



WCAS IQA

# Business Internet Banking Service Enrolment Form

## 商務「網上理財」服務登記表格

**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。
- To apply, you must be an existing account holder of HSBC. At least one of your accounts must be a Hong Kong dollar/foreign currency current account, a Hong Kong dollar/CombiNations statement savings account or a Business Integrated Account.  
如要申請，你必須是本行現有的戶口持有人。其中一個戶口必須為港元/ 外幣往來戶口、港元/ 「外幣通」結單儲蓄戶口或商業綜合戶口。
- Primary User has the overall administration and control rights of the Business Internet Banking service. All existing and future accounts will automatically be added to your Business Internet Banking portfolio up to a maximum of 50 accounts.  
主要使用者擁有商務「網上理財」服務的總體管理及控制權。所有現有戶口及日後新開設的戶口將會自動加進你的商務「網上理財」服務戶口內，最多可達 50 個戶口。
- Please return the completed form by mail to The Hongkong and Shanghai Banking Corporation Limited, PO Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong or submit it to any Commercial Service Centres. For location of the Commercial Service Centres, please visit <http://www.business.hsbc.com.hk/en-gb/everyday-banking/ways-to-bank/commercial-service-centres>.  
請把填妥的表格寄回九龍中央郵政總局信箱72677號，香港上海滙豐銀行有限公司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/everyday-banking/ways-to-bank/commercial-service-centres>。
- You will receive a letter from HSBC when your application is successful. 如申請被接納，你會收到滙豐發出的通知信。
- 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

Company name 公司名稱	ABCDEF CO LTD		
Business Identification Document Number 商業證明文件號碼	C123456	Principal Account Number 主要戶口號碼	123456789838

### 2. User set up 使用者設定

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 checked="" type="radio"/> Mr 先生 <input type="radio"/> Mrs 太太 <input type="radio"/> Miss 小姐 <input 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	CHAN	
Given name and other name 名及其他名	TAI MAN	
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="radio"/> Hong Kong identity card 香港身分證 <input type="radio"/> Passport 護照 <input type="radio"/> Others 其他
Identification document number 身分證明文件號碼	M12345678	
Nationality (Country/Region) 國籍 (國家/地區)	AUSTRALIA	
Date of birth 出生日期	0 1 0 1 1 9 7 0 Day 日 Month 月 Year 年	 Day 日 Month 月 Year 年

**Note 注意:**

Please provide user short name here, otherwise this application will not be processed.  
請在此提供使用者簡稱，否則此申請將不獲處理。

User short name  
使用者簡稱

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。  
Your user short name will be used to identify the business internet banking user identity during instructions submission. 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提交指示時識別網上理財使用者身份之用，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。

T M C H A N

## 2. User set up (Continued) 使用者設定 (續)

	First Primary User 第一位主要使用者	Second Primary User 第二位主要使用者
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>	
	Country/region code 國家/ 區域編號	Country/region code 國家/ 區域編號
	Phone number 電話號碼	Phone number 電話號碼
	61	123456789
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>	
	tmchan@email.com	
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 except Loans, Import/Export, Investment, Time Deposits, Business Card and MPF Service. Please note that the total daily transaction amount of all accounts cannot exceed the Daily Transaction Limit defined in section 4. 此限額將會應用於所有現有的已登記戶口但並不適用於貸款、進出口押匯、投資、定期存款、公司卡及強積金服務。請注意，所有戶口的每日交易總額不能超過第4部分所定每日交易限額。</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>	
	3,000,000	
Marketing information 宣傳資料	<p><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。</p> <p><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。</p>	

## 3. 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。

Management Control Options selected here does NOT apply to set up of payment authorisation instructions on Business Internet Banking (BIB). For BIB setup, please go to "Business Internet Banking > Admin Tools > Authorisation Matrix" where you can find a step-by-step guide for setting up BIB payment authorisation instructions (Cash Management Authorisation), including the setup of BIB dual authorisation on financial transactions.  
所選的管理監控選項並不會在商務「網上理財」上設置付款授權指示。如欲在商務「網上理財」設置付款授權指示，請前往商務「網上理財」> 戶口管理 > 授權簽署組別，並參考當中的步驟指引以設置商務「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. Set up Company Profile Daily Transaction Limits 設定公司業務每日交易限額

The daily transaction limits shown below will be shared by all users under the same company profile.  
以下所定明的每日交易限額為商務「網上理財」業務下所有使用者共用。

	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 (If this is left blank, the limit will be set at zero 如不填寫，限額為0)
Internal transfer 內部轉賬	HKD100,000,000	30,000,000
Third party payments 付款給第三者	Designated beneficiaries 指定受款人	HKD20,000,000
	Other beneficiaries 其他受款人	HKD2,000,000
Bill payments 繳賬	HKD1,000,000	80,000
▲ autoPay 自動轉賬	HKD10,000,000	200,000

**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) 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註明你的自動轉賬戶口號碼：

(1)  (2)

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。

## 5. Set up an HSBC Mandatory Provident Fund 設定滙豐強積金

If you are an existing HSBC MPF customer and would like to submit Remittance Statement via Business Internet Banking, please specify the details below:

如你是滙豐強積金客戶並希望透過商務「網上理財」遞交付款結算書，請填寫下表：

		Per transaction limit for Remittance Statement (HKD) (If this is left blank, the limit will be set at zero) 付款結算書交易限額（港元）（如不填寫，限額為0）	
MPF Employer ID 強積金僱主編號	MPF Pay Centre ID 強積金付款中心編號	First Primary User 第一位主要使用者	Second Primary User 第二位主要使用者
1.			
2.			
3.			

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。

## 6. 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」登記認證編號的短訊（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 Enrolment 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』服務登記表格」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。

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

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確及詳盡，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。
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

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

	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)	<div></div>	<div>X</div>
(2)	<div></div>	<div>X</div>
(3)	<div></div>	<div>X</div>

**8. 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：

1. The applicant company shall subscribe for the Business Internet Banking 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商務「網上理財」服務；
2. The terms set out and the particulars completed in the Business Internet Banking Service Enrolment Form and the Business Internet Banking Terms and Conditions (found at <https://www.online-banking.business.hsbc.com.hk/portalservice/hsbc/dbbpage/commercial/online/terms>) are approved and adopted in all aspects; 在商務「網上理財」服務登記表格上所列明的條款及本公司所提供的資料，以及適用於商務「網上理財」服務的條款與細則（列於：<https://www.online-banking.business.hsbc.com.hk/portalservice/hsbc/dbbpage/commercial/online/terms?lang=zh>），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 7 be authorised to sign the Business Internet Banking Service Enrolment Form on behalf of the applicant company; and 於上述第 7 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」服務登記表格；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。

Full name in BLOCK LETTERS 全名（請用正楷填寫）

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

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