



To : HKMU Supplier
致 : 香港都會大學供應商

Payment by Autopay

We are pleased to inform you that the University is now using autopay to process payment. It will reduce the risk of losing cheques, avoiding delay in mailing and saving your resources in banking.

Payment Remittance Advice will be emailed to your designated email address(es) to provide sufficient payment details, including the date and the amount deposited into your bank account.

Please complete the attached “Authorization for Acceptance of Bank Payment” form and return it to our Finance Office – Payment Section at your convenience. Should you have any queries, please call 2768 6118 for details.

Hong Kong Metropolitan University
Finance Office

利用自動轉賬方式結賬

本大學現在採用自動轉賬方式來結賬。我們將直接向貴號的銀行賬戶付款，從而減少丟失支票的風險，免除因郵遞方面引致之延誤及減少貴號處理銀行事宜的資源。

本大學並會透過電子郵件將付款通知書發送給貴號，並詳列付款資料，包括付款日期及入賬金額。

現請填妥附上的『接受銀行付款授權書』表格，並交回本大學財務處付款組收。如有疑問，歡迎致電 2768 6118 查詢詳情。

香港都會大學財務處謹啟

Encl.
附件

To : Finance Office - Payment Section
Hong Kong Metropolitan University
6th Floor, NEO,
123 Hoi Bun Road,
Kwun Tong, Hong Kong

Supplier No. 供應商編號:

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(For HKMU Finance Office Use Only)
(只供香港都會大學財務處填寫)

AUTHORIZATION FOR ACCEPTANCE OF BANK PAYMENT
接受銀行付款授權書

We/I authorize you to settle our/my invoices by direct credit to our/my bank account, detailed as follows :-
本公司/本人授權 貴校以『銀行直接轉賬』結賬，本公司/本人資料詳列如下 :-

Supplier's Full Name _____
供應商全名
Address _____
地址

Tel No. 電話號碼 _____ Fax No. 傳真號碼 _____

E-mail Address for Receiving Payment Remittance Advice _____
電子郵件地址用作收取付款通知書

Bank Name 銀行名稱 _____

Branch Name 分行名稱 _____

Account Name (in English Only) _____
銀行戶口名稱 (只接受英文)

Bank Account _____
銀行戶口號碼

	Bank Code	Branch Code	Account Number								
	銀行編號	分行編號	戶口號碼								

We/I undertake to advise you as soon as possible of any changes to the above bank information.
一切有關銀行戶口資料之變動，本公司/本人定當盡早書面通知 貴校。

Yours faithfully,

Company's Chop 本公司蓋印 _____

Authorized Signature 負責人簽署 _____

Name of Signatory 簽署人姓名 _____

Position 職位 _____

Date 日期 _____

Important Note :-

- **Please complete in BLOCK LETTERS.**
- The bank account information provided above will be used for payment by autopay and will be retained on file until the company ceases to use this service by written notice.
- Please return original form(s) to this Office, **copy will not be accepted.**
- For Company's subsidiaries requesting to use autopay service, please take copies of the form and complete a copy for each subsidiary separately.
- **Please sign against any amendment.**
- For enquiries, please feel free to contact Finance Office - Payment Section at 2768 6118.

備註 :-

- **請用正楷填寫。**
- 以上之銀行戶口資料只用於自動轉賬方式結賬，並存放於系統中直至貴公司以書面通知停止使用此服務為止。
- 請寄回『接受銀行付款授權書』之正本，**傳真/副本恕不接受。**
- 如貴公司之子公司需使用『銀行直接轉賬』服務，請為每一子公司分別填寫一份『接受銀行付款授權書』。
- **任何塗改，請於塗改旁簽名。**
- 如有任何查詢，歡迎致電本大學財務處付款組聯絡 2768 6118。

For HKMU Finance Office Use Only 香港都會大學財務處專用							
Checked		Approved		Input		Verified	

To : Finance Office - Payment Section
Hong Kong Metropolitan University
6th Floor, NEO,
123 Hoi Bun Road,
Kwun Tong, Hong Kong

Supplier No. 供應商編號:

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AUTHORIZATION FOR ACCEPTANCE OF BANK PAYMENT
接受銀行付款授權書

We/I authorize you to settle our/my invoices by direct credit to our/my bank account, detailed as follows :-
本公司/本人授權 貴校以『銀行直接轉賬』結賬，本公司/本人資料詳列如下：-

Supplier's Full Name ABC CO. LTD.
供應商全名
Address 30 GOOD SHEPHERD STREET, HO MAN TIN, KOWLOON, HONG KONG
地址

Tel No. 電話號碼 9876 5432 Fax No. 傳真號碼 2345 6789

E-mail Address for Receiving Payment Remittance Advice ABC.MAIL.COM
電子郵件地址用作收取付款通知書

Bank Name 銀行名稱 HANG SENG BANK LTD

Branch Name 分行名稱 HEAD OFFICE

Account Name (in English Only) ABC CO. LTD.
銀行戶口名稱 (只接受英文)

Bank Account

0	2	4
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2	6	2
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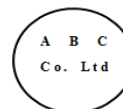
1	2	3	4	5	6	7	8	9
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銀行戶口號碼 Bank Code Branch Code Account Number
銀行編號 分行編號 戶口號碼

We/I undertake to advise you as soon as possible of any changes to the above bank information.
一切有關銀行戶口資料之變動，本公司/本人定當盡早書面通知 貴校。

Yours faithfully,

Company's Chop 本公司蓋印



Authorized Signature 負責人簽署 Chan Tai Man

Name of Signatory 簽署人姓名 CHAN TAI MAN

Position 職位 MANAGER

Date 日期 20 NOVEMBER 2018

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Checked		Approved		Input		Verified	
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