



WCAS IQA

Business Internet Banking Service

Special Instructions Form

商務「網上理財」服務特別指示表格

Note 注意:

- We will normally process your request within 7 working days of receiving the form.
我們一般會在收到申請表後七個工作天內處理你的指示。
- Please return your completed and signed form by:
 - online submission (in Business Internet Banking, go to 'e-Form Submission Centre', select 'Ways to Bank' as the service, select respective form to upload the scanned form), or
 - posting it to us at The Hongkong and Shanghai Banking Corporation Limited, PO Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong, or
 - bringing it to any of our Commercial Service Centres. To find your nearest Commercial Service Centre, please visit <http://www.business.hsbc.com.hk/en-gb/everyday-banking/ways-to-bank/commercial-service-centres>.
 請將已填妥並簽署的表格透過：
 - (1) 網上提交 (商務「網上理財」使用者可於登入後進入「電子表格遞交中心」，選擇服務種類為「理財服務」及相應表格，再上傳表格的掃描副本)，或
 - (2) 寄回九龍中央郵政局郵政信箱72677號「香港上海滙豐銀行有限公司」收，或
 - (3) 交回任何商業客戶服務中心。查閱商業客戶服務中心地址，請瀏覽 <http://www.business.hsbc.com.hk/zh-hk/everyday-banking/ways-to-bank/commercial-service-centres>。
- 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 us on (852) 2748 8288. 如於填寫表格時有任何疑問，請致電 (852) 2748 8288 與我們聯絡。

1. Business Internet Banking service user information 商務「網上理財」服務使用者資料

You can find your principal account number and user short name under your profile name in the upper right-hand corner of Business Internet Banking.
你可在商務「網上理財」右上角，我的業務名稱下查閱你的主要戶口號碼及使用者簡稱。

Please provide your user short name if you have more than one user profile under the same ID number.
如同一身份證明文件號碼下擁有多於一個使用者業務，請提供你的使用者簡稱。

Registered principal account number
已登記主要戶口號碼

User's full name (English)
使用者身分全名(英文)

User's identification document type
使用者身分證明文件種類

☐ Hong Kong Identity Card 香港身分證

☐ Passport 護照

☐ Others 其他

User's identification document number
使用者身分證明文件號碼

User short name (optional)
使用者簡稱 (可選填)

2. Update user contact information 更新使用者聯絡資料

We will send the authentication code to this mobile number by SMS and/or to this email address. We will also send an SMS notification to this mobile phone number whenever this user is the final approver of a payment to a non-designated third-party beneficiary of an amount that exceeds our pre-set limit. These SMS services are free of charge and are provided regardless of whether you have provided a Hong Kong or an overseas mobile phone number.
我們會透過短訊將認證編號發送到這個流動電話號碼及/或這個電郵地址。此外，每當這使用者授權付款給第三者 (其他受款人)，而交易金額超過我們的預設限額，我們會發出一個短訊到這個流動電話號碼。短訊服務毋須收費並適用於香港及海外流動電話號碼。

Mobile phone number
流動電話號碼

Country/region code
國家/ 區域編號

Phone number
電話號碼

Email address
電郵地址

3. Re-activate Business Internet Banking service 恢復商務「網上理財」服務

Effective date 生效日期 (DDMMYYYY) (日 / 月 / 年)

4. Suspend Business Internet Banking service 暫停商務「網上理財」服務

1. It is mandatory to input the start and end date on your Business Internet service suspension period if the service applied.
如需啟用此服務，必須填寫該商務網上理財服務暫停的開始及結束日期。
2. The Business Internet Banking service will be reactivated automatically once the suspension period expired. If reactivation of the Business Internet Banking service is required before the suspension end date, please submit a new Business Internet Banking Service Special Instruction form by completing section 1, 3 & 6.
商務「網上理財」服務會於指定的服務暫停結束日期後自動恢復。如需於已設定的商務「網上理財」服務暫停結束日期前恢復服務，請填妥並遞交新的商務「網上理財」服務特別指示表格第1、3和6部分。
3. Business Internet Banking inactive fee will be levied if Business Internet Banking profiles without any logon for a designated period (e.g. consecutive six-month period), please refer to HSBC commercial tariffs for more details (<https://www.business.hsbc.com.hk/en-gb/regulations/commercial-tariffs>).
如於指定時段內沒有登入商務「網上理財」賬戶，將會收取商務「網上理財」不動賬戶收費。詳情請參閱商業銀行服務收費 (<https://www.business.hsbc.com.hk/zh-hk/regulations/commercial-tariffs>)。

Period 期間

From 由 (DDMMYYYY) (日 / 月 / 年)

To 至 (DDMMYYYY) (日 / 月 / 年)

5. Reset Business Internet Banking logon password 重新設定商務「網上理財」登入密碼

Reference number
參考編號

(Maximum 36 characters 不可多於 36 個字)

Username
使用者名稱

6. Declaration by the Primary User 主要使用者聲明

1. I/We confirm that the information given in this form is correct and complete, and authorise you to confirm this from any source you may choose.
本人(等)證實此表格資料乃屬真實及詳盡，並授權貴行可向任何方面查證。
2. I/We have read and understand (i) the notes, terms and conditions set out in this form and (ii) the Business Internet Banking Terms and Conditions (found at <https://www.online-banking.business.hsbc.com.hk/portalservice/hsbc/dbbpage/commercial/online/terms>) and agree to be governed by them.
本人(等)已閱讀及明白 (i) 此表格上列明的「注意」事項以及條款及細則 (ii) 商務「網上理財」服務的條款的內容 (列於：<https://www.online-banking.business.hsbc.com.hk/portalservice/hsbc/dbbpage/commercial/online/terms?lang=zh>)，並同意接受該等條款約束。
3. I/We understand that the above instructions will not take effect until they have been duly processed by the Bank.
本人(等)明白以上指示將不會生效，直至經貴行適當地處理。

Full name in BLOCK LETTERS 全名 (請用正楷填寫)

Primary User's signature 主要使用者簽署

<input type="text"/>	<input type="text"/>
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Business Internet Banking users can logon and go to "Form & Document Submission Centre", select service type as "Business Internet Banking / Phonebanking" and form as "[Request] Business Internet Banking Service Special Instructions Form", then upload the scanned copy of form.
商務「網上理財」使用者可於登入後進入「表格及文件遞交中心」，選擇服務種類為「網上理財/電話理財」及表格為「[指示] 商務「網上理財」服務特別指示表格」，再上傳表格的掃描副本。

For Bank Use Only 銀行專用

FW	VP/SVP Approval (if applicable) (Name and Authorised Signature)
Branch Chop and Authorised Signature	