HSBC Business Debit Mastercard® Application Guide on Business Internet Banking





Visit Application Landing Page for Application



After logging onto Business Internet Banking (BIB), click on the "Card" icon of the left panel to apply for an HSBC Business Debit Mastercard on the "Card application" page.



Only Primary Users (PU) can initiate an application through BIB.

You will see an overlay message if you are a Secondary User (SU). Please contact your PU to proceed with the application.

Start the Online Application



Please read through the Remark message and click "Apply online" to start the HSBC Business Debit Mastercard application.

Step 3

Accept Terms & Conditions



You are required to tick the checkbox to confirm you have read and accepted the Business Integrated Account General Conditions in order to proceed with the application.



After selecting the primary account, your company information including company type, correspondence address and company embossing name will be displayed. The correspondence address shown will be used as the mailing address for debit card(s) delivery.

*The application will proceed to the next pages for eligible users

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A	Card services X	HSBC Business Debit Mastercard®	Step 3 of 6			
*	Overview Card application	Cardholder Informati	on (Cardholder 1)			
		Cardholder details				
8		Cardholder	CHAN TAI MAN Y25**** (Director)			
6		Title	Mr			
t,		Surname	CHAN			
1.		Given name and other name	TAI MAN			
R		Identification document type	Hong Kong Identity Card			
4		Identification document number	Y - 123456 - 7			
Ť		Date of Birth	12 - 12 - 2000			
-		Nationality(Country/Region)	HK HONG KONG			
		Contact details				
		Mobile number	852 - 98765432			
		Office telephone number	852 - 23456789			
		Email address	EMAIL@EMAIL.COM			
		Card details				
		Back				Next cardholder Continue

If you are applying for a connected party, partial information including title, last name, first name of the cardholder and embossed name will be pre-filled.

If you are applying for a non-connected party, please provide the below information manually as pre-fill function is not available for non-connected party cardholder applicants:

- Cardholder details
- Cardholder contact details
- Card details

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You can add or remove **up to 5 cardholders** in each application.

Please note if you remove all cardholders, you will not be able to proceed with your application.

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A	Card services	×	HSBC Business Debit Mastercar	d® Step 4 of 6											
۵	Overview		Declaration												
**	Card application														
			Application needs to be application	roved by the cor	mpany.										
8			Who needs to approve the ap	plication on beh	alf of the company?										
6			1. Company approver(s) for Sole proprietorship: So	le proprietor											
			for partnership company:	all partners											
5			for limited company: prime 2. Certificate of Due Authoris	ary user who init ation (for limited	tiated this online appl d company only): Cha	ication / Authorised s irman of the meeting	of the Board of D	he Business Integ Directors who car	grated Ac n certify	count that a res	olution w	as passed for	r this application		
۲															
4			Please select the approvers and inpu	t his/her mobile i	number below. The a	pprovers will need to									
Ŧ			approve the application within 7 day the application is not approved withi	s from the date on this period, it w	on which this online a will be cancelled and	application is submitte the company will nee	ed. If d to								
			submit a new application. We may a have an opportunity to review inform	Iso contact your ation submitted	cardholder(s) to conf on their behalf.	firm the application so	they								
-			Application for												
			Company name	ABC COMPAN	NY										
			Requested card type	HSBC Busine	ss Debit Mastercard										
			The Company Bank Account	Business Inte 149838	grated HKD Savings 8	19									
			Approver(s) details												
			Please provide the mobile number of	the approver(s)	to receive SMS to ap	prove this application	1								
			Approver	CHAN SIU MI	ING										
			Note that no SMS will be sent to an application.	approver who is	the primary user and	initiated this online									
			Certificate of Due Authorisati	on											
			Please provide the name of the Chair that a resolution was passed for this Due Authorisation must be a differen (lawfully) only one director.	rman of the meet application. The at person to the c	ting of the Board of D director nominated to company approver un	virectors who can cert o certify the Certificat less the company has	ify e of								
			Name of Chairman	CHAN TAI M	MAN)	\sim								
			Chairman's mobile number	852	- 98765432										
				SMS will be s approve this a	ent to the above appr application.	rover's to notify them	to								
			Meeting date	DD/MM/YYY	ſY		D								
			Note that no SMS will be sent to the also acts as the chairman of the boa	chairman if the rd meeting.	primary user who init	iate this online applica	ation								

The following approver details will be displayed:

- Sole proprietorship: Sole proprietor name
- Partnership: All partner name(s)
- Limited company: PU name

For non-PU, please provide the mobile number(s) of the approver(s) so we can send the approver(s) an SMS for application approval via HSBC HK Business Express mobile app.

Please visit http://www.business.hsbc.com.hk/mobile-approval-en to learn more.

If you are asked to select the Chairman of the Board Meeting under "Certificate of Due Authorisation" and provide the Chairman's mobile number, we will send an SMS to the Chairman for application approval via HSBC HK Business Express mobile app as well.

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A	Card services X	HSBC Business Debit Mastercard®	Step 4 of 6						
2	Overview	Approver information							
**	Card application								
8		Application for							
		Company name	HSBC AMH CMB DBB TEST ACCOUNT 1						
Ċ		Requested card type	HSBC Business Debit Mastercard						
5		The Company Bank Account	Business Integrated HKD Savings 149838						
Ł		Please download the application form a upload the signed form in the Card App	at step 6 acknowledgement page, arrange for signing a Jication page on Business Internet Banking.	nd					
n∎ T		Customer should upload the signed ap application is submitted or else the app be submitted. The Bank will not be able not uploaded via Business Internet Ban	plication within 15 calendar days from date of the onlir lication will be cancelled and a new application will ne a to process your application if the signed application f king.	e ed to orm is					
-		Certificate of Due Authorisation The name of the Chairman of the meet was passed for this application is requi passed must be a different person to th	1 ing of the Board of Directors who can certify that a reso e. The director nominated to certify that a resolution te company approver unless the company has (lavfully	blution was) only					
		Name of Chairman	CHAN TAI MAN						
		Meeting date	DD/MM/YYYY	1					
		Back						Cont	inue



Please note:

- Certificate of Due Authorisation" will only be displayed to limited companies.
- Chairman and the PU who initiates the online application cannot be the same person unless the applicant is a limited company with one Director only.
- If the approver or Chairman does not have an HKID/ Passport, a follow-up message will be displayed to advise the PU to upload a signed application form.

Information Preview

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÷	Card services 🗙	HSBC Business Debit Mastercard ^e Step	5 of 6							
-	Overview	Proviow								
	Card application	Fleview								
		Application needs additional appro Please review the below list of approv CHAN SIL MING (#852-76543210)	val. ers and their mobile numbers. You can return to Step 3 Cardholder Information and Step	4 Approve	er Informa	ation for a	mendments			
ę.		Please review below application information ar	d confirm it is correct. Such information will be captured in the PDF application form that	t can be de	ownloade	d at Step	6 Acknowle	dgement page ir	PDF	
ti		Company information								
Ł		Company details								
		Company name	ABC COMPANY							
-		Business identification document number	C20221111							
Ť		Entity type	Limited Company							
		Primary account	Business Integrated HKD Savings							
-		Correspondence address								
		Card details								
		Requested Card Type	Mastercard debit card							
		Company embossing name	ABC COMPANY							
		Cardholder Information								
		Cardholder details								
		Title	Mr							
		Church Name and Other Name	TALMAN							
		Identification desument time	Hann Varie Identity Caud							
		Identification document number	V 1294ER 7							
		addition document number	111234007							
		Date of Birth	12 Dec 2000							
		Nationality(Country/Region)	HK HONG KONG							
		Contact details								
		Mobile number	852 - 98765432							
		Office telephone number	852 23456789							
		Email address	EMAIL@EMAILCOM							
		Card details								
		Ourd dotails								
		Cardholder's name to be embossed on the card	CHAN TAI MAN							
		Language at ATM / for Receiving	English							
		Notifications								
		Approver information								
		Approver	CHAN SIU MING							
		Certificate of Due Authorisation								
		Name of Chairman	CHAN TALMAN							
		Chairman's mobile number	CHAN TALMAN 852, 98765432							
		Meeting date	24 Mar 2022							
		Application needs additional approval.								
		Please review the below list of approvers a	nd their mobile numbers. You can return to Step 3 Cardholder Information and Step 4 Ap	prover Info	irmation f	for amen	iments			
		CHAN TAI MAN (+852-98765432)								_
							Г		0	
		Cancel						wodity	Confirm	

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The "Preview" page will show all the information you have provided. Make sure the information is correct and click "Confirm" to submit the application.

For applications that required approval via HSBC HK Business Express mobile app, a reminder will be shown to remind PU which approver(s) will receive an SMS for application approval.

Step 8

Declaration and Important Reminder



Click "Continue" if you accept the following:

- Customer declaration
 - Cardholder declaration will be displayed if PU is a cardholder
 - Company declaration will be displayed if PU is an approver
- Certificate of Due Authorisation will be displayed if PU is the chairman of the relevant board meeting



A reminder will be displayed to alert you that you are required to download, sign and upload the application form within 15 days to complete the application.

This reminder will not be shown if the application falls under one of the following scenarios:

- the applicant is a Hong Kong incorporated limited company, and the PU is the chairman of the board meeting; or
- the applicant is a sole proprietorship registered in Hong Kong, and the PU is the sole proprietor

Signed application is not required

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۵	Overview	Acknowledgement			.¥. 🗗
*	Card application				
_		Your application has been received and from the date of approval.	is being processed. If your application is approved, we will send the	debit card(s) to your correspondence :	address within 5 working days
		If you require a record of the submitted	application, you can download the <u><the application="" form=""></the></u> here to sa	ve a copy.	
Ġ		Reference details			
5		Reference number	DCN2022041412153918147431		
⊾		Activity date	14 Apr 2022 12:15:39 (HKT)		
_		Commony information			
		Company information			
t		Company details			
		Company name	ABC COMPANY		
=		Business identification document number	C20221111		
		Entity type	Sole Proprietorship		
		Primary account Business Integrated Account	Business Integrated HKD Savings 149838		_
		Correspondence address	RM A, A/F, BLK A, TESTING, EAST POINT, HK		<u> </u>
		Card details			ad hel
		Requested Card Type	Mastercard debit card		Nec
		Company embossing name	ABC COMPANY		

If the application falls under one of the following scenarios, the online application will be sent for direct processing and the applicant does not need to print out the form for signing:

- the applicant is a Hong Kong incorporated limited company and the PU is the chairman of the board meeting; or
- the applicant is a sole proprietorship registered in Hong Kong, and the PU is the sole proprietor

You are not required to upload a signed application or obtain approval for the application, please skip to Step 13.

Approval via HSBC HK Business Express mobile app is required

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A	Card services X	HSBC Business Debit Master	card [®] ∣ Step 6 of 6				
ŵ	Overview	Acknowledgement	:				
m	Card application						
		This application requires you are named as an application	the following approvers to review and approve. A sprover, you would have provided the necessary approvers	SMS notification will be sen proval as part of this online is	t to each of them to ourney and no SMS	review and approve t will be sent to you.	the application via Biz-Express. If
		Please arrange all approv in the Card Application r	vers to complete the approval within 7 calendar day	ys from today or else your a	oplication will be car	celled. You can track	the application approval status
		CHAN SIU MING (+852-76	543210)				
Ċ		If you require a record of	the submitted application, you can download the submitted application, you can be added as a submitted application of the submitted	<application form=""> here to s</application>	ave a copy.		
\$		Reference details					
ĸ		Reference number	DCN2022041412080407413045				
		Activity date	14 Apr 2022 12:08:04 (HKT)				
6							
		Company information					
τ		Company mormation					
1		Company details					

If approval via HSBC HK Business mobile app is required, a message will be displayed to show that cardholder or approver approval is still pending.

You can proceed with the following steps (except Step 12).

Signed application is required

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ŵ	Overview	Acknow	ledgemer	nt													.↓.	日
Ĩ	Card application	! Your a	pplication is not y	yet complete.	э.													
8		Please will no	download <u><the ap<="" u=""> t be able to proces</the></u>	pplication form ss your applic	<u>rm≥</u> , arrang cation if the	nge for signing he signed appli	ig and uploa plication for	oad the sigr orm is not s	ned form ir submitted v	n the Card via Busines	l Applicati ss Interne	ion page et Bankin	on Busin ng.	ess Intern	iet Banki	ing within 15 day	vs. The Bank	
Ġ		The fo 1. all c 2. Cha	m will need to be ardholders irman of the meeti	e signed by: ting of the boa	ard of direc	ectors or the go	governing b	body (as th	he case ma	ay be) (exc	ept Sole (proprieto	orship or j	partnershi	p)			
ţ		3. Auti	iorised signatory(i	ies) of the Bus	isiness Inte	egrated Accou	ount											
R		Referenc	e details															
a		Reference n	umber		DCN	N20220414122	2200703782	82796										
t		Activity date			14 A	Apr 2022 12:20	20:07 (HKT)	Τ)										

If you are required to upload documents, you will be reminded to download, sign and then upload the application in order to complete the application process.

You can proceed with the following steps (except Step 11).

Step **10**



If the application requires approval via HSBC HK Business Express mobile app, an "Action required" reminder will be displayed on the Card application page, where applicants can view the approval status.

Note: If the approver does not approve the application within 7 days or if application is rejected by the approver, the application will be automatically extended for another 8 days. You will then need to upload a signed application manually. If no action is taken after that, the application will be cancelled.

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If you are required to upload a signed application form on Business Internet Banking, an action required reminder will be displayed on the "Card application" page. You may click on the reminder to upload your document.

Note: If you do not take action within 15 days, the application will be cancelled.



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Application	details	3	×
Application type Card product type Company name Reference number Creation date	Debi HSBI ABC DCN 30 M	card application C Business Debit Mastercard COMPANY 2022033017580368787084 ar 2022 17:58:03 (HKT)	
Please see below the application within 7 (approval status. All ap days. Otherwise the app Mobile number	prover(s) need to approve the lication will be cancelled.	
CHAN SIU MING	852-76543210 852-54321012	Pending Approved 📀	
		Close	

After clicking "View details", an overlay message will display the current approval status.





For those who are required to upload a signed application form on Business Internet Banking, an "Action required" reminder will be displayed on the "Card application" page. Please click on it to upload the documents.

Form download DCN2021102609342031650754.pdfi0.46MB Aminute Aminute
Application (Insurance)
Application occumentar
Signed application Form

The accepted file formats for document upload are as follows:

- File type: *JPEG, *JPG, *PDF,*PNG
- File size: 1 MB or below

•	Application document(s)	
	Signed application Form	DCN20211028093420316 0.46MB
	Back	

You can re-upload and download the documents before submitting the application.



Your application will be processed once submitted.

Step **13**

Acknowledgement

HSBC : Your application of Business Debit Mastercard via Business Internet Banking is received. If your application is approved, we will send your new card within 5 working days from the date of approval. Application Ref : DCN202111012030577755557 9.



Whether or not a signed application is needed, an SMS will be sent out to the cardholder(s) after successful submission.



To access the status of the application, you can click on "Activity Log".

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	НЅВС	7 📲 🛪	
٨	My HSBC	× Activity Log	
۲	eStatement and eAdvice		
*	Cash Management Authorisation	Please specify the Activity Date or Transaction Reference Number. You may also refine the search by select advanced search criteria.	
=	Management Control Authorisation	Please select: Activity Date Transaction Reference Number	
ę.	Inbox	Search by Date Advanced Search	
£	Notification Centre	Date Range 20 Apr 2022 To 20 Apr 2022 V	
4	Admin Tools		
⊾	Activity Log	Debit card application	
	FAQ		
t		Credit / Time Deposits related Account Number	
-		User Short Name	
		O Beneficiary Name	
		Value Date 20 Apr 2022 To 20 Apr 2022	

You can select "Debit card application" under the drop-down list of "Transaction Type" to see all activity details.

Ac	tivity Date/Time	Transaction Type	Account	Transaction Amount	Beneficiary / Other Details	Performed by	Transaction Status	
2	022/04/27 11:18:58	Application for Debit card(s) – Submit	Business Integrated HKD Savi 149838	ngs		PUSER1	Completed	>
2	022/04/27 11:18:58	Application for Debit card(s) – Fill out	Business Integrated HKD Savi 149838	ngs		PUSER1	Completed	>
2	022/04/27 11:18:58	Application for Debit card(s) – Fill out and submit	Business Integrated HKD Savi 149838	ngs		PUSER1	Reject	>



Step **14**

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Activity Log - Details		Activity Log - Deta	Activity Log - Details	
Activity Date/Time:	27 Oct 2022 14:48:32 (HKT)	Debit Account Number:	149838 Business Integrated Account HKD Savings	
Transaction Type:	Debit card application			
Activity Value Date:	27 Oct 2022	Transaction Reference Number: Performed Bu: Transaction Status:	DCN2021102714481644897326	
Debit Account Number:	149838 Business Integrated Account HKD Savinas		PLISER1	
Transaction Reference Number:	DCN2021102714481644897326		Completed	
		Request card type:	Mastercard debit card	
Performed By:	PUSER1	Number of Cardholder(s):	1	
Transaction Status:	Completed	Cardholder name:	MR CHAN TAI MAN	
	Close		Close	

"Transaction Status" will be shown as "Completed" if the card application is successfully submitted.

"Transaction Type" will be shown as:

- "Fill out" if you have already filled out the application and yet to upload the required document.
- Submit" if you have already filled out the application and uploaded the required document.
- "Fill out and submit" if you are not required to upload any document and have submitted the application for direct processing.

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