

## CMS HK Autopay/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 Autopay/AutoCheque processing group(s) to be used for CMS HK Autopay/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	HKD Autopay(payment) with AutoCheque	Sundry Credit (20)				
		Salary (22)				
	Autopay (Collection)	Direct Debit (08)	1#			
CNY	Autopay (Collection)	Direct Debit (08)	1#			
USD	USD AutoCheque					

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

# Only 1 group of Autopay (Collection) for each currency will be accepted.

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 Autopay/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
<input type="checkbox"/>	Delete <b><u>ALL</u></b> Autopay (payment)/ AutoCheque group(s) in all currencies [HKD,CNY,USD]
<input type="checkbox"/>	Delete <b><u>ALL</u></b> Autopay (Collection) group(s) in all currencies [HKD,CNY,USD]
<input type="checkbox"/>	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	