日/月/年 dd/mm/yy)

☐ 每月定額捐款之捐款方法 Monthly donation methods*
(請提供信用卡/銀行自動轉賬資料 Please provide credit card / bank autopay information)

☐ **信用卡資料 Credit card information**

　　☐ VISA　　　　☐ MasterCard

信用卡號碼 Credit card number: _____

信用卡有效期至 Credit card expiry date: _____ (月 mm) /_____ (年 yy)

持卡人姓名 Cardholder's name: _____

持卡人簽署 Cardholder's signature: _____

☐ **銀行自動轉賬資料 Bank autopay information**

請填妥右頁的銀行自動轉賬授權書 Please complete the Direct Debit Authorisation Form on the page of the right-hand side.

☐ 本人/吾等欲取消每月捐款。 I/We would like to cancel my/our monthly donations.

* 如須取消或更改每月信用卡或銀行自動轉賬捐款，請於取消或更改生效日期 14 個工作天前通知香港基督教服務處。
Notice of cancellation or variation of credit card/bank autopay monthly donation shall be given to HKCS at least 14 working days prior to the date on which such cancellation or variation is to take effect.

第二部份: 更改個人資料　　Part II: Change of personal particulars

地址 Address: _____

電話 Tel: _____ 傳真 Fax: _____

電郵 Email: _____

本人/吾等確認上述之更改 I/We confirm the above changes:

捐款人簽署 Donor's signature: _____ 日期 Date: _____

香港基督教服務處 Hong Kong Christian Service　捐助及查詢熱線 Donation and enquiry hotline: 2731 6369　傳真 Fax: 2731 6363
九龍尖沙咀加連威老道 33 號 33 Granville Road, Tsimshatsui, Kowloon, Hong Kong　網址 Website: www.hkcs.org　電郵 Email: giving@hkcs.org

香港基督教服務處是一所註冊慈善團體受擔保有限公司

銀行戶口自動轉賬−直接付款授權書
Autopay – Direct Debit Authorisation

日期 Date　日 day / 月 month / 年 year

收款的一方（受益人）Name of Party to be Credited (The Beneficiary)	銀行號碼 Bank No	分行號碼 Branch No	戶口號碼 Account No
香港基督教服務處 HONG KONG CHRISTIAN SERVICE	004	741	382956-838

本人（等）的銀行及分行名稱 My/Our Bank Name and Branch	銀行號碼 Bank No	分行號碼 Branch No	本人（等）的戶口號碼 My/Our Account No

本人（等）在結單/存摺上所紀錄名稱：(* 先生/小姐/太太/公司)
Account Holder (Donor) : (Mr/Ms/Mrs/Company*)

英文 English： _____
請以英文正楷填寫 Please write in **Block Letters.**

中文 Chinese：

+每次/月*付款之限額
+ Limit for Each Payment/Month*

HK$

☐ Effect indefinitely (until further notice) 無限期有效（至另行通知）

+ 到期日（日/月/年）
+ Expiry Date (day/month/year)

+ 本人（等）的銀行戶口簽署
+ My/Our Signature(s) as signed on bank account.

本人（等）在結單/存摺上所紀錄的地址
My/Our Address as recorded on Statement/Passbook

聯絡電話號碼
Contact Tel No

X

本處專用 For Official Use Only	銀行專用 For Bank Use Only	
Debtor's (Hong Kong Christian Service) Reference 債務人（香港基督教服務處）參考 #	Remarks	Authorised Signature with Branch Chop

* 請刪去不適用者 * Please delete whichever is not appropriate.

\# 請留空讓本處替您填上捐款者編號 # Please leave blank for HKCS to fill in your Donor's No

1. 本人（等）現授權本人（等）的銀行，(根據受益人或其往來銀行及／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受益人。惟每次轉賬金額不得超過以上指定的限額。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.

2. 本人（等）同意本人（等）的銀行毋須證實該等轉賬通知是否已交予本人（等）。I/We agree that my/our Bank shall not be obliged to ascertain whether or not notice of any such transfer has been given to me/us.

3. 如因該等轉賬而令本人（等）的戶口出現透支（或令現時的透支增加)，本人（等）願共同及個別承擔全部責任。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. 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。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.

5. 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）已設立的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。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.

6. 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。I/We agree that any notice of cancellation of 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.

+ 附註 + Notes：

1. 如您付款的數額每次可能不同，則請將最高者定為**每次付款的最高限額**。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.

2. 本直接付款授權書將於「**到期日**」一欄中所填寫的日期自動撤銷。如您意欲直接付款授權書無限期有效（或直至您予以撤銷為止)，則請將該欄留空。The Direct Debit Authorisation will be cancelled automatically on the date included in the box marked "**Expiry Date**". If you wish the Direct Debit Authorisation to have effect indefinitely (or until cancelled by you), please leave box blank.

3. 請保證您在此授權書內的簽名，與銀行戶口所簽者完全相同。Please ensure that you sign the form in the usual way that you would sign on your Bank Account.

4. 在「**債務人參考**」欄內，請將您與受款一方的關係，略予說明，例如學生編號、抵押合約號碼等。In the box marked "**Debtor's Reference**" enter the identifying reference between yourself and the party to be credited i.e. Student No, Mortgage Agreement No, rental Agreement No, etc.

5. 如「**每月付款的限額**」一欄未有上，債務銀行會將轉賬限額設定為"不設上限"。If "**Limit for Each Month**" is not specified, the debtor's bank will set the limit as "unlimited".