# American Express® Corporate Card Autopay Authorisation Form 美國運通公司卡自動轉賬授權表格

**Hong Kong** 香港

Please send completed form to 請將填妥的表格交回: **American Express International Inc., P. O. Box 11336, General Post Office, Hong Kong**

## Autopay is simple, convenient and safe.
## 自動轉賬繳付賬項，省時方便又安全

Company Name 公司名稱

Company Address 公司地址

Please select which of the following credit processing options you require for Autopay.
請選擇自動轉賬時，賬戶貸項之處理辦法。

**For Central Pay account**
**集中繳賬客戶，請填此欄：**

**Corporate ID**
公司賬戶號碼

**Process unbilled credit**
扣除未掛賬貸項 ☐ yes 是 ☐ no 否

**Process billed credit**
扣除已掛賬貸項 ☐ yes 是 ☐ no 否

**For Individual Pay account**
**個別繳賬客戶，請填此欄：**

Process unbilled credit
扣除未掛賬貸項 ☐ yes 是 ☐ no 否

**FOR OFFICE USE ONLY**

**V/C/F** _____

Approved by Manager

Approved by Finance

**Request it now.** Simply complete and return the form below. Your Autopay request takes about 45 days to process. Once it's approved, a note which says your Autopay is in effect will appear on the statement.

To ensure speedy processing, please sign your account signature(s) for any corrections you make on this Authorisation Form. If you wish to cancel or amend this autopay authorization, you agree to notify American Express International Inc. at least 14 days prior.

**請即申請** 請即填妥並寄回下列表格，辦理手續約需時45天，申請一旦獲得接納，本公司會在月結單上，通知你自動轉賬正式生效。

當寫下列表格時，如須作出任何刪改，請於刪改之位置旁簽署，簽名式樣必須與您授權銀行的賬戶簽名一致。申請一經接納，自動轉賬授權將適用於閣下現時之美國運通卡賬戶。並且，閣下同意日後如欲取消或更改此自動轉賬授權，將會於最少十四天前通知美國運通國際股份有限公司。

Please enter your American Express Card Account number.
請填寫運通卡賬戶號碼

3 7 6 3 ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■

For Central Pay account, please leave it blank

集中繳賬客戶申請自動轉賬，請勿填寫此欄

| Name of party to be credited 收款之一方 (The Beneficiary 收款人) | Bank no. 銀行編號 | Branch no. 分行編號 | A/C no. to be credited 收款賬戶之號碼 |
|---|---|---|---|
| American Express International, Inc.<br>美國運通國際股份有限公司 | 0 0 4 | 1 1 1 | 1 5 9 6 0 4 0 0 1 |

Declaration: 聲明

1. I/We hereby authorize my/our below Bank to effect transfers from my/our account to that of the above 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. The Bank will have No Limit set for each payment it makes.
本人（等）/本公司現授權本人（等）/本公司的上述銀行，（根據收款人或其往來銀行及/或代理行不時給予本人（等）/本公司銀行的指示）自本人（等）/本公司的戶口內轉賬予上述收款人，每月透過銀行之付款額將不設上限。
2. I/We agree that my/our Bank shall not be obliged to ascertain whether or not notice of any transfer has been given to me/us.
本人（等）/本公司同意本人（等）/本公司的銀行毋須證實該等轉賬通知是否已交予本人（等）/本公司。
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）/本公司的戶口出現透支（或令現時的透支增加），本人（等）/本公司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 authorized, my/our Bank shall be entitled, in its discretion to deal with the situation in accordance with the Terms and Conditions governing my/our Bank account.
本人（等）/本公司同意如本人（等）/本公司的戶口並無足夠款項支付該等授權轉賬，本人（等）/本公司的銀行有權根據本人（等）/本公司的銀行之有關戶口的條款及細則處理有關情況。
5. **This autopay authorization shall have effect until further notice.** I/We agree that if no transaction is performed on my/our account under such authorization for a specified period of time as prescribed by my/our Bank, my/our Bank reserves the right to cancel the autopay arrangement without prior notice to me/us, even though the authorization has not expired or there is no expiry date for authorization.
**本自動轉賬授權書將繼續生效直至另行通知為止。**本人（等）/本公司同意如在本人（等）/本公司的銀行所設的時限內未有根據本授權而作出過賬的紀錄，本人（等）/本公司的銀行保留權利取消本自動轉賬安排而毋須另行通知本人（等）/本公司，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 authorization which I/we may give to my/our Bank shall be given at least 2 days prior to the date on which such cancellation/variation is to take effect.
本人（等）/本公司同意，本人（等）/本公司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）/本公司的銀行。

My/Our bank name and branch 本人（等）/本公司之銀行及分行之名稱

| Bank no. 銀行編號 | Branch no. 分行編號 | My/Our A/C no 本人（等）/本公司之賬戶號碼 |
|---|---|---|
| | | |

Name of bank account holder(s) 銀行賬戶持有人姓名

My/Our Contact no. 聯絡電話

My/Our address as recorded on statement/passbook 本人（等）/本公司在結單/存摺上所紀錄之地址

Signature(s) of bank account holder(s) and company chop 銀行賬戶持有人簽署及公司蓋印

Date 日期 (YYYY/MM/DD)

For office use only 由內部填寫

| Debtor's Reference 債務人參考 | Remarks 備註 | Signature verified 簽署核實 |
|---|---|---|
| | | |

Your signature(s) here should match the signature(s) held at your bank. Please complete and return this form at American Express Int'l., Inc. If there is any difference between the English and Chinese language text, for all purposes the English text shall be conclusive.

您的簽名式樣必須與您授權銀行的賬戶簽名一致。
請依次填寫，並將此授權書交給收款之一方。
本申請表的中、英文本如有任何差別，應以英文為準。

**business.americanexpress.com/hk**

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