*To:* **MUFG Bank, Ltd. Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Incorporated in Japan with limited liability)

**CMS HK AutoCheque Service  
Request to Set Up/ Removal of Processing Group(s)**

|  |  |  |  |
| --- | --- | --- | --- |
| Customer Name |  | | |
| Contact Person Name |  | Contact Phone No. |  |

**Set Up New Processing Groups**

We request that the Bank to set up AutoCheque processing group(s) to be used for CMS HK AutoCheque Service with details mentioned below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| CCY | Transaction Type/Function | Transaction code | No of groups | Account for Settlement | Account charges  (if other than Settlement) | Group number  (Assigned by Bank) |
| HKD | AutoCheque | Sundry Credit (20) |  |  |  |  |
|  |  |  |  |
| Salary (22) |  |  |  |  |
|  |  |  |  |
| USD | USD AutoCheque | |  |  |  |  |
|  |  |  |  |

\* Account for settlement and for charges should be the same currency of the respective transaction type.

For the purpose of making use of this service, we agreed with the respective terms and conditions of the CMS HK “Funds Transfer” and “AutoCheque” Service.

The Bank is authorised to debit aforesaid account(s) for any handling charges in respect of CMS HK AutoCheque Service in accordance with the rates levied by you.

Under Non-Hong Kong Companies Regulation (Cap.622M), declaration of Place of Incorporation and Liability Status is required for non-Hong Kong companies. Please specify below if declaration is applicable.

Yes, the declaration^ is needed.

*Place of Incorporation*: Japan Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No, this regulation is not applicable to our company.

^ According to the Place of Incorporation given above, you will receive **“Autocheque Company Logo Acceptance Form (CMSHK-041)”** for confirming the declaration to be shown on AutoCheque.

**Remove Existing Processing Group(s)**

|  |  |
| --- | --- |
| Please tick | Transaction Type/Function |
|  | Delete **ALL** AutoCheque group(s) in all currencies [HKD,CNY,USD] |
|  | Delete designated group(s)  Please specify Group number (Assigned by Bank): |

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Authorized Signature(s) of the Customer (with rubber stamp if applicable)*

**FOR BANK USE ONLY**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| COMSUITE ID:HKG | |  | Customer number | |  |  | | Effective Date | |  |  | |
|  | |  |  | | | | | | | | | |
| **Review by Marketing** | |  |
| **Dept. Head** | **Manager** |  | **Dept. Head** | **Checker** | **Maker** | | **Signature(s) Verification** | | | **STS checked by** | | |
|  |  |  |  |  |  | |  | |  |  | |  |