



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。
- Please return your completed and signed form by:
(1) posting it to us at The Hongkong and Shanghai Banking Corporation Limited, PO Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong, or
(2) couriering it to us at Account Services Department, 1/F, Tower 2, HSBC Centre, No. 1 Sham Mong Road, Kowloon, Hong Kong, or
(3) bringing it to any of our Commercial Service Centres. To find your nearest Commercial Service Centre, 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透過：
(1) 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
(2) 快遞寄回九龍深旺道1號滙豐中心2座1樓「戶口服務部」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 <https://www.business.hsbc.com.hk/zh-hk/everyday-banking/ways-to-bank/commercial-service-centres>
- 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。
- An inactive service charge will be applied to Business Internet Banking profiles (including successfully enrolled profiles that are pending registration) that have not been accessed for every 180 consecutive calendar days. For details, please refer to <https://www.business.hsbc.com.hk/en-gb/regulations/commercial-tariffs>
不動賬戶收費適用於每連續 180 天內沒有登入的商務「網上理財」賬戶 (包括已成功申請但尚未登記的商務「網上理財」賬戶)。詳情請參閱 <https://www.business.hsbc.com.hk/zh-hk/regulations/commercial-tariffs>

1. Applicant company information 申請公司資料 (Mandatory 必填)

Please select the company type 請選擇公司類型

Company Type 公司類型 Limited Company 有限公司 Sole Proprietorship 獨資經營商號 Partnership 合夥經營商號 #Others 其他

#Others companies including but not limited to 其他公司類型包括但不限於:

- Society, Club or Association 社團、會社或協會
- School 學校
- Religious Group 宗教團體
- Owners Incorporation 業主立案法團
- Unincorporated Joint Venture 非註冊合夥經營商號
- Charitable Organisation 慈善機構
- Trust 信託基金

Company name 公司名稱

ABCDEF CO LTD

Business Identification

C123456

Principal Account Number

主要戶口號碼

1	2	3	4	5	6	7	8	9	8	3	8
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Document Number

商業證明文件號碼

2. Primary User set up 主要使用者設定

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。

Please ensure that, at all times, all Primary Users are still valid authorised signatories of one of your company's accounts that operated through this Business Internet Banking profile upon any subsequent business information update.

請確保在日後更新任何商業資料時，所有主要使用者仍為貴公司在此商務「網上理財」登記的戶口內其中一個戶口的有效授權簽署人。

Primary User is responsible for the overall operation of your company's Business Internet Banking service. Please ensure that there is at least one Primary User at any time.

主要使用者擁有商務「網上理財」服務的總體管理及控制權。請確保任何時候至少一名主要使用者操作此商務「網上理財」服務戶口。

2. Primary User set up (Continued) 主要使用者設定 (續)

	First Primary User 第一位主要使用者	Second Primary User 第二位主要使用者
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"/> PRC Resident ID Card 中華人民共和國居民身分證 <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"/> PRC Resident ID Card 中華人民共和國居民身分證 <input type="radio"/> Others 其他
Identification document number 身分證文件號碼	Please use the same identification document as the one you used to register as an authorised signatory. 請使用你登記為授權簽署人時相同的身分證明文件。 M12345678	
User short name 使用者簡稱	A unique user short name is required to register 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。 Create your User short name with six letters (A-Z) and/or numbers (0-9) in any combination. Once you've set up your short name, it cannot be changed, or reused under the same profile. 設立你的使用者簡稱為六個英文字母 (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，或在同一商務「網上理財」服務戶口再次使用。 T M C H A N	
Mobile phone number 流動電話號碼	Each Primary User will receive an authentication code via SMS for first time registration purpose. SMS notification will also be sent to this mobile phone number when there are high-risk activities (such as changes to your Business Internet Banking account, beneficiary registration, payment limit uplift, or non-designated beneficiary payment). 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使用。此外，每當「網上理財」戶口有高風險活動 (例如商務「網上理財」戶口的變更、新增受款人、提高商務「網上理財」交易限額指示或付款至普通受款人等)，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。 Country/region code 國家/區域編號 Phone number 電話號碼 Country/region code 國家/區域編號 Phone number 電話號碼 61 123456789	
Email address 電郵地址	Each Primary user will receive a notification email from HSBC when the service is ready for registration. Notification of banking services, including high-risk activities, will also be sent to this email address. 當商務「網上理財」服務已被啟動，每位主要使用者會收到滙豐發出的電郵通知。與商務「網上理財」服務相關的通知 (包括高風險活動) 亦將發送到這個電郵地址。 TMCHAN@EMAIL.COM	
Per account daily transaction limit (HKD) 每日戶口交易限額 (港元)	I. The per account daily transaction limit of each user cannot exceed the company profile daily transaction limit requested in section 4. This limit will apply to all the reported accounts for transaction type defined in section 4. 每位使用者的每日戶口交易限額不能超過第4部分所定的公司業務每日交易限額。此限額適用於所有已匯報戶口，以進行第4部分的交易類別。 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)。 III. The account daily transaction limit of each Primary User must be higher than or equal to any Secondary User. 每位主要使用者的每日戶口交易限額必須大於或等於普通使用者。 100,000	
Marketing information 宣傳資料	<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。 <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。	
Authentication Tool 驗證工具	 Mobile Security Key is the default authentication tool 手機流動保安編碼為預設驗證工具 (Authenticate via HSBC Business Express mobile app ² 經由香港滙豐Business Express流動應用程式進行驗證 ²) ❖ Free of charge 免費 ❖ Secure 安全 ❖ Easy 輕鬆	

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 an authentication code for registering Business Internet Banking with Mobile Security Key. Please refer to the addendum for the details. 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，以透過手機流動保安編碼進行商務「網上理財」登記。詳情請參閱附錄。

Note 注意:

1. Authentication tool will be used for logging on to Business Internet Banking and/or making authentication. 驗證工具將用作登入及/或進行驗證。
2. 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。

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, including set up, modify or delete Secondary Users. 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，包括設定、更新或刪除普通使用者。請選擇你需要的管理監控功能：

Management control options
管理監控選項

- One Primary User 一個主要使用者 Two Primary Users jointly (Only applicable to two Primary User set up) 兩個主要使用者共同 (只適用於已設立兩個主要使用者的網上理財用戶)

Note 注意

Change of Management Control Options does NOT apply to update of payment authorisation instructions on Business Internet Banking (BIB). If you like to change the payment authorization instruction, please update it in "Business Internet Banking > Admin Tools > Authorisation Matrix"

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。如果你需要更改商務「網上理財」付款授權指示，請前往商務「網上理財」>戶口管理>授權簽署組合

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	500000
Third party payments 付款給第三者	Designated beneficiaries 指定收款人	HKD20,000,000	0
	Other beneficiaries 其他收款人	HKD2,000,000	0
Bill payments 繳賬		HKD1,000,000	200000
▲ autoPay 自動轉賬		HKD10,000,000	100000

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. AutoPay service is not direct debit authorisation.

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。自動轉賬不是直接付款授權。

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>

5. 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

All existing and future accounts will automatically be added to your Business Internet Banking portfolio (Up to a maximum of 50 accounts).
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)。

- Do not automatically report future accounts 不自動匯報日後新開設的戶口

Only principal account number will be shown at any Business Internet Banking features for all users. If you wish to add specific account(s) to your Business Internet Banking profile, please submit a 'Business Internet Banking Service Amendment Request Form'.

只有主要戶口號碼將會顯示於任何商務「網上理財」服務內並適用於所有使用者。如你希望在你的商務「網上理財」業務內添加個別戶口的使用權，請填妥及遞交「商務『網上理財』服務更改表格」。

6. 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：

MPF Employer Account Number 強積金僱主賬戶號碼	MPF Payroll Group Name 強積金工資組別名稱	Per transaction limit for Remittance Statement (HKD) (If this is left blank, the limit will be set at zero) 付付款結算書交易限額(港元)(如不填寫，限額為0)	
		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.			

7. Declaration and Certificate of Due Authorisation by applicant company 申請公司聲明及授權人證明書

- 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/hssc/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」服務的條款的內容（列於：<https://www.online-banking.business.hsbc.com.hk/portalservice/hssc/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 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 The Hongkong and Shanghai Banking Corporation Limited.
在簽訂此服務的同時，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香港上海滙豐銀行有限公司。

- 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。

I HEREBY CERTIFY that a resolution was passed at a meeting of the Board of Directors of the applicant company on

0	1	/	0	5	/	2	0	2	6
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 (insert date in DD/MM/YYYY format) that:

茲證明本申請公司已於

0	1	/	0	5	/	2	0	2	6
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（日期，格式為日/月/年）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 Enrolment Form 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，均已獲本申請公司批准及同意接受；
- The director whose name and signature appear in this section be authorised to sign the Business Internet Banking Service Enrolment Form on behalf of the applicant company; and 於此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
- 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。

Signature of Chairman of the meeting 會議主席簽署

X

Full name in BLOCK LETTERS 全名（請用正楷填寫）

--

Signature (#Director) 簽署（#董事）

X

Full name in BLOCK LETTERS 全名（請用正楷填寫）

--

If the company has 2 or more directors, this box should be signed by a director who has not signed as Chairman of Meeting.
如公司擁有兩名以上董事，此空格應由另一位並非簽署為會議主席的公司董事簽署。

If you are acting as a representative of a corporate director of the Customer, please provide your full name and the name of the corporate entity, e.g. Chan Tai Man on behalf of ABC LTD.
如你代表法人團體作為客戶的董事，請提供你的全名及法人團體的名稱，如：Chan Tai Man on behalf of ABC LTD。

For Bank Use Only 銀行專用

VP/SVP Approval (if applicable)

(Name and Authorised Signature)

Branch Chop and Authorised Signature

Before submitting the application form:

1. Please ensure all users can install the HSBC HK Business Express mobile app[^]. Users will need to use this app for registration and daily operation.
2. Please keep a record of the completed application form and the 'User short name' securely for future reference.

After submitting the application form:

3. Please share the 'Principal account number' & 'User short name' with each user securely. Inform the user to wait for notification from the bank.

Primary User Registration guide

We will normally process your request within 7 working days of receiving the form. When the application is ready for registration, Primary User will receive:

- i. an SMS authentication code for mobile security key registration*; and
- ii. an email notification (This may arrive a bit later than the SMS)

What to do next for the Primary User?

After receiving the SMS authentication code,

Open the app > 'Register Business Internet Banking' >

- 1) input the principal account number and 'User short name'
- 2) on the next page, input the SMS authentication code and other information
- 3) follow the on screen guidance to complete the registration.

If user requires more guidance, please refer to user guide **Type 3**: <https://www.online-banking.business.hsbc.com.hk/portalserver/hsbc/content/commercial/online/gbb/userguide/bib-registration-user-guide-en-browser.pdf>

Note:

If user fails to install the app, please submit this form together with the security device request form (Please go to 'Form Download Centre' > 'Ways to Bank Forms' > 'Business Internet Banking') to apply for physical security device. User will only be able to start the registration after receiving the physical security device.

[^] 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.

* Actual arrival time depends on telecom service provider

提交申請表前：

1. 請確保使用者能夠安裝香港滙豐Business Express流動應用程式[^]。使用者需要使用此應用程式進行註冊及日常操作。
2. 請妥善備存已填妥表格的記錄及「使用者簡稱」以作日後參考。

提交申請表後：

請安全地將「主要戶口號碼」及「使用者簡稱」分別通知每位使用者。並提醒使用者等待銀行的通知。

主要使用者登記指南：

我們一般會在收到申請表後7個工作天內處理有關申請。當服務準備好供用戶登記時，主要使用者會收到：

- i. 短訊認證編號* 及
- ii. 電郵通知 (可能比短訊認證編號稍遲送達)

主要使用者的下一步：

當你收到短訊認證編號後，

開啟流動應用程式 > 登記「商務網上理財」>

- 1) 輸入主要戶口號碼 及 使用者簡稱
- 2) 於下一頁輸入短訊認證編號及其他資料
- 3) 按照頁面上的指示完成登記

如用戶需要其他協助，請參閱登記指南中的客戶類型3:

<https://www.online-banking.business.hsbc.com.hk/portalserver/hsbc/content/commercial/online/gbb/userguide/bib-registration-user-guide-tc-browser.pdf>

注意：

如未能成功安裝，請提交保安編碼器申請表以申請實體保安編碼器（「表格下載中心」>「理財服務表格」>「商務『網上理財』服務」）。用戶只有在收到實體保安編碼器後，才能開始登記。

[^] 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。

* 實際送達時間視乎電訊服務供應商