

The Hongkong and Shanghai Banking Corporation Limited

香港上海滙豐銀行有限公司

BUSINESS INTERNET BANKING AMENDMENT FORM

商務「網上理財」修改書

CUSTOMER INFORMATION 客戶資料

Name of Sole Proprietorship/
Company/ Club/ Association/ Society*:

獨資經營商號 / 公司 / 會所 / 協會 / 社團* 名稱

Primary Account No.:

主要戶口號碼

Details of Contact Person 聯絡人詳細資料:

Name:

姓名

Mobile Phone No.:

流動電話號碼

Tel. No.:

電話號碼

Fax No.:

傳真號碼

Email address:

電郵地址

**Please delete where not applicable.*

請劃去不適用者

SECTION A: PASSWORD MATTERS (The request under Section A must be signed by the User / Delegate)

甲部：申請密碼 (甲部所填要求須經使用者 / 代表人簽署)

Please send me a NEW password for BIB registration

請寄給我一個新的密碼於註冊時使用

My access to BIB service has been blocked (Please reset my access to BIB service)

本人的商務「網上理財」服務途徑已被堵塞 (請重新設定本人的商務「網上理財」服務途徑)

Activate my New BIB password. Confirmation number _____

啟動我的新商務「網上理財」密碼。確認號碼 _____

Note: For Password related matters, completion of Section E in this form is not required.

注意：對於密碼相關的問題，不須填寫表格內之戊部。

BIB User ID / Username:

商務「網上理財」使用者名稱 / 用戶名稱

I am a Primary User

本人為

首級使用者

Secondary User

次級使用者

Full name in BLOCK LETTERS of User / Delegate:

使用者 / 代表人全名(大楷)

Signature 簽署

If User / Delegate is not a Primary User, kindly please request any Primary User of the Company to sign below.

如使用者 / 代表人不是首級使用者，請公司首級使用者在以下簽署。

Full name in BLOCK LETTERS of Primary User:

使用者 / 代表人全名(大楷)

Signature 簽署

SECTION B: COMPANY SET UP

乙部：公司設定

Note 注意:

For security reason, the Business Internet Banking (BIB) User ID, Password and Security Token are required to log on to BIB. Please note that the User is required to acknowledge receipt of the Security Token. Otherwise the User is unable to conduct payment / transfer although he / she has been authorised to do so. Payment / transfer limits will be activated within three (3) banking days after our receipt of the relevant Security Token Acknowledgement Letter. 基於保安理由，登入商務「網上理財」時，必須輸入「網上理財」使用者名稱、密碼與及保安編碼器。請注意：使用者須確認保安編碼器經已收到，否則將無法登入商務「網上理財」站進行支付款項 / 轉賬，儘管他 / 她經已獲授權可進行有關交易。支付款項 / 轉賬限額將於收到有關保安編碼器確認信件三(3)個銀行工作天內啓動。

By default, all future company accounts will be automatically linked. 系統預設值為：所有未來的公司賬戶將會自動連繫。

<p>Do you wish to subscribe to E-statement? <input type="checkbox"/> Yes 是 貴公司要選用電子賬單嗎？ <input type="checkbox"/> No 否</p> <p><i>Note 注意: If you subscribe to E-Statement, the hardcopy statement(s) for all your Company's account(s) will be discontinued. 若貴公司選用電子賬單, 則貴公司所有賬戶的紙張賬單將不再寄發。</i></p>	<p>Authorisation Matrix - Transactions to be approved by 批准方式 — 交易由下列方式批准：</p> <p><input type="checkbox"/> One to approve 由一名人士批准</p> <p><input type="checkbox"/> One or two within a signature group to approve 由一組簽署人員其中一人或兩人批准</p> <p><input type="checkbox"/> One or two within two signature groups to approve 由兩名簽署人其中一人或兩人批准</p> <p><i>Note 注意: By default, all transactions will be set as "one to approve" unless stated otherwise. 系統預設為各項交易將由“一名人士批准”, 除非另行列明。</i></p>												
<p>Administration Control - Account / BIB User to be set up by 管理監控 — 賬戶 / 商務「網上理財」使用者由下列人士設定：</p> <p><input type="checkbox"/> One Primary User (Single Control) 一名首級使用者 (單一管制)</p> <p><input type="checkbox"/> Two Primary Users (Dual Control) 兩名首級使用者 (雙重管制)</p> <p><i>Note 注意: By default, the BIB services will be set by One Primary User unless stated otherwise. Once you have opted for "Two Primary Users" you CANNOT revert to "One Primary User". 系統預設商務「網上理財」服務將由一名首級使用者設定, 除非另行列明。一旦貴公司選擇由“兩名首級使用者”設定, 則不能重新選用“一名首級使用者”設定。</i></p>	<table border="1"> <thead> <tr> <th></th> <th>Company Maximum Daily Limit</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Transfer to Designated Payee 指定收款人轉賬</td> <td>MOP 澳門幣 *</td> </tr> <tr> <td><input type="checkbox"/> Transfer to Non-Designated Payee 非指定收款人轉賬</td> <td>MOP 澳門幣 *</td> </tr> <tr> <td><input type="checkbox"/> Transfer to Own Account 公司本身賬戶間轉賬</td> <td>MOP 澳門幣 *</td> </tr> <tr> <td><input type="checkbox"/> AutoPay / Bulk Payment 自動轉賬 / 多筆支付</td> <td>MOP 澳門幣 *</td> </tr> <tr> <td><input type="checkbox"/> All Transactions 所有交易</td> <td>MOP 澳門幣 **</td> </tr> </tbody> </table>		Company Maximum Daily Limit	<input type="checkbox"/> Transfer to Designated Payee 指定收款人轉賬	MOP 澳門幣 *	<input type="checkbox"/> Transfer to Non-Designated Payee 非指定收款人轉賬	MOP 澳門幣 *	<input type="checkbox"/> Transfer to Own Account 公司本身賬戶間轉賬	MOP 澳門幣 *	<input type="checkbox"/> AutoPay / Bulk Payment 自動轉賬 / 多筆支付	MOP 澳門幣 *	<input type="checkbox"/> All Transactions 所有交易	MOP 澳門幣 **
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You are recommended to nominate at least one (1) Primary User (PU) for Single Administration Control and at least two (2) Primary Users for Dual Administration Control. PU(s) can also go online to create up to eighteen(18) Secondary Users (SU). When a User performs a transfer / payment instruction that is higher than his / her current transaction limit and / or account signatory limit, the payment instruction will be held pending approval by another User(s) whose limit is / (are) adequate and in accordance with Account Control Setup for the payment / transfer value. 建議客戶為單一管理監控指定至少一(1)名首級使用者, 為雙重管理監控指定至少兩(2)名首級使用者。首級使用者亦可以登入網站, 建立最多十八(18)名次級使用者。使用者發出轉賬 / 付款指示時, 倘若轉賬 / 支付金額超過其現行交易限額及 / 或賬戶簽署限額, 有關付款指示將被暫停執行, 等候擁有適當支付限額的另一名使用者根據賬戶管制設定的付款 / 轉賬值批准。

For control purposes, you are recommended to set PU(s) with same limits to facilitate approval of administrative changes especially if you have opted for Dual Administration Control. Please complete the following details of the User(s) and indicate the transaction services required as well as the maximum daily limit for each Users. Please note that once nominated, the PU(s) will be able to assign access for the company's accounts via the Account Control Setup. The first two(2) physical Security Token are free of charge. The third(3rd) and subsequent Security Token(s) are chargeable at MOP100 per device. 為便於管制, 建議客戶為(各名)首級使用者設定相同的支付限額, 以利管理監控變更的批准, 尤其是當您選擇雙重管理監控方式時。請填妥下方的使用者詳細資料, 列明每名使用者所需要的各項交易服務與及每日最高交易限額。首兩(2)個保安編碼器免費。第三(3)個與其後的保安編碼器收費, 每個保安編碼器收費澳門幣一百元。

SECTION C: USER AMENDMENT / ADDITION / REMOVAL

丙部：使用者修改 / 增加 / 刪除

Please be reminded you need at least one (1) Primary User (PU) for Single Administration Control and at least two(2) Primary Users for Dual Administration Control. A Primary User must be the authorised signatory of at least one of your accounts with HSBC. A total of 20 Users are allowed. If all Users have already been nominated, at least One User must be removed before any addition can be effected. Please tick boxes where appropriate. 請注意：貴公司採用單一管理監控時, 需要至少一 (1) 名首級使用者；採用雙重監控時, 需要至少兩 (2) 名首級使用者。首級使用者必須是貴公司的滙豐銀行賬戶其中至少一個賬戶的授權簽署人。使用者人數最多可為二十 (20) 名。倘若所有使用者經已指定, 必須先刪除至少一名現有使用者, 方可新增任何使用者。請在適當的 中打上剔號。

<input type="checkbox"/> Add Primary User 增加首級使用者	<input type="checkbox"/> Change Primary User's Transaction Unit 更改首級使用者的交易單位
<input type="checkbox"/> Remove Primary User 刪除首級使用者	<input type="checkbox"/> Change Secondary User to Primary User 將次級使用者改為首級使用者
Name: _____ 姓名	
Position in Company 在公司內擔任職位: _____	
New ID No. / Passport# No.: _____ (#Mandatory 必須填寫) Date of Birth: _____ 新的身份證 / 護照號碼 出生日期	
Tel. No.: _____ Fax No.: _____ 電話號碼 傳真號碼	
Email Address: _____ 電郵地址	

Transaction Category 交易種類	Maximum Daily Limit 每日最高交易限額:	
<input type="checkbox"/> Transfer to Designated Payee 指定收款人轉賬	MOP 澳門幣 _____ *	<i>Specimen Signature</i> 簽名式樣
<input type="checkbox"/> Transfer to Non-Designated Payee 非指定收款人轉賬	MOP 澳門幣 _____ *	
<input type="checkbox"/> Transfer to Own Account 公司本身賬戶間轉賬	MOP 澳門幣 _____ *	
<input type="checkbox"/> AutoPay / Bulk Payment 自動轉賬 / 多筆支付	MOP 澳門幣 _____ *	
<input type="checkbox"/> Input & Enquiry Only 輸入及查詢專用		

<input type="checkbox"/> Add Primary User 增加首級使用者	<input type="checkbox"/> Change Primary User's Transaction Unit 更改首級使用者的交易單位
<input type="checkbox"/> Remove Primary User 刪除首級使用者	<input type="checkbox"/> Change Secondary User to Primary User 將次級使用者改為首級使用者
Name: _____ 姓名	
Position in Company 在公司內擔任職位: _____	
New ID No. / Passport# No.: _____ (#Mandatory 必須填寫) Date of Birth: _____ 新的身份證 / 護照號碼 出生日期	
Tel. No.: _____ Fax No.: _____ 電話號碼 傳真號碼	
Email Address: _____ 電郵地址	

Transaction Category 交易種類	Maximum Daily Limit 每日最高交易限額:	
<input type="checkbox"/> Transfer to Designated Payee 指定收款人轉賬	MOP 澳門幣 _____ *	<i>Specimen Signature</i> 簽名式樣
<input type="checkbox"/> Transfer to Non-Designated Payee 非指定收款人轉賬	MOP 澳門幣 _____ *	
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<input type="checkbox"/> AutoPay / Bulk Payment 自動轉賬 / 多筆支付	MOP 澳門幣 _____ *	
<input type="checkbox"/> Input & Enquiry Only 輸入及查詢專用		

* Please note that if no amount is stated, the default limit size will be set at "Zero" (0). User with "Zero" limit can only view and prepare payment. The secondary User's daily limit must not be higher than any of the Primary User's daily limit. If the authority is given for the maximum limit as may be specified by HSBC from time to time, please state "Maximum" in the space provided. Please note that the Company's Maximum Daily Limit will be defaulted to the highest limit accorded to any of your Users, unless otherwise stated in the Company Setup.

* 請注意：倘若沒有述明金額，則使用者支付限額將預設為“零”(0)。支付限額為“零”的使用者僅能察看和準備付款。次級使用者的每日最高交易限額不得高於任何一名首級使用者的每日最高交易限額。倘若授權的交易限額為滙豐銀行不時規定的最高限額，請在提供的空格內注明“Maximum”(最高限額)。請注意，貴公司的每日交易最高限額，將以貴公司的使用者之中的最高限額為預設值，除非在公司設定項中另有列明。

** This refers to the allowed maximum amount to be performed by the company as a whole for all types of transactions. This limit is recommended to be set as the total of your entire daily transaction limit for the various types of transfers. ** 指公司進行所有種類交易的許可最高金額。建議將該限額設定為貴公司各類轉賬的每日全部交易限額。

SECTION D: Details of Designated Payees

丁部：指定收款人詳細資料

Intra-bank Funds Transfer (within HSBC Macau)

本行轉賬 (澳門滙豐銀行)

<input type="checkbox"/> Add service 增加服務	<input type="checkbox"/> Cancel service 取消服務	<input type="checkbox"/> Add service 增加服務	<input type="checkbox"/> Cancel service 取消服務
Payee's Name 收款人姓名 _____ Account No. 戶口號碼 - -	Payee's Name 收款人姓名 _____ Account No. 戶口號碼 - -		

Cashier's Order / Demand Draft

本票 / 即期匯票

<input type="checkbox"/> Add service 增加服務	<input type="checkbox"/> Cancel service 取消服務	<input type="checkbox"/> Add service 增加服務	<input type="checkbox"/> Cancel service 取消服務
Payee's Name 收款人姓名 _____ New ID No. / Passport No. 新的身份證 / 護照號碼 _____ Payee's Address 收款人地址 _____ _____ Payee's Account No. / Bank (if any) 收款人戶口號碼 / 銀行 (如有) _____ Currency 貨幣 _____	Payee's Name 收款人姓名 _____ New ID No. / Passport No. 新的身份證 / 護照號碼 _____ Payee's Address 收款人地址 _____ _____ Payee's Account No. / Bank (if any) 收款人戶口號碼 / 銀行 (如有) _____ Currency 貨幣 _____		

Outward Telegraphic Transfer (TT)

匯出電匯

<input type="checkbox"/> Add service 增加服務	<input type="checkbox"/> Cancel service 取消服務	<input type="checkbox"/> Add service 增加服務	<input type="checkbox"/> Cancel service 取消服務
Payee's Name 收款人姓名 _____ Payee's Bank and Address 收款人銀行及地址 _____ _____ Payee's Account No. 收款人戶口號碼 _____ Currency 貨幣 _____ Payment details / Sort code (if any) 付款詳情 / 分類編碼 (如有) _____ _____	Payee's Name 收款人姓名 _____ Payee's Bank and Address 收款人銀行及地址 _____ _____ Payee's Account No. 收款人戶口號碼 _____ Currency 貨幣 _____ Payment details / Sort code (if any) 付款詳情 / 分類編碼 (如有) _____ _____		

Note: Please cancel all unused portion(s) in this Form to prevent tampering / alteration.

注意：請刪除本表格中所有不使用的部分，以防被竄改 / 更改。

SECTION E: DECLARATION

戊部：聲明

1. I / We wish to apply for the services indicated in this application form ("Services") and hereby acknowledge that the use of the Services is subject to the Hongkong and Shanghai Banking Corporation Limited Business Internet Banking Terms & Conditions for Commercial Banking (available at www.hsbc.com.mo). I/We have read and agreed to be bound by the same (including all amendments thereto from time to time). 本人意欲申請本申請表上所列各項服務("服務")，茲確認"服務"的使用受香港上海滙豐銀行有限公司工商金融服務商務「網上理財」條款及細則(列於www.hsbc.com.mo)。本人已經閱讀並且同意受所述條款及細則(包括所述條款及細則不時所作的一切修訂)約束。

2. I / We confirm that the information given in this application form is true, complete and not misleading, and authorise the Bank to confirm this from any source the Bank may choose. I / We will furnish such identification and / or supporting documents as may be required by the Bank. 本人確認本申請表所填資料均真實、完整、不含誤導成份，並且授權貴行可向任何有關方面核證該等資料。本人將按貴行要求提供各項證明/佐證文件。

3. I / We acknowledge that I / We remain bound by all transactions effected through the Services whether or not the named users of the Services are the account signatories. 本人確認本人受經由"服務"進行的所有交易約束，不論"服務"的指定使用者是否為賬戶的簽署人。

4. I / We have read and understood the Business Internet Banking Terms & Conditions (found at www.hsbc.com.mo) and agreed to be governed by them. 本人經已閱讀及明白商務「網上理財」服務條款及細則的內容 (列於：[http:// www.hsbc.com.mo](http://www.hsbc.com.mo))，並且同意接受該等條款及細則的約束。

Note 注意:

- For SOLE PROPRIETORSHIP – To be signed by Sole Proprietor.
獨資經營商號 — 須由經營者簽署。
- For LIMITED COMPANY – to be signed by the number of Quota holders as stated in the company's Memorandum and Articles of Association or person(s) authorised by a Board Resolution.
有限責任公司 — 由公司的「公司章程及組織細則」列明的股東人數簽署，或者由公司董事會決議授權的人士簽署。
- For REGISTERED CLUB / SOCIETY / ASSOCIATION – to be signed by the Committee(s) authorised by the governing body resolution.
註冊會所 / 社團 / 協會 — 由支配架構決議授權的委員會簽署。

1. Full Name in BLOCK letters: 全名 (請用正楷填寫)

New ID / Passport No. 新身份證 / 護照號碼:

Signature 簽署

2. Full Name in BLOCK letters: 全名 (請用正楷填寫)

New ID / Passport No. 新身份證 / 護照號碼:

Signature 簽署

3. Full Name in BLOCK letters: 全名 (請用正楷填寫)

New ID / Passport No. 新身份證 / 護照號碼:

Signature 簽署

4. Full Name in BLOCK letters: 全名 (請用正楷填寫)

New ID / Passport No. 新身份證 / 護照號碼:

Signature 簽署

5. Full Name in BLOCK letters: 全名 (請用正楷填寫)

New ID / Passport No. 新身份證 / 護照號碼:

Signature 簽署

6. Full Name in BLOCK letters: 全名 (請用正楷填寫)

New ID / Passport No. 新身份證 / 護照號碼:

Signature 簽署

Company Chop / Stamp (If any)
公司印章 / 公章 (如有)

