

To 致： **The Hongkong and Shanghai Banking Corporation Limited**
香港上海滙豐銀行有限公司



WCAS IQA

RENMINBI SERVICES FOR DESIGNATED BUSINESS CUSTOMER
APPLICATION / AMENDMENT / TERMINATION FORM
指定商戶人民幣服務申請/更改/取消表格

Date 日期	day / month 月 / year 年

Note 注意： 1. Customer must be a company registered in Hong Kong engaging in "designated business sector". 客戶必須為從事「指定行業」的香港註冊公司。
2. Please tick where applicable. 請在適當的地方加上剔號。
3. *Please delete whichever is not appropriate. *請刪去不適用者。

For Bank Use Only 銀行專用 (To be Completed by Form Receiving Branch/ Department)	<input type="radio"/> Open RMB A/C
	<input type="radio"/> Note Exchange

I. Customer and Contact Information 客戶及聯絡資料

(A003)

Account Name 客戶名稱			
Business Identification Document Details 商業證明文件資料			
Type 種類	<input type="radio"/> (C) Certificate of Incorporation 公司註冊證書	(Number 號碼	_____)
	<input type="radio"/> (B) Business Registration Certificate 商業登記證	(Number 號碼	_____)
	<input type="radio"/> (X) Others 其他	(Number 號碼	_____)
Details of Contact Person(s) 聯絡人資料		Telephone Number 電話號碼	Business Email Address 商用電郵地址 (if any 如有)
Name 姓名		Job Title 職銜	
*Mr/Mrs/Miss/Ms 先生/太太/小姐/女士	_____	_____	_____
*Mr/Mrs/Miss/Ms 先生/太太/小姐/女士	_____	_____	_____
*Mr/Mrs/Miss/Ms 先生/太太/小姐/女士	_____	_____	_____

II. Renminbi Services Application 申請人民幣服務

(A001)

A. Business Information 業務資料		For Bank Use Only 銀行專用 (To be Completed by Form Receiving Branch/Department)	
Nature of Business/Industry 商業/行業性質			Industry %
1. Designated Business Sector 指定行業 (%)			1. _____
<input type="radio"/> Catering / Restaurant 餐飲/餐館		<input type="radio"/> Barber and Beauty 理髮及美容	<input type="radio"/> Karaoke, Club and Entertainment 卡拉OK、俱樂部及娛樂
<input type="radio"/> Transportation 交通		<input type="radio"/> Education 教育服務	<input type="radio"/> Communication 通訊
<input type="radio"/> Medical Services 醫療		<input type="radio"/> Clothing 服裝	<input type="radio"/> Foodstuff 食品
<input type="radio"/> Hotels and Accommodation 酒店及膳宿		<input type="radio"/> Household 家務	<input type="radio"/> Watch and Jewellery 鐘錶及珠寶
<input type="radio"/> Others 其他 _____			
2. Other Industry 其他行業： (%)		2. _____	
3. Other Industry 其他行業： (%)		3. _____	
Supporting Documents 證明文件			
I/We enclose supporting documents below for your processing of my/our application for renminbi services: 本人(等)附上以下文件作為本人(等)在貴行申請人民幣服務之用：			
<input type="radio"/> Business Registration Certificate; and 商業登記證；及			
<input type="radio"/> Any one of the following documents 以下任何一份文件			
<input type="radio"/> Invoice 發票 <input type="radio"/> Credit Card Merchant Bank Information (e.g. Statements/Service Letter etc) 信用卡商業銀行資料 (例如：結單/服務信件等)			
<input type="radio"/> Insurance Policies on Sales Outlets 銷售商店的保單 <input type="radio"/> Valid Operating License 有效經營牌照 <input type="radio"/> Registration Certificate 註冊證書			
Expected Source of Funds in Renminbi 預計存入戶口的人民幣來源			
<input type="radio"/> Customers 顧客 <input type="radio"/> Others 其他：			
Expected Average Renminbi Pay-in per Annum 預計每年存入人民幣的平均金額			
Amount 金額： CNY 人民幣	No. of Transactions 入賬次數： _____	Note 注意： CNY is the currency code for renminbi (RMB). 人民幣 (RMB) 的貨幣代號為「CNY」。	

II. Renminbi Services Application (Continued) 申請人民幣服務 (續)

(A001)

A. Business Information (Continued) 業務資料 (續)

Applicable to application for Renminbi services attached to existing Business Integrated Account only 只適用於申請人民幣服務於現有的商業綜合戶口內

Brief Description of Operations 經營項目摘要

Locations of Sales Outlets 銷售店地點

Annual Sales/Revenue 全年營業額

Currency : Amount :
貨幣 金額

B. Application for Renminbi Savings Service 申請人民幣儲蓄服務

I/We wish to apply for the renminbi savings service attached to my/our Business Integrated Account.

本人(等)欲申請人民幣儲蓄服務於本人(等)右述的商業綜合戶口。

Account Number 戶口號碼

I/We wish to apply for a standalone Renminbi Savings Account. 本人(等)欲申請人民幣儲蓄戶口。

C. Application for Renminbi Notes Exchange Service 申請人民幣現鈔找換服務

(K011)

I/We wish to apply for renminbi notes exchange service. 本人(等)欲申請人民幣現鈔找換服務。

Settlement of Monthly Service Fee 服務月費結清安排

(Applicable to customer not holding a Business Integrated Account 只適用於非商業綜合戶口客戶)

I/We authorise the Bank to debit my/our following Hong Kong Dollar *Savings/Current Account for the monthly service fee relating to renminbi services applied above: 本人(等)授權貴行在以下本人(等)的港元*儲蓄/往來戶口扣取上述申請的人民幣服務的服務月費:

Hong Kong Dollar *Savings/Current Account Number

港元*儲蓄/往來戶口號碼

(Applicable to customer holding a Business Integrated Account 只適用於持有商業綜合戶口客戶)

Monthly service fee for renminbi services is waived until otherwise determined by the Bank (please provide Business Integrated Account number below): 豁免人民幣服務的服務月費直至貴行另行決定(請在以下提供商業綜合戶口號碼)

Business Integrated Account Number

商業綜合戶口號碼

- 8 3 8

Note 注意: Monthly service fee will be applicable if customer no longer maintains a Business Integrated Account.

如客戶不再持有商業綜合戶口,本行將扣取服務月費。

III. Change Settlement Account for Monthly Service Fee (Applicable to Renminbi Notes Exchange Service)

(K001)

更改服務月費結清戶口(只適用於人民幣現鈔找換服務)

Please change the settlement account for the monthly service fee relating to the renminbi services to my/our Hong Kong Dollar *Savings/Current Account 請將本人(等)的人民幣服務的服務月費結清戶口更改至本人(等)的港元*儲蓄/往來戶口

Number:

號碼為:

IV. Termination of Renminbi Services 取消人民幣服務

Note 注意: To open the Renminbi Trade Settlement Savings Account under the Business Integrated Account, please complete the Business Integrated Account - Renminbi Trade Settlement Savings Account Application Form (For Existing Customers).

如希望在商業綜合戶口開立附設的人民幣貿易結算儲蓄戶口,請填寫商業綜合戶口-人民幣貿易結算儲蓄戶口申請表格(現有客戶適用)。

A. Termination of Renminbi Savings Service (Applicable to Business Integrated Account Only)

取消人民幣儲蓄服務(只適用於商業綜合戶口)

Account Number 戶口號碼

I/We wish to terminate my/our renminbi savings service attached to my/our Business Integrated Account above and settle the Credit Balance plus Credit Interest accrued by (any or a combination of the following methods)

本人(等)欲取消本人(等)的人民幣儲蓄服務設於上述的商業綜合戶口及按以下指示結清結餘額及應計存款利息(以下列任何或聯合方式)

paying me/us **CNY 人民幣** in Hong Kong Dollar cash

以港幣現金支付上述人民幣金額予本人(等)

paying me/us **CNY 人民幣** in Renminbi

以人民幣現金支付上述人民幣金額予本人(等)

crediting **CNY 人民幣** to the Renminbi Trade Settlement Savings Account under my/our Business Integrated

Account 以上述人民幣金額存入本人(等)的商業綜合戶口附設的人民幣貿易結算儲蓄戶口

Note 注意: CNY is the currency code for renminbi (RMB). 人民幣(RMB)的貨幣代號為「CNY」。

IV. Termination of Renminbi Services (Continued) 取消人民幣服務 (續)

A. Termination of Renminbi Savings Service (Applicable to Business Integrated Account Only) (Continued) 取消人民幣儲蓄服務 (只適用於商業綜合戶口) (續)

crediting **CNY 人民幣** to the following Renminbi Savings Account:

以上述人民幣金額存入下述人民幣儲蓄戶口：

Account Name 戶口名稱	Account Number 戶口號碼
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converting **CNY 人民幣** to Hong Kong Dollar and crediting to the following *Savings/Current Account:

以上述人民幣金額轉兌為港幣後存入下述 *儲蓄/往來戶口：

Account Name 戶口名稱	Account Number 戶口號碼
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Others 其他

Note 注意： CNY is the currency code for renminbi (RMB). 人民幣 (RMB) 的貨幣代號為「CNY」。

B. Termination of Renminbi Notes Exchange Service 取消人民幣現鈔找換服務

(K001)

I/We wish to terminate the renminbi notes exchange service provided by the Bank. 本人(等)欲取消由貴行提供予本人(等)的人民幣現鈔找換服務。

V. Declaration (Applicable to application for renminbi services only) 聲明 (只適用於申請人民幣服務)

- I/We hereby confirm that the information given above is correct and complete and authorise the Bank to verify the same from any source it may deem fit. I/We also undertake to notify the Bank immediately of any changes to the above information.
本人(等)證實上述資料乃屬正確及完整,並授權貴行可向任何方面查證。本人(等)亦同意如上述資料有任何改變,會立即通知貴行。
- I/We hereby declare that 本人(等)聲明
 - I/We am/are engaging in a designated business sector; 本人(等)乃從事指定行業;
 - I/We customarily receive renminbi in the course of my/our provision of consumer services as my/our normal business operation.
本人(等)的人民幣收入是從日常商業操作而提供的消費者服務所獲得。
- I/We understand and agree that the renminbi services applied above is at all times subject to, and I/we also undertake to comply with, the law and all the rules, regulations, restrictions, directions, guidelines and the likes issued by the relevant authorities governing the same and also any other related terms and conditions and publications issued by the Bank from time to time (collectively, the "applicable provisions"), including without limitation any renminbi product leaflet provided to me/us. In the event of any inconsistency between the applicable provisions and with the terms and conditions applicable otherwise to the renminbi service, the applicable provisions shall prevail.
本人(等)明白及同意,以上申請的人民幣服務在任何時候將受限制於,而本人(等)亦承諾遵守,有關法律及由有權機構發出的所有規則、規定、限制、指示、指引等及其他由貴行不時發出的相關條款細則及刊物(泛指「適用細則」),包括但不限於提供予本人(等)的人民幣產品單張。如適用細則與提供本服務相關的任何條款有任何差異,概以適用細則為準。
- I/We hereby undertake and agree with the Bank in handling renminbi funds that 本人(等)承擔及同意貴行以下列方式處理本人(等)存入的人民幣現金
 - if at any time after your crediting my/our account with the said total amount of renminbi notes, any one or more of these renminbi notes shall be found or reasonably suspected by you to be counterfeit notes, you are hereby fully and irrevocably authorised to, without notice to me/us, forthwith debit any account held by me/us with your Bank with an amount calculated at the Bank's discretion, using (i) the Bank's prevailing selling rate or (ii) the original buying rate, which may differ from the rate applicable at the time of crediting the Hong Kong Dollar account.
如在任何時候貴行在存入全數人民幣現金後才發現或有理由懷疑假鈔,貴行有全權及不可撤銷的授權毋須預早通知本人(等)而立刻從本人(等)的任何戶口扣取計算金額。貴行可全權決定計算匯率,而計算匯率是根據貴行當時賣出或原本買入的匯率而定,而匯率可能較存入港元戶口時的匯率不同。
 - the said note(s) will not be returned to me/us and you are authorised to dispose of the same at your sole discretion and to inform the relevant authority and disclose to them all such information relating to the same, including my/our names, contact numbers and addresses, as you shall deem appropriate.
懷疑假鈔將不會退回本人(等)及貴行有全權酌情決定處理此假鈔及在貴行認為適當的情況下,通知有關機構及透露所有有關假鈔資料,包括本人(等)的姓名、聯絡電話及地址。
 - I/we shall keep you at all times indemnified against all actions, claims, proceedings, loss, damages, costs and expenses which may be brought against you or suffered or incurred by you arising out of or in connection with 4(i) and 4(ii).
無論何時本人(等)均會負責賠償貴行就上述 4 (i) 及 4 (ii) 處理假鈔而可能面對、或因此而引起的一切法律行動、訴訟、索償、損失、損毀、費用及開支。
- I/We understand and agree that the Bank is fully authorised to terminate my/our Renminbi Notes Exchange Service and/or Renminbi Savings Service if the Bank determines that I/we do not fulfil the relevant requirements of a Designated Business Customer, or am/are engaged in Renminbi exchange service in a disguised way or indirectly. The Bank can, at its sole discretion, close my/our Renminbi Savings account and transfer the remaining balance to my/our Hong Kong Dollar account, or pay the same to me/us in Hong Kong Dollar cash or Renminbi cash.
本人(等)明白及同意貴行有全權取消本人(等)的人民幣現鈔找換及/或儲蓄服務如貴行認為本人(等)不符合有關指定行業客戶的條件,或變相或間接從事人民幣找換服務。貴行可自行決定將本人(等)的人民幣儲蓄戶口取消及將餘額轉到本人(等)的港元戶口或以港元現鈔或人民幣現鈔支付。

(Applicable to Renminbi Savings Service Only 只適用於申請人民幣儲蓄服務)

- I/We understand and agree that only one (1) renminbi savings account can be opened under the same Business Identification Document number.
本人(等)明白及同意,每一相同商業證明文件只可開立一個人民幣儲蓄戶口。

(Applicable to Renminbi Notes Exchange Service Only 只適用於申請人民幣現鈔找換服務)


- I/We understand and agree that renminbi notes exchange service will be provided and the proceeds must be credited to the Hong Kong Dollar account under the same Business Identification Document number as stated in this application.
本人(等)明白及同意,本人(等)將獲提供人民幣現鈔兌換至港元服務,而所得的港元必須存入於與本申請表相同的商業證明文件開辦的港元戶口。


VI. Signature 簽署

For Sole Proprietorship: signed by Sole Proprietor 獨資經營商號：須由東主簽署

For Partnership: signed by ALL partners 合夥經營商號：須由所有合夥人簽署

For Limited Company: the director signing here must be a different person to the chairman who signs in the Certificate of Due Authorisation on page 4 unless the company has (lawfully) only one director. 有限公司：須由簽署第4頁的授權證明書的董事會會議主席以外的其他董事簽署，如公司只有單一名董事（符合法例規定下）則不受此限制。

X  S.V.
Director/Partner/Sole Proprietor Signature 董事/合夥人/東主簽署
Full name in **Block Letters** 全名以正楷填寫 ↘

X  S.V.
Partner Signature 合夥人簽署
Full name in **Block Letters** 全名以正楷填寫 ↘

(For application of Renminbi Notes Exchange Service, please use the signature of the monthly service fee settlement account/Business Integrated Account provided in Section II-C / III. 如申請人民幣現鈔找換服務，請用 II-C / III 部分提供的服務月費結清戶口/商業綜合戶口簽署式樣。)

Certificate of Due Authorisation by the Customer
(To be Completed by Limited Company Applying for Renminbi Services)
客戶授權證明書（供申請人民幣服務的有限公司填寫）

I HEREBY CERTIFY that a resolution was passed at a meeting of the Board of Directors of the above Customer
茲證明上述客戶已於

on (insert date) that :
(日期) 召開董事會議，通過以下決議：

1. The Customer shall subscribe for the following renminbi services offered by The Hongkong and Shanghai Banking Corporation Limited (the Bank) and that the person(s) whose signature(s) appearing above in this Renminbi Services Application / Amendment / Termination Form (the Form) be and is/are hereby authorised to sign the Form for and on behalf of the Customer.


客戶將申請由香港上海滙豐銀行有限公司（銀行）提供的人民幣服務及謹此授權以上簽署的人士代表客戶簽署人民幣服務申請/更改/取消表格（表格）。

- Renminbi Notes Exchange Service 人民幣現鈔找換服務
 Renminbi Savings Service 人民幣儲蓄服務

2. All terms, including the Bank charges, set out in the Form and all other relevant documents issued by the relevant authorities and the Bank are approved and adopted in all aspects.
在表格及由有關機構及銀行發出的其他文件上的所有條款（包括銀行收費）均已獲客戶批准及同意接受。

3. Details of this resolution be communicated to the Bank and remain in force until an amending resolution shall have been passed by the Customer's Board of Directors and a certified copy thereof shall have been received by the Bank.
客戶會將本決議案的詳情通知銀行。本決議案將一直生效，直至客戶的董事會另行通過修訂決議案，以及銀行收到有關決議案的經認證真本為止。

I further certify that details of the above resolution has been entered into the Minute Book of the Company and signed therein by the chairman of the meeting and are in accordance with the 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公司的會議記錄簿內並由會議主席簽署，且符合本公司的組織章程或具相同效力的公司組織文件的規定。

X  S.V.
Director Signature (Chairman of the Meeting) 董事簽署（會議主席）
Full name in **Block Letters** 全名以正楷填寫：

Date 日期：

For Bank Use Only 銀行專用 (To be Completed by Form Receiving Branch/Department)

Branch Action Checklist

Application for Renminbi Services (Section II)

Board Resolution <input type="radio"/> Received <input type="radio"/> Pending <input type="radio"/> Not Applicable	Proof on Nature of Business (e.g. invoice) <input type="radio"/> Received <input type="radio"/> Waived (Approved by RM)
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Termination of Renminbi Savings Service (Section IV-A)

Settlement balance has been added up with the accrued credit interest, and balance settled Initial:	"Hold" status has been added via Account Status Maintenance screen A89 Initial:
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Maintenance Instruction to GSC

- Application for Renminbi Savings Service (Section II-B)
 - Check Customer Classification
 - Add programme code "NWCNY" via IPS Fee Discount Maintenance Screen H105
- Application for Renminbi Notes Exchange Service (Section II-C)
 - Check Customer Classification
 - Update Customer / Business and Contact information
 - Add CDS code "RMBR" with monthly service fee settlement account / BBP account
- CDS maintenance (Must be approved by RM)
 - Add temporary CDS code with **1 month** expiry date and "Remarks" via K011/K021
 - Change expiry date of temporary CDS code to "999999" via K001
- Change of settlement account for monthly service fee (Section III)
 - Revise account number maintained under the CDS code "RMBR"
- Termination of Renminbi Savings Service (Section IV-A)
 - Apply credit interest via IPS Account Status Maintenance / Special Request H201
- Termination of Renminbi Notes Exchange Service (Section IV-B)
 - Delete CDS code "RMBR"

Remarks

Branch / Department Chop and Authorised Signature

OPS219R9-m (291021) W