

# STANDING INSTRUCTION AMENDMENT/CANCELLATION FORM



To: **DBS Bank (Hong Kong) Limited** (the "Bank", which shall include its successors and assigns)

Branch: \_\_\_\_\_

Date: \_\_\_\_\_

- Note: 1. This application form is available in both English & Chinese versions. By completing this application form you agree to use this **English version** and confirm that you understand all of its contents as set out below. 此表格備有中文及英文版。如你選用此申請表格提交申請，即表示你同意選用(英文版)之申請表格及完全明白表格內之全部內容。
2. Please complete in **BLOCK LETTERS** and tick (✓) the appropriate box and delete as appropriate and cross out any of the unused spaces.

Account Name		
<b>Existing Standing Instruction ("SI") Information</b>		
Debit Account No.	Currency & Amount Each Payment	Payment Date
Beneficiary's Account Name	Beneficiary's Account No.	SI Reference No.

I/We hereby authorize and request the Bank to effect the following amendment(s) of the captioned standing instruction.

**Cancel the above SI**

**Amend the details of the above SI as follows:**

Debit Account No.		Currency
Beneficiary's Account Name		Amount of Each Payment
Beneficiary Bank's Name <input type="checkbox"/> DBS Bank (Hong Kong) Limited <input type="checkbox"/>		
Beneficiary's Account: <div style="display: flex; justify-content: space-around; font-size: small;"> <span>Bank Code</span> <span>Branch Code</span> <span>Account No.</span> </div> <div style="border-bottom: 1px solid black; width: 100%;"></div>		
Payment Cycle:	<input type="checkbox"/> Daily (on Bank Business Days) <input type="checkbox"/> Monthly <input type="checkbox"/> On _____ Day <input type="checkbox"/> First Bank Business Day of the Month <input type="checkbox"/> Last Bank Business Day of the Month	<input type="checkbox"/> Weekly <input type="checkbox"/> Quarterly <input type="checkbox"/> Half Yearly <input type="checkbox"/> Yearly
Final Payment Date: <b>T&amp;C 7</b>	<input type="checkbox"/> _____ / _____ / _____ <div style="display: flex; justify-content: space-around; font-size: x-small;"> <span>Day</span> <span>Month</span> <span>Year</span> </div>	<input type="checkbox"/> Until Further Notice

### Declaration

I/We have read and agreed to observe and be bound by the Terms and Conditions and note in particular the following to effect the standing instruction:

- I/We understand that I/we must maintain sufficient funds in the account one business day (before the close of branch banking hours) before the payment date for the above arrangement and that the Bank is not obliged to pay if and when the available balance in my/our account is insufficient to meet such payment or if such payment will cause my/our account to increase overdraft exceeding the amount acceptable to you. In each of such cases, the Bank is entitled to debit the handling fee from my/our account.
- The Bank may at liberty, without giving any reason, cancel the foregoing arrangements by notice in writing to be delivered by post to my/our address last known to the Bank.**
- I/We hereby further authorize the Bank to debit my/our account all charges and expenses whatsoever in effecting my/our standing instruction.
- The Bank does not assume any liability or responsibility for the consequences arising out of delay or errors in transmission by reason of computer defect or Act of God, save only for direct losses to the extent directly due to negligence or fraud by the Bank or its employees.**
- I/We shall indemnify the Bank on demand against any claims, actions, liabilities, losses, damages, costs and expenses (including all reasonable legal costs and expenses properly incurred) which the Bank may suffer or incur as a consequence of the acting in good faith upon my/our instruction.**
- I/We agree that all information provided in this form or that arises from the relationship with the Bank (or other DBS Group companies) shall be subject to the applicable Data Policy Notice and other communications to customer concerning customer data from time to time issued by the Bank. A copy of such policies or other communications is available on request at any branch of the Bank or from the Bank's website ([www.dbs.com.hk](http://www.dbs.com.hk)).
- I/We understand that the Bank intends to use my/our personal data in direct marketing and cannot do so without my/our consent. I/We have previously selected whether or not to receive direct marketing contact or information and I/we confirm that there is no change to my/our existing choice and all information provided in this application form shall be used in accordance with such choice. I/We understand that if I/we wish to change my/our existing choice, I/we may do so at any time and without charge by completing an opt-out form and returning it to the Bank.

**Please confirm that your instructions have been clearly, accurately and completely set out in this form before signing it.**

For Bank Use Only		
Customer type: <input type="checkbox"/> DBS Treasures <input type="checkbox"/> DBS Account <input type="checkbox"/> Mass		
Attended by:	Initial the action(s) taken:	Approved by:
(Signature, Name & Date)	 (Mark name & date if different from the attending staff.)	(Signature with No., Name & Date)
T&O - CLGO		
SI Reference No.	Charge collected on: by:	
Rejection Fee : <input type="checkbox"/> Y <input type="checkbox"/> N		
Input by	Activated by	

Signature(s) (Same as filed with the Bank)  
Contact No.

**Terms & Conditions ("T&C")**

1. This cancellation or amendment of SI is subject to acceptance by the Bank. Once accepted by the Bank, it will take at least **3 Bank Business Days** from the date of receipt of this amendment/cancellation form by the Bank for its implementation.
2. **Cancellation or amendment of SI will be subject to a fee as determined by the Bank from time to time.** For details, please refer to the Bank Charges Schedule.
3. This SI will only be executed on Bank Business Days (as defined in the Bank Accounts and Services Terms and Conditions / the Terms and Conditions Governing Accounts (Business/Non-Individuals), as the case may be).
4. If any Payment Date shall fall on a Saturday (except where that Saturday is the last working day of that month) or a general holiday, execution of this SI shall be postponed to the next Bank Business Day, but if the payment cycle for this SI is specified to be daily execution, the transfer scheduled to be made on that Payment Date **WILL NOT** be executed. If such day is a Saturday that is the last working day of that month, this SI will be executed according to clause 5.
5. If any Payment Date falls on the last working day of the month that is a Saturday, the SI will be executed on the preceding Bank Business Day.
6. If any Payment Date shall fall on a day that is originally a Bank Business Day but the Bank is not opened for business for the full day (e.g. a day on which typhoon signal no.8 is hoisted or black rainstorm warning is issued), the transfer scheduled to be made on that Payment Date **WILL NOT** be executed, **except for SI for same foreign currency transfer of fund.**
7. If the final Payment Date falls on a non Bank Business Day, the transfer scheduled to be made on that Payment Date **WILL NOT** be executed, except where such day falls on the last working day of the month that is a Saturday, this SI will be executed according to clause 5.
8. **If the Bank is unable to execute this SI due to insufficient funds in the debit account on any Payment Date, this SI will be terminated and any uncompleted instructions under this SI will not be executed. The Bank shall charge an administration fee as determined by the Bank from time to time.** For details, please refer to the Bank Charges Schedule.
9. The Bank will not issue advices for each transfer executed under this SI. Customers may refer to the monthly statement or passbook for details of the transfers.