

**\* 直接付款授權書 Direct Debit Authorization**

必須填寫 Mandatory

收款之一方 (受益人) Name of party to-be-credited (The Beneficiary)		<b>Shell Hong Kong Limited - Fleet Cards</b>	
銀行編號 Bank No. <b>003</b>	分行編號 Branch No. <b>447</b>	收款賬戶之號碼 Account No. to be credited <b>07928926</b>	
<p>本人/吾等現授權本人/吾等之下列銀行(根據受益人不時給予本人/吾等銀行之指示),自本人/吾等之賬戶內轉賬予上述受益人不時指示本人/吾等銀行的銀行收款賬戶(見上述之首個該等銀行賬戶)。本人/吾等同意本人/吾等之銀行毋須證實該等轉賬通知是否已交予本人/吾等。如因該等轉賬而令本人/吾等之賬戶出現透支(或令現時之透支增加),本人/吾等願共同及各別承擔全部責任。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,本人/吾等之銀行有權不予轉賬,且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。本授權書將繼續生效直至另行通知為止。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/更改生效日最少兩個工作天之前交予本人/吾等之銀行。</p> <p>I/We hereby authorize my/our below named Bank to effect transfers from my/our account to the bank account of the above named beneficiary (as may be specified by the beneficiary from time to time, the first one of which as indicated above) and in accordance with such instructions as my/our Bank may receive from the beneficiary from time to time. 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. 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). I/We agree that should there be insufficient funds in my/our account to meet any transfer hereby authorized, my/our Bank shall be entitled, at its discretion, not to effect such transfer in which event the Bank may make the usual charge and that it may cancel this authorization at any time on one week's written notice. This authorization shall have effect until further notice. I/We agree that any notice of cancellation or variation of this authorization 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.</p>			
*本人/吾等之銀行及分行名稱 My/Our Bank Name and Branch			
*銀行編號 Bank No.	*分行編號 Branch No.	*本人/吾等之賬戶號碼 My/Our Account No.	
*本人/吾等在結單/存摺上所紀錄之名稱 My/Our Name as recorded on Statement/Passbook			
*本人/吾等在結單/存摺上所紀錄之地址 My/Our Address as recorded on Statement/Passbook			
*債務人姓名(香港銀發有限公司登記之客戶姓名) Name of Debtor (Name of customer registered with Shell)		債務人參考(銀發賬戶號碼) Debtor's Reference (For Shell Card Account No.) <b>HK</b>	
*付款人參考編號 Debtor ID Code			
<p>*此編碼用作設立直接付款,如轉賬用之銀行戶口為個人戶口,付款人參考編號將為戶口持有人的香港身份證號碼(如: K123456[7]);如轉賬用之銀行戶口為公司戶口,付款人參考編號將為公司商業登記證號碼和公司註冊證明號碼(如: BR-12345678 &amp; CI-12345)。 This code is for setting up a direct debit. If the direct debit bank account is personal, the Debtor ID Code will be the HK Identity Card Number of the bank account holder. Please put in the whole HK ID Card no. in the box (e.g. K123456[7]). If the bank account used is a business account, the Debtor ID Code will be the Business Registration Number and Certificate of Incorporation Number of the company (e.g. BR-12345678 &amp; CI-12345).</p>			
*本人/吾等簽名 My/Our Signature(s)		*日期 Date	
<b>X</b>			
<p>注意: 請保證貴戶在此授權書內之簽名與銀行賬戶所簽者完全相同。 自動轉賬服務有待Shell通知方為有效,一般需時4-8星期處理申請。 在自動轉賬尚未生效前,請根據賬單上之付款限期及方法付款。 如貴戶逾期尚未付款,Shell並不作出特別通知。 NOTE: Please ensure that you sign the form in the same way you would sign on your Bank Account, it generally takes 4-8weeks to process the application and takes effective after confirmation from Shell. Before Direct Debit is ready, please refer to the payment method and due date on the invoice to settle payment. If your payment is overdue, Shell will not make notification.</p>			

**以下由銀行填寫 For Bank Use Only**

	簽署核對 Signature Verified
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# 附件 1 Appendix 1: (existing customer form)

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必須填寫 Mandatory

收款之一方 (受益人) Name of party to be credited (The Beneficiary)		<b>Shell Hong Kong Limited - Fleet Cards</b>	
銀行編號 Bank No. <b>003</b>	分行編號 Branch No. <b>447</b>	收款賬戶之號碼 Account No. to be credited <b>07928926</b>	
<p>本人/吾等現授權本人/吾等之下列銀行(根據受益人不時給予本人/吾等銀行之指示),自本人/吾等之賬戶內轉賬予上述受益人不時指示本人/吾等銀行之銀行收款賬戶(見上述之首個該等銀行賬戶)。本人/吾等同意本人/吾等之銀行毋須證實該等轉賬通知是否已交予本人/吾等。如因該等轉賬而令本人/吾等之賬戶出現透支(或令現時之透支增加),本人/吾等願共同及各別承擔全部責任。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,本人/吾等之銀行有權不予轉賬,且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。本授權書將繼續生效直至另行通知為止。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/更改生效日最少兩個工作天之前交予本人/吾等之銀行。</p> <p>I/We hereby authorize my/our below named Bank to effect transfers from my/our account to the bank account of the above named beneficiary (as may be specified by the beneficiary from time to time, the first one of which as indicated above) and in accordance with such instructions as my/our Bank may receive from the beneficiary from time to time. 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. 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). I/We agree that should there be insufficient funds in my/our account to meet any transfer hereby authorized, my/our Bank shall be entitled, at its discretion, not to effect such transfer in which event the Bank may make the usual charge and that it may cancel this authorization at any time on one week's written notice. This authorization shall have effect until further notice. I/We agree that any notice of cancellation or variation of this authorization 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.</p>			
*本人/吾等之銀行及分行名稱 My/Our Bank Name and Branch		參閱附註 1 See note 1	
*銀行編號 Bank No.	*分行編號 Branch No.	*本人/吾等之賬戶號碼 My/Our Account No.	
參閱附註 2 See note 2	參閱附註 3 See note 3	參閱附註 4 See note 4	
*本人/吾等在結單/存摺上所記錄之名稱 My/Our Name as recorded on Statement/Passbook		參閱附註 5 See note 5	
*本人/吾等在結單/存摺上所記錄之地址 My/Our Address as recorded on Statement/Passbook		參閱附註 6 See note 6	
*債務人姓名 (香港銀業有限公司登記之客戶姓名) Name of Debtor (Name of customer registered with Shell)		參閱附註 7 See note 7	債務人參考 (銀殼卡賬戶號碼) Debtor's Reference (For Shell Card Account No.)  <b>HK</b> 參閱附註 8 See note 8
*付款人參考編號 Debtor ID Code		參閱附註 9 See note 9	
<p>*此編號用作設立直接付款,如轉賬用之銀行戶口為個人戶口,付款人參考編號將為戶口持有人之香港身份證號碼(如: K123456(7));如轉賬用之銀行戶口為公司戶口,付款人參考編號將為公司商業登記號碼和公司註冊證號碼(如: BR-12345678 &amp; CI-12345)。 This code is for setting up a direct debit. If the direct debit bank account is personal, the Debtor ID Code will be the HK Identity Card Number of the bank account holder. Please put in the whole HK ID Card no. in the box (e.g. K123456(7)). If the bank account used is a business account, the Debtor ID Code will be the Business Registration Number and Certificate of Incorporation Number of the company (e.g. BR-12345678 &amp; CI-12345).</p>			
*本人/吾等簽名 My/Our Signature(s)		*日期 Date	
X		參閱附註 10 See note 10	
<p>注意: 請保證貴戶在此授權書內之簽名與銀行賬戶所簽者完全相同。 自動轉賬服務有待Shell通知方為有效。一般需時4-8星期處理申請。 在自動轉賬尚未生效前,請根據賬單上之付款限期及方法付款。 如貴戶逾期尚未付款,Shell並不作出特別通知。</p> <p>NOTE: Please ensure that you sign the form in the same way you would sign on your Bank Account, it generally takes 4-8 weeks to process the application and takes effective after confirmation from Shell. Before Direct Debit is ready, please refer to the payment method and due date on the invoice to settle payment. If your payment is overdue, Shell will not make notification.</p>			

## 以下由銀行填寫 For Bank Use Only

	簽署核對 Signature Verified
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附註:

1. 銀行及分行名稱
2. 銀行賬戶前 3 位數字 123-xxx-xxxxxxxxxxxx (必需填寫)
3. 銀行賬戶第 4 位至第 6 位數字 xxx-456-xxxxxxxxxxxx (必需填寫)
4. 銀行賬戶第 7 位到末尾數字 xxx-xxx-78901234 (必需填寫; 信用卡賬戶不適用)
5. 銀行賬戶持有人姓名 (必需填寫)
6. 銀行賬戶持有人地址 (作為驗證用途)
7. 與蜆殼公司登記之客戶姓名 (必需填寫)
8. 與蜆殼公司登記之客戶編號 (必需填寫)  
如果你直接向銀行直接提交此表格, 請填寫正確嘅蜆殼卡賬戶號碼 [HKxxxxxxxx]
9. 銀行賬戶持有人參考編號: 申請銀行賬戶嘅證明文件號碼(必需填寫)  
例如: 商業登記證號碼、公司註冊證書編號或身份證號碼。  
為確保正確的銀行賬戶持有人參考編號, 請與您的銀行聯繫
10. 銀行賬戶持有人簽名 (須與銀行賬戶之簽署吻合)

Note:

- 1) Bank name and branch
- 2) The first 3 digit of your bank account number 123-xxx-xxxxxxxx (mandatory)
- 3) The 4th to 6th digit of your bank account number xxx-456-xxxxxxxxxxxx (mandatory)
- 4) The 7th to the last digit of your bank account number  
xxx-xxx-78901234 (mandatory; not applicable for credit card account)
- 5) Name of bank account holder (mandatory)
- 6) Address of bank account holder (for verification purpose)
- 7) The Shell Card registered account name (mandatory)
- 8) Debtor Reference: Shell Card account number (mandatory)  
[Please refer to invoice account number (HKxxxxxxxx)] If you submit this Direct Debit form to your bank **directly**, please fill up the **correct** Shell card account number
- 9) Debtor id code: the registration number you used to apply your bank account (mandatory)  
Example: business registration number, certificate of incorporation number, or identity card number. Please contact your bank to ensure the debtor id code is **correct**.
- 10) Signature of bank account holder (mandatory; your signature should match the signature of your bank account)