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Business Internet Banking Service Amendment Request Form**商務「網上理財」服務更改表格**

Date (DDMMYYYY) 日期 (日/月/年)

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Note 注意:

- Any amendment request should be given to the Bank at least two working days prior to the date on which such amendment/cancellation is intended to take effect. 任何更改服務之要求須於生效日期前最少兩個工作天之前交予本行。
- Please return your completed AND signed form either by (1) online submission (Business Internet Banking users can logon and go to "Form & Document Submission Centre", select "Business Internet Banking / Phonebanking" as service type and "[Change] Business Internet Banking Service Amendment Request Form" as form name, then upload the scanned copy of form), or (2) mail to "The Hongkong and Shanghai Banking Corporation Limited, P O Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong", or (3) submitting 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>. 請將已填妥並簽署的表格，(1) 網上遞交 (商務「網上理財」使用者可於登入後進入「表格及文件遞交中心」，選擇服務種類為「網上理財/ 電話理財」及表格名稱為「[更改] 商務「網上理財」服務更改表格」，再上傳表格的掃描副本)，或 (2) 寄回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 (3) 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/everydaybanking/ways-to-bank/commercial-service-centres>。
- If your Business Internet Banking portfolio has linked up associate companies, all associate companies have to sign in sections 13 and 14. 如您的商務「網上理財」戶口附有聯繫公司，所有聯繫公司均需簽署第 13 及 14 部分。
- 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***Registered Principal Account number**
已登記主要戶口號碼***First Primary User's short name**
第一位主要使用者簡稱***Second Primary User's short name**
第二位主要使用者簡稱**Company name**
公司名稱**Note 注意**

* Your principal account number and user short name can be located on the 'Accounts Overview' page of your Business Internet Banking service. 您可在商務「網上理財」服務的「戶口總覽」頁上查閱您的主要戶口號碼及使用者簡稱。

2. Delete associate company(ies) 刪除聯繫公司**Associate company 1 information 聯繫公司 1 資料**

Company name 公司名稱:

Delete existing company
刪除現有公司Company type 公司種類: Limited company 有限公司 Sole proprietor or partnership 獨資經營商號或合夥經營商號
 Others 其他

Business Identification Document Number 商業證明文件號碼:

Associate company 2 information 聯繫公司 2 資料

Company name 公司名稱:

Delete existing company
刪除現有公司Company type 公司種類: Limited company 有限公司 Sole proprietor or partnership 獨資經營商號或合夥經營商號
 Others 其他

Business Identification Document Number 商業證明文件號碼:

3. Change management control options 更改管理監控選項**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**Note 注意**

Change of Management Control Options does NOT apply to update of payment authorisation instructions on Business Internet Banking (BIB). If you are a Primary User, please go to "Business Internet Banking > Admin Tools > Authorisation Matrix" to directly update the BIB payment authorisation instructions (Cash Management Authorisation), including the setup of BIB dual authorisation on financial transactions. 更改管理監控選項並不會更新商務「網上理財」上的付款授權指示。如果您是主要使用者，請前往商務「網上理財」> 戶口管理> 授權簽署組別，直接更改商務「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。

>> ASV-NSC

4. Change service options 更改服務選項

Please specify your requested Daily Transaction Limits and tick the service(s) required. The limits are applicable to all companies using the Business Internet Banking service.

請註明您要求的每日交易限額及剔選您需要的服務，交易限額供商務「網上理財」服務名下所有公司共用。

		Maximum daily limit set by HSBC 由本行設定的每日最高交易限額	Requested daily transaction limit 您要求的每日交易限額
Internal transfer 內部轉賬		HKD100,000,000	
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	
▲ autoPay 自動轉賬		HKD5,000,000	

Note 注意：✕ If you request to revise the transaction limit for 'Third party payments - Other beneficiaries' and any of the Primary User(s) of your company is using old version of Security Device, we will send a new version of Security Device to the user(s) for replacement. The device(s) will be sent to your company's correspondence address or collected at branch according to the latest delivery method of your company. Please note that a service charge will be incurred for delivery via courier or registered mail.

如貴公司需要更改「付款給第三者 - 其他受款人」的每日交易限額而貴公司仍有主要使用者使用舊版本保安編碼器，我們會發出新版本保安編碼器以供所有使用者更換。新版本保安編碼器會根據貴公司已選擇的送遞方法寄到貴公司的通訊地址或於分行領取。如送遞方法是速遞或掛號郵件，我們會收取相關送遞費用。

▲ 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.

如您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），請在此填寫您要求的每日交易限額及在下方註明您的自動轉賬戶口號碼。

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/formdownload-centre/making-payments-forms>.

如您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。

Daily transaction limit and autoPay account number
每日交易限額及自動轉賬戶口號碼

Add 新增 Delete 取消

- | | | | | |
|-----------------------|-----------------------|--------------------------|-----|--|
| <input type="radio"/> | <input type="radio"/> | } autoPay account 自動轉賬戶口 | (1) | <input type="text"/> |
| <input type="radio"/> | <input type="radio"/> | | (2) | <input type="text"/> |
| <input type="radio"/> | <input type="radio"/> | | (3) | <input type="text"/> |
| <input type="radio"/> | <input type="radio"/> | | | Credit facility enquiry 信貸資料查詢 |
| <input type="radio"/> | <input type="radio"/> | | | Direct debit authorisation 直接付款授權 (Transaction limit should be set up online 交易限額需於網上設定) |
| <input type="radio"/> | <input type="radio"/> | | | Investment account enquiry 投資戶口查詢 |
| <input type="radio"/> | <input type="radio"/> | | | Time deposits 定期存款 |
| <input type="radio"/> | <input type="radio"/> | | | Automatic registration for new services added in future 自動登記日後推出的新服務 |
| <input type="radio"/> | <input type="radio"/> | | | Apply loan 申請貸款 |
| <input type="radio"/> | <input type="radio"/> | | | eIPO (Applicable to Certificates of Deposit eIPO only 存款證 eIPO 適用) |
| <input type="radio"/> | <input type="radio"/> | | | Apply insurance 投保 |
| <input type="radio"/> | <input type="radio"/> | | | Buy and sell investment products 買賣投資產品 (Include Stock eIPO 包括證券 eIPO) |
| <input type="radio"/> | <input type="radio"/> | | | e-Cheque issuance 電子支票發票 |
| <input type="radio"/> | <input type="radio"/> | | | FPS addressing 「轉數快」賬戶綁定服務 |
| <input type="radio"/> | <input type="radio"/> | | | ✕ MPF service 強積金服務 (For existing HSBC MPF customers only 現有滙豐強積金客戶適用)
(Please also complete the table below 請填寫以下部分) |

Amendment type 更改類別			MPF Employer ID 強積金僱主編號	MPF Pay Centre ID 強積金付款中心編號	Per transaction limit for Remittance Statement (HKD) 付款結算書交易限額 (港元)	
Add 新增	Change 更改	Delete 取消			First Primary User 第一位主要使用者	Second Primary User 第二位主要使用者
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1.			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2.			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3.			

Note 注意：✕ 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>.

如您仍未設定直接付款，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。

HSBC Mandatory Provident Fund
滙豐強積金

5. Change account reporting instruction 更改戶口匯報指示

Account reporting instruction
戶口匯報指示

- Automatically report all existing and future accounts 自動匯報所有現有戶口及日後新開設的戶口
- Do not automatically report future accounts 不設自動匯報日後新開設的戶口
(please specify the account numbers that you wish to report on your Business Internet Banking portfolio in section 6.
請在第 6 部分註明您希望匯報在商務「網上理財」服務內的戶口號碼。)

6. Change existing Primary User's account details 更改現有主要使用者的戶口資料

If you wish to set the same daily transaction limit for all existing registered accounts, please specify it in row 1 of the below table.
如您希望為所有已登記的戶口設定相同的每日交易限額，請填寫下表第一列。

If you wish to set different daily transaction limits for each of the accounts, please specify them in rows 2 to 10 of the below table. This daily limit does not apply to Loans, Import/Export, Investment, Time Deposits, Business Card and MPF Service. For Business Integrated account, only one limit that applies to all its underlying accounts is required. For Direct Debit Authorisation service, the limit should be set up online.

如您希望為個別戶口設定不同的每日交易限額，請填寫下表第 2 至第 10 列。此每日限額並不適用於貸款、進出口押匯、投資、定期存款、公司卡及強積金服務。商業綜合戶口只需設立一個限額，此限額將應用於所有商業綜合戶口以內的戶口。直接付款授權書的限額可於網上設定。

Amendment type 更改類別			Account number 戶口號碼	Per account daily transaction limit (HKD) 每日戶口交易限額 (港元)	
Add 新增	Change 更改	Delete 取消		First Primary User 第一位主要使用者	Second Primary User 第二位主要使用者
	<input type="radio"/>		1. All existing registered accounts 所有已登記的戶口		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2.		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3.		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4.		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5.		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	6.		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	7.		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	8.		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	9.		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	10.		

7. Amend Primary/Secondary User's mobile phone number 修改主要/普通使用者的流動電話號碼

	User 1 使用者1	User 2 使用者2	User 3 使用者3			
Change/Delete 更改/刪除	<input type="radio"/> Change 更改 <input type="radio"/> Delete 刪除	<input type="radio"/> Change 更改 <input type="radio"/> Delete 刪除	<input type="radio"/> Change 更改 <input type="radio"/> Delete 刪除			
User short name 使用者簡稱	<input type="text"/>	<input type="text"/>	<input type="text"/>			
# Mobile phone number 流動電話號碼	Country/region code 國家/區域編號 <input type="text"/>	Phone number 電話號碼 <input type="text"/>	Country/region code 國家/區域編號 <input type="text"/>	Phone number 電話號碼 <input type="text"/>	Country/region code 國家/區域編號 <input type="text"/>	Phone number 電話號碼 <input type="text"/>

An SMS alert will be sent to this mobile phone number when this user is the final approver of a payment to non-designated third party beneficiary with payment amount over the Bank's pre-set threshold. This SMS service is free of charge and applicable to both Hong Kong and overseas mobile phone numbers.
每當這使用者授權付款給第三者(其他收款人)，而交易金額超過本行的預設限額，本行會發出一個短訊到這個流動電話號碼。這項短訊服務毋須收費並適用於香港及海外流動電話號碼。

Note 注意

8. Delete existing Primary User(s) 刪除現有的主要使用者

+ Business Internet Banking User short name 商務「網上理財」使用者簡稱	First Primary User 第一位主要使用者 <input type="text"/>	Second Primary User 第二位主要使用者 <input type="text"/>
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+ User short name must be six characters without space. 使用者簡稱必須為六個字母組成及不得有任何空間。

✘ If dual management control is in place, please go to section 9 to assign a new Primary User. Alternatively, you may go to section 3 to change the management control to one Primary User.
如使用雙重管理監控，請於第 9 部分設定新主要使用者，或您可於第 3 部分更改管理監控為一個主要使用者。

Note 注意

9. Assign new Primary User(s) 設定新主要使用者

- 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。
- ◆ The short name is used to identify which user performed a particular transaction. It should be six characters without space, and can be any combination of A to Z and/or 0 to 9. Please note that the short name cannot be changed after it is set up. 簡稱是作為處理交易時確認之用，必須為六個字母組成及不得有任何空間。使用者簡稱可以由 A 至 Z 及/ 或 0 至 9 的任何組合組成。請注意，簡稱一經選定，不能更改。
- # Each Primary User will receive an authentication code via SMS for first time registration purpose. In addition, if the user is the final approver of a payment to non-designated third party beneficiary with payment amount over the Bank's pre-set threshold, the user will receive an SMS alert about the payment details. These SMS services are free of charge and applicable to both Hong Kong and overseas mobile phone numbers. 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（其他收款人），而交易金額超過本行的預設限額，本行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。
- ⌘ You will receive a notification email from HSBC when your Business Internet Banking service is activated. 當您的商務「網上理財」服務已被啟動，您會收到滙豐發出的電郵通知。
- ✳ This limit will apply to all the existing registered accounts. The limit does not apply to Loans, Import/Export, Investment, Time Deposits, Business Card and MPF Service. For Direct Debit Authorisation service, the limit should be set up online. 此限額將會應用於所有現有的已登記戶口。此限額並不適用於貸款、進出口押匯、投資、定期存款、公司卡及強積金服務。直接付款授權書的限額可於網上設定。

Note 注意

	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 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	<input type="text"/>	<input type="text"/>
Given name and other name 名及其他名	<input type="text"/>	<input type="text"/>
Identification document type 身分證文件種類	<input type="radio"/> Hong Kong Identity Card 香港身分證 <input type="radio"/> Passport 護照 <input type="radio"/> Others 其他 <input type="text"/>	<input type="radio"/> Hong Kong Identity Card 香港身分證 <input type="radio"/> Passport 護照 <input type="radio"/> Others 其他 <input type="text"/>
Identification document number 身分證文件號碼	<input type="text"/>	<input type="text"/>
Nationality (Country / Region) 國籍 (國家/ 地區)	<input type="text"/>	<input type="text"/>
Date of birth 出生日期	<input type="text"/> Day 日 Month 月 Year 年	<input type="text"/> Day 日 Month 月 Year 年
◆ Business Internet Banking User short name 商務「網上理財」使用者簡稱	<input type="text"/>	<input type="text"/>
Contact telephone number 聯絡電話號碼	<input type="text"/>	<input type="text"/>
# Mobile phone number 流動電話號碼	Country/region code 國家/ 區域編號 <input type="text"/> Phone Number 電話號碼 <input type="text"/>	Country/region code 國家/ 區域編號 <input type="text"/> Phone Number 電話號碼 <input type="text"/>
⌘ Email address 電郵地址	<input type="text"/>	<input type="text"/>
Marketing information 宣傳資料	Wish to receive marketing information to the email address provided 希望所提供的電郵地址收到任何本行宣傳資料 <input type="radio"/> Yes 是 <input type="radio"/> No 否	Wish to receive marketing information to the email address provided 希望所提供的電郵地址收到任何本行宣傳資料 <input type="radio"/> Yes 是 <input type="radio"/> No 否
✳ Per account daily transaction limit (HKD) 每日戶口交易限額 (港元)	<input type="text"/>	<input type="text"/>

9. Assign new Primary User(s) (Continued) 設定新主要使用者 (續)

To access Business Internet Banking for the first time, each Primary User needs an authentication code, an activation PIN and a Security Device. The authentication code will be sent via SMS to the mobile phone number specified above. Please select your preferred collection method for the activation PIN and security device.

每位主要使用者需要一組認證編號、一組啟動密碼及一個保安編碼器方可啟動商務「網上理財」服務。認證編號將會以短訊發送到以上填寫的流動電話號碼。請選擇領取啟動密碼及保安編碼器的方式。

Send to the correspondence address of business via 的通訊地址
account number 以下列方式寄往[☎]商業戶口

Normal Mail 普通郵件 Registered Mail 掛號郵件 Courier 速遞

Collect in person at the following Commercial Service Centre or Commercial Transaction Centre:

親自前往下列[☎]商業客戶服務中心或工商交易中心領取：

Collection of PIN and
Security Device
領取密碼及保安編碼器

- Note 注意：**
- It must be a Hong Kong dollar/foreign currency current account, a Hong Kong dollar/CombiNations statement savings account or a Business Integrated account.
此戶口必須為港元/ 外幣往來戶口、港元/ 「外幣通」結單儲蓄戶口或商業綜合戶口。
 - For the list of centres, please visit <https://www.hsbc.com.hk/personal/contact-us/branch-locator.html>.
有關中心名單，請參閱 <https://www.hsbc.com.hk/zh-hk/personal/contact-us/branch-locator.html>。
 - A handling charge will be levied on delivery via registered mail or courier. For details please refer to <https://www.online-banking.business.hsbc.com.hk/portalservice/hsbc/dbbpage/commercial/online/help/text/pindelivery>.
如選擇掛號郵件或速遞，本行會收取手續費。詳情請參閱 <https://www.online-banking.business.hsbc.com.hk/portalservice/hsbc/dbbpage/commercial/online/help/text/pindelivery?lang=zh>。
 - The collection method selected above will be applied to all the Primary Users and Secondary Users created afterward. 以上所選擇的領取方式將會適用於所有日後設定的主要使用者及普通使用者。
 - 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），請登入 <http://www.business.hsbc.com.hk/zh-hk/resource-centre/commercial-tariffs> 參閱工商金融服務收費簡介。

10. Cancel Business Internet Banking service 取消商務「網上理財」服務

Business Internet
Banking Service
商務「網上理財」服務

Please indicate if you wish to cancel the Business Internet Banking service.
如您想取消商務「網上理財」服務，請填上別號。

11. Declaration by the applicant company 申請公司聲明

- 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。
- 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。
- 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，直至經本行適當地處理。

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

(1)	Full name in BLOCK LETTERS 全名（請用正楷填寫） <input type="text"/>	Director/Partner/Sole Proprietor Signature 董事/ 合夥人/ 東主簽署 <input type="text"/>
(2)	Full name in BLOCK LETTERS 全名（請用正楷填寫） <input type="text"/>	Partner Signature 合夥人簽署 <input type="text"/>
(3)	Full name in BLOCK LETTERS 全名（請用正楷填寫） <input type="text"/>	Partner Signature 合夥人簽署 <input type="text"/>

Business Account Number 商業戶口號碼

[Specify any account number to which the signature(s) in sections 11 and 12 can apply. It must be a Hong Kong dollar/US dollar/CombiNations savings account, a Hong Kong dollar/foreign currency current account, a Hong Kong dollar/ CombiNations statement savings account or a Business Integrated account. 請註明任何一個使用第 11 及 12 部分簽署的戶口號碼。該戶口必須為港元/ 美元/ 「外幣通」儲蓄戶口、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。]

11. Declaration by the applicant company (Continued) 申請公司聲明 (續)

Signing requirements 簽署指引	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
	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。]

Note 注意

- ❖ 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」強積金服務及您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。

12. 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

(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：

- The terms set out and the particulars completed in the Business Internet Banking Service Amendment Request Form are approved and adopted in all aspects; 在商務「網上理財」服務更改表格上所列明的條款及本公司所提供的資料，均已獲本申請公司批准及同意接受；
- The director whose name and signature appear above in section 11 be authorised to sign the Business Internet Banking Service Amendment Request Form on behalf of the applicant company; and 於上述第 11 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」服務更改表格；及
- 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。

X

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

Date 日期:

Full name in BLOCK LETTERS 全名 (請用正楷填寫)

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。

13. Declaration by the associate companies 聯繫公司聲明

Each of the above associate companies (below referred as 'I/we', 'me/us' and 'my/our') hereby authorise, instruct, agree and confirm with The Hongkong and Shanghai Banking Corporation Limited ('you') as follows: 上述聯繫公司(下稱「本人(等)」)謹此授權、指示、同意並確認貴行執行下列有關事項:

- that you remove all my/our account(s) [the 'Account(s)'] above specified from the Business Internet Banking portfolio of the applicant company; 貴行可將本人(等)之上述全部指明戶口(下稱「戶口」)與申請公司之商務「網上理財」服務戶口刪除;
- that I/we confirm that the information relating to me/us given in this form is correct and complete, and authorise you to confirm this from any source you may choose. 本人(等)證明此表格所提供之有關本人(等)之資料乃屬正確及詳盡,並授權貴行向任何有關方面核證該等資料。

Associate company 1 聯繫公司 1

Signed for and on behalf of the applicant company 1 授權簽署的聯繫公司 1 代表人

(1)	Full name in BLOCK LETTERS 全名 (請用正楷填寫) <input type="text"/>	Director/Partner/Sole Proprietor Signature 董事/ 合夥人/ 東主簽署 <input type="text" value="X"/>
(2)	Full name in BLOCK LETTERS 全名 (請用正楷填寫) <input type="text"/>	Partner Signature 合夥人簽署 <input type="text" value="X"/>
(3)	Full name in BLOCK LETTERS 全名 (請用正楷填寫) <input type="text"/>	Partner Signature 合夥人簽署 <input type="text" value="X"/>

Business Account Number 商業戶口號碼

[Specify any account number to which the signature(s) in sections 13 and 14 can apply. It must be a Hong Kong dollar/US dollar/CombiNations savings account, a Hong Kong dollar/foreign currency current account, a Hong Kong dollar/ CombiNations statement savings account or a Business Integrated account. 請註明任何一個使用第 13 及 14 部分簽署的戶口號碼。該戶口必須為港元/ 美元/ 「外幣通」儲蓄戶口、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。]

Associate company 2 聯繫公司 2

Signed for and on behalf of the applicant company 2 授權簽署的聯繫公司 2 代表人

(1)	Full name in BLOCK LETTERS 全名 (請用正楷填寫) <input type="text"/>	Director/Partner/Sole Proprietor Signature 董事/ 合夥人/ 東主簽署 <input type="text" value="X"/>
(2)	Full name in BLOCK LETTERS 全名 (請用正楷填寫) <input type="text"/>	Partner Signature 合夥人簽署 <input type="text" value="X"/>
(3)	Full name in BLOCK LETTERS 全名 (請用正楷填寫) <input type="text"/>	Partner Signature 合夥人簽署 <input type="text" value="X"/>

Business Account Number 商業戶口號碼

[Specify any account number to which the signature(s) in sections 13 and 14 can apply. It must be a Hong Kong dollar/US dollar/CombiNations savings account, a Hong Kong dollar/foreign currency current account, a Hong Kong dollar/ CombiNations statement savings account or a Business Integrated account. 請註明任何一個使用第 13 及 14 部分簽署的戶口號碼。該戶口必須為港元/ 美元/ 「外幣通」儲蓄戶口、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。]

Signing requirements 簽署指引	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
	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。]

14. Certificate of Due Authorisation by associate company (for limited company only) 聯繫公司授權證明書 (有限公司適用)**Associate company 1 聯繫公司 1**

I HEREBY CERTIFY that a resolution was passed at a meeting of the Board of Directors of associate company (1) on (insert date) in respect of the matters set out in 1 to 3 below and that the said resolution has been entered into the Minute Book of associate company (1) in accordance with its Memorandum and Articles of Association or equivalent constitutional documents.

本人謹此證明本公司（聯繫公司（1））已於（ ）就下文列明之 1 至 3 項事宜召開董事會會議並通過決議。有關決議已記錄於本公司之會議記錄簿內，且符合本聯繫公司組織的章程或具相同效力的公司組織文件的規定。

X

Signature (Chairman of the meeting) of associate company (1)
聯繫公司（1）簽署（會議主席）

Date 日期：

Full name in BLOCK LETTERS 全名（請用正楷填寫）

Associate company 2 聯繫公司 2

I HEREBY CERTIFY that a resolution was passed at a meeting of the Board of Directors of associate company (2) on (insert date) in respect of the matters set out in 1 to 3 below and that the said resolution has been entered into the Minute Book of associate company (2) in accordance with its Memorandum and Articles of Association or equivalent constitutional documents.

本人謹此證明本公司（聯繫公司（2））已於（ ）就下文列明之 1 至 3 項事宜召開董事會會議並通過決議。有關決議已記錄於本公司之會議記錄簿內，且符合本聯繫公司組織的章程或具相同效力的公司組織文件的規定。

X

Signature (Chairman of the meeting) of associate company (2)
聯繫公司（2）簽署（會議主席）

Date 日期：

Full name in BLOCK LETTERS 全名（請用正楷填寫）

Resolutions 決議：

1. The terms set out and particulars completed in the Business Internet Banking Service Amendment Request Form are hereby approved and adopted in all aspects; 在商務「網上理財」服務更改表格上所列明之條款及本聯繫公司所提供之資料，均已獲本聯繫公司批准及同意接受；
2. The director whose name and signature appear above in section 13 be authorised to sign the Business Internet Banking Service Amendment Request Form for and on behalf of the associate company; and
以上述第 13 部分附上姓名及簽名式樣之董事獲授權代表本聯繫公司簽署商務「網上理財」服務更改表格；及
3. Details of this resolution be communicated to the Bank and remain in force until an amending resolution shall have been passed by the associate company's Board of Directors and a certified copy thereof shall have been received by the Bank.
以上各項決議之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本聯繫公司董事會通過，以及一份核證副本已送交貴行為止。

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)	