



繳交差餉及／或地租直接付款授權書

DIRECT DEBIT AUTHORISATION FOR PAYMENT OF RATES AND/OR GOVERNMENT RENT

請填妥此授權書並直接交往你的銀行 Please complete and send this form to your banker

收款人姓名（受益人）Name of party to be credited (the Beneficiary)	銀行編號 Bank No.	分行編號 Branch No.	收款帳戶之號碼 Account No. to be credited
庫務署署長 Director of Accounting Services	0   0   4	0   0   2	9   0   0   4   1   3   0   0   1

我／我們現授權我／我們的下述銀行按不時收自以上受益人的指示由我／我們的帳戶將款項轉帳予受益人的帳戶。

我／我們同意，我／我們的銀行毋須確實肯定該等轉帳通知是否已交給我／我們。

如因該等轉帳而令我／我們的帳戶出現透支（或使現時的透支額增大），我／我們願共同及個別承擔全部責任。

我／我們同意，如我／我們的帳戶無足夠款項支付該等授權轉帳，我／我們的銀行有權不予轉帳，且銀行可收取慣常的費用，並可隨時以一星期書面通知取消本授權書。

本授權書有效至另行通知為止。

我／我們同意，如我／我們須發出取消或更改本授權書的任何通知，須於取消／更改生效日最少兩個工作天之前將通知送達我／我們的銀行。

I/We hereby authorise my/our below-named Bank to effect transfers from my/our account to that of the above-named beneficiary in accordance with such instructions as my/our Bank may receive from the beneficiary from time to time.

I/We agree that my/our Bank shall not be obliged to ascertain whether or not notice of any such transfer has been given to me/us.

I/We jointly and severally accept full responsibility for any overdraft (or increase in existing overdraft) on my/our account which may arise as a result of any such transfer(s).

I/We agree that should there be insufficient funds in my/our account to meet any transfer hereby authorised, my/our Bank shall be entitled, in its discretion, not to effect such transfer in which event the Bank may make the usual charge and that it may cancel this authorisation at any time on one week's written notice.

This authorisation shall have effect until further notice.

I/We agree that any notice of cancellation or variation of this authorisation which I/we may give to my/our Bank shall be given at least two working days prior to the date on which such cancellation/variation is to take effect.

請用正楷填寫 PLEASE COMPLETE IN BLOCK LETTERS

我／我們的銀行及分行名稱 My/Our bank's name and branch	銀行編號 Bank No.	分行編號 Branch No.	我／我們的帳戶編號 My/Our Account No.
我／我們在月結單／存摺上的英文姓名 My/Our name(s) in English as recorded on bank statement/passbook	我／我們銀行帳戶的簽名 My/Our signature(s) as used for my/our Bank Account		
日間聯絡電話號碼 Day time contact tel. no.	日期 Date		

付款人編號：請填上載於最新的徵收差餉及／或地租通知書上的15位數字「帳目編號」，連字符號「-」除外，例如：123-45678-9012-0-13應寫為123456789012013。  
Debtor's Reference Code: Please fill in the 15-digit 'Account Number' as shown on the latest demand for rates and/or Government rent, without the hyphen '-'. For example: input 123456789012013 for 123-45678-9012-0-13.

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銀行專用 BANK USE ONLY	Signature verified
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RVD 1008 (04/2023)

請沿虛線撕下 Please tear off here

請保留此部份以作日後參考之用 Please keep this portion for future reference

利用自動轉帳系統繳交差餉及／或地租

AUTOPAY FACILITY FOR PAYMENT OF RATES AND/OR GOVERNMENT RENT

注意事項

- 自動轉帳系統並不適用於繳交「首次徵收差餉及／或地租通知書」。
- 由於處理自動轉帳授權書需時，繳納人必須採用「徵收差餉及／或地租通知書」背頁所示的其他繳款辦法繳交差餉及／或地租，直至所收的繳款通知書印有下列字樣：

於右示日期自動轉帳

- 差餉及／或地租須在每季的第一個月份內繳交。如在最後繳款日期後仍未繳交，則會加徵百分之五的附加費。如在繳款限期過後六個月仍未繳交，則在所欠的差餉及／或地租（連同先前的附加費在內）再加徵百分之十的附加費。
- 差餉及／或地租繳納人的資料如有任何改變，繳納人必須通知本署。

（後頁續）

Important Notes

- Autopay facility is not applicable to "First Demand for Rates and/or Government Rent".
- As it takes several weeks to process an autopay authorisation, rates and/or Government rent should be settled by other methods of payment as indicated at the back of the quarterly demand notes until the following wording is shown in the demand:

PAYMENT TO BE MADE BY AUTOPAY ON

- Rates and/or Government rent are payable quarterly in advance during the first month of each quarter. A surcharge of 5% may be imposed if payment is not made on or before the last day for payment. A further surcharge of 10% may be imposed upon such rates and/or Government rent (including any surcharge already imposed) remaining unpaid six months after the last day for payment.
- Rates and/or Government rent payers are responsible for notifying this department of any change in payer's particulars.

(Continued overleaf)

## 個人資料

- (1) 你所提供的資料將會給予你的銀行及差餉物業估價署，用作處理你的自動轉帳繳付差餉及／或地租的申請。
- (2) 除上述用途外，你所提供的個人資料將不會給予其他人士，除非該些人士獲法例授權而要求取得這些資料。
- (3) 根據《個人資料（私隱）條例》的規定，你有權要求查閱及修正你的個人資料。

## 自動轉帳的優點

- (1) 款項只在最後繳款日期當日才過戶，**不會提早扣除**。
- (2) 付款永不過期，因此毋須擔心被加徵附加費。
- (3) 既方便，又可節省資源。

## Personal Information

- (1) The information provided by you will be used by your Bank and the Rating and Valuation Department to process your application for direct debit payment of rates and/or Government Rent.
- (2) Apart from the purposes stated above, the personal information provided will not be transferred to any other parties, unless such parties are authorised by law and request the information.
- (3) Under the Personal Data (Privacy) Ordinance, you have a right to request access to and correction of your personal data.

## Benefits of Autopay

- (1) Autopay debits are made only on the last day for payment, **not earlier**.
- (2) There will be no overdue payment, hence no surcharge.
- (3) It is not only convenient, but also saves resources.

### **注意事項（續）**

- (5) 如載於徵收通知書上的登記繳納人姓名已更改（包括修改英文拼法；以中文姓名取代英文姓名或英文姓名取代中文姓名），或物業的差餉及／或地租估價已被刪除，此直接付款授權書即自動失效。
- (6) 因差餉及地租額會隨每次重估差餉／改變差餉率而調整，故不宜在自動轉帳預設授權轉帳限額。
- (7) 每季的差餉及／或地租額即使有變，差餉及／或地租繳納人亦毋須辦理另一直接付款授權書。
- (8) 本署收到某一物業單位重新遞交的直接付款授權書後，該物業單位以往遞交的所有授權書即一概失效。
- (9) 如以銀行直接付款方式繳款，將不發收據。
- (10) 如在填寫直接付款授權書上遇有任何困難或對以自動轉帳繳付差餉及／或地租及其生效日期有任何疑問，請與本署聯絡（電話號碼：2152 0111（由「1823」接聽），傳真號碼：2152 0113）。

### **Important Notes (Continued)**

- (5) A change in the rates and/or Government rent payer's name (including amending the spelling; changing it from Chinese to English, or vice versa), or a deletion of the rating and/or Government rent assessment will automatically invalidate this direct debit authorisation.
- (6) Since rates and Government rent are adjusted from time to time following a General Revaluation / changes in the rates percentage charge, it is not advisable for you to set a limit on the amount authorised for autopay.
- (7) A further direct debit authorisation will not be required if the amount of quarterly rates and/or Government rent demanded has been changed.
- (8) On receipt by this department of a fresh authorisation in respect of a tenement, all previous authorisations for that property will be invalidated.
- (9) For payments made by direct bank debit, no receipts will be issued.
- (10) If you have any difficulties in completing this direct debit authorisation or any enquiries on payment of rates and/or Government rent by autopay and its effective date, please contact this department (Tel. No. 2152 0111 (handled by "1823"), Fax No. 2152 0113).