



## Maryknoll Convent School Educational Trust

Maryknoll Convent School, 5 Ho Tung Road, Kowloon Tong, Kowloon

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November 1, 2019

Dear Maryknollers,

On behalf of the Maryknoll Convent School Educational Trust, I would like to express my warmest gratitude to you all for your ardent support. Apart from supporting the hardware, enhancing the quality of education at MCS is equally important. Currently, the Trust is funding the hiring English, Putonghua, Mathematics and Physics teachers, as well as a Teacher Librarian, STEM and Sports Assistants. The Trust also provides for our teachers' professional development and School-based Educational Psychology and Clinical Psychology Support Services, amongst other items. To cover these monthly recurrent expenses, there is an imminent need to set up a special fund to cover the \$1.5M to \$2.5M spent each year.

"The Autopay Scheme" has been formed with this in mind. Simply fill in the amount you wish to contribute on a monthly basis, sign the enclosed direct debit authorization form and return it to the MCS Secondary Section office (Attn: Ms. Patricia Ling) by mail. Your donation will be used to cover all recurrent expenses of the aforementioned projects. Receipts will be mailed to you at the end of each fiscal year for tax deduction.

We have been blessed to receive so much from Maryknoll, and it is time to repay our beloved Alma Mater. I sincerely hope you would extend your support to "The Autopay Scheme"

Yours truly,

Emily Ngan  
Chairperson

Please write in **BLOCK** letters. 請以英文正楷填寫。

**I agree to support Maryknoll Convent School Educational Trust with monthly contribution of: (tick one box)**

☐ HK\$100      ☐ HK\$300      ☐ HK\$500      ☐ Other amount: HK\$ \_\_\_\_\_

Name: \_\_\_\_\_

**Address:** \_\_\_\_\_

(for receipt mailing) \_\_\_\_\_

**Contact Phone No.:** \_\_\_\_\_ **Email:** \_\_\_\_\_

## DIRECT DEBIT AUTHORIZATION 直接付款授權書

Name of party to be credited (The Beneficiary) 收款人一方 (受益人) <b>MARYKNOLL CONVENT SCHOOL EDUCATIONAL TRUST</b>	Bank No. 銀行編號 <b>024</b>	Branch No. 分行編號 <b>267</b>	Account No. to be credited 收款賬戶之編號 <b>015295001</b>
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I/We hereby authorize my/our below-named Bank (the "Bank") to effect transfer from my/our below-mentioned account to that of the above-named Beneficiary in accordance with such instructions as the Bank may receive from the Beneficiary from time to time, provided always that the amount of any one such transfer shall not exceed the limit indicated below.

I/We agree that the Bank shall not be obliged to ascertain whether or not notice of any such transfer has been given to me/us.

I/we jointly and severally accept full responsibility for any overdraft (or increase in existing overdraft) on my/our below-mentioned account which may arise as a result of any such transfer(s).

I/We confirm that my/our signature(s) on this authorization is/are the same as filed with the Bank for the operation of my/our below-mentioned account to be debited for the transfer.

I/We agree that should there be insufficient funds in my/our below-mentioned account to meet any transfer hereby authorized, the Bank shall be entitled, at its discretion, not to effect such transfer in which event the Bank may make the usual charge to be paid by me/us.

I/we agree that any notice of cancellation or variation of this authorization which I/we may give to the Bank shall be given at least two working days prior to the date on which such cancellation or variation is to take effect.

This authorization shall have effect until further notice or until the below given expiry date (which shall first occur).

本人(等)現授權下述之銀行(“該銀行”), 根據收款人不時給予該銀行之指示, 自本人(等)下述戶口轉賬予收款人。但每次轉賬金額不得超過以上指定之限額。

本人(等)同意該銀行毋須證實該等轉賬是否已通知本人(等)。

如因該等轉賬而令本人(等)下流戶口出現透支(或令現時之透支增加),本人(等)會共同及個別承擔全部責任。

本人(等)確證在本授權書內之簽名，與本人(等)下流戶口於該銀行簽署紀錄完全相同。

本人(等)同意如下述戶口並無足夠款項支付有關轉賬，該銀行有權不予辦理，且可收取有關之手續費用，該等費用一概由本人(等)支付。

本人(等)同意取消或更改本授權書之任何通知，須於取消或更改生效日最少兩個工作天之前交予該銀行。

本人(等)同意取消或更改本授權書之任何通知,須於取消或更改生效日最少兩個工作天之前。本授權書將繼續生效直至另行通知為止或直至下列到期日為止(以兩者中最早之日期為準)。

<b>My/Our Bank Name and Branch</b> 本人(等)之銀行及分行之名稱		<b>Bank No.</b> 銀行編號 <div> <div></div> <div></div> <div></div> </div>	<b>Branch No.</b> 分行編號 <div> <div></div> <div></div> <div></div> </div>	<b>My/Our Account No.</b> 本人(等)之賬戶號碼 <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>
<b>My/Our Name as recorded on Statement/Passbook</b> 本人(等)在結單/存摺上所紀錄之名稱		<b>My/Our Address as recorded on Statement/Passbook</b> 本人(等)在月結單/存摺上所紀錄之地址		
<b>Limit for each *Payment/ Month<sup>1</sup></b> 每*次/月付款之限 <sup>1</sup>	<b>Expiry Date<sup>2</sup></b> 到期日 <sup>2</sup> <div> <div>D</div> <div>D</div> <div>M</div> <div>M</div> <div>Y</div> <div>Y</div> </div>	<b>My/Our Signature(s)</b> 本人(等)之簽名		<b>Date</b> 日期
<b>Name of Debtor (if other than account holder)</b> 付款人之姓名 (若非賬戶持有人)		<b>Debtor's Reference<sup>3</sup></b> 支賬參考 <sup>3</sup> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>		
<b>For Bank Use Only</b> 以下由銀行填寫				<b>Signature verified</b>

\* Please delete whichever is not appropriate. \*請刪去不適用者。

Notes:

1. If the amount of your payment is likely to vary each time, set the limit for each payment at the maximum amount you would expect to pay at any one time. Leave blank if not applicable.
2. This Direct Debit Authorization will be cancelled automatically on the date included in the box marked "Expiry Date". If you wish the Direct Debit Authorization to have effect indefinitely (or until cancelled by you) please leave box blank. If there is no transaction being recorded under this direction debit authorization for over two years, the Bank may delete this direct debit authorization without giving any notice.
3. In the box marked "Debtor Reference", please enter the identifying reference between yourself and the party to be credited. Please confirm with the Beneficiary for details. Leave blank if not applicable

附註

1. 如付款的金額每次可能不相同，則請將最高者定為每次付款之最高限額。如不適用者請將該欄留空。
2. 本直接付款授權書將於「到期日」一欄中所填寫的日期自動撤銷。如欲使本直接付款授權書無限期有效(或直至予以撤銷為止)，則請將該欄留空，但該銀行將不受此限，並可將超過兩年未有任何過賬紀錄之直付款授權宣告失效，及可刪除該授權紀錄而毋須另行通知。
3. 付款人及收款人互相辨認的參考資料，請與收款人確定有關詳情。如不適用者請將該欄留空。

**Please complete and return this form to Maryknoll Convent School (Secondary Section).  
5 Ho Tung Road, Kowloon Tong, Hong Kong. Attention: Ms Patricia Ling (MCSET)  
Thank you for your support. Learn more about MCS Educational Trust at: [trust.mcs.hk](http://trust.mcs.hk).**