

致： 香港北角渣華道 333 號  
北角政府合署 21 樓  
地政總署(會計組)  
地政總署署長

電話： 2231 3171  
傳真： 2971 0501

To: The Director of Lands,  
Lands Department (Accounts Section),  
21/F., North Point Government Offices,  
333 Java Road, North Point,  
Hong Kong

Telephone: 2231 3171  
Fax: 2971 0501

**繳交短期租約租金 – 直接付款授權書**  
**DIRECT DEBIT AUTHORISATION FOR PAYMENT OF RENTS FROM SHORT TERM TENANCIES**

**請填妥此授權書並把其正本交回地政總署辦理**  
**Please complete and return the original of this form to Lands Department**

收款人姓名 (受益人) Name of party to be credited (the Beneficiary) 地政總署 – 經自動轉帳收取短期租約租金 Lands Department – Collection of STT Rental through Autopay	銀行編號 Bank No.			分行編號 Branch No.			收款帳戶之編號 Account No.						
	0	1	2	8	7	5	0	0	5	3	7	5	6

我/我們現授權我/我們的下述銀行按不時收取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。

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.

我/我們同意，我/我們的銀行無須確實肯定該等轉帳通知是否已交給我/我們。

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.

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/我們願共同及各別承擔全部責任。

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).

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。

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.

本授權書有效至另行通知為止。

This authorisation shall have effect until further notice.

我/我們同意，如我/我們需發出取消或更改本授權書的任何通知，須於取消/更改生效日最少一星期之前將通知送達我/我們的銀行。

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 one week prior to the date on which such cancellation/variation is to take effect.

**請參閱背頁的注意事項及用正楷填寫 PLEASE REFER TO THE IMPORTANT NOTES OVERLEAF AND COMPLETE IN BLOCK LETTERS**

我/我們的銀行及分行名稱 My / Our Bank Name and Branch	銀行編號 Bank No.	分行編號 Branch No.	帳戶編號 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 statement / passbook	我/我們的簽名(在此授權書內的簽名須與銀行帳戶所簽的相同) My / Our signature(s) (Please sign in the usual way as you would sign on your Bank Account.)		
每次付款限額(港幣) Limit for each payment (Hong Kong Dollar)			
日間聯絡電話 Day time contact telephone no.			
日期(日/月/年) Date (dd/mm/yyyy)			
繳款人姓名及通訊地址 Name of Payer(s) and Mailing Address			
繳款單編號 Demand Note Number	部門檔號 Departmental Reference		
0 7 4	RA		
債務人參考 (地政總署專用) Debtor's Reference (For Lands Department use only)			
銀行專用 For bank use only	Signature verified		

利用自動轉帳系統繳交短期租約租金 AUTOPAY FACILITY FOR PAYMENT OF RENTS FROM SHORT TERM TENANCIES

**注意事項**

- (一) 自動轉帳系統不適用於短期租約的首次及最後一次租金繳款。
- (二) 如用銀行直接付款方式繳款，地政總署將不發收據。
- (三) **請確保你的銀行帳戶於繳款限期該日有足夠存款。**
- (四) 如果直接付款授權書所註明的銀行未能安排以直接過戶的方法繳款，繳款人必須立即以繳款單上所示的其他付款辦法繳款。
- (五) 本授權書經地政總署辦理後，會轉交你的銀行完成其他手續。因此處理本授權書需時若干星期。在收到載有下列字句的繳款單之前，繳款人須依照繳款單上所示的其他付款辦法，在繳款限期或該日之前繳款：—  

將由自動轉帳系統付款
- (六) 如有任何變更以致本直接付款授權書失效，繳款人須負責通知地政總署。
- (七) 如果租約已經終止，本直接付款授權書即自動失效。
- (八) 每期繳款金額即使有變，繳款人亦無須辦理另一直接付款授權書。
- (九) 地政總署收到有關本授權書所列部門檔號的新直接付款授權書後，以往的授權書即會註銷。
- (十) 請依照最近期的繳款單上的資料，在直接付款授權書上填寫「繳款單編號」及「部門檔號」。
- (十一) 如果你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款有疑問，請致電地政總署查詢(電話: 2231 3171)。

**個人資料的說明**

你所提供的資料將作為政府徵收費用之用。地政總署可能會將資料給予法例授權可接收的其他人士。根據《個人資料(私隱)條例》，你有權要求查閱及修正你的個人資料。

**Important Notes**

- (1) Autopay facility is not applicable to the first and last payments of rent of short term tenancies.
- (2) For payments made by direct bank debit, no receipt will be issued by Lands Department.
- (3) **Please ensure your bank account contains the necessary funds on the due date.**
- (4) If the Bank named in the direct debit authorisation is unable to process the direct bank debit to make payment, the payer must settle the account without delay by other payment methods as shown in the demand note.
- (5) After this authorisation has been processed by Lands Department, it will be passed to your bank for completion. Hence, processing of this authorisation will take several weeks. Payment must be made on or before the due date in accordance with the other payment methods as shown in the demand note unless and until the payer has received a demand note with the following wordings :-  

TO BE SETTLED BY AUTOPAY
- (6) Payers are responsible for notifying Lands Department of any change which invalidates this direct debit authorisation.
- (7) Termination of tenancy will automatically invalidate this direct debit authorisation.
- (8) A further direct debit authorisation will not be required if the demanded amount for each billing has been changed.
- (9) On receipt by Lands Department of a fresh direct debit authorisation in respect of the Departmental Reference specified in this authorisation, the previous authorisation will be cancelled.
- (10) Please fill in the 'Demand Note Number' and 'Departmental Reference' in the direct debit authorisation exactly as shown in the latest demand note.
- (11) If you have any difficulties in completing this direct debit authorisation or any enquiries on payment by autopay, please contact Lands Department (Tel : 2231 3171).

**PERSONAL DATA**

The data provided by you will be used for the purpose of Government's collection. Lands Department may give the data to other parties authorised by law to receive it. Under the Personal Data (Privacy) Ordinance, you have a right to request access to and correction of your personal data.

**自動轉帳的優點**

- \* 款項只在繳款限期該日才過戶，不會提早扣除。
- \* 省時省力、免除排隊交款的不便。
- \* 付款永不過期，因此毋須擔心被加徵附加費。
- \* 既方便，又可節省資源。

**BENEFITS OF AUTOPAY**

- \* Autopay debits are made only **on payment due dates, not earlier.**
- \* Avoid the inconvenience of queuing to pay.
- \* There will be no overdue payment, hence no surcharge.
- \* It is convenient and can save resources.