

更改自動轉賬出糧戶口通知書
Notification of Change of Auto-Payroll Account

請填妥此表格並交回僱主以更改戶口
為自動轉賬出糧戶口。
Please complete the payroll service
transfer process by completing and
sending this form to your employer/HR.

致 To： 人事部 Human Resources Department

姓名 Name：	職員編號 Staff No.：
部門 Department：	聯絡電話 Contact No.：

本人將轉用下列之 DBS Bank (Hong Kong) Limited 戶口作為自動轉賬出糧戶口：
I would like to use DBS Bank (Hong Kong) Limited account as my auto-payroll account:

新自動轉賬出糧戶口 New Auto-Payroll Account
銀行 Bank：
銀行編號 Bank Code：
戶口號碼 Account No.：

申請人簽署 Signature of Applicant	日期 Date

合資格出糧資金的薪金交易銀行月結單上必須包含備註或說明，並列明「SALARY」/「PAYROLL」字眼（以銀行紀錄為準）。本行對存款交易是否為合資格出糧資金的決定為最終定論。 Bank Statement of the corresponding payroll transaction(s) must contain remarks or narrative with "SALARY" / "PAYROLL" according to the Bank's record. The Bank has final decision on whether a deposit transaction is an Eligible Payroll Fund or not.