

Registration for Using the Autopay Service

On behalf of the _____ (“the Company”),
(Company Name)

I hereby request Lingnan University (“the University”) with immediate effect to settle all payments to the Company by crediting the registered bank account shown below and acknowledge that the liability of the University due to the Company will be fully discharged when payments are credited to the registered bank account. I further undertake to inform the University promptly should there be any changes in the bank account details provided by the Company. Notwithstanding of this registration, I understand that the University may use other payment method to settle payments with the Company as deemed appropriate.

Bank Account Details

Name of Bank Account Holder: _____
(The name of bank account holder must be same as the Company name as above)

Name and Branch of the Bank: _____

Bank Account:

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bank code — bank account number

For and on behalf of

Authorized Signature
(Please sign and stamp with Company’s official chop)

Date

Name of above signatory: _____ Position: _____

Company’s information

(A payment notice will be sent to your Company by email after the direct credit has been effected.)

Contact Person: _____ Phone number: _____ Fax number: _____

Company Address: _____

Email Address: _____

**Please return the completed form to the University
by fax 2463 8363, by email fopayment@LN.edu.hk or by mail**