

Donations on a recurring basis via HSBC Standing Instructions

If you are a HSBC account holder, you can set up a "Standing Instruction" to make a donation to Gateway on a recurring basis. This saves the hassle of having to remember sending out cheques or making a payment online every month.

To do so, you can download the pre-filled "Standing Request Form" from our website, add your personal account details, amount and frequency of donation, and just drop it at any HSBC branch

The request form should look like this:

The fields in red must be filled

Details of Account: please input the details of your personal account details from which the funds will be debited.

Payment Date: This is to instruct on which date to transfer the first donation, and from that day onwards how often the recurring donations will be transferred. Please select Frequency and input First Payment Date.

Local Transfer: This is to instruct the amount to be transferred. Gateway's account details has been filled, please input Amount, Currency, and a Payment Reference for identification purposes.

Sign it and the form it's complete (page 3 and 4 are a copy for your reference).

