

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

取消「繳交短期租約租金－銀行直接付款」通知書
Cancellation of Direct Bank Debit for Payment of Rents from Short Term Tenancies
請填妥此通知書並把其正本交回地政總署辦理(只供地政總署使用)

Please complete and return the original of this form to Lands Department (For Lands Department's use only)

請將有關以下部門檔號的銀行直接付款安排取消：—

Please cancel the direct bank debit arrangement for payment in respect of the following Departmental Reference:-

(1) 部門檔號 Departmental Reference:

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(2) 繳款單編號 Demand Note Number:

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(3) 銀行戶口持有人姓名 Name(s) of Bank Account Holder(s):

(4) 銀行戶口號碼 Bank Account No.:

銀行編號 Bank No.	分行編號 Branch No.	帳戶編號 Account No.

(5) 銀行及分行名稱 Bank Name and Branch:

(6) 取消生效日期 (日/月/年) Effective Date of Cancellation (dd/mm/yyyy):

(7) 取消原因 Reason(s) of cancellation:

繳款人姓名
Name of payer(s): _____

日間聯絡電話
Day time contact telephone no.: _____

簽署
Signature: _____

日期 (日/月/年)
Date (dd/mm/yyyy): _____

附註:

- (一) 此通知書只供地政總署使用。如欲取消與銀行的自動轉帳授權，請直接與你的銀行聯絡。
- (二) 請依照最近期的繳款單上的資料，填寫「部門檔號」及「繳款單編號」。
- (三) 處理此通知書需時若干星期。如繳款單上載有下列字句，地政總署仍會利用自動轉帳系統收取短期租約租金：—

將由自動轉帳系統付款

- (四) 如欲使用另一銀行戶口以自動轉帳系統繳款，請重新填妥一份直接付款授權書。

Notes:

- (1) This notification is for Lands Department's use only. If you wish to cancel the authorisation for using autopay facility with your bank, please contact your bank directly.
- (2) Please fill in the 'Departmental Reference' and 'Demand Note Number' exactly as shown in the latest demand note.
- (3) Processing of this notification will take several weeks. Lands Department will still collect the rents of short term tenancies through autopay facility if the following wordings are shown in the demand note:-

TO BE SETTLED BY AUTOPAY

- (4) Please complete a new Direct Debit Authorisation Form if you wish to make payment by autopay through a different bank account.

個人資料的說明

你所提供的資料將用作取消銀行直接付款安排之用。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。

PERSONAL DATA

The data provided by you will be used for the purpose of cancellation of direct bank debit arrangement. 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.

(以下由地政總署填寫 For Lands Department Use Only)

債務人參考
Debtor's Reference

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工序完成日期 Date of completion: _____

核對人 Checked by: _____