

轉賬登記/設立執行支付指示表格

致：分行

日期

PRE-REGISTERED FUNDS TRANSFER/NEW STANDING INSTRUCTION FORM

To: Branch: _____

Date: _____

本人/吾等在此授權花旗銀行(香港)有限公司執行由本人/吾等之戶口至下列收款人戶口之轉賬。本人/吾等明白本人/吾等每日可以進行轉賬之金額上限將受每日轉賬限額所限制，銀行保留不時對該等上限作出調整之權利。銀行收款人如在過去12個月尚未有任何交易紀錄將會被暫停。如須轉賬至該等已失效之戶口，請重新登記。

I/We hereby authorize Citibank (Hong Kong) Limited to execute funds to the following beneficiaries. I/We understand that the maximum transfer amount per day cannot exceed the daily transfer limit. The bank reserves the rights of adjusting the limit from time to time. Bank payee accounts will be automatically suspended if there has been no activity for past 12 months. Please re-register as needed.

轉賬細節：(請以英文填寫) Funds Transfer Details: (please complete in English)

<input type="checkbox"/> 新增 Add			
收款人類別: Payee Type:	<input type="checkbox"/> 本地花旗銀行戶口 Local Citibank Accounts <input type="checkbox"/> 本地非花旗銀行戶口 Local Non-Citibank Accounts <input type="checkbox"/> 其他海外銀行戶口 Other Overseas Bank Account		
指示類別: Type of Instruction:	<input type="checkbox"/> 收款人登記 Payee Registration <input type="checkbox"/> 執行支付指示 Standing Instruction		
收款人: Beneficiary Name:			收款貨幣: Currency:
收款人戶口號碼: Beneficiary Account No.:	銀行號碼 Bank Code	分行號碼 Branch Code	戶口號碼 Account No
收款人地址: Beneficiary Address:			
收款銀行名稱: Receiving Bank Name:			
收款銀行地址: Receiving Bank Address:			
To facilitate Money Transfers to your Beneficiary's account in a more efficient way, please provide more information of the Receiving Bank: 為更快地將款項匯到收款人的戶口，請提供以下收款銀行的資料:			
美元匯款 : For USD : Fedwire No. _____	UID No. _____	CHIPS No. _____	
英鎊匯款 : For GBP : Sorting Code _____	澳元/紐幣匯款 For AUD/NZD: BSB No. _____	加幣匯款: For CAD Transit No. _____	
人民幣匯款 : For RMB : CNAPS No. _____	其他國家匯款: For other country SWIFT Code: _____ (8 or 11 Characters)		
聯絡銀行名稱: Correspondent Bank Name:			
聯絡銀行地址: Correspondent Bank Address:			
聯絡銀行戶口: Correspondent Bank Account Number:			
付款信息: Payment Message:			

只適用於執行支付指示 Applicable to Standing Instruction only

第一次支款日期(月/日/年): First Payment Date (MM/DD/YYYY):					
支款週期: Frequency of Payment:	<input type="checkbox"/> 每星期 Weekly	<input type="checkbox"/> 每月 Monthly	<input type="checkbox"/> 每三個月 Quarterly	<input type="checkbox"/> 每半年 Semi-Annually	<input type="checkbox"/> 每年 Annually
貨幣類別及金額: Currency and Amount:					
最後一次支款日期: Final Payment Date:	<input type="checkbox"/> 直至: Until Date	(月/日/年) (MM/DD/YY)	<input type="checkbox"/> 直至另行通知 Until further notice		

Note 備註:

- 如支款日期適逢銀行假期/非結算日，該執行支付指示則於下一個結算日進行。如支款日期為星期六，並同時為該月份之最後一天，該執行支付指示將會提前一個結算日進行。
If the Payment Date falls on a day which is a public holiday/non-clearing day, the standing instruction will be processed on the clearing day following the public holiday/non-clearing day. If the Payment Date falls on a Saturday and a month end, the standing instruction will be processed on the preceding clearing day.
- 本人/吾等明白上述安排的收費(請參照花旗銀行收費簡介)，將會從本人/吾等戶口中扣取。I/We understand that a charge will be debited from my/our account for each of the above arrangements in accordance with the schedule of Citibank Service Fees.
- 本人/吾等明白本人/吾等須在指定的支款日期前一個結算日存有足夠款項，若執行支付指示付款因存款不足而退回，銀行有權收取費用。
I/We understand that I/we must maintain sufficient funds in the account at least one business day before the clearing day and that a charge may be levied, at the Bank's discretion, on each standing instruction payment returned due to insufficient funds.
- 本人/吾等明白當銀行執行支付指示時，若遇到任何非銀行所能控制的原因而直接或間接引致延遲或無法執行該指示，銀行無須負責；凡因或有關執行或不執行本人/吾等指示而引致的任何直接或間接損失，銀行亦無須對本人/吾等負責。
I/We understand that the Bank will not liable for any delay or failure to carry out the standing instructions where such delay or failure is attributable (whether directly or indirectly) to any cause beyond the Bank's control and under no circumstances shall the Bank be responsible to me/us for any consequential or indirect losses arising out of or in connection with the carrying out or otherwise of my/our instructions.

本人/吾等明白登記程序需時3個工作天，並同意其後給予上述收款人之匯款將受列於背頁的條款所規限。

I/We understand that the registration process takes 3 business days and agree that the subsequent transfers to the above beneficiary(ies) are made subject to the conditions printed on the reverse side herein.

戶名(英文) Account Title:	戶口號碼 Account Number:	簽署 Signature(s)	Signature Verified	For Bank Use Only	
				<input type="checkbox"/> In Person, ID verified	Processed by
				1 st verifier	2 nd verifier
				Authorized by	
				<input type="checkbox"/> Mail in	
				<input type="checkbox"/> Messenger	

請將已填妥的表格寄回香港軒尼詩道郵政信箱20151號，本行不接受以傳真遞交的登記。

Please return your completed form by mail to PO Box 20151, Hennessy Road Post Office, Hong Kong. We do not accept any registrations by fax.

銀行副本
Bank Copy

Citibank (Hong Kong) Limited

條款:

匯款人明白及同意以下為花旗銀行(香港)有限公司(以下簡稱銀行)接納款項及資料作為匯款用途之條款:

1. 除非另有書面協議，(a) 銀行將以郵遞、電報、無線電報、電匯或匯票（以下統稱為信息）傳送匯款及銀行可以明文、代碼或密碼發出有關匯款之信息；(b) 當收到匯款人款項，銀行一般會以當日銀行採用之賣出價兌換外幣及傳送匯款，儘管銀行有酌情權完全決定兌換和匯款的日期。
2. 銀行就其已作出兌換及匯款之書面聲明為最終記錄。
3. 銀行可代匯款人選用任何聯絡人、代理人或分代理人。
4. 如匯款並非以收款所在地的貨幣支付，收款人亦將收取以銀行之聯絡人、代理人或分代理人當時採用之買入價兌換該地之貨幣。收款人亦可與銀行之聯絡人、代理人或分代理人安排繳付所有有關收費後以其他貨幣收取該匯款。
5. 在任何情況下匯款人確認承擔匯款所涉及各方面的風險。銀行不會就信息於傳送時之損毀、中斷、遺漏、謬誤、忽略、差誤、錯誤或延誤，或經郵遞、電報、無線電報公司或銀行之聯絡人、代理人或分代理人或任何上述之職員接收信息對其之誤釋，或其他非銀行或其聯絡人、代理人或分代理人能直接控制的原因而負上責任。
6. 祇有在收到確定取消付款通知後，銀行才或會向匯款人退回款項。如須兌換，款項祇會以退款當日銀行採用之買入價計算，再扣取銀行及其聯絡人、代理人或分代理人的費用後退還給匯款人。
7. 若匯票、郵遞匯款或其他形式發出的信息被遺失，匯款人須要簽署一份賠償擔保書才會獲發取代上述的第二份匯票、郵遞匯款或其他形式發出的信息。
8. 匯款人同意支付銀行的佣金、印花稅及其他費用，包括有關執行匯款人指示而由銀行的聯絡人、代理人或分代理人已收或將會收取的費用。
9. 銀行可以通過其Citibank 電話理財服務(2860 0333)，在獲得匯款人之戶口號碼、個人密碼或銀行要求的資料作核實用途後接受其指示，儘管該戶口需要多於一人才可運作。
10. 銀行現獲授權接受任何由現有認可簽署人發出之指示，而毋須就發出或意圖發出指示之人的權力或身份或指示之真確性作出查詢，不論該指示有任何錯誤、誤解、欺詐、偽造或不清晰或欠缺權力。銀行可於執行匯款人之指示前致電或以其他方式要求匯款人確認該指示。若匯款人的指示有不明確或矛盾之處，銀行可選擇不執行該指示，除非及直至銀行認為該不明確或矛盾的地方已被圓滿解決。匯款人同意銀行將匯款人與銀行的電話對話交談進行錄音，而負責所有認可簽署人所發出之欺詐、重覆或錯誤性的匯款指示而導致的損失。
11. 匯款人明白銀行需要遵守在各個不同司法管轄區內，除其它事項外，有關防止恐怖份子及被制裁人士籌資活動的法律，規則及公眾及監管機構的要求。銀行因此有可能需要截取及調查匯款人或代匯款人經銀行發放或接收的任何付款指示、訊息及其它資訊或通訊，此過程有可能牽涉更廣泛的諮詢。此外，銀行亦因此需要把匯款人之個人資料（以包括匯款人之個人資料於付款信息內之形式或以其它公眾及監管機構指定之其它形式）披露予執法機構、檢控機構、財務情報單位和接收金融機構，以確保此等機構及單位能夠識別、舉報和調查可疑交易。匯款人同意以上之規定並同意銀行對依據此項條款履行全部或部分的義務所採取的任何步驟而引致匯款人或任何人仕因阻延或沒有執行所產生的虧損或損害（不論是直接或相應，包括但不止於盈利或利息上虧損），一概不負責任。

此表格之中文譯本如與英文文義有歧異，則以英文原文為準。

CONDITIONS:

The following are the conditions upon which Citibank (Hong Kong) Limited (hereinafter called the Bank) accepts receipt of funds for the purpose specified on the reverse and are distinctly understood and agreed to by the sender:-

1. Unless it is otherwise expressly agreed to in writing
 - (a) The Bank will transfer the funds by means of a mail, telegram, cablegram, wireless, telegraphy or telex transfer or a draft (hereinafter collectively referred to as the message) and the Bank may send any message relative to this transfer in explicit language code or cipher.
 - (b) The Bank will normally convert into foreign values and transfer the funds on the day the funds are received by it from the sender at the Bank's prevailing selling rate on the day such funds are received by the Bank though the dates of conversion and transfer are entirely at the Bank's discretion.
2. The Bank's statement in writing that it has effected such conversion and transfer shall be conclusive.
3. The Bank may use on behalf of the sender any correspondent or agent or sub-agent.
4. If payment is expressed in a currency other than that of the country to which the funds are to be sent, the funds shall nevertheless be payable to the payee in the currency of the country where the remittance is sent at the prevailing buying rate of the Bank's correspondent agent or sub-agent. The payee may by arrangement with the Bank's correspondent or agent or sub-agent obtain payment in some other currency upon paying all charges of the Bank's correspondent or agent or sub-agent in connection therewith.
5. In all circumstances the sender acknowledges that the funds are sent entirely at the sender's own risk in every respect and the Bank is not to be held liable for any mutilation, interruption, omission, error, neglect, default, mistake or delay which may occur in the transmission of the message or from its misinterpretation on or after receipt on the part of any mail, telegram, cablegram, wireless, telegraphy or telex company or by the Bank's correspondent or agent or sub-agent or any employee of the aforesaid or through any other cause beyond the direct control of the Bank, its correspondent or agent or sub-agent.
6. A refund may be made by the Bank to the sender if requested by the sender but only if and after the Bank has received notice of effective cancellation of the payment of the funds, and in the case of funds already converted, a refund is only to be made calculated at the Bank's buying rate on the day the refund is made less the Bank's expenses and that of its correspondent or agent or sub-agent.
7. In the event of the loss of a draft, mail transfer or other message, the sender will be required to sign a letter of indemnity before the issue of a second draft, mail transfer or other message in place of the first one.
8. The sender agrees to pay the Bank's commission, stamp duty and all other charges including those collected or to be collected by the Bank's correspondent, agent or sub-agent in connection with the carrying out of the sender's instructions.
9. The Bank may accept any instructions given to its CitiPhone Banking Center by telephone (2860 0333), quoting the number of the sender's account, personal identification code or providing other details as may be requested by the Bank for validity check even though the account requires operation by more than one person.
10. The Bank is hereby authorized to accept any Instructions given by current authorized signatory or signatories, all without any inquiry by the Bank as to the authority or identity of the person making or purporting to give such instruction or the authenticity thereof notwithstanding any error, misunderstanding, fraud, forgery or lack of clarity in or authorization for the terms of such Instructions. The Bank may telephone the sender at the Bank's discretion to confirm or require the sender to confirm by other means (including by telephone) before acting upon the sender's instruction. If there is any ambiguity or conflict in respect of the sender's instructions, the Bank may choose not to act upon them unless and until the ambiguity or conflict has been resolved to the Bank's satisfaction. The sender agrees to the Bank's recording the sender's telephone conversations with the Bank and to be responsible for losses resulting from fraudulent, duplicate or erroneous manually initiated funds transfer instructions originated by current authorized signatory or signatories.
11. The sender understands that the Bank is obliged to comply with laws, regulations and request of public and regulatory authorities in various jurisdictions which relate to the prevention of financing of, amongst other things, named terrorists and sanctioned persons. This may require the Bank to intercept and investigate funds transfer instructions, messages and other information or communication sent to or by the sender or on sender's behalf and this process involves making further enquiries. In addition, this may also require the Bank to disclose the sender's personal data (by including the sender's personal data in the fund transfer message or by such other manner as the public and regulatory authorities may stipulate) to the law enforcement authorities, financial intelligence units, and receiving financial institutions for identifying, reporting and investigation of suspicious transactions. The sender agrees to the foregoing requirements and agrees that the Bank will not be liable for loss (whether direct or consequential and including without limitation loss of profit or interest) or damage suffered by the sender or any party arising out of any delay or failure by the Bank in performing any of the Bank's duties hereunder in whole or in part by any steps taken pursuant to this Clause.