



Business Internet Banking Service Special Instructions Form

商務「網上理財」服務特別指示表格

Date 日期	day 日 / month 月 / year 年

- Note 注意：**
- Any special instruction should be given to the Bank at least two working days prior to the date on which such special instruction is intended to take effect. 任何特別指示須於生效日期前最少兩個工作天之前交予本行。
 - Please return the completed form by mail to The Hongkong and Shanghai Banking Corporation Limited, PO Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong or submit 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>. 請把填妥的表格寄回九龍中央郵政總局信箱 72677 號，香港上海滙豐銀行有限公司或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/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。

1. Business Internet Banking service user information 商務「網上理財」服務使用者資料

* Registered Principal Account number 已登記主要戶口號碼	<input type="text"/>
* Primary/Secondary User's short name 主要/普通使用者簡稱	<input type="text"/>
Primary/Secondary User full name 主要/普通使用者全名	<input type="checkbox"/> Mr 先生 <input type="checkbox"/> Mrs 太太 <input type="checkbox"/> Miss 小姐 <input type="checkbox"/> Ms 女士 Surname 姓 <input type="text"/> Given name 名 <input type="text"/>
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. Request new Business Internet Banking service activation PIN and/or Security Device

申請商務「網上理財」服務的啟動密碼及/或保安編碼器





Request type 申請種類	<input type="checkbox"/> Authentication code, activation PIN and Security Device 認證編號、啟動密碼及保安編碼器 <input type="checkbox"/> Authentication code and activation PIN 認證編號及啟動密碼 <input type="checkbox"/> Security Device only 只需保安編碼器 <input type="checkbox"/> Acknowledgement Notice 確認通知 - I have received the activation PIN and Security Device to access Business Internet Banking Service. Please activate my account with immediate effect. 本人已收到商務「網上理財」服務的啟動密碼及保安編碼器。請立即啟動本人的戶口。
Collection method 領取方式	The authentication code will be sent via SMS to the mobile phone number provided by you. If you wish to change the phone number, please complete section 3. Please select your preferred collection method for the activation PIN and security device. 認證編號將會以短訊發送到您提供的流動電話號碼。如要更改，可填寫第 3 部分。請選擇領取啟動密碼及保安編碼器的方式。 <input type="checkbox"/> Send to the correspondence address of 商業戶口 <input type="text"/> via 的通訊地址 <input type="checkbox"/> Normal Mail 普通郵件 <input type="checkbox"/> Registered Mail 掛號郵件 <input type="checkbox"/> Courier 速遞 <input type="checkbox"/> Collect in person at the following 商業客戶服務中心或工商交易中心領取： <input type="text"/> <p>Note 注意：</p> <ol style="list-style-type: none"> 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。在第 2 部分所設定的主要使用者必須為此戶口的授權簽署人。 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/helpertext/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/helpertext/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 (Request of new Security Device(s)). Please refer to Commercial Banking Tariffs at http://www.business.hsbc.com.hk/en-gb/resource-centre/commercial-tariffs. The Replacement Fee will be waived if the request is made via Business Internet Banking. 本行將收取申請/更換商務「網上理財」保安編碼器費用（新保安編碼器的申請），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。如經商務「網上理財」更換保安編碼器，則可豁免更換費用。

>> ASV-NSC

3. Update mobile phone number 更新流動電話號碼

Change/Delete 更改/刪除	<input type="checkbox"/> Change 更改 <input type="checkbox"/> Delete 刪除	# Mobile phone number 流動電話號碼	Country/region code 國家/區域編號	Phone number 電話號碼
Note 注意	# The authentication code will be sent to this mobile number via SMS. In addition, 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. These SMS services are free of charge and applicable to both Hong Kong and overseas mobile phone numbers. 認證編號會透過短訊發送到這個流動電話號碼。此外，每當這使用者授權付款給第三者（其他受款人），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。			

4. Change collection method for activation PIN and Security Device 更改領取啟動密碼及保安編碼器的方式

Options 選項	<p>Please select your preferred collection method for the activation PIN and security device. 請選擇領取啟動密碼及保安編碼器的方式。</p> <p><input type="checkbox"/> Send to the correspondence address of  business account number <input type="text"/> via <input type="text"/> the communication address 以下列方式寄往 <input type="checkbox"/> 商業戶口</p> <p><input type="checkbox"/> Normal Mail 普通郵件 <input type="checkbox"/> Registered Mail 掛號郵件 <input type="checkbox"/> Courier 速遞</p> <p><input type="checkbox"/> Collect in person at the following  Commercial Service Centre or Commercial Transaction Centre: 親自前往下列 <input type="checkbox"/> 商業客戶服務中心或工商交易中心領取： <input type="text"/></p> <p>Note 注意：</p> <ol style="list-style-type: none">  It must be a Hong Kong dollar/foreign currency current account, a Hong Kong dollar/Combi Nations 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.business.hsbc.com.hk/en-gb/everyday-banking/ways-to-bank/commercial-service-centres. 有關中心名單，請參閱 https://www.business.hsbc.com.hk/zh-hk/everyday-banking/ways-to-bank/commercial-service-centres. 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/portalserver/hsbc/dbbpage/commercial/online/helptext/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/portalserver/hsbc/dbbpage/commercial/online/helptext/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。
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5. Re-activate Business Internet Banking service 恢復商務「網上理財」服務

Effective date 生效日期	<input type="text"/> Day 日 <input type="text"/> Month 月 <input type="text"/> Year 年
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6. Suspend Business Internet Banking service 暫停商務「網上理財」服務

Period 期間	<p>From 由 <input type="text"/> Day 日 <input type="text"/> Month 月 <input type="text"/> Year 年</p> <p>To 至 <input type="text"/> Day 日 <input type="text"/> Month 月 <input type="text"/> Year 年</p> <p>(If the dates are not specified, your Business Internet Banking service will be suspended until you formally request us to reactivate the service. 如日期沒有設定，您的商務「網上理財」服務將暫停直至本行收到您的書面指示。)</p>
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7. Reset Business Internet Banking logon password 重新設定商務「網上理財」登入密碼

Reference number 參考編號	<input type="text"/>
Username 使用者名稱	(Maximum 36 characters 不可多於 36 個字)

8. Declaration by the Primary User 主要使用者聲明

- 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實及詳盡，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/portalserver/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」服務的條款的內容（列於：<https://www.online-banking.business.hsbc.com.hk/portalserver/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，直至經貴行適當地處理。

Full name in BLOCK LETTERS 全名（請用正楷填寫）	Signature 簽署
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Business Account Number 商業戶口號碼

[Specify any account number to which the above signature(s) 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上述簽署的戶口號碼。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。]

For Bank Use Only 銀行專用	
FW	VP/SVP Approval <i>(if applicable)</i> <i>(Name and Authorised Signature)</i>
Branch Chop and Authorised Signature	