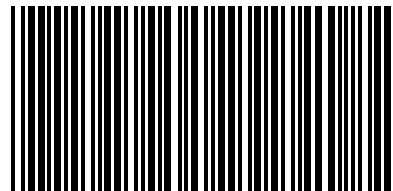


To 致： The Hongkong and Shanghai Banking Corporation Limited
香港上海滙豐銀行有限公司



WCAS IQA

**DIRECT ADVICE / eSTATEMENT / eADVICE SERVICE SPECIAL
INSTRUCTIONS FORM (FOR BUSINESS ACCOUNT)**
記錄易 / 電子結單 / 電子通知書服務特別指示表格 (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：**
- Any amendment instruction should be given to the Bank at least two working days prior to the date on which the instruction is intended to take effect. 任何更改服務的要求須於生效日期前最少兩個工作天之前交予本行。
 - 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, scroll down to "Quick Links" > "Form Download Centre" > "e-Form" > "Account Service Forms" to select and submit the respective form; or [方便快捷] 網上 - 前往 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 Change Direct Advice service details
更改記錄易服務詳情

Direct Advice service 記錄易服務 - <input type="checkbox"/> Add 新增 <input type="checkbox"/> Delete 刪除 <input type="checkbox"/> Change 更改	
Please indicate the required advice type and delivery schedule. 請選擇所需通知書類別及傳遞時間。	
Advice type 通知書類別	*Delivery schedule *傳遞時間
Credit advice 入賬記錄： <input type="checkbox"/> Add 新增 <input type="checkbox"/> Delete 刪除	<input type="checkbox"/> Intraday only 只須日內通知書
Debit advice 支賬記錄： <input type="checkbox"/> Add 新增 <input type="checkbox"/> Delete 刪除	<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
Note 注意：	
1. *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。	
2. Please visit https://www.business.hsbc.com.hk/en-gb/everyday-banking/ways-to-bank/express-banking to view the range of services provided by Direct Advice. 請瀏覽 https://www.business.hsbc.com.hk/zh-hk/everyday-banking/ways-to-bank/express-banking 查閱記錄易所提供的服務。	

3

Change eStatement / eAdvice service details

更改電子結單/ 電子通知書服務詳情

Please select the delivery method for your statements and advices. For each account, you can choose **only one delivery method** for statements and **only one delivery method** for advices. Once you have registered for eStatement and eAdvice service, you will no longer receive the paper version.

請選擇您的結單及通知書送遞方法。每個戶口的結單**只可以一種方式收取**，而通知書亦**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:																				
商業戶口號碼：																				
Business/Corporate/ Purchasing Card Number:																				
公司/ 商號/ 採購卡號碼：																				

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

Statement 結單			Advice 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	Receive by Post 郵寄	+View in Business Internet Banking +於商務「網上理財」查閱	Receive via Email 以電郵收取	Receive by Post 郵寄
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Note 注意：**
- 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。
 - 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>。
 - 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。
 - + Applicable to Business Internet Banking customers only. +只適用於商務「網上理財」客戶。
 - ☒ 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。
 - ☒ 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

Change delivery option / details

更改傳遞方式/ 資料

Change delivery option (Applicable to Direct Advice only) 更改傳遞方式（只適用於紀錄易）

☐ Change from fax to email 更改以電子郵件收取紀錄易

Note 注意： 1. For customers who have registered for either eStatement or eAdvice, Direct Advice will be sent to the same registered email address. Please complete the Change delivery details section below if you wish to change the receiving email address of these services. 已登記收取電子結單或電子通知書的客戶，將於同一電郵地址收取紀錄易。如需更改有關電郵地址，請填寫更改傳遞資料部分。

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

For customers who have registered for either eStatement or eAdvice, the same PIN will be used for the newly added services. Please complete Section 5 (PIN Request) if you wish to request for a new PIN. 已登記收取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，請填寫第 5 部分。

Change delivery details 更改傳遞資料

☐ Change email address (Applicable to Direct Advice / eStatement / eAdvice) 更改電郵地址（適用於紀錄易/ 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紀錄易/ 電子結單/ 電子通知書服務的戶口，設定一個電郵地址。

2. Once you have changed your email address, all Direct Advice, eStatement and eAdvice will be sent to the new email address. 電郵地址一經更改，所有紀錄易、電子結單及電子通知書將會傳遞至新電郵地址。

郵寄密碼（只適用於電子郵件）

- Business Account Number 商業戶口號碼：

Signing section 簽署部分

申請公司聲明

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

Signed by the Sole Trustee 須由唯一受託人簽署 (one signature 一個簽名)

Branch Chop and Authorised Signature