

Provide eSignature with  
HSBC HK Business Express mobile app

## **User Guide**

# The introduction

You can now simply provide eSignature specimen for your company through the HSBC HK Business Express Mobile app. Please check the company amendment workflow below:



Requestor  
submits a request



This guide covers these steps and please tap the respective process for the steps:



New authorised signatory /  
director verifies identity



New authorised signatory /  
director submits eSignature

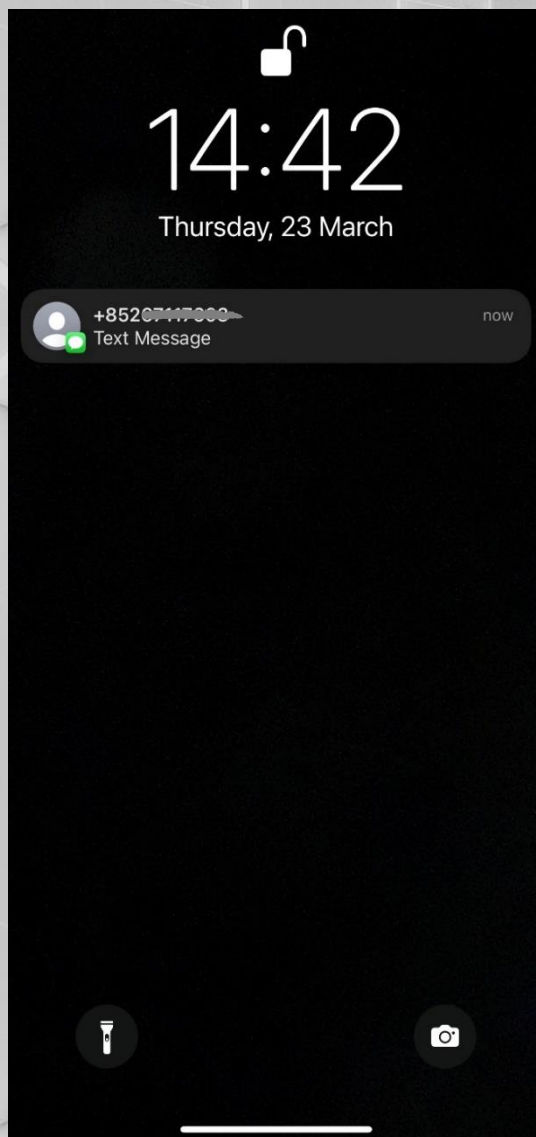


Approver  
approves the request

(if applicable)

## Getting started

1. You will receive an SMS with 'Digital Verification ID' from us. Open the HSBC HK Business Express mobile app\* to start.



- \* You can visit App Store, Google Play, or Baidu App Store and search 'HSBC HK Business Express' to download the app. Or, If you've downloaded the app before, please upgrade to the latest version.



**HSBC HK Business Express**

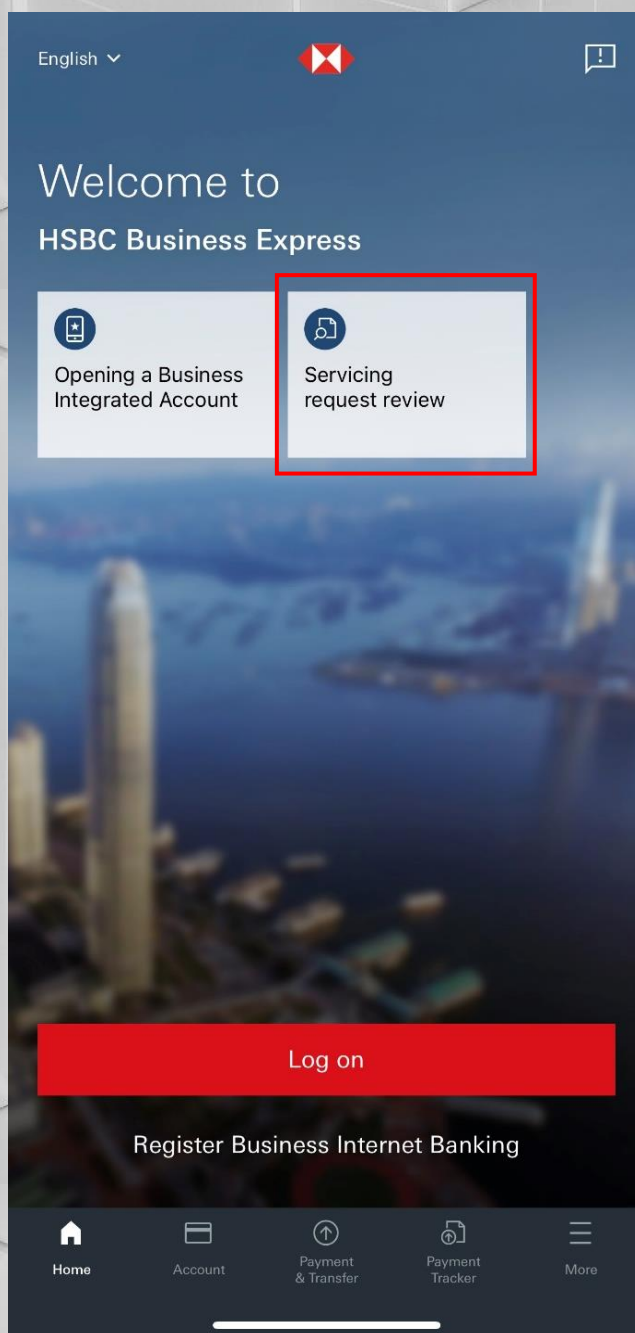


# Getting started

Verify your identity

Provide eSignature specimen

2. Open HSBC HK Business Express mobile app and go to 'Servicing request review'.



# Retrieve servicing request

Verify your identity

3. Tap 'Start' and enter the 'Digital Verification ID' from the SMS. Select the type of identification document you have registered with the bank\* and 'Continue' to proceed.

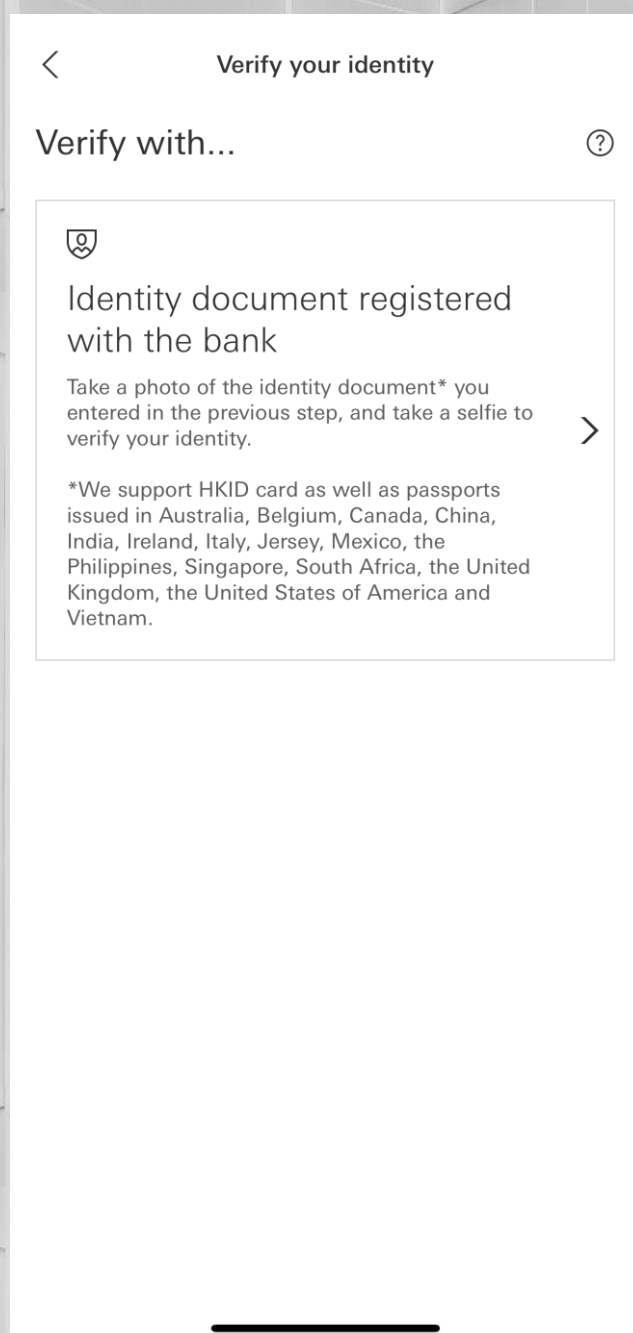
The image displays two screenshots from a mobile application. The left screenshot is titled 'Servicing request review' and includes a progress indicator with three steps: Step 1 'Retrieve your servicing request', Step 2 'Verify your identity', and Step 3 'Review and approve the request'. A red 'Start' button is at the bottom. The right screenshot is titled 'Retrieve your servicing request' and features a text input field for 'Enter Digital Verification ID', a radio button selection for 'Identification details' (with 'Passport number' selected), and another text input field for 'Enter Passport number'. A red 'Continue' button is at the bottom.

\* Please provide the identification detail the requestor submitted for you under this request. We support HKID card and passports issued in Australia, Belgium, Canada, China, India, Ireland, Italy, Jersey, Mexico, the Philippines, Singapore, South Africa, the United Kingdom, the United States of America and Vietnam.

# Choose verification method

Verify your identity


4. Select 'Identity document registered with the bank'.



# Verify with ID document

Verify your identity

5. Please enable camera on your mobile device and tap 'Continue' to proceed. Input your details as instructed to continue



## Identity Verification

HSBC Identify is a simple tool that allows you to verify your identity by providing images or videos of yourself.

Please have your identity document ready and make sure you've enabled the camera on your mobile device.

By pressing the button below to continue, you agree to provide your identity document and selfie to verify your identity through this app and you agree that we may use these files in accordance with our Privacy and Data Protection Statement.

**Continue**

## Enter personal information

First name (e.g. Tai Man)  
Enter your first name

Last name (e.g. Chan)  
Enter your last name

Date of birth (e.g. 1990/ 12/ 31)  
YYYY / MM / DD

Note: Please enter the name as shown on your identity document, including any spaces.

**Continue**


## Personal information


Verify your identity

6. Choose your identity document\*.

← Verify your identity

Choose your identity document

  Passport

  HKID

Continue

\* Please take photo of the identity document that provided in previous step.



# Take photo of your ID

Verify your identity

7. Tap 'Continue' and take photos of your identity document as instructed.

← Verify your identity

Take a photo of the front of your HKID

We might ask you to give us access to your camera.



- ✓ Take photo of your original document.
- ✓ Place your ID card face up on a white plain surface with good lighting.
- ✓ Avoid reflection or shadow, all the details should be clearly visible.

Continue

← Verify your identity

Take a photo of the front of your HKID

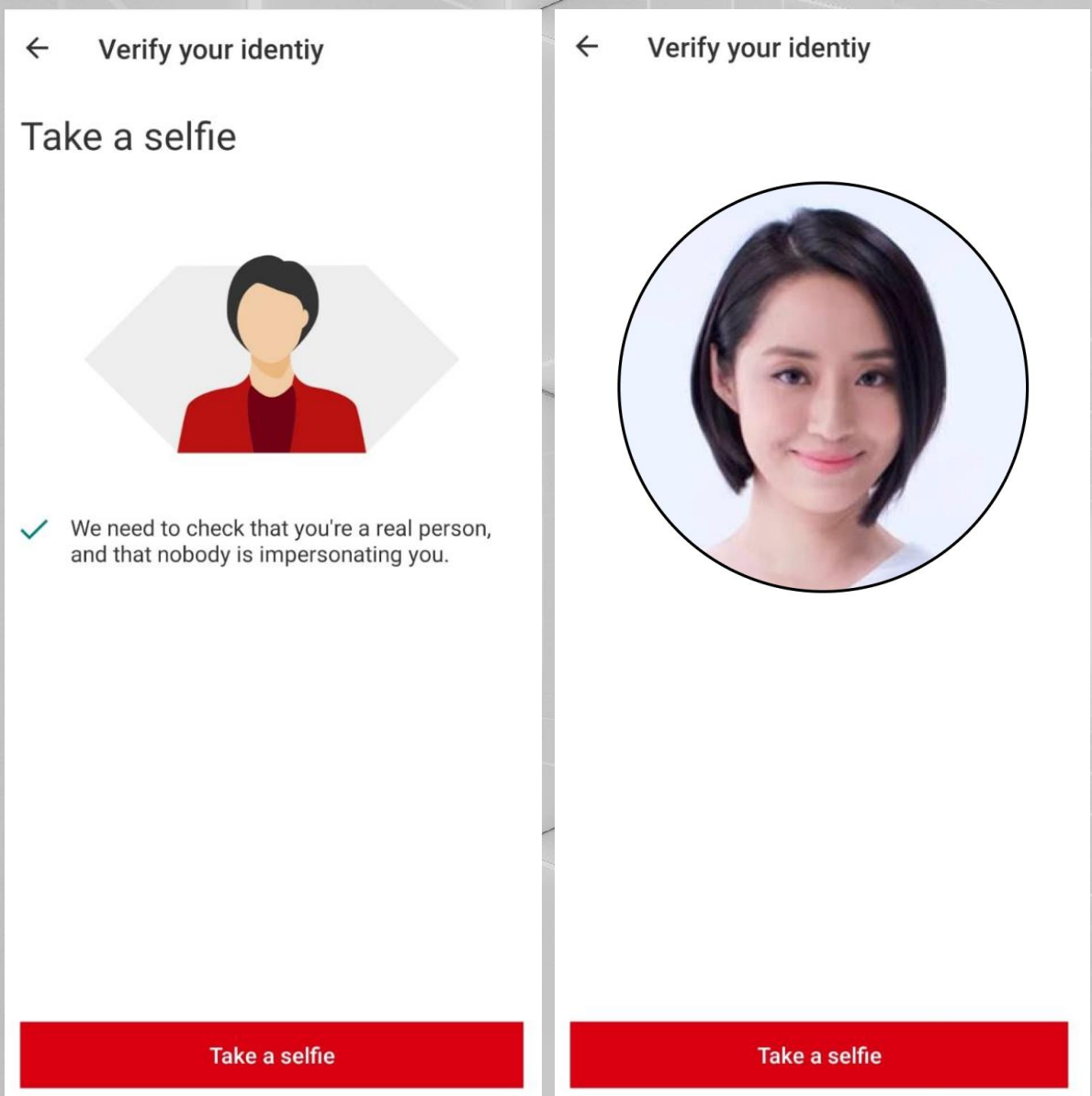
Place your ID card face up on a white plain surface with good lighting.



# Take photo of yourself

Verify your identity

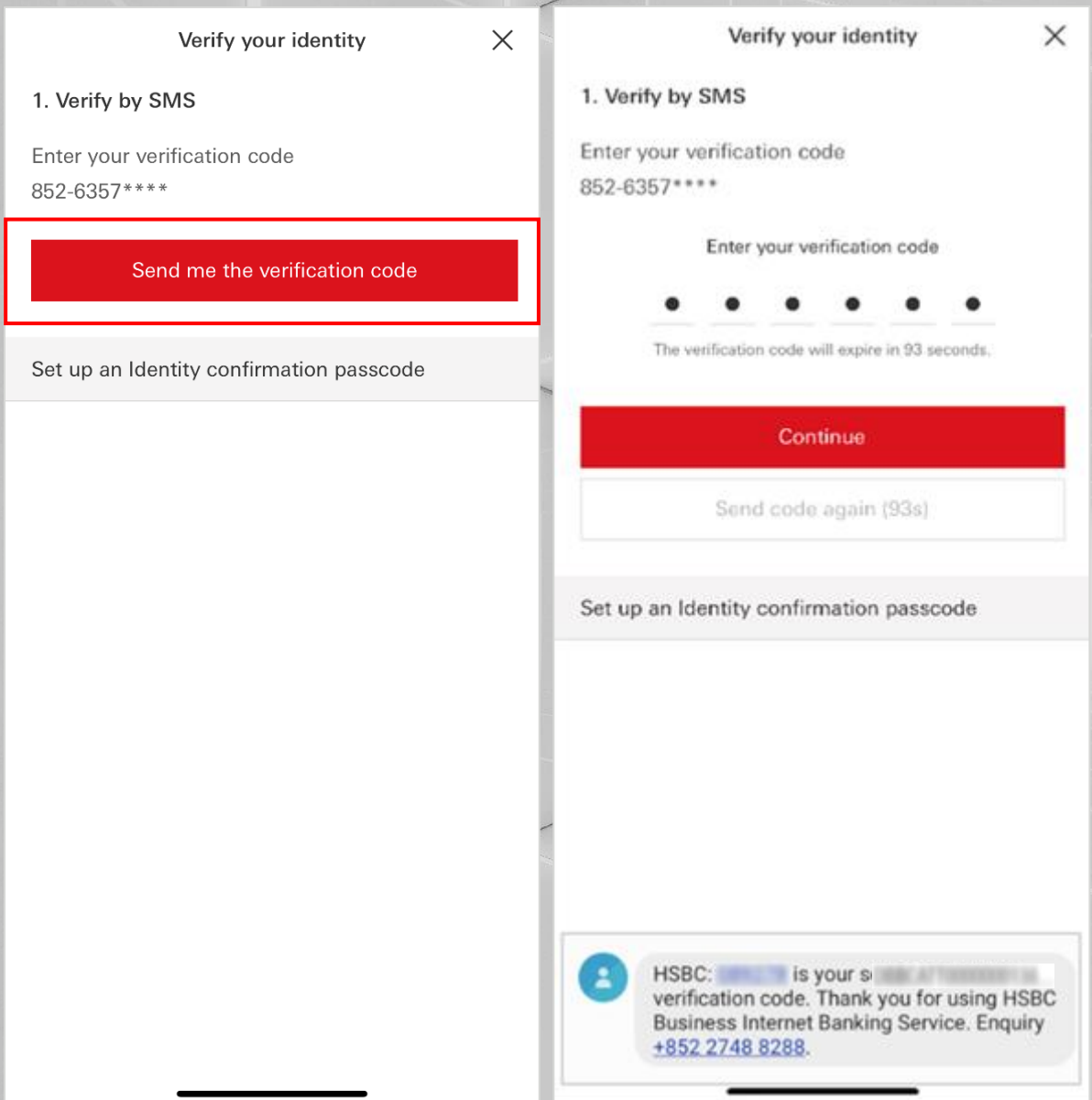
8. Tap 'Take a selfie' and take photo of yourself as instructed.



# Identity confirmation passcode

Verify your identity

9. You will need to verify yourself by SMS. Tap 'Send me the verification code' and receive SMS with the one-time-password (OTP), input the OTP to continue.



# Identity confirmation passcode

Verify your identity

10. Set up 'Identity confirmation passcode' for retrieving your servicing request going forward.

Verify your identity ✕

**Set up an Identity confirmation passcode**

Important reminder: You have to use this six-digit passcode to proceed when you come back next time.

Create Identity confirmation passcode

Input passcode

Confirm Identity confirmation passcode

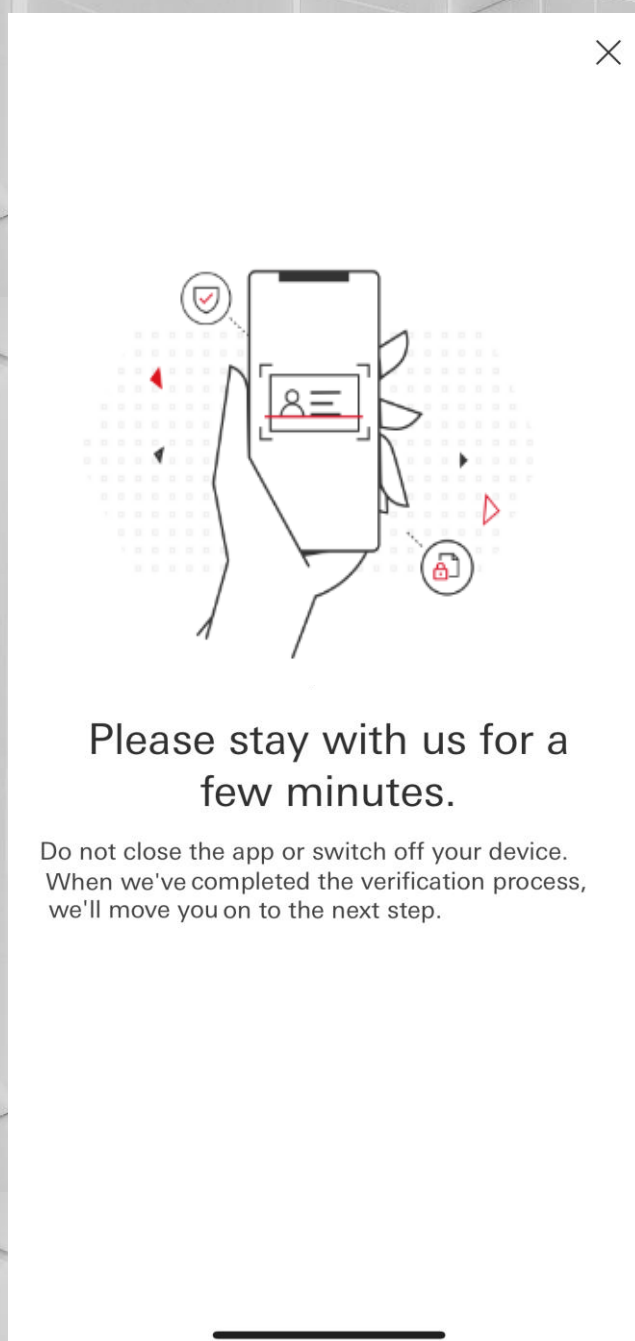
Confirm passcode

**Complete**

## Wait for a few minutes

Verify your identity

11. Please wait and stay in the loading screen for a few minutes\*. When the verification process is completed, we'll move you to the next step.



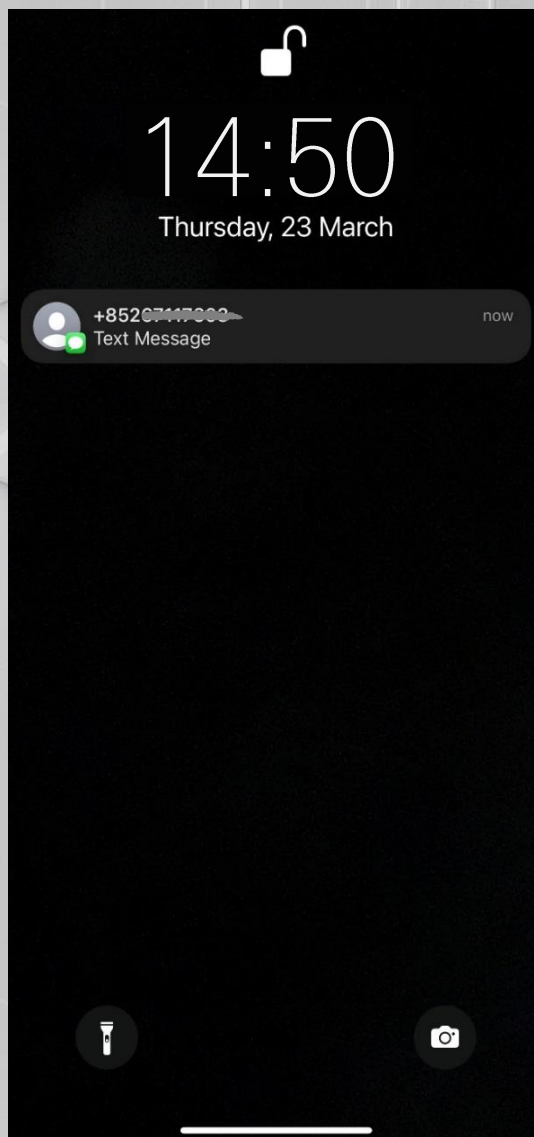
- \* If the verification process hasn't been completed in a few minutes, you can leave the app and come back to complete the process when you receive the SMS.

## Receive SMS

Verify your identity

Provide eSignature specimen

1. You will then receive an SMS\* with the same 'Verification ID' for completing next step.



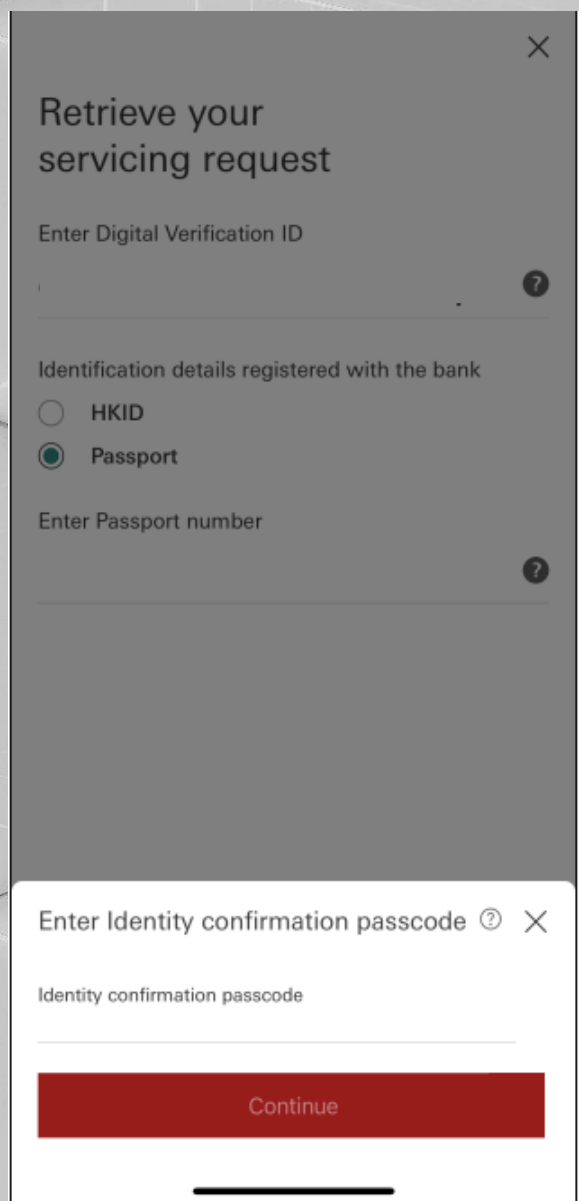
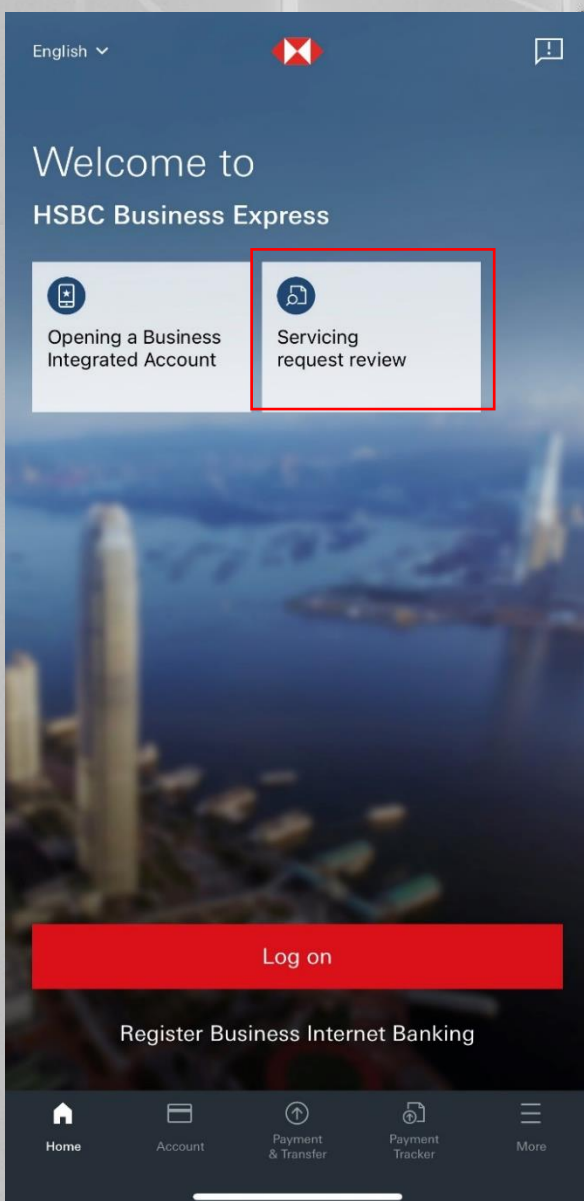
\* You will receive SMS notifications when:

1. You have completed the identity verification successfully and proceed to next step for providing eSignature specimen;
2. You have not completed the identity verification or provided eSignature specimen after 3 days upon request submission;
3. Your identity verification attempt was unsuccessful and you can try again;
4. Your third attempt of identity verification was unsuccessful, please contact the requestor to submit a new request.

# Retrieve servicing request

Provide eSignature specimen

2. If you didn't leave the app in previous step, please go to next page to continue. Otherwise, open the app, go to 'Servicing request review', enter verification details\* and tap 'Continue'.



- \* Including the 'Verification ID' from SMS, identification details that requestor submitted for you under this request and 'Identity confirmation passcode' you have just created.

# Retrieve servicing request

Provide eSignature specimen

3. Please tap 'Continue and view document' to sign your document with Adobe Sign.

✕

## Your approval is required

We have received the below request. You have been appointed as director and authorised signatory to hereby provide signature and agree to it serving as specimen signature for the relevant deposit and current account(s) under the Company.

Please click "Continue and view document" to proceed review and confirm the application document. You must carefully read the PDF application document to ensure all the instruction and information as set out in the PDF application document are accurate and correct, and confirm the instruction in the document.

### Request details

Request type

[REDACTED]

Company name

[REDACTED]

Application ID

[REDACTED]

Continue and view document



# Receive OTP SMS

Provide eSignature specimen

4. Select 'Text Message' in verification options and choose 'Send Code' to receive an SMS with OTP. Input the OTP to proceed.

Cancel Adobe Sign Continue

HSBC POWERED BY Adobe Sign Sign In ?

### This Document Requires Phone Verification

Please confirm your identity by entering a verification code sent to the following phone number: +XXX XXXX2907.

If this is not your phone number, please contact us at 2748 8288

#### Verification Options

Voice Call

Text Message

After clicking the "Send Code" button you will receive a phone call or text message with a verification code that you must enter to view the document.

Standard text messages and voice rates apply

[Send Code](#)

Your Adobe Sign verification code is: 036-334

Language English: UK © 2022 Adobe. All rights reserved.

Cancel Adobe Sign Continue

HSBC POWERED BY Adobe Sign Sign In ?

### This Document Requires Phone Verification

Please confirm your identity by entering a verification code sent to the following phone number: +XXX XXXX2907.

If this is not your phone number, please contact us at 2748 8288

Code  [OK](#)

[Return to verification options](#)

Language English: UK © 2022 Adobe. All rights reserved.

# Review servicing request

Provide eSignature specimen

- Tap 'Start' to review the servicing request, then provide your signature specimen in the blue area.

Cancel Adobe Sign Continue

HSBC POWERED BY Adobe Sign

1 required field remaining **Start**

DAS eSign Agreement

**HSBC 滙豐**

**Change of Directors/Authorised Signatories Instructions Form** 更改董事/ 獲授權簽署人指示表格

**Notes:**

- The eSignatures provided for this Company agreement will not become effective until they have been provided to us and notified to the Company in writing.
- Once you submit the eSignature request, we will notify you of the document or document changes of the Company, as appropriate for eSignatures and completion of the eSignature request.
- If you are unable to provide a valid eSignature, please refer to the instructions on the Business Information Document for further details.
- The eSignatures provided for this Company agreement will not become effective until they have been provided to us and notified to the Company.
- For assistance or queries, please contact your HSBC Relationship Manager (RM) or call 1822 2222 and 24-hour HSBC Global Support Centre (GSC) at 1822 2222.

**I. Customer and Account Information** 客戶及戶口資料

Registered Name (in English) 註冊名稱 (英文)	AMHONG (BEST MACHINERY AND MACHINERY TEST ACCOUNT)
Entity Type 實體類型	Local Company/Incorporated and registered in Hong Kong
Registration Incorporation Document 註冊/ 公司文件	<input checked="" type="checkbox"/> Certificate of Incorporation 註冊證書 (IC) Number 號碼: 2631110 <input type="checkbox"/> Business Registration Certificate 商業登記 (BR) Number 號碼: <input type="checkbox"/> Other (add) 其他 (請填明) Number 號碼:
Principal Account Number 主要戶口號碼	148 10000000

**II. Resignation / Removal of Directors / Authorised Signatories** 董事 / 獲授權簽署人的離任 / 清退

**III. Appointment of Directors / Authorised Signatories** 委任董事 / 獲授權簽署人

Capacity in Company 公司職位的聯繫關係  Director 董事  Authorized Signatory 獲授權簽署人

**A. Individual 個人**

Full Name in English 英文名	<input checked="" type="checkbox"/> Mr/Ms <input type="checkbox"/> Mr/Ms <input type="checkbox"/> Ms/Ms <input type="checkbox"/> Ms/Ms	Full Name in Chinese 中文姓名	
Identification Document Type and Number 證件類別及編號	<input type="checkbox"/> HK Identity Card 香港身份證 <input type="checkbox"/> Other (add) 其他 (請填明)	Passport Number 護照號碼	
Date of Birth 出生日期	1953/06/2	Nationality (Country/Region) 國籍/ 地區/ 地區	Hong Kong
Mobile Telephone Number 手提電話號碼		Email Address 電郵地址	
Office Telephone 辦公電話		Work Address including Number to be provided to HSBC 提供地址及門牌號碼	

Change of Directors/Authorised Signatories Instructions Form PDSIC01 Nov 2014 1/1

Cancel Adobe Sign Continue

HSBC POWERED BY Adobe Sign

1 required field remaining

Information Document Type and Number 資料文件類別及編號 資料文件號碼

Date of Birth 出生日期

Mobile Telephone Number 手提電話號碼

Office Telephone 辦公電話

Nationality (Country/Region) 國籍/ 地區/ 地區

Email Address 電郵地址

Work Address including Number to be provided to HSBC 提供地址及門牌號碼

Change of Directors/Authorised Signatories Instructions Form PDSIC01 Nov 2014 1/1

Tap to sign

Sign here

**III. Change of Physical Signing Instruction** 更新實體簽署指示

**Notes:**

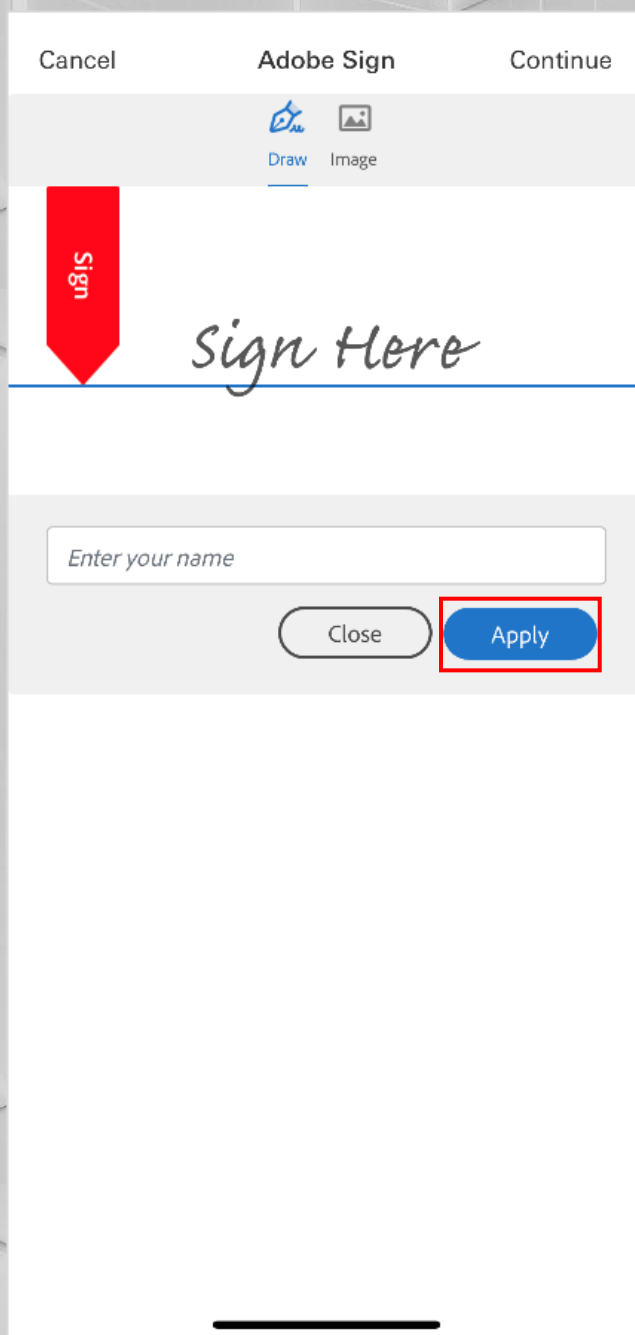
- Once the appointment to the physical signing instruction has become effective, the eSignature request will not become effective until the physical signing instruction has been provided to the Company.
- The eSignature request will not become effective until the physical signing instruction has been provided to the Company.

**IV. Change of Shareholders/Beneficial Owners Information** 更改股東/ 公司實益擁有人資料

## Provide signature

Provide eSignature specimen

6. You can sign directly on your device or provide signature image as instructed. Once completed, tap 'Apply' to continue.



The screenshot shows the Adobe Sign mobile app interface. At the top, there are three buttons: "Cancel", "Adobe Sign", and "Continue". Below these are two icons: a blue pen icon labeled "Draw" and a photo icon labeled "Image". The main area is a white canvas with a red arrow pointing down on the left side containing the word "Sign". In the center of the canvas, the text "Sign Here" is written in a cursive font. Below the canvas is a text input field with the placeholder text "Enter your name". At the bottom, there are two buttons: "Close" and "Apply". The "Apply" button is highlighted with a red border.

# Provide signature

Provide eSignature specimen

- You will find the signature specimen inserted in the document, tap 'Finish' to proceed. Choose 'Tap to sign' to confirm your signing.

Cancel Adobe Sign Continue

HSBC | POWERED BY Adobe Sign

Required fields completed **Finish**

Identification Document Type and Number 身份證明文件種類及號碼	<input type="checkbox"/> HK Identity Card 香港身分證號碼	<input checked="" type="checkbox"/> Passport 護照號碼	Number 號碼	ISSUED
Date of Birth 出生日期	19851002	Nationality (Country/Region) 國籍(國家/地區)	Hong Kong	
Mobile Telephone Number 手提電話號碼		Email Address 電郵地址	****@****.****	
Office Telephone 辦公電話		Market	Where to provide banking information to you	

Change of Director/Authorized Signatories Instructions Form  
更改股東/ 委任授權簽字人指示表格

Number  
號碼

Signature  
簽名

**Tap to change**

III.B. Change of Physical Signing Instruction 更改實體簽名指示

IV. Change of Shareholders/Beneficial Owners Information 更改股東/ 公司實益擁有人資料

Cancel Adobe Sign Continue

HSBC | POWERED BY Adobe Sign

Required fields completed

By signing, I agree to the terms of this agreement.

Cancel **Tap to sign**

Change of Director/Authorized Signatories Instructions Form  
更改股東/ 委任授權簽字人指示表格

Number 號碼	Information 資料	Signature 簽名	<input checked="" type="checkbox"/> No 否
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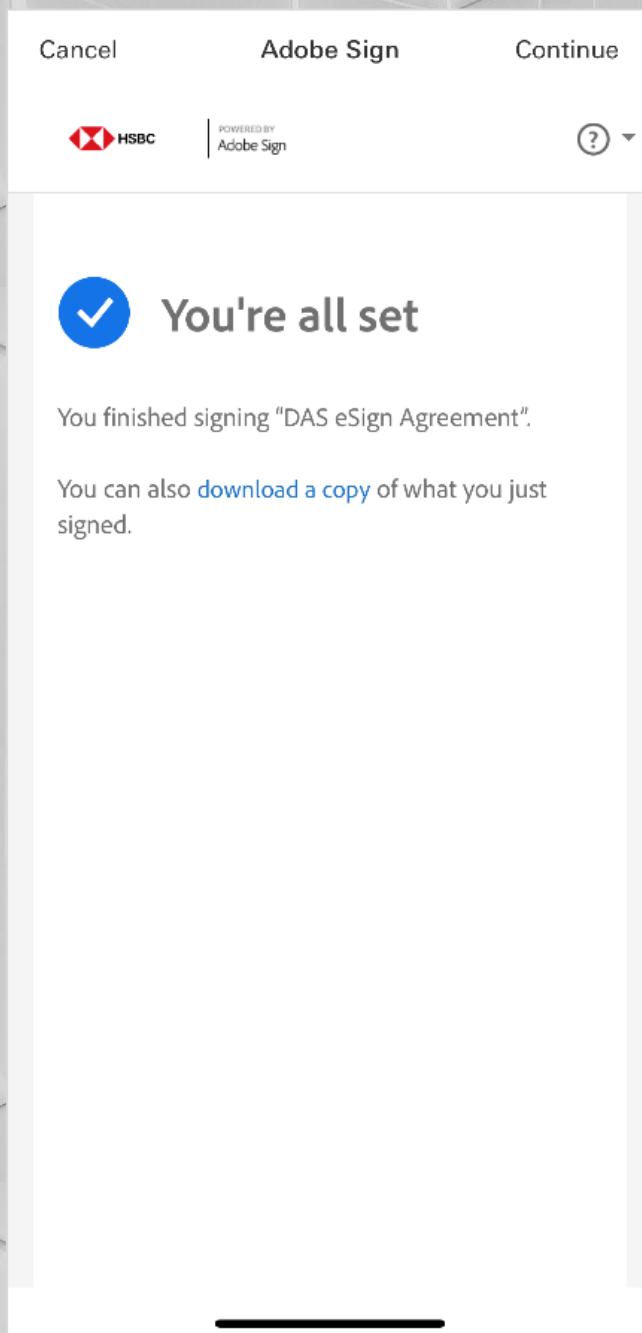
III.B. Change of Physical Signing Instruction 更新實體簽名指示

IV. Change of Shareholders/Beneficial Owners Information 更改股東/ 公司實益擁有人資料

# Completed eSignature

Provide eSignature specimen

8. You will see the confirmation screen once your signing is successfully submitted.



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