

譽海旅運有限公司  
Glory Sea Travel Limited

保良局蕭漢森小學 2026-2027 年度校車自動轉賬 填寫指引 及 申請表

致 貴家長

本學年全年共須繳付 10.5 個月校車費，10 月份校車費會在 9 月 25 日由銀行自動轉賬繳付，本學年最後一個週數日為 2027 年 5 月 25 日即繳付 6 月及 7 月半月合共 1.5 個月車費，如 2027 年 7 月不乘坐校車，敬請家長必須在 5 月 1 日或之前以電郵申請作實。

請填妥「直接付款授權書」連同「1 個月校車費(留位費)支票」或入數紙 一併交回學校班主任 或 校務處 (舊生適用) 交回校車公司 或 校務處 (新生適用)

如何填寫「直接付款授權書」

- 乘坐校車之學生必須使用自動轉賬繳付校車費，每月 25 號收取下月的校車費 (如遇到星期六、日及公眾假期，扣賬日有機會提前 2 個工作天，敬請家長預留足夠金額在扣賬戶中)。
- 每位學生填寫 1 份「直接付款授權書」；如家長有 2 位學生乘坐校車，請填寫 2 份「直接付款授權書」。
- 如表格有任何更正，請將錯誤位置劃線並在旁邊填寫正確及簽名。切勿覆蓋重寫及使用塗改帶。
- 請用英文和大寫填寫表格。

1. 本人(等)的銀行及分行名稱

e.g.: HSBC

Date 日期

2. 本人(等)的銀行號碼、分行號碼及戶口號碼

(使用直接付款的戶口號碼)

DIRECT DEBIT AUTHORISATION(Generic Set-up)  
直接付款授權書

Note 注意: 1. Please tick where applicable. 請在適用的地方加上劃號。

2. Please return the completed form to the Bank or mail to Automatic Payments Centre, Payment Services at PO Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong. You may also set up the direct debit authorisation through HSBC Internet Banking. 請將已填妥的表格交回本行或寄回九龍中央郵局郵箱 72677 號碼服務自助轉賬中心。您亦可透過互聯網上理財直接付款授權。
3. Your Direct Debit Authorisation set up request will normally be processed within 4 working days (excluding Saturday, Sunday and public holiday) upon receipt of your form. 在一般情況下，本行將在收到您的直接付款授權的申請後兩個工作天內(不包括星期六、日及公眾假期)處理您的申請。
4. Please refer to the bank tariff guide for details of the charges. 收費之詳情請參閱銀行服務費用簡介。

3. 本人(等)在結單/存摺上紀錄的名稱

(戶口持有人姓名)

4. 戶口持有人之聯絡電話號碼

5. 設定「最高付款限額」

# 2 個月車費的金額 #

(請參照本年度校車收費表)

6. 到期日:(不須填寫)

7. 本人(等)在結單/存摺上紀錄的地址

8. 付款人名稱

- 學生英文全名 (英文大寫)  
e.g.: LEE HOI SUM HAPPY

9. 付款編號

- (不須填寫，此欄由本公司編寫)

10. 簽署

(戶口持有人的簽署)

Name of Party to be Credited (The Beneficiary) 收款的一方(收款人) GLORY SEA TRAVEL LIMITED	Bank No. 銀行號碼 0 0 4	Branch No. 分行號碼 8 0 1	Account No. 戶口號碼 5 7 3 6 1 7 6 8 3 1 8
My/Our Bank 本人(等)的銀行及分行的名稱 1	Bank No. 銀行號碼 2	Branch No. 分行號碼	My/Our Account No. 本人(等)的戶口號碼
My/Our Name 本人(等)在結單/存摺上紀錄的名稱(請以英文正楷填寫) 3	Contact Telephone No. 聯絡電話號碼 4		
Maximum Limit 最高付款限額 Note: If blank, the debtor's bank will set as "unlimited". 如無填寫，本行將為該戶口設定為「不受限制」。 Unlimited 不受限制 Each Payment 每次付款 HKD 港元 5	Expiry Date (day/month/year) 到期日 (日/月/年) Note: If blank, this authorisation shall have effect until further notice and Expiry Date should be greater than 3 months. 如無填寫，此直接付款授權書將無限期有效直至另行通知及到期日必須不少於三個月。		
My/Our Address as recorded on Statement/Passbook 存摺上所紀錄的地址 7	6. (不須填寫)		
Debtor Name (in Block Letters) 付款人名稱(請以英文正楷填寫) 8 (學生英文全名)	Reference (Compulsory Field) 付款人編號(必填之欄) SHS 9 (不須填寫)		
Declaration 1. I/We hereby authorise my/our bank to debit my/our account to the account of the beneficiary named above for the amount of the transfer shall not exceed the maximum limit indicated above. For HSBC business account holders, the amount of the transfer shall not exceed (a) the maximum limit indicated above or (b) any applicable signing limit of the account signatory(ies) of the relevant business account, whichever is lower. 本人(等)同意本行(等)的戶口向轉賬予上述收款人。惟轉賬金額不得超過以上指定的最高付款限額。運豐企業客戶的轉賬金額不得超過(a)以上指定的最高付款限額，或(b)企業客戶授權人的簽名權限，以低者為準。 2. I/We agree that my/our bank shall not be obliged to ascertain whether or not notice of any such transfer or reversal notice has been given to me/us. 本人(等)同意，本行(等)無須負責查核是否已通知本人(等)有關任何轉賬或逆轉通知。 3. 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). 如因該等轉賬而令本人(等)的戶口出現透支(或令現時的透支增加)，本人(等)願共同及個別承擔全部責任。 4. I/We understand that I/we must maintain sufficient funds in the account one business day (before the close of branch banking hours) before the transfer date (as specified in the instructions received by my/our bank from the beneficiary and/or its banker and/or its banker's correspondent from time to time) for the transfer authorised herein. I/We agree that should there be insufficient funds in my/our account to meet any transfer authorised herein, my/our bank will be entitled, at its absolute discretion, not to effect such a transfer in which event the Bank may levy its usual charges and may cancel this authorisation at any time without notification to me/us. For the avoidance of doubt, the Bank may cancel this authorisation at its sole discretion at any time without prior notice. 本人(等)明白本人(等)須在指定的轉賬日期(即根據本人(等)的銀行收款人或其往來銀行及/或代理銀行不時收到的指示)前一個營業日(分行辦公時間內)，在戶口內備有足夠款項以便支付該項授權轉賬。本人(等)並同意如本人(等)的戶口並無足夠款項支付該等授權轉賬，本人(等)的銀行有絕對酌情權不予轉賬，且本人(等)的銀行可收取慣常的收費，並可隨時取消該等授權轉賬且毋須通知本人(等)。為避免疑問，本人(等)的銀行可隨時自行決定取消該等授權轉賬且毋須通知本人(等)。 5. This direct debit authorisation shall have effect until further notice or until the expiry date written above (whichever shall first occur). I/We agree that if no transaction is performed on my/our account under such authorisation for a continuous period of 30 months, my/our bank reserves the right to cancel the direct debit arrangement without prior notice to me/us, even though the authorisation has not expired or there is no expiry date for the authorisation. 本直接付款授權書將繼續生效直至另行通知或直至上述到期日為止(以兩者中最早的日期為準)。本人(等)同意如本人(等)已設立直接付款授權的戶口連續三十個月內未有根據本授權書作出轉賬的紀錄，本人(等)的銀行保留權利取消本直接付款授權並毋須另行通知本人(等)，即使本授權書並未到期或有註明授權到期日。 6. 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. 本人(等)同意，本人(等)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前交予本人(等)的銀行。 7. The Bank may charge an instruction setup/amendment fee from my/our account stated above in accordance with the rates as specified by the Bank from time to time. 本人(等)的銀行可根據不時規定之收費，向本人(等)的戶口收取設立/更改指示之費用。			
My/Our Bank Account Signatory 本人(等)的銀行戶口的簽署 10	For Bank Use Only 銀行專用		
Remarks		Branch Chop	

請填妥及獨立列印 "銀行直接付款授權書" 連同1個月校車留位費支票 或 入數紙 一併交回學校班主任 (舊生適用)  
交回校車公司 (新生適用)

學校名稱 : 保良局蕭漢森小學

Date  
日期

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

學生中文全名 : \_\_\_\_\_

2026-27 年級 : \_\_\_\_\_

路線 : \_\_\_\_\_

家長聯絡電話 : \_\_\_\_\_

上/下車位置 : \_\_\_\_\_

## DIRECT DEBIT AUTHORISATION(Generic Set-up) 直接付款授權書

Note 注意 : 1. Please tick where applicable. 請在適當的地方加上剔號。

- Please return the completed form to the Bank or mail to Automatic Payments Centre, Payment Services at PO Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong. You may also set up the direct debit authorisation through HSBC Internet Banking. 請將已填妥的表格交回本行或寄回九龍中央郵政局郵政信箱72677號匯款服務自動轉賬中心。您亦可透過滙豐網上理財設立直接付款授權。
- Your Direct Debit Authorisation set up request will normally be processed within 4 working days (excluding Saturday, Sunday and public holiday) upon receipt of your form. 在一般情況下, 本行將在收到您的直接付款授權的設立申請表後四個工作天內 (不包括星期六、日及公眾假期) 處理您的申請。
- Please refer to the bank tariff guide for details of the charges. 收費之詳情請參閱銀行服務費用簡介。

Name of Party to be Credited (The Beneficiary) 收款的一方 (收款人) GLORY SEA TRAVEL LIMITED	Bank No. 銀行號碼 0 0 4	Branch No. 分行號碼 8 0 1	Account No. 戶口號碼 5 7 3 6 7 6 8 3 8
My/Our Bank Name and Branch 本人(等)的銀行及分行的名稱 _____	Bank No. 銀行號碼 ____	Branch No. 分行號碼 ____	My/Our Account No.本人(等)的戶口號碼 ____
My/Our Name(s) as recorded on Statement/Passbook (in Block Letters) 本人(等)在結單/存摺上所紀錄的名稱 (請以英文正楷填寫) _____			
Contact Telephone No. 聯絡電話號碼 _____	Maximum Limit 最高付款限額 Note: If blank, the debtor's bank will set as "unlimited". 注意: 如無填寫, 付款銀行會將轉賬限額設定為「不設上限」。 <input type="checkbox"/> Unlimited 不設上限 <input checked="" type="checkbox"/> Each Payment 每次 <input type="checkbox"/> Each Month 每月 HKD 港元 _____	Expiry Date (day/month/year) 到期日 (日/月/年) Note 注意: If blank, this authorisation shall have effect until further notice and Expiry Date should be greater than 3 months. 如無填寫, 此直接付款授權書將無限期有效直至另行通知及到期日必須大於三個月 _____	
My/Our Address as recorded on Statement/Passbook 本人(等)在結單/存摺上所紀錄的地址 _____			
Debtor Name (in Block Letters) 付款人名稱 (請以英文正楷填寫) Note 注意: Please specify if other than Account Holder. 如非戶口持有人, 請填寫。 _____	Debtor Reference (Compulsory Field) 付款人編號 (必填之欄) (Reference between yourself and the party to be credited 貴賬戶與收款一方的編號) SHS _____		
Declaration 聲明 1. I/We hereby authorise my/our above 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 and/or its banker and/or its banker's correspondent from time to time provided always that the amount of the transfer shall not exceed the maximum limit indicated above. For HSBC business account holders, the amount of the transfer shall not exceed (a) the maximum limit indicated above or (b) any applicable signing limit of the account signatory(ies) of the relevant business account, whichever is lower. 本人(等)現授權本人(等)的上述銀行, (根據收款人或其往來銀行及/或代理行不時給予本人(等)銀行的指示)自本人(等)的戶口內轉賬予上述收款人。惟轉賬金額不得超過以上指定的最高付款限額。滙豐企業客戶的轉賬金額不得超過(a)以上指定的最高付款限額, 或(b)企業客戶授權人的簽名權限, 以低者為準。 2. I/We agree that my/our Bank shall not be obliged to ascertain whether or not notice of any such transfer or reversal notice has been given to me/us. 本人(等)同意本人(等)的銀行毋須證實該等轉賬通知或沖銷通知是否已交予本人(等)。 3. 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). 如因該等轉賬而令本人(等)的戶口出現透支(或令現時的透支增加), 本人(等)願共同及個別承擔全部責任。 4. I/We understand that I/we must maintain sufficient funds in the account one business day (before the close of branch banking hours) before the transfer date (as specified in the instructions received by my/our Bank from the beneficiary and/or its banker and/or its banker's correspondent from time to time) for the transfer authorised herein. I/We agree that should there be insufficient funds in my/our account to meet any transfer authorised herein, my/our Bank will be entitled, at its absolute discretion, not to effect such a transfer in which event the Bank may levy its usual charges and may cancel this authorisation at any time without notification to me/us. For the avoidance of doubt, the Bank may cancel this authorisation at its sole discretion at any time without prior notice. 本人(等)明白本人(等)須在指定的轉賬日期(即根據本人(等)的銀行從收款人或其往來銀行及/或代理行不時收到的指示)前一個營業日(分行辦公時間內), 在戶口內備有足夠款項以便支付該等授權轉賬。本人(等)並同意如本人(等)的戶口並無足夠款項支付該等授權轉賬, 本人(等)的銀行有絕對酌情權不予轉賬, 且本人(等)的銀行可收取慣常的收費, 並可隨時取消該等授權轉賬且毋須通知本人(等)。為避免疑問, 本人(等)的銀行可隨時自行決定取消該等授權轉賬且毋須通知本人(等)。 5. This direct debit authorisation shall have effect until further notice or until the expiry date written above (whichever shall first occur). I/We agree that if no transaction is performed on my/our account under such authorisation for a continuous period of 30 months, my/our Bank reserves the right to cancel the direct debit arrangement without prior notice to me/us, even though the authorisation has not expired or there is no expiry date for the authorisation. 本直接付款授權書將繼續生效直至另行通知或直至上列到期日為止(以兩者中最早的日期為準)。本人(等)同意如本人(等)已設立的直接付款授權的戶口連續三十個月內未有根據本授權而作出過賬的紀錄, 本人(等)的銀行保留權利取消本直接付款安排而毋須另行通知本人(等), 即使本授權書並未到期或未有註明授權到期日。 6. 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. 本人(等)同意, 本人(等)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交予本人(等)的銀行。 7. The Bank may charge an instruction setup/amendment fee from my/our account stated above in accordance with the rates as specified by the Bank from time to time. 本人(等)的銀行可根據不時規定之收費, 向本人(等)的上述戶口收取設立/更改指示之費用。			
My/Our Bank Account Signature(s) 本人(等)銀行戶口的簽署 _____			

For Bank Use Only  
銀行專用

Remarks

_____
-------

Branch Chop

_____
-------

>> APC-NSC

The Hongkong and Shanghai Banking Corporation Limited  
香港上海滙豐銀行有限公司

Staff ID

_____
-------