

# Business Internet Banking Service Amendment Request Form

## 商務「網上理財」服務更改表格

If you would like to... 適用條件	Please complete Part... In addition to the below, please complete sections 12 and 13 if the applicant is an associate company. 填寫部分 如申請公司為聯繫公司，請同時填寫12及13部分
Delete associate company(ies) 刪除聯繫公司	(1)(2)(10)(11)
Change management control options 更改管理監控選項	(1)(3)(10)(11)
Change account reporting instruction 更改戶口匯報指示	(1)(4)(10)(11)
Change of Company Profile Daily Transaction Limits 更改公司業務每日交易限額	(1)(5a)(10)(11)
Change an existing Primary User's account access 更改現有主要使用者的戶口權限	(1)(5b)(10)(11)
Change service options 更改服務選項	(1)(6)(10)(11)
Delete existing Primary User(s) 刪除現有的主要使用者	(1)(7)(10)(11)
Assign new Primary User(s) 設定新主要使用者	(1)(8)(10)(11)
Cancel Business Internet Banking service 取消商務「網上理財」服務	(1)(9)(10)(11)

**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：
  - 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
  - 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
  - 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/everydaybanking/ways-to-bank/commercial-service-centres>。
- If your Business Internet Banking portfolio has linked up associate companies, all associate companies have to sign in sections 12 and 13.  
如你的商務「網上理財」戶口附有聯繫公司，所有聯繫公司均需簽署第 12 及 13 部分。
- 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. Applicant company information 申請公司資料

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。

Company name 公司名稱	ABCDEF CO LTD	
Registered principal account number 已登記主要戶口號碼	1 2 3 4 5 6 7 8 9 8 3 8	
	First Primary User 第一位主要使用者	Second Primary User 第二位主要使用者
User's full name (English) 使用者全名 (英文)	CHAN TAI MAN	LEE SIU KEUNG
Identification document type 身分證文件種類	<input checked="" type="checkbox"/> Hong Kong Identity Card 香港身分證 <input type="checkbox"/> Passport 護照 <input type="checkbox"/> Others 其他 <input type="text"/>	<input type="checkbox"/> Hong Kong Identity Card 香港身分證 <input checked="" type="checkbox"/> Passport 護照 <input type="checkbox"/> Others 其他 <input type="text"/>
Identification document number 身分證文件號碼	A123456(7)	M1234567
User short name (optional) 使用者簡稱 (可選填)	P U S E R 1	P U S E R 2

### 2. Delete associate company(ies) 刪除聯繫公司

#### Associate company 1 information 聯繫公司 1 資料

Company name 公司名稱:	ZXYV COMPANY
Business Identification Document Number 商業證明文件號碼:	B1234567

#### Associate company 2 information 聯繫公司 2 資料

Company name 公司名稱:	<input type="text"/>
Business Identification Document Number 商業證明文件號碼:	<input type="text"/>

### 3. Change management control options 更改管理監控選項

Management control options  
管理監控選項

Management control is the administration of the access control and transaction limits of the users within Business Internet Banking. Please select the management control rights of your Primary User(s): 管理監控是用來管理商務「網上理財」服務使用者的使用權和交易限額。請選擇主要使用者的管理監控功能:

- One Primary User to set up, modify or delete Secondary Users and/or change transaction limits  
一個主要使用者設定、更新或刪除普通使用者及/或更改交易限額
- Two Primary Users jointly to set up, modify or delete Secondary Users and/or change transaction limits  
兩個主要使用者共同設定、更新或刪除普通使用者及/或更改交易限額

Change of Management Control Options does NOT apply to update of payment authorisation instructions on Business Internet Banking (BIB). If you are a Primary User, please go to "Business Internet Banking > Admin Tools > Authorisation Matrix" to directly update the BIB payment authorisation instructions (Cash Management Authorisation), including the setup of BIB dual authorisation on financial transactions. 更改管理監控選項並不會更新商務「網上理財」上的付款授權指示。如果你是主要使用者，請前往商務「網上理財」> 戶口管理 > 授權簽署組別，直接更改商務「網上理財」付款授權指示（現金管理授權），包括設置商務「網上理財」雙重授權簽署以進行財務交易。

Note 注意

### 4. Change account reporting instruction 更改戶口匯報指示

- Automatically report all existing and future accounts 自動匯報所有現有戶口及日後新開設的戶口
- Do not automatically report future accounts 不設自動匯報日後新開設的戶口  
(please specify the account numbers that you wish to report on your Business Internet Banking portfolio in section 5b.  
請在第 5b 部分註明你希望匯報在商務「網上理財」服務內的戶口號碼。)

### 5. Change Daily Transaction Limits and User Account Access 更改每日交易限額及使用者的戶口權限

#### 5a. Change of Company Profile Daily Transaction Limits 更改公司業務每日交易限額

For a faster turnaround time, you can update your daily transaction limits online by logging on to Business Internet Banking and going to 'Admin Tools' > 'Change Daily Transaction Limits'.

你亦可登入商務「網上理財」進入「戶口管理」頁面下的「設定交易限額」服務更改公司每日交易限額以享更快的申請處理時間。

The limits apply to all associated companies (if any) and all users under the same company profile.

以下所定明的每日交易限額供商務「網上理財」業務名下所有聯繫公司（如有）及所有使用者共用。

		Maximum daily limit set by HSBC 由本行設定的每日最高交易限額	Requested daily transaction limit 你要求的每日交易限額
Internal transfer 內部轉賬		<b>HKD100,000,000</b>	<b>99,999,999</b>
Third party payments 付款給第三者	Designated beneficiaries 指定收款人	<b>HKD20,000,000</b>	<b>20,000,000</b>
	Other beneficiaries 其他收款人	<b>HKD2,000,000</b>	<b>100,000</b>
Bill payments 繳賬		<b>HKD1,000,000</b>	<b>500,000</b>
▲ autoPay 自動轉賬		<b>HKD10,000,000</b>	<b>1,000,000</b>

Note 注意:

▲ If you are a HSBC autoPay customer and would like to use the autoPay service (eg. for salary payment) via Business Internet Banking, please fill in a daily transaction limit here and specify your autoPay account number(s) in section 6 below.

如果你是滙豐自動轉賬服務客戶，並希望於商務「網上理財」使用自動轉賬服務（例如支付薪金），請在此填寫你要求的每日交易限額及在下方在第6部分註明你的自動轉賬戶口號碼。

If you want to apply for autoPay service, please complete the autoPay Service Application Form and return it to the nearby branch. The form is available at <http://www.business.hsbc.com.hk/en-gb/form-download-centre/making-payments-forms>.

如你希望申請自動轉賬服務，請填妥「自動轉賬」服務申請表格並交回就近分行。表格可於 <http://www.business.hsbc.com.hk/zh-hk/form-download-centre/making-payments-forms> 下載。

#### 5b. Change an existing Primary User's account access 更改現有主要使用者的戶口權限

If you wish to set the same daily transaction limit for all existing registered accounts, please specify it in row 1 on the table below. If you wish to add new account access and/or set different daily transaction limits for individual accounts, please specify in row 2 to 5 on the table below. 如你希望為所有已登記的戶口設定相同的每日交易限額，請填寫下表第1列。如你希望新增個別戶口使用權及/或為個別戶口設定不同的每日交易限額，請填寫下表第2至第5列。

This daily limit does not apply to Loans, Import/Export, Investment, Time Deposits, Business Card and MPF Service. For Business Integrated account, the specified limit would apply to all its underlying accounts. For Direct Debit Authorisation service, please set up the limit online. 此每日限額並不適用於貸款、進出口押匯、投資、定期存款、公司卡及強積金服務。商業綜合戶口只需設立一個限額，此限額將應用於所有商業綜合戶口以內的戶口。直接付款授權書的限額可於網上設定。

Account number 戶口號碼	Per account daily transaction limit (HKD) 每日戶口交易限額（港元）	
	First Primary User 第一位主要使用者	Second Primary User 第二位主要使用者
1. All existing registered accounts 所有已登記的戶口	<b>15,000,000</b>	
2.		
3.		
4.		
5.		

## 5b. Change an existing Primary User's account access (Continued) 更改現有主要使用者的戶口權限 (續)

If you wish to remove access of existing registered account(s) from your Business Internet Banking profile, please specify on the table below. The specified account(s) will not be shown at any Business Internet Banking features for all users once removed.

如你希望於你的商務「網上理財」業務內移除個別戶口的使用權，請填寫下表。被移除使用權的戶口將不會再顯示於任何商務「網上理財」服務內並適用於所有使用者。

Account number 戶口號碼
1. Remove 移除
2. Remove 移除
3. Remove 移除

## 6. Change service options 更改服務選項

Please tick the services you want to add or remove.

請剔選你需要新增或取消的服務。

Add 新增 Remove 取消

- |                                     |                                     |  |     |   |
|-------------------------------------|-------------------------------------|--|-----|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | } autoPay account 自動轉賬戶口   | (1) | <input type="text" value="123456789001"/> |
| <input type="checkbox"/>            | <input type="checkbox"/>            |  | (2) | <input type="text"/>                      |
| <input type="checkbox"/>            | <input type="checkbox"/>            |  | (3) | <input type="text"/>                      |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Credit facility enquiry 信貸資料查詢   |     |   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Direct debit authorisation 直接付款授權 (Transaction limit should be set up online 交易限額需於網上設定)                               |     |   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Investment account enquiry 投資戶口查詢  |     |   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Time deposits 定期存款   |     |   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Automatic registration for new services added in future 自動登記日後推出的新服務   |     |   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Apply loan 申請貸款  |     |   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | eIPO (Applicable to Certificates of Deposit eIPO only 存款證 eIPO 適用)   |     |   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Apply insurance 投保   |     |   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Buy and sell investment products 買賣投資產品 (Include Stock eIPO 包括證券 eIPO)   |     |   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | e-Cheque issuance 電子支票發票   |     |   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | FPS addressing 「轉數快」賬戶綁定服務   |     |   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | MPF service 強積金服務 (For existing HSBC MPF customers only 現有滙豐強積金客戶適用)<br>(Please also complete the table below 請填寫以下部分) |     |   |

If you do not have a direct debit mandate in place, please complete and return the relevant Direct Debit Authorisation form for setting up the new direct debit account. The forms are available at <https://www.personal.hsbc.com.hk/1/2/mpf/employer/download>.

如你仍未設定直接付款，請填妥及交回有關直接付款授權書表格以便設定直接付款戶口。表格可於 <https://www.personal.hsbc.com.hk/1/2/mpf/chinese/employer/download> 下載。

Amendment type 更改類別			MPF Employer ID 強積金僱主編號	MPF Pay Centre ID 強積金付款中心編號	Per transaction limit for Remittance Statement (HKD) 付款結算書交易限額 (港元)	
Add 新增	Change 更改	Delete 取消			First Primary User 第一位主要使用者	Second Primary User 第二位主要使用者
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. 20123456	ABCD	500,000	200,000
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.			

## 7. Delete existing Primary User(s) 刪除現有的主要使用者

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。

To maintain dual management control, please go to section 8 to assign a new Primary User. Alternatively, you may go to section 3 to change the management control to one Primary User.

如使用雙重管理監控，請於第 8 部分設定新主要使用者，或你可於第 3 部分更改管理監控為一個主要使用者。

User short name  
商務「網上理財」使用者簡稱

First Primary User 第一位主要使用者

Second Primary User 第二位主要使用者

## 8. Assign new Primary User(s) 設定新主要使用者

All Primary Users must be the authorised signatories of one of your company's accounts with HSBC, and that account must be a Hong Kong dollar/foreign currency current account, a Hong Kong dollar / CombiNations statement savings account or a Business Integrated Account.  
所有主要使用者必須為貴公司在本行現有戶口內其中一個戶口的授權簽署人，而該戶口必須為港元/外幣往來戶口、港元/「外幣通」結單儲蓄戶口或商業綜合戶口。

	First Primary User 第一位主要使用者	Second Primary User 第二位主要使用者								
Salutation 稱謂	<input type="radio"/> Mr 先生 <input type="radio"/> Mrs 太太 <input type="radio"/> Miss 小姐 <input checked="" type="radio"/> Ms 女士	<input type="radio"/> Mr 先生 <input type="radio"/> Mrs 太太 <input type="radio"/> Miss 小姐 <input type="radio"/> Ms 女士								
Surname 姓	<input type="text" value="WONG"/>	<input type="text"/>								
Given name and other name 名及其他名	<input type="text" value="MEI HO"/>	<input type="text"/>								
Identification document type 身分證明文件種類	<input type="radio"/> Hong Kong identity card 香港身分證 <input checked="" type="radio"/> Passport 護照 <input type="radio"/> Others 其他 <input type="text"/>	<input type="radio"/> Hong Kong identity card 香港身分證 <input type="radio"/> Passport 護照 <input type="radio"/> Others 其他 <input type="text"/>								
Identification document number 身分證明文件號碼	<input type="text" value="B987654321"/>	<input type="text"/>								
Nationality (Country/Region) 國籍 (國家/地區)	<input type="text" value="AUSTRALIA"/>	<input type="text"/>								
Date of birth 出生日期	<input type="text" value="0"/> <input type="text" value="1"/> <input type="text" value="0"/> <input type="text" value="1"/> <input type="text" value="1"/> <input type="text" value="9"/> <input type="text" value="7"/> <input type="text" value="0"/> <small>Day 日 Month 月 Year 年</small>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>Day 日 Month 月 Year 年</small>								
User short name 使用者簡稱	<p>You will need a user short name to register for Business Internet Banking and activate a Mobile Security Key. 新使用者需要此使用者簡稱以登記商務「網上理財」及啟動流動保安編碼。</p> <p>Your user short name will be used to identify transactions that you have made. It should contain six letters (A-Z) and/or numbers (0-9) in any combination. Once you've set up your short name, it cannot be changed. 你的使用者簡稱是作為處理交易時確認之用，必須為六個英文字母 (A 至 Z) 及/或數字 (0 至 9) 的任何組合組成。請注意，簡稱一經選定，不能更改。</p>	<p>You will need a user short name to register for Business Internet Banking and activate a Mobile Security Key. 新使用者需要此使用者簡稱以登記商務「網上理財」及啟動流動保安編碼。</p> <p>Your user short name will be used to identify transactions that you have made. It should contain six letters (A-Z) and/or numbers (0-9) in any combination. Once you've set up your short name, it cannot be changed. 你的使用者簡稱是作為處理交易時確認之用，必須為六個英文字母 (A 至 Z) 及/或數字 (0 至 9) 的任何組合組成。請注意，簡稱一經選定，不能更改。</p>								
Mobile phone number 流動電話號碼	<p>Each Primary User will receive an authentication code via SMS for first time registration purpose. 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. 每位主要使用者會透過短訊收到一組認證編號以供首次登記之用。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。</p>	<p>Each Primary User will receive an authentication code via SMS for first time registration purpose. 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. 每位主要使用者會透過短訊收到一組認證編號以供首次登記之用。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。</p>								
	<table border="1"> <thead> <tr> <th>Country/region code 國家/區域編號</th> <th>Phone number 電話號碼</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="61"/></td> <td><input type="text" value="123456789"/></td> </tr> </tbody> </table>	Country/region code 國家/區域編號	Phone number 電話號碼	<input type="text" value="61"/>	<input type="text" value="123456789"/>	<table border="1"> <thead> <tr> <th>Country/region code 國家/區域編號</th> <th>Phone number 電話號碼</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>	Country/region code 國家/區域編號	Phone number 電話號碼	<input type="text"/>	<input type="text"/>
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Country/region code 國家/區域編號	Phone number 電話號碼									
<input type="text"/>	<input type="text"/>									
Email address 電郵地址	<p>You will receive a notification email from HSBC when your Business Internet Banking service is activated. 當你的商務「網上理財」服務已被啟動，你會收到滙豐發出的電郵通知。</p>	<p>You will receive a notification email from HSBC when your Business Internet Banking service is activated. 當你的商務「網上理財」服務已被啟動，你會收到滙豐發出的電郵通知。</p>								
	<input type="text" value="mhwong@email.com"/>	<input type="text"/>								
Per account daily transaction limit (HKD) 每日戶口交易限額 (港元)	<p>i. This limit will apply to all the existing registered accounts. The limit does not apply to Loans, Import/Export, Investment, Time Deposits, Business Card and MPF Service. For Direct Debit Authorisation service, the limit should be set up online. 此限額將會應用於所有現有的已登記戶口。此限額並不適用於貸款、進出口押匯、投資、定期存款、公司卡及強積金服務。直接付款授權書的限額可於網上設定。</p> <p>ii. If this is left blank, the limit will be set at zero and no transaction can be processed, (except Business Integrated Account and Combination Savings Account Internal Transfers). 如不填寫，限額設定為0，將無法進行交易，(商業綜合戶口及外幣通戶口的內部轉賬除外)。</p> <p>iii. All limit of Primary User must be higher than or equal to Secondary User. 所有主要使用者的限額必須大於或等於普通使用者。</p>	<p>i. This limit will apply to all the existing registered accounts. The limit does not apply to Loans, Import/Export, Investment, Time Deposits, Business Card and MPF Service. For Direct Debit Authorisation service, the limit should be set up online. 此限額將會應用於所有現有的已登記戶口。此限額並不適用於貸款、進出口押匯、投資、定期存款、公司卡及強積金服務。直接付款授權書的限額可於網上設定。</p> <p>ii. If this is left blank, the limit will be set at zero and no transaction can be processed, (except Business Integrated Account and Combination Savings Account Internal Transfers). 如不填寫，限額設定為0，將無法進行交易，(商業綜合戶口及外幣通戶口的內部轉賬除外)。</p> <p>iii. All limit of Primary User must be higher than or equal to Secondary User. 所有主要使用者的限額必須大於或等於普通使用者。</p>								
	<input type="text" value="2,800,000"/>	<input type="text"/>								
Marketing information 宣傳資料	<input checked="" type="checkbox"/> I would like to receive marketing information at the email address provided. 我希望透過提供的電郵地址收到宣傳資料。	<input type="checkbox"/> I would like to receive marketing information at the email address provided. 我希望透過提供的電郵地址收到宣傳資料。								



## 8. Assign new Primary User(s) (Continued) 設定新主要使用者 (續)

### New User(s) Business Internet Banking Registration and Mobile Security Key

新使用者商務「網上理財」登記及啟動流動保安編碼

- We will normally process your request within 7 working days of receiving the form. On the next day after we finish processing your application, we will send each new user (i) an email notification with instructions for registering for Business Internet Banking, and (ii) an SMS with a verification code. We will send these to the user's email address and mobile phone number provided in this form.  
本行將在收到申請表後七個工作天內處理。申請表經本行處理後的下一天，本行將向使用者發出 (i) 有關商務「網上理財」登記指示的電郵通知及 (ii) 有關商務「網上理財」登記認證編碼的短訊 (本行將經使用者於本申請提供的電郵地址及流動電話號碼發送) 以進行商務「網上理財」登記。
- Once a new Primary User has finished registering for Business Internet Banking on HSBC HK Business Express mobile app<sup>1</sup>, they will need to activate Mobile Security Key for straight-through logon to the company account on Business Internet Banking or in the mobile app.  
新主要使用者需要透過香港滙豐Business Express流動應用程式<sup>1</sup>完成商務「網上理財」登記後，啟動流動保安編碼一站式登入網上或流動理財管理公司戶口。
- If a Primary User is unable to download the mobile app, they can request a Security Device<sup>2</sup>. To do so, the Primary User will need to complete the section below and submit a 'Business Internet Banking Service Activation PIN and Security Device Request Form (For New User Only)<sup>3</sup> with this 'Business Internet Banking Service Amendment Request Form' as one application.  
主要使用者如無法下載應用程式，可申請保安編碼器<sup>2</sup>。如需申請保安編碼器，主要使用者需填妥以下部分及「商務『網上理財』服務啟動密碼及保安編碼器申請表格 (只供新使用者)」<sup>3</sup>，並連同此「商務『網上理財』服務更改表格」一併遞交以進行申請。

First Primary User 第一位主要使用者

Second Primary User 第二位主要使用者

#### Note 注意

- Apple is a trademark of Apple Inc. App Store is a service mark of Apple Inc. Google Play is a trademark of Google LLC. Baidu App Store is a trademark of Baidu Inc. Apple為Apple Inc.的商標。App Store為Apple Inc.之服務商標。Google Play為Google LLC.的商標。百度手機助手為Baidu Inc.的商標。
- Business Internet Banking Security Device Issuance/Replacement Fee will apply (Issue Security Device to new Primary User(s)). Please refer to Commercial Banking Tariffs at <http://www.business.hsbc.com.hk/en-gb/resource-centre/commercial-tariffs>.  
本行將收取申請/更換商務「網上理財」保安編碼器費用 (為新主要使用者申請保安編碼器)，請參閱工商金融服務收費簡介 <https://www.business.hsbc.com.hk/zh-hk/regulations/commercial-tariffs>。
- If you need to apply for a Security Device, please click the 'Need help?' icon on the right-hand side of our public website (<https://www.business.hsbc.com.hk/en-gb>) and enter 'Business Internet Banking Service Activation PIN and Security Device Request Form (For New User Only)' to find and download the form.  
如你需要申請保安編碼器，請於滙豐網頁 <https://www.business.hsbc.com.hk/zh-hk/> 右面點擊「需要幫忙」，然後輸入「商務『網上理財』服務啟動密碼及保安編碼器申請表格 (只供新使用者)」以搜尋及下載有關表格。

## 9. Cancel Business Internet Banking service 取消商務「網上理財」服務

Business Internet Banking Service

商務「網上理財」服務

Please indicate if you wish to cancel the Business Internet Banking service.  
如你想取消商務「網上理財」服務，請填上剔號。

## 10. Declaration by the applicant company 申請公司聲明

- 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確及詳盡，並授權貴行可向任何方面查證。
- 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。

By subscribing to this service, the Business Internet Banking Primary Users and any or all Secondary Users will be deemed by HSBC Provident Fund Trustee (Hong Kong) Limited and/or The Hongkong and Shanghai Banking Corporation Limited to have been authorised for the purposes of the HSBC MPF scheme as if they were authorised signatories thereof but for the purposes only of operating the Business Internet Banking MPF Service and you hereby authorise us to transfer details of the Primary User and any and all Secondary Users to HSBC Provident Fund Trustee (Hong Kong) Limited and/or The Hongkong and Shanghai Banking Corporation Limited.

在簽訂此服務的時，商務「網上理財」主要使用者及任何或所有普通使用者均被 HSBC Provident Fund Trustee (Hong Kong) Limited 及/或香港上海滙豐銀行有限公司視為獲授權處理滙豐強積金計劃但只適用於處理商務「網上理財」強積金服務及你在此授權本行提供主要使用者及任何或所有普通使用者的資料給 HSBC Provident Fund Trustee (Hong Kong) Limited 及/或香港上海滙豐銀行有限公司。

- 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，直至經本行適當處理。

#### Signing requirements 簽署指引

Limited Company 有限公司

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，若公司只有一名董事 (符合法例規定下) 則不受此項限制。]

Sole Proprietorship 獨資經營商號

Signed by the Sole Proprietor 須由東主簽署

Trust with a Sole Trustee 唯一受託人的信託基金

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

Partnership 合夥經營商號

Signed by ALL partners 須由所有合夥人簽署

**10. Declaration by the applicant company (Continued) 申請公司聲明 (續)****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
	<input style="width: 100%; height: 50px;" type="text"/>	<b>X</b>
(2)	Full name in BLOCK LETTERS 全名 (請用正楷填寫)	Partner Signature 合夥人簽署
	<input style="width: 100%; height: 50px;" type="text"/>	<b>X</b>
(3)	Full name in BLOCK LETTERS 全名 (請用正楷填寫)	Partner Signature 合夥人簽署
	<input style="width: 100%; height: 50px;" type="text"/>	<b>X</b>

**11. Certificate of Due Authorisation by applicant company (for limited company only) 申請公司授權證明書 (有限公司適用)**

I HEREBY CERTIFY that a resolution was passed at a meeting of the Board of Directors of the applicant company on

**3 1 0 7 2 0 2 3** (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:

- The terms set out and the particulars completed in the Business Internet Banking Service Amendment Request Form are approved and adopted in all aspects; 在商務「網上理財」服務更改表格上所列明的條款及本公司所提供的資料, 均已獲本申請公司批准及同意接受;
- The director whose name and signature appear above in section 10 be authorised to sign the Business Internet Banking Service Amendment Request Form on behalf of the applicant company; and 於上述第 10 部分附上姓名及簽名式樣的各名董事, 已獲授權代表本申請公司簽署商務「網上理財」服務更改表格; 及
- 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。

Full name in BLOCK LETTERS 全名 (請用正楷填寫)	Signature (Chairman of the meeting) 簽署 (會議主席)
<input style="width: 100%; height: 80px;" type="text"/>	<b>X</b>

**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。

## 12. Declaration by the associate companies 聯繫公司聲明

Each of the above associate companies (below referred as 'I/we', 'me/us' and 'my/our') hereby authorise, instruct, agree and confirm with The Hongkong and Shanghai Banking Corporation Limited ('you') as follows: 上述聯繫公司(下稱「本人(等)」)謹此授權、指示、同意並確認貴行執行下列有關事項:

- that you remove all my/our account(s) [the 'Account(s)'] above specified from the Business Internet Banking portfolio of the applicant company;  
貴行可將本人(等)之上述全部指明戶口(下稱「戶口」)與申請公司之商務「網上理財」服務戶口刪除;
- that I/we confirm that the information relating to me/us given in this form is correct and complete, and authorise you to confirm this from any source you may choose. 本人(等)證明此表格所提供之有關本人(等)之資料乃屬正確及詳盡,並授權貴行向任何有關方面核證該等資料。

### Signing requirements 簽署指引

**Limited Company 有限公司** 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,若公司只有一名董事(符合法例規定下)則不受此項限制。]

**Sole Proprietorship 獨資經營商號** Signed by the Sole Proprietor 須由東主簽署

**Trust with a Sole Trustee 唯一受託人的信託基金** Signed by the Sole Trustee 須由唯一受託人簽署 (one signature 一個簽名)

**Partnership 合夥經營商號** Signed by ALL partners 須由所有合夥人簽署

### Associate company 1 聯繫公司 1

#### Signed for and on behalf of the applicant company 1 授權簽署的聯繫公司 1 代表人

	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
(1)	<input type="text"/>	<input checked="" type="text"/>
(2)	<input type="text"/>	<input checked="" type="text"/>
(3)	<input type="text"/>	<input checked="" type="text"/>

Business Account Number 商業戶口號碼

[Specify any account number to which the signature(s) in sections 12 and 13 can apply. It must be a Hong Kong dollar/US dollar/CombiNations savings account, a Hong Kong dollar/foreign currency current account, a Hong Kong dollar/ CombiNations statement savings account or a Business Integrated account. 請註明任何一個使用第 12 及 13 部分簽署的戶口號碼。該戶口必須為港元/美元/「外幣通」儲蓄戶口、港元/外幣往來戶口、港元/「外幣通」結單儲蓄戶口或商業綜合戶口。]

### Associate company 2 聯繫公司 2

#### Signed for and on behalf of the applicant company 2 授權簽署的聯繫公司 2 代表人

	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
(1)	<input type="text"/>	<input checked="" type="text"/>
(2)	<input type="text"/>	<input checked="" type="text"/>
(3)	<input type="text"/>	<input checked="" type="text"/>

Business Account Number 商業戶口號碼

[Specify any account number to which the signature(s) in sections 12 and 13 can apply. It must be a Hong Kong dollar/US dollar/CombiNations savings account, a Hong Kong dollar/foreign currency current account, a Hong Kong dollar/ CombiNations statement savings account or a Business Integrated account. 請註明任何一個使用第 12 及 13 部分簽署的戶口號碼。該戶口必須為港元/美元/「外幣通」儲蓄戶口、港元/外幣往來戶口、港元/「外幣通」結單儲蓄戶口或商業綜合戶口。]

**13. Certificate of Due Authorisation by associate company (for limited company only) 聯繫公司授權證明書 (有限公司適用)****Associate company 1 聯繫公司 1**

I HEREBY CERTIFY that a resolution was passed at a meeting of the Board of Directors of associate company (1) on (           insert date) in respect of the matters set out in 1 to 3 below and that the said resolution has been entered into the Minute Book of associate company (1) in accordance with its Memorandum and Articles of Association or equivalent constitutional documents.

本人謹此證明本公司(聯繫公司(1))已於(           )就下文列明之 1 至 3 項事宜召開董事會會議並通過決議。有關決議已記錄於本公司之會議記錄簿內,且符合本聯繫公司組織的章程或具相同效力的公司組織文件的規定。

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

Signature (Chairman of the meeting) of associate company (1)  
聯繫公司(1)簽署(會議主席)

	X
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**Associate company 2 聯繫公司 2**

I HEREBY CERTIFY that a resolution was passed at a meeting of the Board of Directors of associate company (2) on (           insert date) in respect of the matters set out in 1 to 3 below and that the said resolution has been entered into the Minute Book of associate company (2) in accordance with its Memorandum and Articles of Association or equivalent constitutional documents.

本人謹此證明本公司(聯繫公司(2))已於(           )就下文列明之 1 至 3 項事宜召開董事會會議並通過決議。有關決議已記錄於本公司之會議記錄簿內,且符合本聯繫公司組織的章程或具相同效力的公司組織文件的規定。

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

Signature (Chairman of the meeting) of associate company (2)  
聯繫公司(2)簽署(會議主席)

	X
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**Resolutions 決議:**

- The terms set out and particulars completed in the Business Internet Banking Service Amendment Request Form are hereby approved and dopted in all aspects; 在商務「網上理財」服務更改表格上所列明之條款及本聯繫公司所提供之資料,均已獲本聯繫公司批准及同意接受;
- The director whose name and signature appear above in section 12 be authorised to sign the Business Internet Banking Service Amendment Request Form for and on behalf of the associate company; and 以上述第 12 部分附上姓名及簽名式樣之董事獲授權代表本聯繫公司簽署商務「網上理財」服務更改表格;及
- Details of this resolution be communicated to the Bank and remain in force until an amending resolution shall have been passed by the associate company's Board of Directors and a certified copy thereof shall have been received by the Bank. 以上各項決議之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本聯繫公司董事會通過,以及一份核證副本已送交貴行為止。

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**

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