



**DIRECT ADVICE / eSTATEMENT / eADVICE SERVICE
SPECIAL INSTRUCTIONS FORM (FOR BUSINESS ACCOUNT)**

記錄易／電子結單／電子通知書服務特別指示表格（商業戶口）

Date 日期	day 日 / month 月 / year 年
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- Note 注意：**
- Any amendment instruction should be given to the Bank at least two working days prior to the date on which the instruction is intended to take effect. 任何更改服務的要求須於生效日期前最少兩個工作天之前交予本行。
 - Please complete in English (**BLOCK LETTERS**) and tick where applicable. 請用英文大楷填寫，並在適當的地方加上剔號。
 - If you have any problem filling in this form, please contact HSBC Business Phonebanking Hotline on (852) 2748 8288. 如於填寫表格時有任何疑問，歡迎隨時致電滙豐中小企業電話理財熱線 (852) 2748 8288。
 - Please send the completed form to The Hongkong and Shanghai Banking Corporation Limited, PO Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong. 請把填妥的表格寄回九龍郵政總局信箱 72677 號，香港上海滙豐銀行有限公司。
 - Direct Advice, eStatement and eAdvice services are not applicable to joint business account. 記錄易、電子結單及電子通知書服務不適用於聯名商業戶口。

1	Applicant company information 申請公司資料
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Company name 公司名稱： _____

Company and Identification Document Type 公司及商業證明文件類別：

Limited company - Certificate of Incorporation 有限公司－公司註冊證書

Sole proprietor or partnership - Business Registration Certificate 獨資經營商號或合夥經營商號－商業登記證

Others 其他 _____

Business Identification Document Number 商業證明文件號碼： _____

2	Change Direct Advice service details 更改記錄易服務詳情
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Direct Advice service 記錄易服務 - Add 新增 Delete 刪除 Change 更改

Please indicate the required advice type and delivery schedule. 請選擇所須通知書類別及傳遞時間。

Advice type 通知書類別	*Delivery schedule *傳遞時間
Credit advice 入賬記錄： <input type="checkbox"/> Add 新增 <input type="checkbox"/> Delete 刪除	<input type="checkbox"/> Intraday only 只須日內通知書
Debit advice 支賬記錄： <input type="checkbox"/> Add 新增 <input type="checkbox"/> Delete 刪除	<input type="checkbox"/> End of day summary only 只須每日總結概覽
	<input type="checkbox"/> Both intraday and end of day summary 日內通知書及每日總結概覽

Note 注意：

- * Intraday – Direct Advice will be issued regularly during the day for processed transactions. * 日內通知書 – 通知書會於日中交易完成後定時發出。 End of day summary – A summary of Direct Advice will be issued at the end of working day. 每日總結概覽 – 通知書概覽會於工作天完結時發出。
- Please visit <http://www.commercial.hsbc.com.hk/1/2/directadvice> to view the range of services provided by Direct Advice. 請瀏覽 <http://www.commercial.hsbc.com.hk/1/2/directadvice> 查閱記錄易所提供的服務。

3	Change eStatement / eAdvice service details 更改電子結單／電子通知書服務詳情
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Please select the delivery method for your statements and advices. For each account, you can choose **only one delivery method** for statements and **only one delivery method** for advices. Once you have registered for eStatement and eAdvice service, you will no longer receive the paper version. 請選擇您的結單及通知書送遞方法。每個戶口的結單只可以一種方式收取，而通知書亦只可以一種方式收取。如您登記電子結單及電子通知書服務，您將不會再收到郵寄的列印本。

	Statement 結單			Advice 通知書		
	+View in Business Internet Banking 於商務「網上理財」查閱	Receive via Email 以電郵收取	Receive by Post 郵寄	+View in Business Internet Banking 於商務「網上理財」查閱	Receive via Email 以電郵收取	Receive by Post 郵寄
Business Account Number: _____ 商業戶口號碼：	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business/Corporate/ Purchasing Card Number: _____ 公司／商務／ 採購卡號碼：	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business/Corporate/Purchasing Card *Consolidated Statement and *Management Reports: 公司／商務／採購卡*綜合月結單及*公司開支管理報告：		<input type="checkbox"/>	<input type="checkbox"/>			

Note 注意：

- For HSBC Business Direct account, BusinessVantage account and BusinessVantage Plus, please fill in the account number with suffix "838". 如您的戶口是滙豐「理財易」商務戶口、「商業」理財戶口或「商質理財」戶口，請填寫以「838」結尾的戶口號碼。
- To enquire the available types of eStatement and eAdvice, please visit <http://www.commercial.hsbc.com.hk/1/2/commercial/customer-service/banking-channels/estatement>. 如要查閱現時提供的電子結單及電子通知書種類，請瀏覽 <http://www.commercial.hsbc.com.hk/1/2/commercial/customer-service/banking-channels/estatement>。
- For investment account, if you choose to view your eStatement and eAdvice in Business Internet Banking, the eStatement and eAdvice will be sent to the email address you specify in Section 4 at the same time and you will need a PIN to open them. 如您選擇於商務「網上理財」查閱投資戶口的電子結單及電子通知書，該電子結單及電子通知書會同時發送到您填寫在第4部分的電郵地址，並需以密碼開啟。
- +Applicable to Business Internet Banking customers only. +只適用於商務「網上理財」客戶。
- *Consolidated eStatement service will be applicable to all card types under the same company. *公司綜合電子月結單將適用於公司旗下的所有信用卡種類。
- *Management Reports received via Email is not applicable to Corporate & Purchasing Cards. *以電郵收取公司開支管理報告不適用於商務及採購卡。

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Change delivery option / details 更改傳遞方式/資料

Change delivery option (Applicable to Direct Advice only) 更改傳遞方式 (只適用於記錄易)

Change from fax to email 更改以電子郵件收取記錄易

- Note 注意：**
- You may choose to receive Direct Advice via either fax **OR** e-mail. 您可選擇以電子郵件或圖文傳真方式收取記錄易。
 - For customers who have registered for either eStatement or eAdvice, Direct Advice will be sent to the same registered email address. Please complete the Change delivery details section below if you wish to change the receiving email address of these services. 已登記收取電子結單或電子通知書的客戶，將於同一電郵地址收取記錄易。如需更改有關電郵地址，請填寫更改傳遞資料部分。
 - A Personal Identification Number (PIN) is required to access Direct Advice, eStatement and eAdvice. 您需要輸入密碼來開啟記錄易、電子結單及電子通知書。
For customers who have registered for either eStatement or eAdvice, the same PIN will be used for the newly added services. Please complete Section 5 (PIN Request) if you wish to request for a new PIN. 已登記收取電子結單或電子通知書的客戶，可使用現有密碼來開啟新增的服務。如需申請新密碼，請填寫第 5 部分。

Change from email to fax 更改以圖文傳真收取記錄易

Note 注意： Please specify the delivery details below. 請在下方填寫傳遞資料。

Change delivery details 更改傳遞資料

Change ^email address (Applicable to Direct Advice / eStatement / eAdvice) 更改^電郵地址 (適用於記錄易/電子結單/電子通知書)

Please specify your email address 請填寫您的電郵地址 [_____]

Note 注意： ^ Once you have changed your email address, all Direct Advice, eStatement and eAdvice will be sent to the new email address. ^ 電郵地址一經更改，所有記錄易、電子結單及電子通知書將會傳遞至新電郵地址。

Change fax number (Applicable to Direct Advice only) 更改傳真號碼 (只適用於記錄易)

Please specify your #fax number 請填寫您的#傳真號碼 [()]

Note 注意： # Please indicate the country code inside the bracket for your fax number, e.g. "852" for Hong Kong or "086" for People's Republic of China. 請提供您的圖文傳真號碼的國家/地區號碼於括號內，例如：如於香港，請填寫「852」或於中國，請填寫「086」。

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PIN Request (for email delivery only) 郵寄密碼 (只適用於電子郵件)

Please indicate if you wish to request for a Personal Identification Number (PIN) to access the Direct Advice / eStatement / eAdvice by email and fill in your business account number for mailing of the PIN. 如您想申請密碼以使用記錄易/電子結單/電子通知書，請填上編號。密碼將會寄往您在下面填寫商業戶口的通訊地址。

Business Account Number 商業戶口號碼： [_____]

Note 注意： You will continue to receive Direct Advice / eStatement / eAdvice from the Bank before you receive the new PIN. Please access the services after you receive the new PIN. 於收到新密碼前，您仍會繼續收到載有記錄易/電子結單/電子通知書的電子郵件，請於收受新密碼後登入查詢。

Signing section 簽署部分

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Declaration by the applicant company 申請公司聲明

- I/We confirm that the information given above is complete and accurate and will immediately notify you of any changes thereto. I/We further authorise the Bank to verify the above information from any source that it shall deem appropriate. 本人(等)證實上述資料乃完整和準確，並會於出現任何有關變動時立刻通知貴行。本人(等)授權貴行向其視為適當的任何來源核實上述資料。
- I/We have read and understood the Terms and Conditions for HSBC's Direct Advice, eStatement and eAdvice Service issued by the Bank and agreed to be bound by the same. 本人(等)已細閱及了解貴行發出的匯豐記錄易、電子結單及電子通知書服務章程條款，並同意受其約束。

Signed for and on behalf of the applicant company 授權簽署的申請公司代表人

(1)	Full name in BLOCK LETTERS 全名 (請用正楷填寫)	Director/Partner/Sole Proprietor Signature 董事/合夥人/東主簽署 X
(2)	Full name in BLOCK LETTERS 全名 (請用正楷填寫)	Partner Signature 合夥人簽署 X
(3)	Full name in BLOCK LETTERS 全名 (請用正楷填寫)	Partner Signature 合夥人簽署 X

Signing requirements 簽署指引

Sole Proprietorship 獨資經營商號

Trust with a Sole Trustee 唯一受託人的信託基金

Partnership 合夥經營商號

Limited Company 有限公司

Signed by the Sole Proprietor 須由東主簽署

Signed by the Sole Trustee 須由唯一受託人簽署 (one signature 一個簽名)

Signed by **ALL** partners 須由所有合夥人簽署

Signed by the Director 須由董事簽署

[the director signing here must be a different person to the chairman who signs in the Certificate of Due Authorisation below unless the company has (lawfully) only one director. 須由簽署下列授權證明書的董事會會議主席以外的其他董事簽署，若公司只有單一名董事 (符合法規規定下) 則不受此項限制。]

I HEREBY CERTIFY that a resolution was passed at a meeting of the Board of Directors of the applicant company on _____ (insert date) that:

茲證明本申請公司已於 _____ (日期) 召開董事會會議，通過以下決議：

1. The applicant company shall subscribe for Direct Advice / eStatement / eAdvice offered by The Hongkong and Shanghai Banking Corporation Limited; 本公司將申請由香港上海滙豐銀行有限公司所提供的記錄易／電子結單／電子通知書服務；
2. The terms set out and the particulars completed in Direct Advice / eStatement / eAdvice Service Registration Form (For Business Account) and Direct Advice / eStatement / eAdvice Terms and Conditions are approved and adopted in all aspects; 在記錄易／電子結單／電子通知書服務申請表格（商業戶口）所列明的條款及本公司所提供的資料，以及適用於記錄易／電子結單／電子通知書服務的條款與細則，均已獲本申請公司批准及同意接受；
3. The director whose name and signature appear above in section 6 be authorised to sign the Direct Advice / eStatement / eAdvice Service Registration Form (For Business Account) on behalf of the applicant company; and 於上述第 6 部分附上姓名及簽名式樣的名各董事，已獲授權代表本申請公司簽署記錄易／電子結單／電子通知書服務申請表格（商業戶口）；及
4. Details of this resolution be communicated to the Bank and remain in force until an amending resolution shall have been passed by the applicant company's Board of Directors and a certified copy thereof shall have been received by the Bank. 以上各項決議的詳細內容將傳達予貴行，並將維持有效，直至決議被修訂而修訂決議已經董事會通過，以及一份核證副本已送交貴行為止。

I further certify that details of the above resolution has been entered into the Minute Book of the applicant company and signed therein by the chairman of the meeting and are in accordance with the applicant company's Memorandum and Articles of Association or equivalent constitutional documents.

本人進一步證明以上各項決議詳情已記錄於本申請公司的會議紀錄簿內並由會議主席簽署，且符合本申請公司的組織章程或具相同效力的公司組織文件的規定。

X

Signature (Chairman of the meeting) 簽署（會議主席）

Date 日期：

Full name in BLOCK LETTERS 全名（請用正楷填寫）

Note 注意： The Board of Directors shall, in the case of 董事會可以是

- A society, Club or Association, be referred to as the Members of the Committee, 在會、社或團中，被指為委員會委員
- An Owners Incorporation, be referred to as the Members of the Management Company, 在業主立案法團中，被指為管理委員會委員
- A Trade Union, be referred to as the Members of the Executive, 在職工會中，被指為執行委員會委員
- A Trust, be referred to as the Trustees, 在信託基金中，被指為受託人
- A Joint Venture, be referred to as the Partners/Members of the Joint Venture 在合夥企業中，被指為合夥人或成員

AND 及

References to the Company and the Director(s) shall be construed accordingly. 本表格中凡指「公司」及「董事」者，均須按此詮釋。

For Bank Use Only 銀行專用

Signature Verified	Branch Chop and Authorised Signature
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