

HONG KONG BAPTIST UNIVERSITY  
SCHOOL OF CONTINUING EDUCATION  
香港浸會大學持續教育學院

**BANK ACCOUNT INFORMATION FORM**  
**銀行賬戶資料表格**

(For Part-time Instructors / Staff only 只供兼職導師 / 同事)

Please read the remarks below before completing the Form 填寫表格前請清楚閱讀以下說明

This Form is to be filled by part-time instructors / staff under the following category. Please tick the appropriate box:  
此表格由兼職導師 / 同事填寫，請在適當的格內 ✓

New Staff       Existing Staff (Update bank account information)       Re-appointed Staff  
新職員      在職員工 (更新銀行戶口資料)      再聘任員工

To: Accounts & Purchasing Section

致: 會計及採購組

From:

由: \_\_\_\_\_ (\_\_\_\_\_)  
(in BLOCK letters 請用英文正楷填寫)      (Chinese 中文)

HKID / Passport No.\*

香港身分證 / 護照號碼: \_\_\_\_\_

Staff ID No.

職員編號: \_\_\_\_\_

Course Title / Code or Programme Name

課程名稱 / 編號: \_\_\_\_\_

**BANK ACCOUNT INFORMATION 銀行戶口資料**

I would like to have my salary deposited to the following bank account:

請將本人之薪酬轉賬於下列銀行戶口:

Account name      戶口名稱      : \_\_\_\_\_  
(in BLOCK letters 請用英文正楷填寫)

Name of Bank and Branch      銀行名稱及分行      : \_\_\_\_\_

Account No.      戶口賬號      : \_\_\_\_\_  
Bank No.      Branch No.      Account No.

Please attach a copy of the first page of your bank book / bank statement / ATM card showing the account name and account number.

請附上銀行戶口簿的第一頁/銀行月結單/自動櫃員機卡戶名及戶口號碼之影印本。

Signature

簽署 : \_\_\_\_\_

Date

日期: \_\_\_\_\_

REMARKS 備註:

- (1) For new or update of bank account, please complete and return this Form to the Accounts & Purchasing ("A&P") Section. Please allow 7 working days for processing. If you have any questions on this Form, please contact A&P Section at 3411 5413. 填妥此表格後，請交回會計及採購組。本組將會在七個工作天內完成處理閣下的銀行賬戶資料。如對此表格有任何疑問，請電3411 5413與本組聯絡。
- (2) This Form is available at all of our Learning Centres and the A&P Section. 此表格可向上課中心或本組索取。
- (3) The Bank Account Information collected on this Form is used for the purpose of payment of salary. 此表格內之銀行賬戶資料將會用作處理支付薪金。
- (4) Upon request, your Bank Account Information would be disclosed to the relevant Government Department(s) / Tax Authority(ies) of the relevant jurisdictions in relation to your employment with the University. 閣下之銀行賬戶資料將會透露給本港及外地法律規定的政府/稅務部門。

\* Delete whichever is not appropriate (將不適用者刪去)

For A&P Section use only

Input by: \_\_\_\_\_ Date: \_\_\_\_\_  
Checked by: \_\_\_\_\_ Date: \_\_\_\_\_