匯款授權書
Remittance Authorization Form

本人授權澳門理工大學財務處根據下列資料及條款代辦匯款。
I hereby authorize MPU Finance Office to make remittance subject to the following conditions and information.

請填上 "x" 表示
Please indicate with "x"

申請人資料 Applicant's Information	1. 申請人姓名 Name of Applicant			☐首次申請 First Application	☐更新資料 Renewal
	2. 學生編號(如適用) Student No. (If any)		3. 所屬學院/部門(如適用) Name of Faculty/Department (If any)		
	4. 聯絡電話/電郵 Phone No./E-mail Address				
	5. 支付類別: Nature of Payment	☐教學服務提供人員 Academic Service Provider　☐學生校內培訓 Student Service Training Scheme	☐研究生強化計劃 Postgraduate Intensive Program	☐其他(請註明) Others (Please specify)	

支付方式: Payment Method:	☐匯票(只需填寫下列第 7、12 及 13 項之資料) Bank draft (please provide information only for items 7, 12 and 13 below) ☐匯款(請填寫下列第 6 至 13 項之資料) Remittance (please provide information for items 6 to 13 below)

收款人銀行資料 Beneficiary's Bank Information	6. 銀行名稱 Name of Bank			
	7. 帳戶姓名 Name of Bank Account Holder	中文(如適用)		
		English (If any)		
	8. 銀行帳號 Bank Account No.	若為中國大陸帳戶,必須到銀行辦理開通收取澳門匯款功能: If it is an account in Mainland China, the function of receiving remittance from Macao has to be activated at the bank: ☐已開通 Activated (開通後方可進行匯款 Able to remit fund to China after activation) ☐未開通 Not yet activated (尚未開通則不可進行匯款 Not able to remit fund to China before activation)		
	9. 銀行地址 Bank Address			
	10. 銀行電匯編號(如適用) Remittance code of Bank (IBAN, NIB, Swift Code etc. if any)		11. 戶口幣別 Currency of Bank Account	12. 匯票/匯款幣別* Bank draft/Remittance Currency*
	13. 收款人地址/電話^ Beneficiary's Address /Phone No. ^			

* 幣別必須為收款銀行接受的外幣匯款,國內銀行一般為人民幣/港幣/美元,海外銀行一般為美元/港幣/歐元,但個別銀行仍有規限。
* The remittance currency must be foreign currency accepted by beneficiary's bank, generally CNY/HKD/USD for Mainland China banks while USD/HKD/EUR for overseas banks but some banks still have restrictions.
^ 地址及電話必須與銀行現存記錄相符。另外,申請人必須及時接聽國內收款銀行的來電以確認匯款,否則或引致匯款無法成功匯出。
^ Address and phone number must be consistent with the bank's existing records. In addition, the applicant must promptly answer the call from beneficiary's bank to confirm the remittance, otherwise the remittance may not be remitted successfully.

條款 Conditions :

1. 本校將按申請人提供的上述資料進行支付,如因資料不正確或不足而引致的任何問題、損失及費用,一概由申請人負責。
2. 以上之匯款支付,以銀行匯出作為確認收訖。
3. 如提供匯款之銀行需收取手續費,有關的費用將由申請人自付,並直接在匯款金額內扣除。
4. 在本表格內所收集的個人資料只用作建立支付資料庫及辦理銀行匯款的用途,以及有效地通知申請人有關支付情況(如:查詢漏報之資料等)。
5. 如有其他補充資料,請註明: _____

1. MPU will process the payment according to the information provided, furthermore, the applicant should be responsible for any problem, loss or charge caused by any incorrect or insufficient information provided.
2. The above remittance payment is regarded valid once bank's remittance process is done.
3. All miscellaneous bank-handling charges incurred will be borne by the applicant and deducted from the amount remitted directly.
4. Personal data collected in this form will only be used for the establishment of payment database and for making remittance's purposes so as to disseminate information of payment status to the applicant effectively (such as: inquiry of information that applicant failed to fill in initially, etc.).
5. Please state additional information if necessary: _____

日期
Date: _____

簽署
Signature: _____

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