

**款項付予銀行授權書**  
**AUTHORITY FOR PAYMENT TO A BANK**  
 請以中文或英文填寫本表格(第一、二、三欄)  
 Please complete sections I, II and III of this form in Chinese or English  
 (本表格如有任何更改, 概不受理)  
 (This form will not be accepted if it contains any erasure or amendment)

**樣本**

**I**

致: **HOME AFFAIRS DEPARTMENT  
31/E, SOUTHORN CENTRE,  
130 HENNESSY RD., WAN CHAI,  
HK**

請將應付給我/我們的全部款項存入我/我們在下列銀行的帳戶  
 All sums due to me/us should be paid into my/our bank account with the

銀行: **HONG KONG BANK** 分行: **CAUSEWAY BAY**

本授權書只適用於下列事項的付款: —  
 This Authority applies to payments to me/us in respect of the following transaction(s) only:—

**ENHANCING SELF-RELIANCE THROUGH DISTRICT PARTNERSHIP PROGRAMME**

付款給我/我們所需的資料詳情載於第II欄  
 The particulars necessary to effect payment to me/us are given in Section II below

請把授權書正本連同存摺內頁副本 (印有戶口名稱及編號的版面) 及一封使用該機構的正式信紙並由獲授權人士簽署的說明信件郵寄至「伙伴倡自強社區協作計劃秘書處」

**II**

收款人名稱: 個人— 先寫姓氏 (最多可填寫80個英文字母或40個中文字)  
 Payee's Name: For individual - Surname first (Maximum 80 characters for English or 40 words for Chinese)

**NAME OF NON-GOVERNMENT ORGANIZATION**

地址: (最多可填寫120個英文字母或60個中文字)  
 Address (Maximum 120 characters for English or 60 words for Chinese)

**1 2 HENNESSY ROAD  
WAN CHAI HONG KONG**

銀行帳戶 Bank Account

銀行編號 Bank Code	分行編號 Branch Code	帳戶號碼 Account No.
<b>1 2 3</b>	<b>4 5 6</b>	<b>9 8 7 6 5 4 3 2 1</b>

英文銀行帳戶名稱(適用於在上列以中文填寫了收款人名稱)  
 Name of Bank Account in English (for payee's name completed in Chinese above)

我/我們選擇以傳真方式或電子郵件接收領款通知書(請選擇其中一種方式)。我/我們的傳真號碼或電子郵件地址是:—  
 I/We elect to receive the Remittance Advice by fax or by e-mail (please choose one method only). My/Our fax number or e-mail address is:—

傳真號碼 Fax No. **2 3 4 5 6 7 8 9**

電子郵件地址 e-mail address

戶口名稱(應與機構名稱相同)

機構的註冊地址

請提供銀行存摺內頁副本以核實帳戶編號

如機構以中文填寫收款人名稱, 請以英文再次填寫帳戶名稱

如希望以電郵方式接收領款通知書, 請填寫此欄, 但只可選擇其中一種方式

**III**

我/我們同意  
 I/We hereby agree that

一、 銀行向政府表示收到款項的證明, 足以代替我/我們的收款證明。  
 1. The Bank's acknowledgment to the Government will be sufficient discharge in lieu of acknowledgment by me/us.

二、 我/我們填報在本表格內的付款辦法指示, 在付款方式方面, 對政府並無約束力。  
 2. My/Our payment instructions on this form do not bind the Government in regard to the manner in which payment may be made.

三、 無論屬任何等理由, 倘銀行未獲足夠資料確定收款帳戶, 以致款項在未有收到進一步資料之前暫停支付, 政府並不負責我/我們與銀行帳戶未能如期收到款項所遭受的任何損失或不便。  
 3. Where, for any reason, insufficient details are furnished to the Bank to determine the account to be credited and the sum is held in suspense pending receipt of further information, the Government will not be responsible for any loss or inconvenience suffered by me/us as a result of the bank account not being credited at the normal time.

**個人 For individual**

簽名  
Signature

姓名(正楷)  
Name in black letters

香港身分證/護照號碼  
H.K.I.C./Passport No.

電話號碼  
Telephone No.

日期  
Date

**公司/組織 For company/organization**

公司印章 Official Stamp

機構蓋章及認可簽署

\_\_\_\_\_  
 獲公司/團體授權之認可簽署  
 Authorized signature  
 For and on behalf of the company/organization

姓名(正楷)  
Name in black letters

職位  
Position

電話號碼  
Telephone No.

日期  
Date

**CHAN TAI MAN  
CHAIRMAN  
1234-5678 01/04/2009**