

附註

個人資料收集聲明

1. 你所提供的資料，將作政府付款給你的用途。
2. 政府可能將部分或全部資料轉交其他已獲法律授權接收的人士。
3. 在《個人資料（私隱）條例》列明的豁免範圍內，你有權取得及更正個人資料。
4. 如欲取得或更改個人資料，請聯絡與你有收支往還的政府部門。

只供收款人填寫（第 I, II, III, IV, V 及 VI 欄）

1. 收款人如為公司或團體，在遞交本表格時，須附交一封使用該公司或團體的正式信紙的說明函件，並須由獲該公司或團體授權的人士簽署。
2. 如欲將本授權書的適用範圍限定於若干項事務，請列明該等事務。
3. 切勿在一空格內填寫超過一個字或一個數字。倘因篇幅所限而未能于行末填寫一個完整的詞彙，須在下一行填上整個詞彙。
4. 請確保所提供的轉數快識別代碼已正確連繫收款人的銀行帳戶或儲值支付工具以收取款項。儲值支付工具僅適用於“轉數快識別碼”，不適用於“香港身份證號碼”登記作為轉數快識別代碼收取款項。
5. 銀行和儲值支付工具營運商根據其經營模式及風險管理措施，就各類型支付設有不同的限額。請向有關銀行或儲值支付工具營運商查詢透過轉數快收取款項的最高交易限額。
6. 帳戶持有人的名稱應與收款人的名稱完全相符。如未能確定銀行編號，請向有關銀行查詢。如銀行編號格式與本表格上的不符，請致電3847 8967跟進。
7. 款項如須存入聯名帳戶，應列明該帳戶的英文全名而收款人名稱應是聯名帳戶的一部分。
8. 如希望以傳真方式或電子郵件接收領款通知書(只可選擇其中一種方式)，請填妥傳真號碼或電子郵件地址。
9. 請把填妥表格寄回你通常致送發票的政府部門，或香港九龍長沙灣東京街西3號庫務大樓19樓庫務署財務管理組。如有查詢，請致電3847 8967。

只供部門填寫

第 I 欄

在供收款人填寫表格前，在“致”字旁的空框內填上接收填妥表格的部門或辦事處的名稱及地址。如收款人銀行帳戶欄資料（第 III 及 IV 欄）有任何更改，須另填一份新表格。

第 VII 欄

在政府財務管理資料系統更新後填寫。

NOTES

Personal Information Collection Statement

1. The information provided by you will be used for purposes of effecting payments to you by the Government.
2. The Government may give some or all of the information to other parties authorized by law to receive it.
3. Subject to exemptions under the Personal Data (Privacy) Ordinance, you have a right of access and correction with respect to personal data.
4. Request for personal data access and correction should be addressed to the relevant Government departments with which you have dealings.

For Payee's Use (Sections I, II, III, IV, V and VI)

1. For companies/organizations, this form must be accompanied by a covering letter on the official letterhead of the company/organization and signed by an authorized signatory of the company/organization.
2. If it is desired to restrict this Authority to payments in respect of certain transactions only, please specify those transactions.
3. Do not use one space for more than one letter or one digit. Where a complete word cannot be entered at the end of a row because of insufficient space, the whole word should be entered in the next row.
4. Please make sure that the FPS Proxy Account provided is properly linked with the bank account or Stored Value Facility ("SVF") for receiving payments. SVF is applicable only to the case of "FPS Identifier" but not "HKIC Number" registered as FPS Proxy Account.
5. Banks and SVF operators have defined different thresholds for various types of payment based on their business models and risk control management. Please contact your banker or SVF operators for the maximum transaction limit for receiving payments through FPS.
6. The bank account should have the same name as the payee's name. If you do not know the bank code of your bank account, please contact your banker. If your bank account has different format from that stated in this form, please contact 3847 8967 for further assistance.
7. Where payment is to be made into a joint account, the full name of the joint account in English must be stated and the payee's name should form part of the name of the joint account.
8. Please enter your fax number or e-mail address if you wish to receive the Remittance Advice by fax or by e-mail (choose one method only).
9. Please send the completed form to the government department to which you normally issue your invoices; or Director of Accounting Services (Attn.: Financial Control Section) at 19/F, Treasury Building, 3 Tonkin Street West, Cheung Sha Wan, Kowloon, Hong Kong. For enquiries, please call 3847 8967.

For Department Use

Section I

Before passing the form to the payee for completion, enter in the box beside the word 'To' the name AND address of the department, or office to which the payee should return the completed form. If there is a change in the bank account details of the payee (Section III and IV), a new form must be completed.

Section VII

To be completed after the supplier record has been updated in the Government Financial Management Information System.