



August 2023

DIRECT DEBIT AUTHORISATION

Dear Parents

Effective August 2011, direct debit is mandatory in paying school fees for all students attending ESF Schools / PIS / Kindergartens. Enclosed please find a Direct Debit Authorization form and instructions on how to fill in the form. Please note that your child's school place is only secured if all fees are paid in full.

Fees are due on the first day of each month from September to June each school year, and ESF will direct debit your bank account on the second working day of each month. In order to avoid bank charges, please ensure there is sufficient fund in your bank account every month.

Please follow the instructions attached to fill in this direct debit form and write down your child's name, school attending at the top of the form. Please leave the child account number blank if your child is new to the College or transferred from an ESF school.

The completed direct debit form should be sent to ESF Billing Team, 25/F, 1063 King's Road, Quarry Bay, Hong Kong. You will receive a confirmation from us once the direct debit authorization is set up successfully with the bank.

Thank you.



How to fill in the Direct Debit Authorisation Form

- Direct Debit is mandatory.
- One Direct Debit Authorisation form for each student, e.g. if you have three children attending Renaissance College / Discovery College / Kindergartens, please fill in three Direct Debit Authorisation forms, one for each child.
- A letter will be sent to parents once we received the confirmation from the bank.
- Should there be any correction on the form, please cross it out and sign beside it. Do not overwrite or use correction fluid.
- Please fill the form in ENGLISH and in BLOCK letters.

1. Application number/ESF account number
2. Bank name and branch
3. Bank No., Branch No. and Account No.,
 - No. shown on AMT card or statement/passbook

4. Name of bank Account Holder
5. Contact number of Account Holder
6. Maximum limit for
 - Each payment
 HK\$25,000

7. Expiry Date

Please **DO NOT FILL**

8. Address
 - Same address as registered with bank

9. Debtor Name
 - Student name

10. Debtor Reference (Filled by ESF)
 - Student account number
 - For new student, leave it blank

11. Signature
 - Bank signature

Please return Original to school admission office

Student Name: _____ School: _____ Application Number/ESF Account No.: **1**

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

NOTE: 1. Please fill when applicable. 請在適用時填寫。 Date: _____

2. I/We hereby authorise the bank to debit my/our account in the bank's name for the purpose of payment of school fees. 本人/我們特此授權銀行在該行的名義下，為支付學校費的目的，從我的/我們的銀行戶口內扣款。

3. I/We hereby authorise the bank to debit my/our account in the bank's name for the purpose of payment of school fees. 本人/我們特此授權銀行在該行的名義下，為支付學校費的目的，從我的/我們的銀行戶口內扣款。

Name of Bank: **ESF EDUCATIONAL SERVICES LTD** Bank's Name: _____ Branch No.: _____ Account No.: _____

2 _____ 3 _____

4 _____

5 _____ 6 _____ 7 _____

8 _____

9 _____ 10 _____

11 _____

Student Name: _____ School: _____ Application Number/ESF Account No.: _____

Discovery College/ Renaissance College / Kindergartens (Year 2024-25)

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。

2. For HSBC customers, please return the completed form to the Bank or mail to Automatic Payments Centre, Payment Services at P O Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong. You may also set up the direct debit authorisation through HSBC Internet Banking. For non-HSBC customers, please complete and return this form to your banker. 如屬滙豐客戶, 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。如非滙豐客戶, 請依次填寫並將此授權書交給貴戶的往來銀行。
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。
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。

Date
日期

D	D	M	M	Y	Y	Y	Y
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Name of Party to be Credited (The Beneficiary) 收款的一方 收款人) ESF EDUCATIONAL SERVICES LTD	Bank No. 銀行號碼 0 0 4	Branch No. 分行號碼 5 1 1	Account No. 戶口號碼 3 3 5 0 6 9 0 0 1
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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 ____
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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 for 最高付款限額 Note 注意: If blank the debtor's bank will set as "unlimited". 如無填寫, 付款銀行會將轉賬限額設定為「不設上限」。 <input checked="" type="checkbox"/> Each Payment 每次 <input type="checkbox"/> Each Month 每月 HK\$ 25,000	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 _____
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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) (Filled by ESF/由英基填寫) (Reference between yourself and the party to be credited 貴賬戶與收款一方的編號) _____
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Declaration (For HSBC Customer Only) 聲明 只適用於滙豐客戶)

- 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 any one such transfer shall not exceed the limit indicated above. 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。惟每次轉賬金額不得超過以上指定的限額。
- 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)。
- 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。
- 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)。
- 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為止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。
- 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。
- 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的收費, 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 _____
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Staff ID _____