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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ŧ	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)			
đ		Title	Mr			
5		Surname	CHAN			
۲		Given name and other name	TAI MAN			
		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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↑ ₽	Card services Overview	×	HSBC Business Debit Mastercar	d® Step 4 of 6										
11 D-	Card application		 Application needs to be app Who needs to approve the ag Company approver(s) for Sole proprietorship: So for partnership company; for limited company: prim Certificate of Due Authoric 	plication on beh le proprietor all partners ary user who init	alf of the company? iated this online applic		-				solution v	vas passed for 1	this application	
⊻ ∎			Please select the approvers and inpu approve the application within 7 day the application is not approved within	s from the date on this period, it v	on which this online ap vill be cancelled and th	oplication is submitte he company will nee	d. If to							
-			submit a new application. We may a have an opportunity to review inform Application for	lso contact your ation submitted	cardholder(s) to confii on their behalf.	rm the application so	they							
			Company name Requested card type	ABC COMPAN	vY ss Debit Mastercard									
			The Company Bank Account	Business Inte	Business Integrated HKD Savings 149838									
			Approver(s) details											
			Please provide the mobile number of	r of the approver(s) to receive SMS to approve this application.										
			Approver Note that no SMS will be sent to an application.	CHAN SIU MI		nitiated this online								
			Certificate of Due Authorisati Please provide the name of the Chai that a resolution was passed for this Due Authorisation must be a differen	man of the meet application. The	director nominated to	certify the Certificat	e of							
			(lawfully) only one director. Name of Chairman	CHAN TAI M			\vee							
			Chairman's mobile number		- 98765432 ent to the above appro	over's to notify them	to							
			Meeting date	approve this application. DD/MM/YYYY										
			Note that no SMS will be sent to the also acts as the chairman of the boa		primary user who initia	ate 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	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	ed to					
-		was passed for this application is requi	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	was					
		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	Preview								
	Card application	Fleview								
		Application needs additional appropriate provide the period of approvement of the period of the p	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 format	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 Account	Business Integrated HKD Savings							
-		Correspondence address	149838 RM A, A/F, BLK A, TESTING, EAST POINT, HK							
		Card details								
		Requested Card Type	Mastercard debit card							
		Company embossing name	ABC COMPANY							
		Cardholder Information								
		Cardholder details								
		Title Surname	Mr CHAN							
		Given Name and Other Name	TAI MAN							
		Identification document type	Hong Kong Identity Card							
		Identification document number	Y-123456-7							
		addition document number								
		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								
		Cardholder's name to be embossed on the card	CHAN TAI MAN							
		Language at ATM / for Receiving Notifications	English							
		Notifications								
		Approver information								
		Approver	CHAN SIU MING							
		Certificate of Due Authorisation								
		Name of Chairman	CHAN TAI MAN							
		Chairman's mobile number	652. 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						Modify	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	-			
_		from the date of approval.	is being processed. If your application is approved, we will send the		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)		
_		Company information			
6					
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			ed 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	:				
2	Card application						
			the following approvers to review and approve. A sprover, you would have provided the necessary approver.				the application via Biz-Express. If
		Please arrange all approv	vers to complete the approval within 7 calendar day age on Business Internet Banking.				the application approval status
		CHAN SIU MING (+852-76					
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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	Card application		our application is r		plete.														
8			ease download <u><th< u=""> Il not be able to pr</th<></u>												ness Inter	net Bank	king within 15 d	days. The Bank	
Ċ		1.	e form will need to all cardholders Chairman of the m			of directors	s or the gove	verning bo	ı body (as ti	the case m	nay be) (e	except Sol	le proprie	torship or	partnersh	nip)			
ħ		3.	Authorised signate	ory(ies) of the	e Busines	ess Integrate	ted Account	nt											
ĸ		Refere	ence details																
a		Referen	ce number			DCN2022	22041412200	00703782	82796										
t		Activity	date			14 Apr 20	2022 12:20:0	:07 (HKT)	.T)										

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	8	×	
Application type Card product type Company name Reference number Creation date	HSB ABC DCN	card application C Business Debit Mastercard COMPANY 2022033017560368767084 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.

DCN2021102809342031650754,pdf(0.46MB)
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

<u>.</u>	Application document(s)	
	Signed application Form	DCN20211028093420316 0.48MB
	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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÷	My HSBC	× Activity Log	
÷	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	
.	Inbox	Search by Date Advanced Search	
	Notification Centre	Date Range 20 Apr 2022 To 20 Apr 2022 V	
5	Admin Tools	Transaction Type	
⊾	Activity Log	Debit card application	
a	FAQ	Account	
t		Credit / Time Deposits related Account Number	
-		O User Short Name	
		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.

Activity Date/Time	Transaction Type	Account	Transaction Amount	Beneficiary / Other Details	Performed by	Transaction State	us
2022/04/27 11:18:58	Application for Debit card(s) – Submit	Business Integrated HKD Savi 149838	ings		PUSER1	Completed	>
2022/04/27 11:18:58	Application for Debit card(s) – Fill out	Business Integrated HKD Savi 149838	ings		PUSER1	Completed	>
2022/04/27 11:18:58	Application for Debit card(s) – Fill out and submit	Business Integrated HKD Savi 149838	ings		PUSER1	Reject	>



Step **14**

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Activity Log - Details		Activity Log - Details	
Activity Date/Time:	27 Oct 2022 14:48:32 (HKT)	Debit Account Number:	149838 Business Integrated Account HKD Sevings
Transaction Type:	Debit card application		
Activity Value Date:	27 Oct 2022	Transaction Reference Number: Performed By:	DCN2021102714481644897326
Debit Account Number:	149838 Business Integrated Account HKD Savings		PLISER1
Transaction Reference Number:	DCN2021102714481644897326	Transaction Status:	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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