



Direct Advice 記錄易	<input type="checkbox"/> Yes (Please fill-in Direct Advice Application Form) <sup>6</sup> 是 (請填妥記錄易申請表格) <sup>7</sup>	<input type="checkbox"/> No 否	<input type="checkbox"/> Existing User 現有用戶
<b>4 Declaration by the Applicant Company</b> 申請公司的聲明			
<p>In consideration of the Bank providing to me/us all or any part of the Xpress Collect (Cheques) (the "Service"), I/we agree to be bound by the Terms and Conditions for Xpress Collect (Cheques) and, if applicable, the Terms and Conditions for Receivables Management System (the "Term and Conditions") and acknowledge that use of the Service in part or in whole is governed by the Terms and Conditions (found at <a href="http://www.commercial.hsbc.com.hk">www.commercial.hsbc.com.hk</a>) and the Bank is hereby authorised to setup and debit the above designated account.</p> <p>鑑於貴行為本人(等) 提供全部或任何部分的智快支票送件服務 (「服務」), 本人(等)同意受智快支票送件服務的條款及條件, 以及 (如適用) 應收賬管理系統的條款及條件 (「條款及條件」) 所約束, 並知悉無論使用全部或部分服務, 均受條款及條件 (載於 <a href="http://www.commercial.hsbc.com.hk">www.commercial.hsbc.com.hk</a>) 所規管。貴行獲授權設立上述指定戶口及從該戶口扣賬。</p>			
X			
_____ Authorised signature(s) and chop (if applicable) 授權簽署及印章 (如適用)		_____ Date 日期	
			
_____ Full name in <b>BLOCK LETTERS</b> 全名 (請用正楷填寫)			

<b>5 Certificate of Due Authorisation by Applicant Company (for Limited Company Only)</b> 申請公司正式授權證明 (只適用於有限公司)	
<p>I HEREBY CERTIFY that the following resolutions were passed at a meeting of the Board of Directors of the Applicant Company on _____   (insert date):</p> <p>本人謹此證明以下決議案於 _____   (日期) 在申請公司的董事會會議上通過:</p>	
<p>1. The Applicant Company shall subscribe for the Xpress Collect (Cheques) offered by The Hongkong and Shanghai Banking Corporation Limited. 申請公司申請香港上海滙豐銀行有限公司提供的智快支票送件服務。</p>	
<p>2. The terms set out and the particulars completed in the Xpress Collect (Cheques) Application Form ("Application Form"), the Xpress Collect (Cheques) Terms and Conditions and if applicable, the Receivables Management System Terms and Conditions (found at <a href="http://www.commercial.hsbc.com.hk">www.commercial.hsbc.com.hk</a>) are all hereby approved in all respects. 智快支票送件服務申請表格 (「申請表格」) 所載的條款及在表格內填寫的公司資料、智快支票送件服務的條款及條件, 以及 (如適用) 應收賬管理系統的條款及條件 (載於 <a href="http://www.commercial.hsbc.com.hk">www.commercial.hsbc.com.hk</a>) 均獲批核。</p>	
<p>3. The director whose name and signature appearing in Section 4 "Declaration by the Applicant Company" of the Application Form be authorised to sign the Application Form on behalf of the Applicant Company; and 在申請表格第四節「申請公司的聲明」內簽署的董事, 獲授權代表申請公司簽署申請表格; 及</p>	
<p>4. 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. 本決議案的詳情將傳達貴行, 並將一直生效, 直至經修訂的決議案獲申請公司的董事會通過為止, 一份經核證的副本將送交貴行。</p>	

I further certify that details of the above resolutions have 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 documents.

本人進一步證明上述決議案的詳情已列載於申請公司的會議紀錄，並由會議主席簽署，以及符合申請公司的組織章程大綱及細則或具相同效力的文件的規定。

X

Signature (Chairman of the meeting)

簽署 (會議主席)

Date

日期

S.V.

Full name in **BLOCK LETTERS**

全名 (請用正楷填寫)

### Notes 附註:

- In the case of change or addition of service, information contained in this application form will supersede any information provided in previous agreement(s) or application(s).  
若涉及更改或增加服務，本申請表格所載的資料將取代過往協議或申請書內所載的任何資料。
- A Pick-up Location cannot be a P.O. Box or be located in restricted areas, outlying islands, remote villages or areas not reachable by any public transport ("Excluded Locations").  
收件地點郵政信箱、受限制地區、離島、大嶼山、村落及無道路連接的地區除外。  
Pick-up Locations covered under the normal scope of XCC are limited to Commercial Areas on Hong Kong Island, in Kowloon and in the New Territories ("Designated Locations"). Commercial Areas include, without limitation, the Central & Western District, Eastern District, Wan Chai, Kowloon City, Kwun Tong, Yau Tsim Mong District, Wong Tai Sin, Sham Shui Po, Kwai Tsing and Tseun Wan District. Please contact your relationship manager or Xpress Collect (Cheques) Centre at 2288 8216 if you wish to ascertain if the Pick-up Location you want to nominate falls within the Designated Locations.  
智快支票送件服務收件地點只限於商業地區為中西區，東區，灣仔區，九龍城，觀塘，油尖旺，黃大仙，深水埗區，葵青及荃灣區如需特別服務，請聯絡貴公司的客戶經理，或致電 2288 8216 智快支票送件服務中心，以提供報價及作出安排。  
If the Pick-up Location you want to nominate falls outside the Designated Locations but is not in the Excluded Locations either, please contact your relationship manager or Xpress Collect (Cheques) Centre at 2288 8216 for special service quotation and other arrangements.  
如收件地點並非上述指定地點而非上述、離島、大嶼山、村落及無道路連接的地區，請聯絡貴公司的客戶經理，或致電 2288 8216 智快支票送件服務中心，以提供報價及作出安排。  
In the event of doubt or dispute as to whether a Pick-up Location falls within the Designated Locations or Excluded Locations, the decision of the Bank shall be final and conclusive. 如在指定的服務範圍之內或收件地方之間出現任何爭執。此舉為最終及具決定性將為最終
- For **same day processing**, please follow the latest pick up time under Pickup Service Scope. Please contact your relationship manager or Xpress Collect (Cheques) Centre at 2288 8216 for special service quotation and arrangement.  
如支票需**即日處理**，請依從收件服務範圍內的**即日處理**的收件截止時間。如需特別服務，請聯絡貴公司的客戶經理，或致電 2288 8216 智快支票送件服務中心，以提供報價及作出安排。
- Cheque deposit account must be a Hong Kong Dollar and / or US Dollar **Current Account (with suffix 001 to 029, 201 to 239) or Enhanced Statement Savings Account (with suffix 274, 292)**. **No deposit slip or advice** will be provided. Cheque deposits involving currency exchange will not be accepted or performed (e.g. deposit USD cheques into Hong Kong Dollar Current Account).  
支票存款戶口必須為港元及/或美元**往來戶口 (戶口號碼的最後 3 個數字為 001 至 029 或 201 至 239)**，或**結單儲蓄戶口 (戶口號碼的最後 3 個數字為 274, 292)**。客戶**不獲提供存款單或存款通知書**。涉及外匯的支票存款將不獲接納或兌現 (例如把美元支票存入港元往來戶口)。
- Charges for the courier service will be debited from the designated account on the 5<sup>th</sup> day of each month.  
速遞服務的費用將於每月第五日從指定戶口扣賬。
- Receivables Management System ("RMS") will be setup with collection reports for the deposit account(s) **available to HSBCnet users only**.  
將會設置應收賬管理系統 (「RMS」)，但**只會向滙豐財資網用戶提供**存款戶口的收賬報告。
  - Daily Detailed HSBC Collection Report (ref: COL002) 每天詳細滙豐收賬報告 (參考編號: COL002)
  - Daily Good Funds Report (ref: COL003) 每天可兌現款項報告 (參考編號: COL003)
  - Daily Returned Cheque Report (ref: COL006) 每天退票報告 (參考編號: COL006)
  - Daily Detailed Cheques Collection Report (ref: COL009) 每天詳細收票報告 (參考編號: COL009)
- To apply for HSBCnet / Direct Advice, please contact your Relationship Manager or Customer Service Hotline at 2748 8288.  
如欲申請滙豐財資網/記錄員，請聯絡貴公司的客戶經理或致電客戶服務熱線 2748 8288。

PUBLIC

**Pickup Service Scope 收件服務範圍**

**Pickup Location\***

收件地點\*

Hong Kong Island 香港島

All Commercial Area in Hong Kong Island<sup>3</sup> 香港島所有商業地區<sup>3</sup>

Kowloon 九龍

All Commercial Area in Kowloon<sup>3</sup> 九龍所有商業地區<sup>3</sup>

New Territories 新界

All Commercial Area in N.T.<sup>3</sup> 新界所有商業地區<sup>3</sup>

Latest Pick-up Time for **Same Day** Bank Processing: 3:00 p.m. (Document Pick-up afterward will be processed on the next business day)  
 銀行即日處理的收件截止時間: 下午3時 (如收件時間在截止時間後，文件將會於下一個工作天處理)

Document Types for **Same Day** Bank Processing

銀行即日處理的文件類別

1. Local HKD,USD Cheques 本地港元及美元支票
2. Local Cashier's Orders 本地銀行本票

**Relationship Manager Information (For Bank Use Only) (銀行專用)**

Maintenance Type:     New                       Add/Change<sup>6</sup>                       Cancellation                      Date \_\_\_\_\_

Name	Tel no.
------	---------

	Fax no.
--	---------

Code	Division
------	----------

Customer Business Nature	Controlling Cost Centre
--------------------------	-------------------------

	Relationship Manager's Signature and Signature No.
--	--

**For Internal Use Only**

Authorised Signature Verified		Customer ID	P _____
-------------------------------	--	-------------	---------

Customer List Verification		Customer List Updated	
----------------------------	--	-----------------------	--

S/I Added / Changed / Deleted	
-------------------------------	--

Checked by	Date
------------	------

# The Hongkong and Shanghai Banking Corporation Limited (the “Bank”) Terms and Conditions for Xpress Collect (Cheques) “XCC”

## 1. General

- 1.1 The Customer will at all times observe and comply with all the instructions, directions and procedures prescribed or issued by the Bank relating to the Xpress Collect (Cheques) comprising the Service referred to in the Application Form for Xpress Collect (Cheques) (the “Service”), including, without limitation, the designated pick-up times for the items applicable to the Customer all of which shall form and be deemed to be part of these terms and conditions. Neither the Bank nor any of its agents nor any of its service provider(s) under the Service can be held liable or responsible for the Customer’s failure to duly observe and comply with these terms and conditions.
- 1.2 All individual statements, advice or confirmation will be provided by the Bank to the Customer in the normal course of business unless otherwise notified. It is the Customer’s responsibility to examine and review the status of the relevant account(s) via Hexagon, HSBCnet, the Internet Banking service, statements, advice and/or confirmation as shall be provided by the Bank from time to time to confirm that there are no errors, discrepancies, unauthorised debits or other transactions or entries arising from whatever cause, including, but without limitation, forgery, forged signature, fraud, lack of authority, negligence of the Customer or any other persons. All items received by the Bank shall be processed in the normal course of business unless otherwise notified to the Customer and in particular, cheques will be accepted for collection only and the proceeds will not be available until they have been cleared.
- 1.3 The Customer agrees to pay the Bank’s initial and/or periodic fee for the Service according to the charges set out the Application Form for Xpress Collect (Cheques) and any cost of courier bags. Fees will be debited to any one or more accounts of the Customer when due and are not refundable. Such fees and charges are subject to change by the Bank from time to time and the Bank will provide not less than thirty (30) days’ prior written notice to the Customer before any change will become effective.
- 1.4 The Customer undertakes not to use the Service for any other purposes other than as prescribed by the Bank and shall indemnify the Bank against all loss, damages, proceedings, liabilities, costs (including all legal costs on a full indemnity basis) and expenses as shall be reasonably incurred or suffered by the Bank arising out of or in connection with the provision thereof by the Bank and the use thereof by the Customer.
- 1.5 The Bank reserves the right to expand, reduce, vary, suspend, withdraw or cancel the whole or any part of the Service at any time and the right to vary these terms and conditions and any other instructions, directions and procedures prescribed or issued by the Bank in respect of the Service from time to time by giving not less than thirty (30) days’ prior written notice to the Customer.
- 1.6 The Bank may in its discretion outsource the Service (or any part(s) thereof) including, without limitation, the courier service, the verification and/or processing of the items in the courier bags. For this purpose, the Customer authorises the Bank to release all relevant information relating to the Customer to such service provider(s) for the purposes of enabling these service provider(s) to perform their service.
- 1.7 Neither the Bank nor any of its agents nor the courier service provider(s) shall be liable to the Customer for loss or damage resulting from delay or failure to provide the Service, either in whole or in part, where any such delay or failure shall be due to causes beyond their reasonable control, including but not limited to, the failure, malfunction or unavailability of telecommunications, computer systems, war, hostilities, invasion, civil unrest, the threat of imminent war, riots or other acts of civil disobedience, insurrection, acts of God, restraints imposed by governments or any other supranational legal authority, or any other industrial or trade disputes or strikes (including those by the employees or agents of the Bank and the courier service provider(s)), fires,

explosions, storms, typhoons, black rainstorms, floods, lightning, earthquakes and other natural calamities. Any delay or failure of this kind will not be a breach of the terms and conditions and the time for performance of the affected obligation will be extended by a period which is reasonable in the circumstances.

- 1.8 These terms and conditions are in addition to, and not in substitution for, any other terms and conditions, mandates and other agreements applicable to the Customer’s account(s) with the Bank which shall continue to apply as if they were expressly extended to the use of the Service.
- 1.9 These terms and conditions shall be governed by and construed in accordance with the laws of the Hong Kong Special Administrative Region (“Hong Kong”) and the parties hereto submit to the non-exclusive jurisdiction of the Hong Kong courts.

## 2. Courier Pickup Service

- 2.1 The Bank will provide service to the Customer for the collection of items (excluding cash) as shall be prescribed by the Bank from time to time between one or more locations of the Customer as shall be agreed by the Bank with the Customer and the offices and branches of the Bank in Hong Kong only and shall be agreed by the Bank (“Courier Service”).
- 2.2 The Bank will provide the Customer with a set of courier bags with security seals for the collection of items which shall at all times remain as the property of the Bank which must be returned to the Bank immediately upon the termination of the Courier Service or upon the Bank’s request. If the security seals provided to the Customer are used up, the Customer will order replenishment from the courier service provider designated by the Bank at the expense of the Customer.
- 2.3 Any damage to, loss or theft of the courier bags must be reported to the Bank immediately and confirmed in writing as soon as possible and shall be at the expense of the Customer.
- 2.4 The Bank shall not be responsible or liable for (i) any delay or failure in the provision of the Courier Service; (ii) the loss or destruction of, or any damage to, any items collected and delivered under the Courier Service; (iii) any unauthorised tampering with or use of any items; (iv) any fraud, negligence or other act or omission on the part of the courier service provider or any of its employees or agents; or (v) any other matter wholly or partly beyond the Bank’s reasonable control, save and except where the aforesaid was directly resulted from the wilful default or gross negligence of the Bank in which case the liability of the Bank shall not in any event exceed the aggregate sum of HKD2,500 in respect of each individual collection effected under the Courier Service or the compensation or damages actually recovered by the Bank from the courier service provider (if any) in respect thereof, whichever is less and this is irrespective of the value or amount of the items or their related transactions in each of such collection and is also irrespective of the loss or damage suffered by the Customer as a result thereof. For the avoidance of doubt, neither the Bank nor the courier service provider can be held liable or responsible for any indirect or consequential loss or damage.
- 2.5 With respect to the items placed in each courier bag, no relationship of banker and customer shall arise unless and until the courier bag has been opened and its contents deposited with the Bank in the ordinary course of business. In the event of a dispute on the content of a courier bag or that there shall be a discrepancy on the items that the Customer has purportedly placed in a courier bag and that as received by the Bank, a certification by the Bank as to the actual content of each courier bag as received by the Bank will be final, conclusive and binding on the Customer.

*Note: The English version of these Terms and Conditions shall prevail if there is any inconsistency between the English version and the Chinese version.*

# 香港上海滙豐銀行有限公司（「本行」） 智快支票送件服務條款

## 1. 一般事項

- 1.1 客戶需於任何時間遵循及遵守本行就智快支票送件服務（包括智快支票送件服務申請表格所述的服務）（「本服務」）所規定或發出的所有指示、指引及程序，包括但不限於適用於客戶的指定收件時間，所有該等指示、指引及程序將組成及被視為本條款的一部分。本行或其任何代理或服務項下的任何服務供應商概不會就客戶無法妥為遵循及遵守本條款而負上法律責任或負責。
- 1.2 除非另行通知，否則本行將於正常業務過程中向客戶提供所有個別結單、通知書或確認書。客戶有責任通過 Hexagon、滙豐財資網、網上銀行服務、本行不時提供的結單、通知書及／或確認書，檢查及審查有關戶口的狀況，以確認並無因任何理由，包括但不限於客戶或任何其他人士假冒、偽造簽署、欺詐、不獲授權及疏忽而引致任何錯誤、差異、未經授權的扣賬或其他交易或入賬。除非客戶獲另行通知，否則本行所收集的所有項目將於正常業務過程中處理；所收集支票只屬託收，客戶須待支票結算後方可提取款項。
- 1.3 客戶同意根據智快支票送件服務申請表格所載的費用就本服務向本行支付的首次及／或定期收費。本行將於到期時從客戶的任何一個或多個戶口扣取費用，而且不會退回。本行可不時更改有關費用及收費，並將於任何變更生效前向客戶發出不少於三十（30）日的事先書面通知。
- 1.4 客戶承諾不會使用本服務作本行規定以外的任何其他用途，並會就本行因或就本行提供本服務或客戶使用本服務而合理引致或蒙受的所有損失、損害、法律程序、責任、費用（包括以全數彌償作為基礎的所有法律費用）及開支，向本行作出彌償。
- 1.5 本行保留權利，在向客戶發出不少於三十（30）日的事先書面通知後，隨時擴展、縮減、更改、暫停、撤銷或取消本服務的全部或任何部分，以及修改本條款和本行不時就本服務規定或發出的任何其他指示、指引及程序。
- 1.6 本行可酌情把本服務（或其任何部分）外判，包括但不限於速遞服務、核實及／或處理速遞包內的項目。就此而言，客戶授權本行為方便服務供應商執行本服務而向該等服務供應商提供有關客戶的所有相關資料。
- 1.7 本行及其任何代理及速遞服務供應商均毋須就延遲或無法提供本服務的全部或任何部分而引致的損失或損害向客戶負責，只要上述情況乃因彼等無法合理控制的理由而引致，該等理由包括但不限於電訊或電腦系統故障、失靈或不獲提供有關系統、戰爭、敵對行動、侵略、民亂、即將開戰及發生暴亂、公民抗命及叛亂的威脅、天災、政府或任何其他跨國法律機關施加的限制、或任何其他工業或貿易糾紛或罷工（包括本行的僱員或代理及速遞服務供應商的糾紛或罷工）、火災、爆炸、風暴、颱風、暴雨、水災、閃電、地震及其他天然災難。在上述情況下延遲或無法提供本服務將

不構成違反條款及條件，而履行受影響責任的時間將按有關情況下屬合理的期間展延。

- 1.8 本條款乃附加於，而非取代適用於客戶於本行開立的戶口的任何其他條款及條件、委託及其他協議。該等條款及條件、委託及其他協議應繼續適用，猶如其訂明引伸至使用本服務一樣。
- 1.9 本條款受香港特別行政區（「香港」）的法定規管，並按其詮釋，而本條款所述的各方受香港法院的非專有司法管轄權管轄。

## 2. 速遞收件服務

- 2.1 本行將為客戶提供本行不時規定的收件（不包括現金）服務，本行將往本行與客戶雙方同意的一個或多個客戶地點收集有關項目，然後送遞至經本行同意的本行香港辦事處及分行（「速遞服務」）。
- 2.2 本行將向客戶提供一套附有保安封條的速遞袋，以供收件之用，該等速遞袋在任何時間均屬於本行的財產，並且必須於速遞服務終止後或應本行的要求立即交還本行。若客戶用完獲提供的保安封條，可向本行指定的速遞服務供應商訂購，費用由客戶承擔。
- 2.3 若速遞袋損毀、遺失或遭盜竊，客戶必須即時向本行報告，並以書面確認上述情況，有關費用將由客戶承擔。
- 2.4 本行毋須對下列情況負責或負上法律責任(i) 延遲或無法提供速遞服務；(ii) 遺失或毀壞或損毀根據速遞服務收集的任何項目；(iii) 未經許可而竊改或使用任何項目；(iv) 速遞服務供應商或其任何僱員或代理的任何欺詐或疏忽或其他行為或遺漏；或(v) 本行完全或在某程度上無法合理控制的任何其他事項。除非上述情況直接因本行故意失責或嚴重疏忽而引致。在該等情況下，不論每項收集項目或其相關交易的價值或金額，亦不論客戶因此蒙受的損失或損害金額，本行就根據速遞服務收集的每個個別項目承擔的責任無論如何不應超出港幣 2,500 元的總額，或本行實際上就此向速遞服務供應商收回的補償或損害賠償（如有），以較低者為準。為免生疑問，本行及速遞服務供應商均毋須就任何間接或重要的損失或損害負上法律責任或負責。
- 2.5 就放置於每個速遞袋的項目而言，本行與客戶並不存在任何關係，除非及直至速遞袋被打開，而袋內的項目在一般業務過程中存入本行。若雙方就速遞袋內的項目發生爭議，或客戶宣稱放置於速遞袋內的項目與本行收集的項目有任何差異，本行就收集自每個速遞袋的確實項目所發出的證明將為最終及不可推翻的證據，並對客戶具有約束力。

注意：本條款的中英文本如有歧異，應以英文本為準