



WCAS IQA

**DIRECT ADVICE / eSTATEMENT / eADVICE SERVICE  
REGISTRATION FORM (FOR BUSINESS ACCOUNT)**  
記錄易 / 電子結單 / 電子通知書服務申請表格 (商業戶口)

Date 日期	day 日 / month 月 / year 年

From 24 Jul 2023, if you choose to view the statements/advice of your accounts in Business Internet Banking, you will no longer receive the following statement/advice by post: Cheque Purchase Return / Correspondent Bank Charges Advice, Cheque for Collection Advice, Account with Zero Balance Advice, Confirmation of autoPay Instruction, Business Revolving Credit Statement, and Advice of Inactive Account.

由 2023 年 7 月 24 日起，如您為您的戶口選擇於商務「網上理財」查閱結單 / 通知書，以下結單及通知書將不再通過郵寄方式發送：退回購買票據 / 代理銀行費用通知書，託收票據通知書，戶口零結餘通知書，自動轉賬指示確認書，中小企循環「快通錢」結單，及不動戶口收費通知書。

- Note 注意：**
- Existing Direct Advice, eStatement or eAdvice customers who wish to register for either Direct Advice, eStatement or eAdvice service should complete the Direct Advice / eStatement / eAdvice Service Special Instructions Form.  
現有記錄易、電子結單或電子通知書客戶如需申請記錄易、電子結單或電子通知書服務，請填寫記錄易 / 電子結單 / 電子通知書服務特別指示表格。
  - 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 HSBC Business Phonebanking Hotline on (852) 2748 8288.  
如於填寫表格時有任何疑問，歡迎隨時致電滙豐中小企業電話理財熱線 (852) 2748 8288。
  - You can submit the form via the following channels: 你可透過下列途徑遞交表格：
    - [Convenient and efficient] Online - Visit [www.business.hsbc.com.hk](http://www.business.hsbc.com.hk), scroll down to "Quick Links" > "Form Download Centre" > "e-Form" > "Account Service Forms" to select and submit the respective form; or  
[快捷方便] 網上 - 前往 [www.business.hsbc.com.hk](http://www.business.hsbc.com.hk)，向下捲動至「捷徑」>「表格下載中心」>「電子表格」>「戶口服務表格」選擇相應的表格並提交；或
    - Postage - Mail to "The Hongkong and Shanghai Banking Corporation Limited, PO Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong"; or 郵寄 - 郵寄至「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
    - Branches - Return to any Commercial Service Centres. 分行 - 前往任何商業客戶服務中心提交。  
(For location of the Commercial Service Centres, please visit <https://www.business.hsbc.com.hk/en-gb/products/commercial-service-centres>  
查閱商業客戶服務中心地址，請瀏覽 <https://www.business.hsbc.com.hk/en-gb/products/commercial-service-centres>)
  - Direct Advice, eStatement and eAdvice services are not applicable to joint business account.  
記錄易、電子結單及電子通知書服務不適用於聯名商業戶口。

**1 Applicant company information  
申請公司資料**

Company name 公司名稱：	
Company and Identification Document Type 公司及商業證明文件類別：	
<input type="checkbox"/> Limited company – Certificate of Incorporation 有限公司 – 公司註冊證書	
<input type="checkbox"/> Sole proprietor or partnership – Business Registration Certificate 獨資經營商號或合夥經營商號 – 商業登記證	
<input type="checkbox"/> Others 其他	
Business Identification Document Number 商業證明文件號碼：	

**2 Direct Advice  
記錄易**

<input type="checkbox"/> Request for Direct Advice 申請記錄易									
Please indicate the required advice type and delivery schedule. 請選擇所需通知書類別及傳遞時間。	<table border="0"><tr><td><b>Advice type 通知書類別</b></td><td><b>*Delivery schedule *傳遞時間</b></td></tr><tr><td><input type="checkbox"/> Credit advice 入賬記錄</td><td><input type="checkbox"/> Intraday only 只須日內通知書</td></tr><tr><td><input type="checkbox"/> Debit advice 支賬記錄</td><td><input type="checkbox"/> End of day summary only 只須每日總結概覽</td></tr><tr><td></td><td><input type="checkbox"/> Both intraday and end of day summary 日內通知書及每日總結概覽</td></tr></table>	<b>Advice type 通知書類別</b>	<b>*Delivery schedule *傳遞時間</b>	<input type="checkbox"/> Credit advice 入賬記錄	<input type="checkbox"/> Intraday only 只須日內通知書	<input type="checkbox"/> Debit advice 支賬記錄	<input type="checkbox"/> End of day summary only 只須每日總結概覽		<input type="checkbox"/> Both intraday and end of day summary 日內通知書及每日總結概覽
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	<input type="checkbox"/> Both intraday and end of day summary 日內通知書及每日總結概覽								
<p><b>Note 注意：</b></p> <ol style="list-style-type: none"><li>*Intraday – Direct Advice will be issued regularly during the day for processed transactions. *日內通知書 – 通知書會於日中交易完成後定時發出。 End of day summary – A summary of Direct Advice will be issued at the end of working day. 每日總結概覽 – 通知書概覽會於工作天完結時發出。</li><li>Please visit <a href="https://www.business.hsbc.com.hk/en-gb/everyday-banking/ways-to-bank/express-banking">https://www.business.hsbc.com.hk/en-gb/everyday-banking/ways-to-bank/express-banking</a> to view the range of services provided by Direct Advice. 請瀏覽 <a href="https://www.business.hsbc.com.hk/zh-hk/everyday-banking/ways-to-bank/express-banking">https://www.business.hsbc.com.hk/zh-hk/everyday-banking/ways-to-bank/express-banking</a> 查閱記錄易所提供的服務。</li></ol>									

## 3

## eStatement and eAdvice

## 電子結單及電子通知書

Please select the delivery method for your eStatement and eAdvices. For each account, you can choose **only one delivery method** for eStatements and **only one delivery method** for eAdvices. Once you have registered for eStatement and eAdvice service, you will no longer receive the paper version. 請選擇您的電子結單及電子通知書送遞方法。每個戶口的電子結單 **只可以一種方式收取**，而電子通知書亦 **只可以一種方式收取**。如您登記電子結單及電子通知書服務，您將不會再收到郵寄的列印本。

Business Account Number:	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
商業戶口號碼：	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business/Corporate/ Purchasing Card Number:	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
公司/ 商務/ 採購卡號碼：	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Business/Corporate/Purchasing Card ☒ Consolidated Statement and ☒ Management Reports:  
公司/ 商業/ 採購卡 ☒ 綜合月結單及 ☒ 公司開支管理報告：

## eStatement 電子結單

+View in  
Business Internet  
Banking  
+於商務「網上理財」  
查閱

Receive  
via Email  
以電郵收取

## eAdvice 電子通知書

+View in  
Business Internet  
Banking  
+於商務「網上理財」  
查閱

Receive  
via Email  
以電郵收取

- Note** 注意：1. For HSBC Sprint Account, HSBC Business Direct account and BusinessVantage account, please fill in the account number with suffix "838". 如您的戶口是滙豐 Sprint 戶口、滙豐「理財易」商務戶口或「商業」理財戶口，請填寫以「838」結尾的戶口號碼。
2. To enquire the available types of eStatement and eAdvice, please visit <https://www.business.hsbc.com.hk/en-gb/everyday-banking/ways-to-bank/estatement-and-eAdvice>. 如要查閱現時提供的電子結單及電子通知書種類，請瀏覽 <https://www.business.hsbc.com.hk/zh-hk/everyday-banking/ways-to-bank/estatement-and-eAdvice>。
3. For investment account, if you choose to view your eStatement and eAdvice in Business Internet Banking, the eStatement and eAdvice will be sent to the email address you specify in Section 4 at the same time and you will need a PIN to open them. 如您選擇於商務「網上理財」查閱投資戶口的電子結單及電子通知書，該電子結單及電子通知書會同時發送到您填寫在第 4 部分的電郵地址，並需以密碼開啟。
4. + Applicable to Business Internet Banking customers only. +只適用於商務「網上理財」客戶。
5. ☒ Consolidated eStatement service will be applicable to all card types under the same company.  
☒ 公司綜合電子月結單將適用於公司旗下的所有信用卡種類。
6. ☒ Management Reports received via Email is not applicable to Corporate & Purchasing Cards.  
☒ 以電郵收取公司開支管理報告不適用於商務及採購卡。

## 4

## Delivery option and details

## 傳遞方式及資料

Please select delivery options and provide necessary information. 請選擇傳遞方式並填寫所需資料。

☐ **eMail 電子郵件** (Applicable to Direct Advice / eStatement / eAdvice 適用於記錄易/ 電子結單/ 電子通知書)

Please specify your email address 請填寫您的電郵地址

**Note** 注意：1. Each company (according to business identification document number) can maintain only one email address for all accounts registered for Direct Advice / eStatement / eAdvice Service within the same company.  
每一間公司（根據商業登記文件號碼）只可為同一間公司內所有已登記記錄易/ 電子結單/ 電子通知書服務的戶口，設定一個電郵地址。

2. A Personal Identification Number (PIN) is required to access the Direct Advice, eStatement and eAdvice.  
您需要輸入密碼來開啟記錄易、電子結單及電子通知書。

3. For existing customers registered for either Direct Advice, eStatement or eAdvice, the same PIN will apply to the newly added services. Please complete the Direct Advice / eStatement / eAdvice Service Special Instructions Form (For Business Account) if you wish to request a new PIN. 已登記收取記錄易、電子結單或電子通知書的客戶，可使用現有密碼來開啟新增的服務。如需申請新密碼，請填寫記錄易/ 電子結單/ 電子通知書服務特別指示表格（商業戶口）。

4. For newly registered customers, a PIN will be sent to the correspondence address of the business account number that you indicated below.  
新登記收取記錄易、電子結單或電子通知書的客戶，將從郵遞收到有關密碼，本行會將密碼郵寄至客戶填寫的商業戶口號碼的通訊地址。

Business Account Number 商業戶口號碼：

**Note** 注意：You may receive Direct Advice / eStatement / eAdvice via email once the form is processed. Please access the services after you receive the PIN. 當申請辦妥後，您便會收到載有記錄易/ 電子結單/ 電子通知書的電子郵件，請於收受密碼後登入查看。

5

**Declaration by the applicant company**  
**申請公司聲明**

1. The applicant company shall subscribe for Direct Advice / eStatement / eAdvice 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記錄易 / 電子結單 / 電子通知書服務。
2. I/We confirm that the information given above is complete and accurate and will immediately notify you of any changes thereto. I/We further authorise the Bank to verify the above information from any source that it shall deem appropriate.  
本人（等）證實上述資料乃完整和準確，並會於出現任何有關變動時立刻通知貴行。本人（等）授權貴行向其視為適當的任何來源核實上述資料。
3. I/We have read and understood the Terms and Conditions for HSBC's Direct Advice, eStatement and eAdvice Service issued by the Bank and agreed to be bound by the same. 本人（等）已細閱及了解貴行發出的滙豐記錄易、電子結單及電子通知書服務章則條款，並同意受其約束。

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

(1)	Full name is BLOCK LETTERS 全名（請用正楷填寫）	Authorised Signatories 授權人簽署  <b>X</b>
(2)	Full name is BLOCK LETTERS 全名（請用正楷填寫）	Authorised Signatories 授權人簽署  <b>X</b>
(3)	Full name is BLOCK LETTERS 全名（請用正楷填寫）	Authorised Signatories 授權人簽署  <b>X</b>

Signing requirements 簽署指引	Sole Proprietorship / Partnership / Limited Company 獨資經營商號 / 合夥經營商號 / 有限公司	Signed by the Authorised Signatories 須由授權人簽署
	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)

**For Bank Use Only 銀行專用**

Signature Verified	Branch Chop and Authorised Signature
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