

## 企業網上銀行服務及企業流動理財服務 - 申請/更改服務表格 (零售)

### Corporate Internet Banking Services and Corporate Mobile Banking Services - Application / Change Request Form (Retail)

- 請以英文正楷填寫並於適當空格內加「✓」號。Please complete in English using BLOCK LETTERS and place 「✓」 in the boxes where appropriate.
- 用戶 (定義見企業網上銀行服務章程及條款) 必須年滿十八歲或以上。User(s) (as defined in the Corporate Internet Banking Services Terms and Conditions) must be at least 18 years of age.
- 於填寫本表格前, 請先細閱企業網上銀行服務章程及條款、企業流動理財服務章程及條款、賬戶章程、匯款條件、其他賬戶及服務條款、私隱政策以及其他適用章程及條款的條文, 本申請將受上述條文約束。Before completing this form, please read the Corporate Internet Banking Services Terms and Conditions, Corporate Mobile Banking Services Terms and Conditions, Account Terms, Remittance Conditions, other terms and conditions of accounts and services, privacy policies, and other applicable terms and conditions as they shall be binding on this application.
- 如為首次申請企業網上銀行服務及企業流動理財服務, 所有有關授權人士必須為及代表申請機構簽署本表格。If this is the first time application for Corporate Internet Banking Services and Corporate Mobile Banking Services, all relevant authorised signatories must sign this form for and on behalf of the Applicant.
- 請親身把已填妥的表格交回任何一間創興銀行本港分行。Please return this form in person to any branch of Chong Hing Bank in Hong Kong.
- 無論本申請成功與否, 所有交來文件(包括本表格)恕不退回。Documents submitted (including this form) will not be returned to the Applicant whether this application is successful or not.
- 本表格內之中英文條文如有歧異之處, 概以英文版為準。In case of any inconsistency between the Chinese and English versions of this form, the English version shall prevail to the extent of such inconsistency.
- 除特別註明外, 資料欄有(\*)號者, 必須填寫。如無(\*)號者, 可選擇性填寫。Unless specified, information fields with (\*) must be completed. Otherwise, it is optional to complete.
- 客戶明白申請指示經銀行妥為處理後才會生效。The Customer understands that the application instructions will not take effect until they have been duly processed by the Bank.

To: Chong Hing Bank Limited (“the Bank”)

致: 創興銀行有限公司(「本行」)

#### A 申請機構資料 Applicant's Information

申請機構英文名稱 Name of Applicant in English\*

呈交文件種類 Type of Document submitted\*

- 商業登記證 B.R. Certificate 證件號碼 Document No. : \_\_\_\_\_
- 公司註冊證明書 Certification of Incorporation
- 其他(請註明) Others (Please specify) : \_\_\_\_\_
- 證件簽發地/國家 Document Issued Place/Country:
- 香港 Hong Kong
- 其他(請註明) Others (Please specify) : \_\_\_\_\_

申請指示 Application Instruction(s)\*

- 申請企業網上銀行服務及企業流動理財服務 Apply for Corporate Internet Banking Services and Corporate Mobile Banking Services
- 修改企業網上銀行服務及企業流動理財服務資料 Change Corporate Internet Banking Services and Corporate Mobile Banking Services information
- 變更企業網上銀行服務及企業流動理財服務權限類別 Change type of authority of Corporate Internet Banking Services and Corporate Mobile Banking Services
- 由單式權限變更為聯合權限<sup>1</sup> Change from Single Authority to Joint Authorities<sup>1</sup>
- 由聯合權限變更為單式權限<sup>2</sup> Change from Joint Authorities to Single Authority<sup>2</sup>
- 設定「查詢模式」(所有用戶將設定為只供查詢)<sup>3</sup> Set as "view-only mode" (All users will be set as enquiry only)<sup>3</sup>
- 申請「查詢模式」, 並已細閱備註第四點<sup>4</sup> Apply for "view-only mode", and have read the point 4 of the remarks carefully<sup>4</sup>
- 取消「查詢模式」, 並已細閱備註第五點<sup>5</sup> Cancel "view-only mode", and have read the point 5 of the remarks carefully<sup>5</sup>
- 終止企業網上銀行服務及企業流動理財服務 Terminate Corporate Internet Banking Services and Corporate Mobile Banking Services
- (終止原因 Reason for termination: \_\_\_\_\_)

如非申請企業網上銀行服務及企業流動理財服務並提供相關資料，請只填寫所須修改之欄位。 For customer who is not applying the Corporate Internet Banking Services and Corporate Mobile Banking Services and has provided related information, please only complete the following for any changes.

聯絡資料 (下述所提供的聯絡資料只適用於企業網上銀行服務及企業流動理財服務) Contact information (The contact information provided below is applicable to Corporate Internet Banking Services and Corporate Mobile Banking Services only)

公司流動電話號碼 <sup>6,7</sup> Mobile Phone No. of Company <sup>6,7*</sup>	公司電郵地址 <sup>7</sup> Email Address of Company <sup>7*</sup>
---	--

公司通訊地址 Correspondence Address of Company (只適用於服務申請 Applicable to service application only)

公司聯絡人資料 Information of Company's Contact Person\*

先生 Mr.  太太 Mrs.  小姐 Miss

姓名 Name

聯絡電話 <sup>3</sup> Contact Telephone No. <sup>6*</sup>	其他聯絡電話 <sup>3</sup> Other Contact Telephone No. <sup>6</sup>
---	--

權限類別 Type of Authority\*

單式權限 Single Authority  聯合權限 Joint Authorities

管理員授權模式 (不適用於單式權限及已申請「查詢模式」之客戶)<sup>8</sup> Administrator Authorisation Mode (Not applicable to Single Authority and customer who applied "view-only mode")<sup>8\*</sup>

自行授權 Self Authorisation  互為授權 Mutual Authorisation

備註 Remarks:

- 由單式權限變更為聯合權限，所有原有有效之用戶將保留，而現正使用但只適用於單式權限的服務/設定 (包括：每日小額轉賬限額) 將會失效。Once the type of authority is changed from Single Authority to Joint Authorities, all existing designated User(s) shall remain unchanged but all existing service(s)/setting(s) applicable to Single Authority (including Daily Small Amount Fund Transfer Limit) shall no longer be valid.
- 由聯合權限變更為單式權限，所有原有有效之用戶將會失效，並須重新指定新用戶。Once the type of authority is changed from Joint Authorities to Single Authority, all the existing designated User(s) shall no longer be valid, and new User(s) shall be designated.
- 「查詢模式」是指申請機構的所有企業網上銀行用戶，只能以「查詢模式」操作賬戶，用戶不能使用賬戶作任何交易，包括但不限於轉賬、申請支票簿等。The "view-only mode" refers to a feature where all Corporate Internet Banking users of the Applicant can only operate their accounts in "view-only mode", which cannot perform any transactions on the account, including but not limited to fund transfer, cheque book request etc.
- 申請「查詢模式」即表示申請機構之企業網上銀行服務及企業流動理財服務下的所有用戶將會預設為「錄入員」角色，並只具備查詢功能，而每日小額轉賬限額 (B部分) 及網上交易之限額設定 (C部分) 中銀行預設每日最高限額均會設定為HK\$0。如現有聯合權限之客戶申請「查詢模式」，原有交易授權基制的設定 (E部分) 將不再適用。**填寫在本申請表格上之B部分、C部分、E部分的資料將不獲辦理。** Apply for "view-only mode" means that all users of the Corporate Internet Banking Services and Corporate Mobile Banking Services of the Applicant will be defaulted as "Operator" role and will only have the enquiry function. In addition, the Daily Small Value Fund Transfer Limit (Part B) and Default Maximum Daily Limit assigned by the Bank in the Limit Setting for Online Transaction (Part C) will be set to HK\$0. If existing Joint Authorities customer applies for "view-only mode", the original Transaction Authorisation Matrix Settings (Part E) will no longer be applicable. **The information filled in Part B, Part C and Part E of this application form will not be processed.**
- 取消「查詢模式」即表示申請機構之企業網上銀行服務及企業流動理財服務下的所有用戶將可按其權限具備查詢、錄入、審批或管理功能。如屬單式權限客戶取消「查詢模式」，請填寫本申請表格上適用於單式權限之部分 (包括A部分、B部分、C部分及D部分)，完成修改後，該唯一用戶將可透過企業網上銀行服務及企業流動理財服務操作查詢、交易及管理功能。如屬「聯合權限」客戶取消「查詢模式」，請填寫本申請表格上適用於聯合權限之部分 (包括A部分、C部分、D部分及E部分)，完成修改後，申請機構下的所有用戶將可透過企業網上銀行服務及企業流動理財服務按D部分之安排操作查詢、交易及管理功能。Cancelling the "view-only mode" means that all users of the Corporate Internet Banking Services and Corporate Mobile Banking Services of the Applicant will be able to perform enquiry, operation, approval or management functions according to their authority granted. For Single Authority customer cancelling the "view-only mode", please fill in the parts of this application form that are applicable to Single Authority (including Part A, Part B, Part C and Part D). After completing the updates, the only user of the Applicant will be able to perform enquiry, operation, approval or management functions via Corporate Internet Banking Services and Corporate Mobile Banking Services. For "Joint Authorities" customer cancelling "view-only mode", please fill in the parts of this application form that are applicable to Joint authorities (including Part A, Part C, Part D and Part E). After completing the updates, all users under the Applicant will be able to perform enquiry, operation, approval or management functions via Corporate Internet Banking Services and Corporate Mobile Banking Services according to the arrangements filled in Part D.
- 如電話號碼為國際或海外號碼，請順序填寫國家編號、地區編號 (如有) 及電話號碼。If phone no. is an international or overseas number, please fill in country code, area code (if any) and phone no in sequence.
- 在此登記之流動電話號碼及電郵地址，將用作接收由銀行發出的流動短訊及電郵，包括但不限於完成交易提示。The mobile phone no. registered and email address registered here will be used to receive SMS / email issued by the Bank, including but not limited to SMS / email alert of transaction completion.
- 管理員可管理設定包括但不限於：用戶管理、賬戶管理、授權管理及服務設定等。如管理員授權模式選擇為「自行授權」，即代表管理員所提交的指示無須由其他管理員審批通過，申請機構可只指定1位管理員；如管理員授權模式選擇為「互為授權」，管理員所提交的指示須由其他管理員審批通過，申請機構須指定最少2位管理員。Administrator has the right to manage the settings including but not limited to: User Management, Account Management, Authorisation Management and Service Settings etc.. If "Self Authorisation" is selected as the Administrator Authorisation Mode, instruction submitted by the Administrator does not need to be approved by any other Administrator, accordingly only 1 Administrator is required to be designated under this mode; If "Mutual Authorisation" is selected as the Administrator Authorisation Mode, instruction submitted by the Administrator needs to be approved by other Administrator(s), accordingly at least 2 Administrators are required to be designated under this mode.

**B** 每日小額轉賬限額 (不適用於「聯合權限」或已申請「查詢模式」之客戶) Daily Small Value Fund Transfer Limit (Not applicable to "Joint Authorities" or customer who applied "view-only mode")\*

申請機構現要求及授權本行為申請機構啓動每日小額轉賬限額。  
The Applicant hereby requests and authorises the Bank to activate Daily Small Value Fund Transfer Limit.

<input type="checkbox"/> 啓動 Activate	每日小額轉賬最高累積限額為港幣: Daily Maximum Small Value Fund Transfer Limit is: HK\$ _____ in total (如申請機構沒有指定每日小額轉賬最高累積限額，本行會將申請機構之每日小額轉賬最高累積限額設定為港幣10,000元。) (If no Daily Maximum Small Value Fund Transfer Limit is designated by the Applicant, the Bank will set the Applicant's Daily Maximum Small Value Fund Transfer Limit at HK\$10,000)
<input type="checkbox"/> 更改 Update	更改每日小額轉賬最高累積限額為港幣: Change Daily Maximum Small Value Fund Transfer Limit to: HKD _____ in total
<input type="checkbox"/> 停用 Deactivate	

本行的每日小額轉賬最高累積限額為港幣 10,000 元正。The Bank's Daily Maximum Small Value Fund Transfer Limit is HK\$10,000 in total.  
小額轉賬限額適用於所有經由申請機構的登記銀行賬戶轉賬到未登記的收款人的小額轉賬類別。The Small Value Fund Transfer Limit is applicable to all kinds of Small Value Fund Transfer from the Applicant's registered bank account to unregistered payee(s).

C

## 網上交易之限額設定（不適用於已申請「查詢模式」之客戶） Limit Setting for Online Transaction (Not applicable to customer who applied "view-only mode")\*

申請機構要求及授權創興銀行有限公司（「本行」）於上述企業網上銀行服務/企業流動理財服務之客戶參考編號項下的所有每一個銀行賬戶皆使用於下方之預設網上轉賬、電匯、繳付賬單、外幣兌換及發薪交易限額。

The Applicant hereby requests and authorises Chong Hing Bank Limited ("the Bank") to use the default limit setting filled in the box below for Online Fund Transfer, Telegraphic Transfer, Bill Payment, Foreign Exchange and Payroll Transactions for **Each of ALL those Accounts** under the above Customer Reference Number of Corporate Internet Banking Services / Corporate Mobile Banking Services.

企業網上銀行服務及企業流動理財服務項下每一個銀行賬戶之每日最高累積轉賬限額（港元或等值）如下： The maximum Aggregated Daily Transfer Limits (in HKD or equivalent) of EACH BANK ACCOUNT under the Corporate Internet Banking Services and Corporate Mobile Banking Services are as follows:	銀行預設每日最高限額 Default Maximum Daily Limit assigned by the Bank		客戶服務限額（選填 - 如客戶要求） <sup>3,4,5</sup> Customer Service Limit (Optional - if requested by Customer) <sup>3,4,5</sup>
	<input type="checkbox"/>	<input type="checkbox"/>	
<b>每日累積之轉賬及電匯限額 Aggregated Daily Limit for Fund Transfer and Telegraphic Transfer</b>			
1. 轉賬至創興銀行之已登記賬戶每日累積限額 Aggregated Daily Limit for Fund Transfer to REGISTERED accounts with Chong Hing Bank	HK\$0	HK\$200,000	HK\$
1.1 轉賬至創興銀行之非登記賬戶每日累積限額（並佔用上述第1項的每日累積限額） Aggregated Daily Limit for Fund Transfer to NON-REGISTERED accounts with Chong Hing Bank (sharing the Aggregated Daily Limit under item 1 above)	HK\$0	HK\$50,000	HK\$
2. 轉賬及電匯至其他銀行之已登記賬戶每日累積限額 Aggregated Daily Limit for Fund Transfer and Telegraphic Transfer to REGISTERED accounts with other banks	HK\$0	HK\$200,000	HK\$
2.1 轉賬及電匯至其他銀行之非登記賬戶每日累積限額（並佔用上述第2項的每日累積限額） Aggregated Daily Limit for Fund Transfer and Telegraphic Transfer to NON-REGISTERED accounts with other banks (sharing the Aggregated Daily Limit under item 2 above)	HK\$0	HK\$50,000	HK\$
<b>繳付賬單的每日交易限額 Aggregated Daily Limit for Bill Payment</b>			
3. 繳付賬單的每日累積限額 Aggregated Daily Limit for Bill Payment	HK\$0	HK\$500,000	HK\$
3.1 繳付賬單至未登記之高風險商戶的每日累積限額（並佔用上述第3項的每日累積限額） Aggregated Daily Limit for Bill Payment to non-registered high-risk merchant(s) (sharing the Aggregated Daily Limit under item 3 above)	HK\$0	HK\$500,000	HK\$
4. 繳付稅款的每日累積限額 Aggregated Daily Limit for Tax Payment	HK\$0	HK\$3,000,000	HK\$
<b>外幣兌換的每日交易限額 Aggregated Daily Transaction Limit for Foreign Exchange</b>			
5. 外幣兌換的每日累積限額 Aggregated Daily Limit for Foreign Exchange	HK\$0	HK\$50,000,000	HK\$
6. 外幣兌換的單筆限額 Single Transaction Limit for Foreign Exchange	HK\$0	HK\$5,000,000	HK\$5,000,000
<b>發薪的每日交易限額 Aggregated Daily Transaction Limit for Payroll</b>			
7. 發薪的每日累積限額 Aggregated Daily Limit for Payroll	HK\$0	HK\$200,000	HK\$
<input type="checkbox"/> <b>更高限額設定 Higher Limit Setting for Bank Maximum Default Daily Limit</b> 須提交「企業網上銀行服務及企業流動理財服務 - 網上交易之新限額設定」表格，並由本行審批通過，如未能安排更高限額設定，申請機構同意使用預設限額。 This Higher Limit Setting shall be approved by the Bank by submitting the Corporate Internet Banking Services and Corporate Mobile Banking Services - New Limit Setting for Online Transaction form. If the higher limit setting is not approved, the Applicant agrees to use the default daily limit.			
<b>備註 Remarks:</b>			
1. 一般而言，「小學或中學教育」、「專上或專業教育」、「政府或法定機構」及「公用事業機構」為低風險商戶，其他商戶則為高風險商戶。高風險轉賬交易包括轉賬（透過轉賬、電匯及發薪）至未登記賬戶及繳付賬單至未登記之高風險商戶。Generally, "Primary or Secondary Education", "Tertiary or Professional Education", "Government or Statutory Organisation", "Public Utility" are regarded as low-risk merchants, and merchants other than the above are regarded as high-risk merchants. High Risk Transactions include Fund Transfer (via Fund Transfer, Telegraphic Transfer and Payroll) to non-registered account(s) and Bill Payment to non-registered high-risk merchant(s).			
2. 如客戶連續18個月沒有透過企業網上銀行服務及企業流動理財服務進行高風險轉賬交易，如轉賬（包括透過轉賬、電匯及發薪）至未登記賬戶及繳付賬單至未登記之高風險商戶，對應的企業網上銀行服務及企業流動理財服務每日限額將自動被設定為港幣0元。For customers who have not conducted high risk fund transfer (including Fund Transfer, Telegraphic Transfer and Payroll) to non-registered account(s) and bill payment to non-registered high-risk merchant(s) through the Corporate Internet Banking Services and Corporate Mobile Banking Services for 18 months consecutively, the daily limit of via Corporate Internet Banking Services and Corporate Mobile Banking Services will be adjusted to HK\$0.			
3. 客戶可以透過企業網上銀行服務內的「服務限額設定」功能以雙重認證方式上調或下調客戶服務限額。Customers can increase or decrease the customer service limit through the "Service Limit Setting" function in Corporate Internet Banking Services using two-factor authentication.			
4. 有關客戶服務限額將須等於或低於銀行向客戶提供的服務限額。The customer service limit setting must be equal to or lower than the service limit assigned by the bank.			
5. 申請企業網上銀行服務及企業流動理財服務之客戶，而未有於此C部分提供客戶服務限額，即同意使用銀行預設每日最高限額作為其客戶服務限額。For customer who is applying for the Corporate Internet Banking Services and Corporate Mobile Banking Services but not providing any Customer Service Limit in this Part C, the Bank Default Maximum Daily Limit shall be adopted as the Customer Service Limit.			
<b>聲明 DECLARATION</b>			
1. 本人(等)現為及代表申請機構向創興銀行有限公司（「銀行」）申請於上述企業網上銀行服務及企業流動理財服務賬戶之客戶參考編號項下的所有每一個賬戶皆使用本人(等)以上選擇之網上轉賬、電匯、繳付賬單、外幣兌換及發薪交易的新限額設定，並受當時生效之企業銀行網上銀行服務章程及條款、企業流動理財服務章程及條款、賬戶章程、匯款條件、私隱政策、銀行指定之其他章程及條款（總稱「服務章程」）約束，銀行並可不時經銀行認為合理方式知會客戶以作修訂及補充。本人(等)已細閱、明白及同意接受服務章程（尤其操作企業網上銀行服務及企業流動理財服務涉及之一切風險），並受其約束。本人(等)授權及同意銀行可處理經企業網上銀行服務及企業流動理財服務所登記指示本人(等)於銀行的電匯收款人資料。本人(等)茲確認有關本申請所不時提供之資料及文件均為正確無訛、完整、已更新及無誤導性。此外，本人(等)同意上述賬戶之印鑑式樣將作為一切本人(等)有關企業網上銀行服務及企業流動理財服務交易及目的之印鑑式樣。I / We, the undersigned, for and on behalf of the Applicant, hereby apply to CHONG HING BANK LIMITED ("the Bank") for using the above selected new limit setting for Online Fund Transfer, Telegraphic Transfer, Bill Payment, Foreign Exchange and Payroll Transaction for <b>EACH of ALL those Accounts</b> under the Customer Reference Number of Corporate Internet Banking Services and Corporate Mobile Banking Services above mentioned, subject to the Bank's Corporate Internet Banking Services Terms and Conditions, Corporate Mobile Banking Services Terms and Conditions, Account Terms, Remittance Conditions, privacy policies, other prescribed terms and conditions as varied or supplemented by the Bank and in force with due notice by the Bank to its customers in such manner as deemed reasonable by the Bank from time to time (collectively called "Terms of Services"). I / We, the undersigned, have read, understood and accepted the Terms of Services (and in particular the risks involved in operating Corporate Internet Banking Services and Corporate Mobile Banking Services) and hereby agree to be bound by such terms and conditions. I / We, the undersigned, authorise and agree that the Bank may process all information of the beneficiary(ies) registered for Telegraphic Transfer with the Bank instructed through Corporate Internet Banking Services and Corporate Mobile Banking Services. I / We, the undersigned, confirm that the information and documents provided from time to time under this application are true, complete, updated and not misleading. I / We, the undersigned, further agree that the specimen signature of the Account shall be the specimen signature for all transactions and purposes in relation to Corporate Internet Banking Services and Corporate Mobile Banking Services to me/ us.			

**D** 用戶設定 User Settings

**D1** 用戶 1 User 1

增加<sup>1</sup> Add<sup>1</sup>    刪除 Delete    更改 Change    啟用 Activate    停用 Suspend (原因 Reason: \_\_\_\_\_)  
 重發密碼 Re-issue PIN (原因 Reason:  忘記密碼 Forgot Password    未有收取密碼 Password is not received)

用戶編號 User ID

如為增加用戶，無須填寫此欄。 This field is not required to be completed for new User.

用戶姓名 (如身份證明文件所示) English Name of User (as shown on Identity Document)  
 先生 Mr.    太太 Mrs.    小姐 Miss

姓名 (中文)  
Name (in English)\*

香港身份證/護照/其他身份證明文件 (請說明) 號碼\*  
HKID / Passport / Other Identity Document (please specify) No.

證件簽發地 Document Issued Place\*

出生日期(年-月-日) Date of Birth (YYYY-MM-DD)

如屬首次登記用戶(適用於管理員/審批員)，且並非申請機構有關人士 - 請附上身份證明文件副本 If this is first registration of User (applicable to Administrator/Approver) who is not a connected party of the applicant - Please attach a copy of Identity Document

如非增加用戶並未提供相關資料，本部分以下欄位選擇性填寫，請只填寫所須修改之欄位。 For customer who is not adding any User(s) and has provided related information, please only complete the following for any changes.

用戶角色 (請只填選一項) User Role (Please check one item only)\*  
 管理員 Administrator    審批員 Approver    錄入員 Operator

1. 若選擇管理員，無論選擇其他角色，將被指定為管理員。單式權限模式用戶預設為管理員。 If Administrator is chosen, regardless of any other role selected, the User will be designated as an Administrator. User under Single Authority shall be designated as Administrator.
2. 若選擇審批員且未選擇管理員，不論是否有選擇錄入員，亦將被指定為審批人。 If Approver is chosen and Administrator is not, the User will be designated as Approver regardless of whether Operator is chosen.
3. 若只選擇錄入員，將被指定為錄入員角色。 If only Operator is selected, the User shall be designated as Operator.
4. 若申請機構設定為「查詢模式」，不論是否有選擇用戶角色，用戶均會被設定為「錄入員」。 If the applicant is set as "view-only mode", regardless of any other role selected, the User will be designated as an Operator.

指定授權級別 (不適用於單式權限) Designated Authorisation Level (Not applicable to Single Authority)\*  
 A級 Level    B級 Level    C級 Level    無授權級別 No Authorisation Level (只適用於管理員/錄入員 Applicable to Administrator/Operator Only)

\*請僅選擇四個級別中的一個，不允許多個選擇。 Please only check one of the four levels; multiple selections are not allowed.

備註 Remarks:

1. 如用戶角色為「審批員」，須指定審批員的授權級別；如用戶角色為「管理員」，可選擇指定授權級別或無授權級別，為管理員指定授權級別後，管理員同時可以用管理功能及為交易進行授權。 If the User is an 'Approver', please designate authorisation level for such Approver; If the User is an 'Administrator', authorisation level may be chosen to be designated or not. If authorisation level has been assigned, Administrator will be able to approve transactions in addition to using administrative functions.
2. 如E部分 - 交易授權機制設定選擇「有序授權」，授權時需遵循授權順序，審批流程先由C級授權用戶完成，最後由A級授權用戶完成 (如適用)。如E部分 - 交易授權機制設定選擇「無序授權」，授權時無需遵循授權順序，只須滿足就該筆交易各個級別的授權人數要求。 If 'Sequential Authorisation' is selected under Part E - Transaction Authorisation Matrix Settings, ordered approval is required, with the approval process starting from Level C Authorised User(s) to Level A Authorised User(s) (if applicable). If 'Non-Sequential Authorisation' is selected under Part E - Transaction Authorisation Matrix Settings, ordered approval is not required, so long as the required number of users with the corresponding authorisation levels applicable to that particular transaction is met.

通訊地址 (如為重發密碼，請提供通訊地址) Correspondence Address (Please provide Correspondence Address if apply to re-issue PIN)\*

聯絡電話<sup>2</sup> Contact Telephone No.<sup>2</sup>      其他聯絡電話<sup>2</sup> Other Contact Telephone No.<sup>2</sup>

流動電話號碼<sup>2,3</sup> Mobile Phone No.<sup>2,3\*</sup>      電郵地址 Email Address\*

雙重認證服務<sup>4</sup> Two-factor Authentication Service<sup>4\*</sup>

本人知悉 本行將會按本人用戶角色設定雙重認證服務的狀態，如用戶角色為「管理員」/「審批員」，雙重認證服務預設為「啟動」，不設變更；如用戶角色為「錄入員」，雙重認證服務預設為「停用」，不設變更。 I understand that the Bank will set the Two-factor Authentication Service status according to my User role. Two-factor Authentication Service is set as 'Activate' for 'Administrator' / 'Approver' by default and is not amendable; Two-factor Authentication Service is set as 'Deactivate' for 'Operator' by default and is not amendable.

於本行之指定交易賬戶號碼 (不適用於單式權限) Designated Transaction Account Number(s) with the Bank (Not applicable to Single Authority)

賬戶號碼 Account Number(s)  
獲授權之用戶可以根據其服務設定使用以下賬戶提出 / 批核交易或查詢賬戶資料  
The Authorised User may initiate / approve a transaction or enquire information with the following account(s) according to the Authorised User's services setting.

單一批核者特權，賬戶批核限額 (只適用於管理員或審批員)  
Sole Authoriser Privilege, Account Transaction Limit (Applicable to Administrators or Approvers only)  
獲授權之用戶可單獨同時提出及批核同一交易，而無需經過交易授權機制的設定(E部)。該項交易將受以下賬戶批核限額所約束。 The Authorised User may individually initiate and approve a transaction without passing through the Transaction Authorisation Matrix Settings (Part E), subject to the pre-established limits for the following account(s).

增加 Add    刪除 Delete   所有指定交易賬戶<sup>5</sup> All designated transaction accounts<sup>5</sup>    增加 Add    刪除 Delete   HK\$ \_\_\_\_\_

如需為個別指定賬戶作出設定，請於以下填寫： For setting designated account(s), please fill in the following:

<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	1.	<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	HK\$ _____
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	2.	<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	HK\$ _____
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	3.	<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	HK\$ _____
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	4.	<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	HK\$ _____
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	5.	<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	HK\$ _____
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	6.	<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	HK\$ _____
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	7.	<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	HK\$ _____
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	8.	<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	HK\$ _____

**服務設定 (選填; 不適用於單式權限或已申請「查詢模式」之客戶) Services Setting (Optional; Not applicable to Single Authority or customer who applied "view-only mode")**

所有用戶均會獲提供基本服務, 例如: 外幣牌價、服務/資訊 (服務限額查詢及網上銀行交易紀錄除外) 及管理中心<sup>6</sup> (適用於管理員)。Basic services will be available to all Users, for example, Foreign Exchange Rates, Service/Information (except for Service Limit Enquiry and Online Transaction Record) and Management Centre<sup>6</sup> (applicable to Administrator).

**查詢功能 Enquiry Functions**

各個角色均可就以下項目/服務作出勾選以獲得「查詢」權限。All User roles may use "Enquiry" functions for the following items/services by checking the corresponding boxes below.

<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	<b>全部查詢功能 (包括提交本表格時本行提供的全部查詢功能) All Enquiry Functions (Including ALL the enquiry functions the Bank provides when submitting this application)</b>
如需 <b>指定個別查詢功能</b> , 請於以下填寫: For setting individual enquiry function(s), please fill in the following:	
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	賬戶查詢 (包括: 賬戶概覽、交易詳情查詢、查詢電子結單等) Account Enquiry (including Account Overview, Transaction Details Enquiry, e-Statement Enquiry etc.)
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	轉賬查詢 (包括: 批量交易查詢、最近轉賬紀錄等) Fund Transfer Enquiry (including Bulk Transaction Enquiry, Recent Transfer Record etc.)
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	批量發薪查詢 Bulk Payroll Enquiry
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	定期存款概覽 Fixed Deposit Overview
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	服務/資訊 (包括: 服務限額查詢、網上銀行交易紀錄等) Service/Information (including Service Limit Enquiry, Online Transaction Record etc.)

**錄入/授權操作及交易功能 Operate / Approve Operation and Transaction Functions**

- 錄入人員作出勾選後, 即代表該用戶擁有該相關功能的「錄入」權限。Operator checking the corresponding boxes below means such User has the right to "operate" the related function(s).
- 審批員或管理員作出勾選後, 即代表該用戶擁有該相關功能的「錄入」及「授權」權限, 惟仍須視乎用戶的授權級別及E部分 - 交易授權基制的設定判斷該用戶是否可為該交易進行授權。Approver or Administrator checking the corresponding boxes below means such User has both rights to "operate" and "approve" the related function(s). However, approval right for the related transaction shall also depend on the User's designated authorisation level and Part E - Transaction Authorisation Matrix Settings.

<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	<b>全部操作/交易功能 (包括提交本表格時本行提供的全部操作/交易功能) All Operation / Transaction Functions (including ALL the operation / transaction functions provided by the Bank at the time of the application)</b>
如需 <b>指定個別操作/交易功能</b> , 請於以下填寫: For setting individual operation / transaction function(s), please fill-in the following:	
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	設定電子結單 Set Up e-statement
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	轉賬 (包括: 本行轉賬、本地跨行、電匯、批量交易錄入、登記第三者賬戶、預約交易管理等) Fund Transfer (including Transfer Within the Bank, Local Inter-bank, Telegraphic Transfer, Bulk Transaction Entry, Third Party Account Registration, Scheduled Transaction Management etc.)
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	設定轉數快服務 (包括: FPS賬戶綁定、設定電子直接付款授權服務等) FPS Service Setting (including FPS Addressing Service, Set Up eDDA Service etc.)
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	批量發薪錄入 Bulk Payroll Entry
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	定期存款 (包括: 開立定期存款、更改到期指示等) Fixed Deposit (including Fixed Deposit Placement, Amend Maturity Instruction etc.)
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	外幣兌換 Foreign Exchange
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	繳費 (包括: 繳付賬單、我的商戶清單、預設繳付管理等) Bill Payment (including Bill Payment, My Payee List, Scheduled Payment Management etc.)
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	申請支票簿 Cheque Book Request

**備註 Remarks:**

- 用戶於企業網上銀行服務及企業流動理財服務的功能及賬戶操作權限亦可由管理員於「管理中心 - 用戶管理」中設置。The function(s) and account(s) that can be used / controlled by User(s) in Corporate Internet Banking Services and Corporate Mobile Banking Services can also be set by the Administrator via "Management Centre - User Management".
- 如電話號碼為國際號碼, 請順序填寫國家編號、地區編號 (如有) 及電話號碼。If phone no. is an international number, please include country code, area code (if any) and then phone no.
- 本行可能視乎情況發送短訊至此流動電話號碼。有關的流動短訊包括「一次性密碼」只會發送到預先登記的流動電話號碼。即使閣下使用電訊商提供的「短訊轉送服務」, 流動短訊亦不會被轉送, 海外流動電話號碼除外。The Bank may send SMS to the mobile phone no. provided under certain circumstances. SMS including One-Time Password ("OTP") will be sent to pre-registered mobile phone number only. The SMS will not be forwarded even though you have enabled "SMS Forwarding" service provided by telecommunication company (except for Overseas Mobile Phone No.).
- 須使用雙重認證以進行的網上高風險交易 (包括轉賬至未登記的第三者賬戶 ("High Risk Transfer") 及繳付賬單至未登記之高風險商戶)。Online High Risk Transactions (including online fund transfer to non-registered third party account(s) ("High Risk Transfer") and bill payment to non-registered high-risk merchant(s)) require Two-factor Authentication.
- 「指定交易賬戶」指客戶在本行開立之所有賬戶, 該等賬戶經本行不時指定可以被閣下通過企業網上銀行服務而獲得連接取用。客戶可以透過企業網上銀行服務內的「賬戶管理」功能以雙重認證方式新增/刪除企業網上銀行服務及企業流動理財服務可使用的交易賬戶。"Designated transaction accounts" refers to the customer's account(s) maintained with the Bank which are designated by the Bank from time to time as being accessible by the customer through the Corporate Internet Banking Services and Corporate Mobile Banking Services. Customers can add/delete the account(s) which can be operated in Corporate Internet Banking Services and Corporate Mobile Banking Services through the "Account Management" function in Corporate Internet Banking Services using two-factor authentication.
- 聯合權限之管理員角色將預設有「管理中心」功能, 包括功能如下: 用戶管理、賬戶管理、授權管理 (授權範本維護、授權模式設定)、服務設定 (服務限額設定)、待辦管理、操作紀錄, 而當中「操作紀錄」功能可供管理員查看所有於企業網上銀行服務及企業流動理財服務上的操作, 包括交易詳情。Administrator of Joint Authorities will have the right of accessing "Management Centre" by default, which includes the following functions: User Management, Account Management, Authorisation Management (Authorisation Template Maintenance, Authorisation Mode Setting), Service Settings (Service Limit Setting), Pending Approval Management, Operation Record. For the "Operation Record" function, administrator will be able to view all the operation records of the Corporate Internet Banking Services and Corporate Mobile Banking Services, including the transaction details.

**D2 用戶 2 User 2**

增加<sup>1</sup> Add<sup>1</sup>    刪除 Delete    更改 Change    啟用 Activate    停用 Suspend (原因 Reason: \_\_\_\_\_)

重發密碼 Re-issue PIN (原因 Reason:  忘記密碼 Forgot Password    未有收取密碼 Password is not received)

**用戶編號 User ID**

如為增加用戶，無須填寫此欄。 This field is not required to be completed for new User.

**用戶姓名 (如身份證明文件所示) English Name of User (as shown on Identity Document)**

先生 Mr.    太太 Mrs.    小姐 Miss

姓名 (中文)

**Name (in English)\*****香港身份證/護照/其他身份證明文件 (請說明) 號碼\***

**HKID / Passport / Other Identity Document (please specify) No.**

**證件簽發地 Document Issued Place\*****出生日期(年-月-日) Date of Birth (YYYY-MM-DD)**

如屬首次登記用戶(適用於管理員/審批員)，且並非申請機構有關人士 – 請附上身份證明文件副本 If this is first registration of User (applicable to Administrator/Approver) who is not a connected party of the applicant - Please attach a copy of Identity Document

如非增加用戶並曾提供相關資料，本部分以下欄位選擇性填寫，請只填寫所須修改之欄位。 For customer who is not adding any User(s) and has provided related information, please only complete the following for any changes.

**用戶角色 (請只填選一項) User Role (Please check one item only)\***

管理員 Administrator    審批員 Approver    錄入員 Operator

- 若選擇管理員，無論選擇其他角色，將被指定為管理員。單式權限模式用戶預設為管理員。 If Administrator is chosen, regardless of any other role selected, the User will be designated as an Administrator. User under Single Authority shall be designated as Administrator.
- 若選擇審批員且未選擇管理員，不論是否有選擇錄入員，亦將被指定為審批人。 If Approver is chosen and Administrator is not, the User will be designated as Approver regardless of whether Operator is chosen.
- 若只選擇錄入員，將被指定為錄入員角色。 If only Operator is selected, the User shall be designated as Operator.
- 若申請機構設定為「查詢模式」，不論是否有選擇用戶角色，用戶均會被設定為「錄入員」。 If the applicant is set as "view-only mode", regardless of any other role selected, the User will be designated as an Operator.

**指定授權級別 (不適用於單式權限) Designated Authorisation Level (Not applicable to Single Authority)\***

A級 Level    B級 Level    C級 Level    無授權級別 No Authorisation Level (只適用於管理員/錄入員 Applicable to Administrator/Operator Only)

\*請僅選擇四個級別中的一個，不允許多個選擇。 Please only check one of the four levels; multiple selections are not allowed.

**備註 Remarks:**

- 如用戶角色為「審批員」，須指定審批員的授權級別；如用戶角色為「管理員」，可選擇指定授權級別或無授權級別，為管理員指定授權級別後，管理員同時可以用管理功能及為交易進行授權。 If the User is an 'Approver', please designate authorisation level for such Approver; If the User is an 'Administrator', authorisation level may be chosen to be designated or not. If authorisation level has been assigned, Administrator will be able to approve transactions in addition to using administrative functions.
- 如E部分 - 交易授權基制設定選擇「有序授權」，授權時需遵循授權順序，審批流程先由C級授權用戶完成，最後由A級授權用戶完成(如適用)。如E部分 - 交易授權基制設定選擇「無序授權」，授權時無需遵循授權順序，只須滿足就該筆交易各個級別的授權人數要求。 If 'Sequential Authorisation' is selected under Part E - Transaction Authorisation Matrix Settings, ordered approval is required, with the approval process starting from Level C Authorised User(s) to Level A Authorised User(s) (if applicable). If 'Non-Sequential Authorisation' is selected under Part E - Transaction Authorisation Matrix Settings, ordered approval is not required, so long as the required number of users with the corresponding authorisation levels applicable to that particular transaction is met.

**通訊地址 (如為重發密碼，請提供通訊地址) Correspondence Address (Please provide Correspondence Address if apply to re-issue PIN)\*****聯絡電話<sup>2</sup> Contact Telephone No.<sup>2</sup>****其他聯絡電話<sup>2</sup> Other Contact Telephone No.<sup>2</sup>****流動電話號碼<sup>2,3</sup> Mobile Phone No.<sup>2,3\*</sup>****電郵地址 Email Address\*****雙重認證服務<sup>4</sup> Two-factor Authentication Service<sup>4\*</sup>**

本人知悉：本行將會按本人用戶角色設定雙重認證服務的狀態，如用戶角色為「管理員」/「審批員」，雙重認證服務預設為「啟動」，不設變更；如用戶角色為「錄入員」，雙重認證服務預設為「停用」，不設變更。 I understand that the Bank will set the Two-factor Authentication Service status according to my User role. Two-factor Authentication Service is set as 'Activate' for 'Administrator' / 'Approver' by default and is not amendable; Two-factor Authentication Service is set as 'Deactivate' for 'Operator' by default and is not amendable.

**於本行之指定交易賬戶號碼 (不適用於單式權限) Designated Transaction Account Number(s) with the Bank (Not applicable to Single Authority)****賬戶號碼 Account Number(s)**

獲授權之用戶可以根據其服務設定使用以下賬戶提出 / 批核交易或查詢賬戶資料  
The Authorised User may initiate / approve a transaction or enquire information with the following account(s) according to the Authorised User's services setting.

**單一批核者特權，賬戶批核限額 (只適用於管理員或審批員)****Sole Authoriser Privilege, Account Transaction Limit (Applicable to Administrators or Approvers only)**

獲授權之用戶可單獨同時提出及批核同一交易，而無需經過交易授權基制的設定(E部)。該項交易將受以下賬戶批核限額所約束。 The Authorised User may individually initiate and approve a transaction without passing through the Transaction Authorisation Matrix Settings (Part E), subject to the pre-established limits for the following account(s).

增加 Add    刪除 Delete   所有指定交易賬戶<sup>5</sup> All designated transaction accounts<sup>5</sup>    增加 Add    刪除 Delete   HK\$ \_\_\_\_\_

如需為個別指定賬戶作出設定，請於以下填寫： For **setting designated account(s)**, please fill in the following:

<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	1.	<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	HK\$ _____
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	2.	<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	HK\$ _____
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	3.	<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	HK\$ _____
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	4.	<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	HK\$ _____
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	5.	<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	HK\$ _____
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	6.	<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	HK\$ _____
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	7.	<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	HK\$ _____
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	8.	<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	HK\$ _____

**服務設定 (選填; 不適用於單式權限或已申請「查詢模式」之客戶) Services Setting (Optional; Not applicable to Single Authority or customer who applied "view-only mode")**

所有用戶均會獲提供基本服務, 例如: 外幣牌價、服務/資訊 (服務限額查詢及網上銀行交易紀錄除外) 及管理中心<sup>6</sup> (適用於管理員)。Basic services will be available to all Users, for example, Foreign Exchange Rates, Service/Information (except for Service Limit Enquiry and Online Transaction Record) and Management Centre<sup>6</sup> (applicable to Administrator).

**查詢功能 Enquiry Functions**

各個角色均可就以下項目/服務作出勾選以獲得「查詢」權限。All User roles may use "Enquiry" functions for the following items/services by checking the corresponding boxes below.

<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	<b>全部查詢功能 (包括提交本表格時本行提供的全部查詢功能) All Enquiry Functions (Including ALL the enquiry functions the Bank provides when submitting this application)</b>
如需 <b>指定個別查詢功能</b> , 請於以下填寫: For setting individual enquiry function(s), please fill in the following:	
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	賬戶查詢 (包括: 賬戶概覽、交易詳情查詢、查詢電子結單等) Account Enquiry (including Account Overview, Transaction Details Enquiry, e-Statement Enquiry etc.)
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	轉賬查詢 (包括: 批量交易查詢、最近轉賬紀錄等) Fund Transfer Enquiry (including Bulk Transaction Enquiry, Recent Transfer Record etc.)
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	批量發薪查詢 Bulk Payroll Enquiry
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	定期存款概覽 Fixed Deposit Overview
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	服務/資訊 (包括: 服務限額查詢、網上銀行交易紀錄等) Service/Information (including Service Limit Enquiry, Online Transaction Record etc.)

**錄入/授權操作及交易功能 Operate / Approve Operation and Transaction Functions**

- 錄入人員作出勾選後, 即代表該用戶擁有該相關功能的「錄入」權限。Operator checking the corresponding boxes below means such User has the right to "operate" the related function(s).
- 審批員或管理員作出勾選後, 即代表該用戶擁有該相關功能的「錄入」及「授權」權限, 惟仍須視乎用戶的授權級別及E部分 - 交易授權基制的設定判斷該用戶是否可為該交易進行授權。Approver or Administrator checking the corresponding boxes below means such User has both rights to "operate" and "approve" the related function(s). However, approval right for the related transaction shall also depend on the User's designated authorisation level and Part E - Transaction Authorisation Matrix Settings.

<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	<b>全部操作/交易功能 (包括提交本表格時本行提供的全部操作/交易功能) All Operation / Transaction Functions (including ALL the operation / transaction functions provided by the Bank at the time of the application)</b>
如需 <b>指定個別操作/交易功能</b> , 請於以下填寫: For setting individual operation / transaction function(s), please fill-in the following:	
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	設定電子結單 Set Up e-statement
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	轉賬 (包括: 本行轉賬、本地跨行、電匯、批量交易錄入、登記第三者賬戶、預約交易管理等) Fund Transfer (including Transfer Within the Bank, Local Inter-bank, Telegraphic Transfer, Bulk Transaction Entry, Third Party Account Registration, Scheduled Transaction Management etc.)
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	設定轉數快服務 (包括: FPS賬戶綁定、設定電子直接付款授權服務等) FPS Service Setting (including FPS Addressing Service, Set Up eDDA Service etc.)
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	批量發薪錄入 Bulk Payroll Entry
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	定期存款 (包括: 開立定期存款、更改到期指示等) Fixed Deposit (including Fixed Deposit Placement, Amend Maturity Instruction etc.)
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	外幣兌換 Foreign Exchange
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	繳費 (包括: 繳付賬單、我的商戶清單、預設繳付管理等) Bill Payment (including Bill Payment, My Payee List, Scheduled Payment Management etc.)
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	申請支票簿 Cheque Book Request

**備註 Remarks:**

- 用戶於企業網上銀行服務及企業流動理財服務的功能及賬戶操作權限亦可由管理員於「管理中心 - 用戶管理」中設置。The function(s) and account(s) that can be used / controlled by User(s) in Corporate Internet Banking Services and Corporate Mobile Banking Services can also be set by the Administrator via "Management Centre - User Management".
- 如電話號碼為國際號碼, 請順序填寫國家編號、地區編號 (如有) 及電話號碼。If phone no. is an international number, please include country code, area code (if any) and then phone no.
- 本行可能視乎情況發送短訊至此流動電話號碼。有關的流動短訊包括「一次性密碼」只會發送到預先登記的流動電話號碼。即使閣下使用電訊商提供的「短訊轉送服務」, 流動短訊亦不會被轉送, 海外流動電話號碼除外。The Bank may send SMS to the mobile phone no. provided under certain circumstances. SMS including One-Time Password ("OTP") will be sent to pre-registered mobile phone number only. The SMS will not be forwarded even though you have enabled "SMS Forwarding" service provided by telecommunication company (except for Overseas Mobile Phone No.).
- 須使用雙重認證以進行的網上高風險交易 (包括轉賬至未登記的第三者賬戶 ("High Risk Transfer") 及繳付賬單至未登記之高風險商戶)。Online High Risk Transactions (including online fund transfer to non-registered third party account(s) ("High Risk Transfer") and bill payment to non-registered high-risk merchant(s)) require Two-factor Authentication.
- 「指定交易賬戶」指客戶在本行開立之所有賬戶, 該等賬戶經本行不時指定可以被閣下通過企業網上銀行服務而獲得連接取用。客戶可以透過企業網上銀行服務內的「賬戶管理」功能以雙重認證方式新增/刪除企業網上銀行服務及企業流動理財服務可使用的交易賬戶。"Designated transaction accounts" refers to the customer's account(s) maintained with the Bank which are designated by the Bank from time to time as being accessible by the customer through the Corporate Internet Banking Services and Corporate Mobile Banking Services. Customers can add/delete the account(s) which can be operated in Corporate Internet Banking Services and Corporate Mobile Banking Services through the "Account Management" function in Corporate Internet Banking Services using two-factor authentication.
- 聯合權限之管理員角色將預設有「管理中心」功能, 包括功能如下: 用戶管理、賬戶管理、授權管理 (授權範本維護、授權模式設定)、服務設定 (服務限額設定)、待辦管理、操作紀錄, 而當中「操作紀錄」功能可供管理員查看所有於企業網上銀行服務及企業流動理財服務上的操作, 包括交易詳情。Administrator of Joint Authorities will have the right of accessing "Management Centre" by default, which includes the following functions: User Management, Account Management, Authorisation Management (Authorisation Template Maintenance, Authorisation Mode Setting), Service Settings (Service Limit Setting), Pending Approval Management, Operation Record. For the "Operation Record" function, administrator will be able to view all the operation records of the Corporate Internet Banking Services and Corporate Mobile Banking Services, including the transaction details.

**D3 用戶 3 User 3**

增加<sup>1</sup> Add<sup>1</sup>     刪除 Delete     更改 Change     啟用 Activate     停用 Suspend (原因 Reason: \_\_\_\_\_)

重發密碼 Re-issue PIN (原因 Reason:  忘記密碼 Forgot Password     未有收取密碼 Password is not received)

**用戶編號 User ID**

如為增加用戶，無須填寫此欄。 This field is not required to be completed for new User.

**用戶姓名 (如身份證明文件所示) English Name of User (as shown on Identity Document)**

先生 Mr.  太太 Mrs.  小姐 Miss

姓名 (中文)

Name (in English)\*

香港身份證/護照/其他身份證明文件 (請說明) 號碼\*

HKID / Passport / Other Identity Document (please specify) No.

證件簽發地 Document Issued Place\*

出生日期(年-月-日) Date of Birth (YYYY-MM-DD)

如屬首次登記用戶(適用於管理員/審批員)，且並非申請機構有關人士 – 請附上身份證明文件副本 If this is first registration of User (applicable to Administrator/Approver) who is not a connected party of the applicant - Please attach a copy of Identity Document

如非增加用戶並未提供相關資料，本部分以下欄位選擇性填寫，請只填寫所須修改之欄位。 For customer who is not adding any User(s) and has provided related information, please only complete the following for any changes.

**用戶角色 (請只填選一項) User Role (Please check one item only)\***

管理員 Administrator     審批員 Approver     錄入員 Operator

- 若選擇管理員，無論選擇其他角色，將被指定為管理員。單式權限模式用戶預設為管理員。 If Administrator is chosen, regardless of any other role selected, the User will be designated as an Administrator. User under Single Authority shall be designated as Administrator.
- 若選擇審批員且未選擇管理員，不論是否有選擇錄入員，亦將被指定為審批人。 If Approver is chosen and Administrator is not, the User will be designated as Approver regardless of whether Operator is chosen.
- 若只選擇錄入員，將被指定為錄入員角色。 If only Operator is selected, the User shall be designated as Operator.
- 若申請機構設定為「查詢模式」，不論是否有選擇用戶角色，用戶均會被設定為「錄入員」。 If the applicant is set as "view-only mode", regardless of any other role selected, the User will be designated as an Operator.

**指定授權級別 (不適用於單式權限) Designated Authorisation Level (Not applicable to Single Authority)\***

A級 Level     B級 Level     C級 Level     無授權級別 No Authorisation Level (只適用於管理員/錄入員 Applicable to Administrator/Operator Only)

\*請僅選擇四個級別中的一個，不允許多個選擇。 Please only check one of the four levels; multiple selections are not allowed.

備註 Remarks:

- 如用戶角色為「審批員」，須指定審批員的授權級別；如用戶角色為「管理員」，可選擇指定授權級別或無授權級別，為管理員指定授權級別後，管理員同時可以用管理功能及為交易進行授權。 If the User is an 'Approver', please designate authorisation level for such Approver; If the User is an 'Administrator', authorisation level may be chosen to be designated or not. If authorisation level has been assigned, Administrator will be able to approve transactions in addition to using administrative functions.
- 如E部分 - 交易授權基制設定選擇「有序授權」，授權時需遵循授權順序，審批流程先由C級授權用戶完成，最後由A級授權用戶完成(如適用)。如E部分 - 交易授權基制設定選擇「無序授權」，授權時無需遵循授權順序，只須滿足就該筆交易各個級別的授權人數要求。 If 'Sequential Authorisation' is selected under Part E - Transaction Authorisation Matrix Settings, ordered approval is required, with the approval process starting from Level C Authorised User(s) to Level A Authorised User(s) (if applicable). If 'Non-Sequential Authorisation' is selected under Part E - Transaction Authorisation Matrix Settings, ordered approval is not required, so long as the required number of users with the corresponding authorisation levels applicable to that particular transaction is met.

**通訊地址 (如為重發密碼，請提供通訊地址) Correspondence Address (Please provide Correspondence Address if apply to re-issue PIN)\***

聯絡電話<sup>2</sup> Contact Telephone No.<sup>2</sup>

其他聯絡電話<sup>2</sup> Other Contact Telephone No. <sup>2</sup>

流動電話號碼<sup>2,3</sup> Mobile Phone No. <sup>2,3\*</sup>

電郵地址 Email Address\*

**雙重認證服務<sup>4</sup> Two-factor Authentication Service<sup>4\*</sup>**

本人知悉：本行將會按本人用戶角色設定雙重認證服務的狀態，如用戶角色為「管理員」/「審批員」，雙重認證服務預設為「啟動」，不設變更；如用戶角色為「錄入員」，雙重認證服務預設為「停用」，不設變更。 I understand that the Bank will set the Two-factor Authentication Service status according to my User role. Two-factor Authentication Service is set as 'Activate' for 'Administrator' / 'Approver' by default and is not amendable; Two-factor Authentication Service is set as 'Deactivate' for 'Operator' by default and is not amendable.

**於本行之指定交易賬戶號碼 (不適用於單式權限) Designated Transaction Account Number(s) with the Bank (Not applicable to Single Authority)**

賬戶號碼 Account Number(s)

獲授權之用戶可以根據其服務設定使用以下賬戶提出 / 批核交易或查詢賬戶資料

The Authorised User may initiate / approve a transaction or enquire information with the following account(s) according to the Authorised User's services setting.

單一批核者特權，賬戶批核限額 (只適用於管理員或審批員)

Sole Authoriser Privilege, Account Transaction Limit (Applicable to Administrators or Approvers only)

獲授權之用戶可單獨同時提出及批核同一交易，而無需經過交易授權基制的設定(E部)。該項交易將受以下賬戶批核限額所約束。 The Authorised User may individually initiate and approve a transaction without passing through the Transaction Authorisation Matrix Settings (Part E), subject to the pre-established limits for the following account(s).

增加 Add  刪除 Delete    所有指定交易賬戶<sup>5</sup> All designated transaction accounts<sup>5</sup>     增加 Add  刪除 Delete    HK\$ \_\_\_\_\_

如需為個別指定賬戶作出設定，請於以下填寫： For **setting designated account(s)**, please fill in the following:

<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	1.	<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	HK\$ _____
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	2.	<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	HK\$ _____
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	3.	<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	HK\$ _____
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	4.	<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	HK\$ _____
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	5.	<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	HK\$ _____
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	6.	<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	HK\$ _____
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	7.	<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	HK\$ _____
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	8.	<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	HK\$ _____



<b>服務設定 (選填; 不適用於單式權限或已申請「查詢模式」之客戶) Services Setting (Optional; Not applicable to Single Authority or customer who applied "view-only mode")</b>		
所有用戶均會獲提供基本服務, 例如: 外幣牌價、服務/資訊 (服務限額查詢及網上銀行交易紀錄除外) 及管理中心 <sup>6</sup> (適用於管理員)。Basic services will be available to all Users, for example, Foreign Exchange Rates, Service/Information (except for Service Limit Enquiry and Online Transaction Record) and Management Centre <sup>6</sup> (applicable to Administrator).		
<b>查詢功能 Enquiry Functions</b>		
各個角色均可就以下項目/服務作出勾選以獲得「查詢」權限。All User roles may use "Enquiry" functions for the following items/services by checking the corresponding boxes below.		
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	<b>全部查詢功能 (包括提交本表格時本行提供的全部查詢功能) All Enquiry Functions (Including ALL the enquiry functions the Bank provides when submitting this application)</b>	
如需 <b>指定個別查詢功能</b> , 請於以下填寫: For setting individual enquiry function(s), please fill in the following:		
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	賬戶查詢 (包括: 賬戶概覽、交易詳情查詢、查詢電子結單等) Account Enquiry (including Account Overview, Transaction Details Enquiry, e-Statement Enquiry etc.)	
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	轉賬查詢 (包括: 批量交易查詢、最近轉賬紀錄等) Fund Transfer Enquiry (including Bulk Transaction Enquiry, Recent Transfer Record etc.)	
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	批量發薪查詢 Bulk Payroll Enquiry	
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	定期存款概覽 Fixed Deposit Overview	
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	服務/資訊 (包括: 服務限額查詢、網上銀行交易紀錄等) Service/Information (including Service Limit Enquiry, Online Transaction Record etc.)	
<b>錄入/授權操作及交易功能 Operate / Approve Operation and Transaction Functions</b>		
1. <b>錄入人員</b> 作出勾選後, 即代表該用戶擁有該相關功能的「錄入」權限。Operator checking the corresponding boxes below means such User has the right to "operate" the related function(s).		
2. <b>審批員或管理員</b> 作出勾選後, 即代表該用戶擁有該相關功能的「錄入」及「授權」權限, 惟仍須視乎用戶的授權級別及E部分 - 交易授權基制的設定判斷該用戶是否可為該交易進行授權。Approver or Administrator checking the corresponding boxes below means such User has both rights to "operate" and "approve" the related function(s). However, approval right for the related transaction shall also depend on the User's designated authorisation level and Part E - Transaction Authorisation Matrix Settings.		
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	<b>全部操作/交易功能 (包括提交本表格時本行提供的全部操作/交易功能) All Operation / Transaction Functions (including ALL the operation / transaction functions provided by the Bank at the time of the application)</b>	
如需 <b>指定個別操作/交易功能</b> , 請於以下填寫: For setting individual operation / transaction function(s), please fill-in the following:		
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	設定電子結單 Set Up e-statement	
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	轉賬 (包括: 本行轉賬、本地跨行、電匯、批量交易錄入、登記第三者賬戶、預約交易管理等) Fund Transfer (including Transfer Within the Bank, Local Inter-bank, Telegraphic Transfer, Bulk Transaction Entry, Third Party Account Registration, Scheduled Transaction Management etc.)	
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	設定轉數快服務 (包括: FPS賬戶綁定、設定電子直接付款授權服務等) FPS Service Setting (including FPS Addressing Service, Set Up eDDA Service etc.)	
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	批量發薪錄入 Bulk Payroll Entry	
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	定期存款 (包括: 開立定期存款、更改到期指示等) Fixed Deposit (including Fixed Deposit Placement, Amend Maturity Instruction etc.)	
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	外幣兌換 Foreign Exchange	
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	繳費 (包括: 繳付賬單、我的商戶清單、預設繳付管理等) Bill Payment (including Bill Payment, My Payee List, Scheduled Payment Management etc.)	
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	申請支票簿 Cheque Book Request	
備註 Remarks:		
1. 用戶於企業網上銀行服務及企業流動理財服務的功能及賬戶操作權限亦可由管理員於「管理中心 - 用戶管理」中設置。The function(s) and account(s) that can be used / controlled by User(s) in Corporate Internet Banking Services and Corporate Mobile Banking Services can also be set by the Administrator via "Management Centre - User Management".		
2. 如電話號碼為國際號碼, 請順序填寫國家編號、地區編號 (如有) 及電話號碼。If phone no. is an international number, please include country code, area code (if any) and then phone no.		
3. 本行可能視乎情況發送短訊至此流動電話號碼。有關的流動短訊包括「一次性密碼」只會發送到預先登記的流動電話號碼。即使閣下使用電訊商提供的「短訊轉送服務」, 流動短訊亦不會被轉送, 海外流動電話號碼除外。The Bank may send SMS to the mobile phone no. provided under certain circumstances. SMS including One-Time Password ("OTP") will be sent to pre-registered mobile phone number only. The SMS will not be forwarded even though you have enabled "SMS Forwarding" service provided by telecommunication company (except for Overseas Mobile Phone No.).		
4. 須使用雙重認證以進行的網上高風險交易 (包括轉賬至未登記的第三者賬戶 ("High Risk Transfer") 及繳付賬單至未登記之高風險商戶)。Online High Risk Transactions (including online fund transfer to non-registered third party account(s) ("High Risk Transfer") and bill payment to non-registered high-risk merchant(s)) require Two-factor Authentication.		
5. 「指定交易賬戶」指客戶在本行開立之所有賬戶, 該等賬戶經本行不時指定可以被閣下通過企業網上銀行服務而獲得連接取用。客戶可以透過企業網上銀行服務內的「賬戶管理」功能以雙重認證方式新增/刪除企業網上銀行服務及企業流動理財服務可使用的交易賬戶。"Designated transaction accounts" refers to the customer's account(s) maintained with the Bank which are designated by the Bank from time to time as being accessible by the customer through the Corporate Internet Banking Services and Corporate Mobile Banking Services. Customers can add/delete the account(s) which can be operated in Corporate Internet Banking Services and Corporate Mobile Banking Services through the "Account Management" function in Corporate Internet Banking Services using two-factor authentication.		
6. 聯合權限之管理員角色將預設有「管理中心」功能, 包括功能如下: 用戶管理、賬戶管理、授權管理 (授權範本維護、授權模式設定)、服務設定 (服務限額設定)、待辦管理、操作紀錄, 而當中「操作紀錄」功能可供管理員查看所有於企業網上銀行服務及企業流動理財服務上的操作, 包括交易詳情。Administrator of Joint Authorities will have the right of accessing "Management Centre" by default, which includes the following functions: User Management, Account Management, Authorisation Management (Authorisation Template Maintenance, Authorisation Mode Setting), Service Settings (Service Limit Setting), Pending Approval Management, Operation Record. For the "Operation Record" function, administrator will be able to view all the operation records of the Corporate Internet Banking Services and Corporate Mobile Banking Services, including the transaction details.		
<input type="checkbox"/> 補充頁共 ____ 頁 No. of supplementary page(s) in total ____	如要登記更多用戶, 請影印此頁補充使用並於空格內加「✓」號並請申請授權人於補充頁簽署。 For registration of more User(s), please supplement by making copies of this page and place 「✓」 in the box for signing by the Applicant's authorised person.	<b>申請授權人簽署 Sign by Applicant's authorised person:</b>

**E** 交易授權基制的設定 (不適用於單式權限或已申請「查詢模式」之客戶) Transaction Authorisation Matrix Settings  
(Not applicable to Single Authority or customer who applied "view-only mode")\*

**E1** 金融交易授權範本設定 Financial Transaction Authorisation Template Settings  
申請機構必須就每項交易賬戶及交易類別設定授權限額。如指定賬戶為外幣賬戶，每項交易限額將以同等幣值之港幣結算(以本行滙率計算)。 Applicant must designate approval limit per transaction account and transaction type. If the designated account is a foreign currency account, the Limit per Transaction will be set by its equivalent in Hong Kong Dollars (at the Bank's exchange rate).

交易授權模式設定 Transaction Authorisation Mode Setting\*

有序授權 Sequential Authorisation       無序授權 Non-Sequential Authorisation  
如為有序授權，授權時需遵循授權順序，審批流程先由C級授權用戶完成，最後由A級授權用戶完成(如適用)。如為無序授權，授權時無需遵循授權順序，只須滿足就該筆交易各個級別的授權人數要求。If 'Sequential Authorisation' is selected, ordered approval is required, approval process starting from Level C Authorised User(s) to Level A Authorised User(s) (if applicable). If 'Non-Sequential Authorisation' is selected, ordered approval is not required, so long as the required number of users with the corresponding authorisation levels applicable to that particular transaction is met.

增加 Add    更改 Change

金融交易授權範本 1 Financial Transaction Authorisation Template 1

範本名稱 Template Name: \_\_\_\_\_

每項交易限額 (港幣) \*請輸入整數金額

Limit per Transaction (HK\$) \*Please enter an Integer Amount

批核每項交易所指定之用戶人數

Number of User(s) with designated Authorisation Level for approving each transaction

首層 1 <sup>st</sup> Level	HK\$ _____ 0 _____	至 to HK\$ _____
次層 2 <sup>nd</sup> Level	大於首層上限 Greater than 1 <sup>st</sup> Level Upper Limit	至 to HK\$ _____
三層 3 <sup>rd</sup> Level	大於次層上限 Greater than 2 <sup>nd</sup> Level Upper Limit	至 to HK\$ _____
四層 4 <sup>th</sup> Level	大於三層上限 Greater than 3 <sup>rd</sup> Level Upper Limit	至 to HK\$ _____

Level A	Level B	Level C

增加 Add    更改 Change

金融交易授權範本 2 Financial Transaction Authorisation Template 2

範本名稱 Template Name: \_\_\_\_\_

每項交易限額 (港幣) \*請輸入整數金額

Limit per Transaction (HK\$) \*Please enter an Integer Amount

批核每項交易所指定之用戶人數

Number of User(s) with designated Authorisation Level for approving each transaction

首層 1 <sup>st</sup> Level	HK\$ _____ 0 _____	至 to HK\$ _____
次層 2 <sup>nd</sup> Level	大於首層上限 Greater than 1 <sup>st</sup> Level Upper Limit	至 to HK\$ _____
三層 3 <sup>rd</sup> Level	大於次層上限 Greater than 2 <sup>nd</sup> Level Upper Limit	至 to HK\$ _____
四層 4 <sup>th</sup> Level	大於三層上限 Greater than 3 <sup>rd</sup> Level Upper Limit	至 to HK\$ _____

Level A	Level B	Level C

增加 Add    更改 Change

金融交易授權範本 3 Financial Transaction Authorisation Template 3

範本名稱 Template Name: \_\_\_\_\_

每項交易限額 (港幣) \*請輸入整數金額

Limit per Transaction (HK\$) \*Please enter an Integer Amount

批核每項交易所指定之用戶人數

Number of User(s) with designated Authorisation Level for approving each transaction

首層 1 <sup>st</sup> Level	HK\$ _____ 0 _____	至 to HK\$ _____
次層 2 <sup>nd</sup> Level	大於首層上限 Greater than 1 <sup>st</sup> Level Upper Limit	至 to HK\$ _____
三層 3 <sup>rd</sup> Level	大於次層上限 Greater than 2 <sup>nd</sup> Level Upper Limit	至 to HK\$ _____
四層 4 <sup>th</sup> Level	大於三層上限 Greater than 3 <sup>rd</sup> Level Upper Limit	至 to HK\$ _____

Level A	Level B	Level C

增加 Add    更改 Change

金融交易授權範本 4 Financial Transaction Authorisation Template 4

範本名稱 Template Name: \_\_\_\_\_

每項交易限額 (港幣) \*請輸入整數金額

Limit per Transaction (HK\$) \*Please enter an Integer Amount

批核每項交易所指定之用戶人數

Number of User(s) with designated Authorisation Level for approving each transaction

首層 1 <sup>st</sup> Level	HK\$ _____ 0 _____	至 to HK\$ _____
次層 2 <sup>nd</sup> Level	大於首層上限 Greater than 1 <sup>st</sup> Level Upper Limit	至 to HK\$ _____
三層 3 <sup>rd</sup> Level	大於次層上限 Greater than 2 <sup>nd</sup> Level Upper Limit	至 to HK\$ _____
四層 4 <sup>th</sup> Level	大於三層上限 Greater than 3 <sup>rd</sup> Level Upper Limit	至 to HK\$ _____

Level A	Level B	Level C

E2

**交易授權基制設定 Transaction Authorisation Matrix Settings\***

申請機構必須就每項交易賬戶及交易類別設定授權限額。如指定賬戶為外幣賬戶，每項交易限額將以同等幣值之港幣結算(以本行匯率計算)。Applicant must designate approval limit per transaction account and transaction type. If the designated account is a foreign currency account, the Limit per Transaction will be set by its equivalent in Hong Kong Dollars (at the Bank's exchange rate).

**金融交易授權基制設定 Financial Transaction Authorisation Matrix Settings**

確認使用以下增加之金融交易授權基制設定取代所有已設置之金融交易授權基制設定。如剔選此欄，請於下方設定選擇「增加」而非「更改」。  
Confirm to use the below added financial transaction authorisation matrix setting to replace all existing financial transaction authorisation matrix setting(s).  
Please check "Add" box instead of "Change" box in the below settings if this box is checked.

**所有指定交易賬戶及交易類別為同一設定 All Designated Transaction Accounts and Transaction Types with the SAME Transaction Authorisation Matrix**

<input type="checkbox"/> 增加 Add <input type="checkbox"/> 更改 Change	<b>交易賬戶 Transaction Account(s)</b> 所有交易賬戶 All Transaction Account(s)	<b>交易類別 Transaction Type(s)</b> 所有交易類別 All Transaction Types	<b>範本編號/名稱 Template No. / Name:</b> <input type="checkbox"/> 金融交易授權範本 1 Financial Transaction Authorisation Template 1 <input type="checkbox"/> 金融交易授權範本 2 Financial Transaction Authorisation Template 2 <input type="checkbox"/> 金融交易授權範本 3 Financial Transaction Authorisation Template 3 <input type="checkbox"/> 金融交易授權範本 4 Financial Transaction Authorisation Template 4 <input type="checkbox"/> 其他金融交易授權範本 Other Financial Transaction Authorisation Template
---	---	---	--

**非所有指定交易賬戶及交易類別為同一設定，為個別指定賬戶及交易類別各自設定交易授權基制 NOT all Designated Transaction Accounts and Transaction Type with the SAME Transaction Authorisation Matrix, setting Transaction Authorisation Matrix for EACH Designated Account and Transaction Type**

<input type="checkbox"/> 增加 Add <input type="checkbox"/> 更改 Change	<b>指定之本行賬戶號碼 (1) Designated Account No. with our Bank (1)</b>	<b>交易類別 Transaction Type(s)</b> <input type="checkbox"/> 本行轉賬 Transfer Within the Bank <input type="checkbox"/> 轉數快 FPS <input type="checkbox"/> CHATS <input type="checkbox"/> 電匯 Telegraphic Transfer <input type="checkbox"/> 批量轉賬 Bulk Transfer <input type="checkbox"/> 發薪 Payroll <input type="checkbox"/> 預約交易管理 Scheduled Transaction Management <input type="checkbox"/> 開立定期存款 Fixed Deposit Placement <input type="checkbox"/> 更改到期指示 Amend Maturity Instruction <input type="checkbox"/> 貨幣兌換 Foreign Exchange <input type="checkbox"/> 繳付賬單 Bill Payment <input type="checkbox"/> 預設繳付管理 Scheduled Payment Management	<b>範本編號/名稱 Template No. / Name:</b> <input type="checkbox"/> 金融交易授權範本 1 Financial Transaction Authorisation Template 1 <input type="checkbox"/> 金融交易授權範本 2 Financial Transaction Authorisation Template 2 <input type="checkbox"/> 金融交易授權範本 3 Financial Transaction Authorisation Template 3 <input type="checkbox"/> 金融交易授權範本 4 Financial Transaction Authorisation Template 4 <input type="checkbox"/> 其他金融交易授權範本 Other Financial Transaction Authorisation Template
---	---	--	--

<input type="checkbox"/> 增加 Add <input type="checkbox"/> 更改 Change	<b>指定之本行賬戶號碼 (2) Designated Account No. with our Bank (2)</b>	<b>交易類別 Transaction Type(s)</b> <input type="checkbox"/> 本行轉賬 Transfer Within the Bank <input type="checkbox"/> 轉數快 FPS <input type="checkbox"/> CHATS <input type="checkbox"/> 電匯 Telegraphic Transfer <input type="checkbox"/> 批量轉賬 Bulk Transfer <input type="checkbox"/> 發薪 Payroll <input type="checkbox"/> 預約交易管理 Scheduled Transaction Management <input type="checkbox"/> 開立定期存款 Fixed Deposit Placement <input type="checkbox"/> 更改到期指示 Amend Maturity Instruction <input type="checkbox"/> 貨幣兌換 Foreign Exchange <input type="checkbox"/> 繳付賬單 Bill Payment <input type="checkbox"/> 預設繳付管理 Scheduled Payment Management	<b>範本編號/名稱 Template No. / Name:</b> <input type="checkbox"/> 金融交易授權範本 1 Financial Transaction Authorisation Template 1 <input type="checkbox"/> 金融交易授權範本 2 Financial Transaction Authorisation Template 2 <input type="checkbox"/> 金融交易授權範本 3 Financial Transaction Authorisation Template 3 <input type="checkbox"/> 金融交易授權範本 4 Financial Transaction Authorisation Template 4 <input type="checkbox"/> 其他金融交易授權範本 Other Financial Transaction Authorisation Template
---	---	--	--

<input type="checkbox"/> 增加 Add <input type="checkbox"/> 更改 Change	<b>指定之本行賬戶號碼 (3) Designated Account No. with our Bank (3)</b>	<b>交易類別 Transaction Type(s)</b> <input type="checkbox"/> 本行轉賬 Transfer Within the Bank <input type="checkbox"/> 轉數快 FPS <input type="checkbox"/> CHATS <input type="checkbox"/> 電匯 Telegraphic Transfer <input type="checkbox"/> 批量轉賬 Bulk Transfer <input type="checkbox"/> 發薪 Payroll <input type="checkbox"/> 預約交易管理 Scheduled Transaction Management <input type="checkbox"/> 開立定期存款 Fixed Deposit Placement <input type="checkbox"/> 更改到期指示 Amend Maturity Instruction <input type="checkbox"/> 貨幣兌換 Foreign Exchange <input type="checkbox"/> 繳付賬單 Bill Payment <input type="checkbox"/> 預設繳付管理 Scheduled Payment Management	<b>範本編號/名稱 Template No. / Name:</b> <input type="checkbox"/> 金融交易授權範本 1 Financial Transaction Authorisation Template 1 <input type="checkbox"/> 金融交易授權範本 2 Financial Transaction Authorisation Template 2 <input type="checkbox"/> 金融交易授權範本 3 Financial Transaction Authorisation Template 3 <input type="checkbox"/> 金融交易授權範本 4 Financial Transaction Authorisation Template 4 <input type="checkbox"/> 其他金融交易授權範本 Other Financial Transaction Authorisation Template
---	---	--	--

補充頁共 \_\_\_\_ 頁  
No. of supplementary page(s) in total \_\_\_\_

如需設定更多「交易授權範本」，請於空格內加「✓」號，影印此頁並請申請機構授權人於影印頁簽署。For registration of more "Transaction Authorisation Template", please supplement by making copies of this page, put a "✓" in the box and it should be signed by the Applicant's authorised person.

申請機構授權人簽署 Sign by Applicant's authorised person:

**F 企業網上銀行服務及企業流動理財服務議決書 Resolution for Corporate Internet Banking Services and Corporate Mobile Banking Services**

**屬法人/其他法律實體申請機構 For Corporate/Other Legal Entity Applicant**

本人等，以下簽署人，為\_\_\_\_\_（「本公司」）之\*主席 / 董事 / 秘書及\*董事 / 秘書，茲證明下述決議為經由本公司董事會正式有效通過之決議之真確文本。該等決議在\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日經由本公司董事會正式通過及記錄在董事會之會議紀錄冊內，隨後並未經撤銷或修訂：

We, the undersigned, being \*Chairman / Director / Secretary and \*Director / Secretary of \_\_\_\_\_ (“the Company”) hereby certify that the following is a true version of the resolutions duly and validly passed by the Board of Directors of the Company on \_\_\_\_\_ and recorded in the minutes book of the Board of Directors, and that the same since then has not been subsequently revoked or modified:

**決議 Resolved**

- 本公司現要求申請創興銀行有限公司（「銀行」）提供企業網上銀行服務及企業流動理財服務（「該服務」），及/或就該服務作出更改，並受提呈於會議上銀行的企業網上銀行服務及企業流動理財服務 - 申請/更改服務表格、賬戶章則、企業網上銀行服務章則及條款、企業流動理財服務章則及條款、其他賬戶及服務條款、私隱政策以及其他適用章則及條款的條文，包括其後不時經銀行單獨酌情所作修訂及補充之條款所約束；及  
That the Company hereby requests Chong Hing Bank Limited (the “Bank”) to provide the Corporate Internet Banking Services and Corporate Mobile Banking Services (the “Services”) to the Company and/or make such changes with respect to the Services, subject to such terms and conditions contained in the Bank’s Corporate Internet Banking Services and Corporate Mobile Banking Services – Application / Change Request Form, Account Terms, Corporate Internet Banking Services Terms and Conditions, Corporate Mobile Banking Services Terms and Conditions and other terms and conditions of account and services, privacy policies, and other applicable terms and conditions tabled at the meeting or otherwise as amended or supplemented by the Bank from time to time at the Bank’s sole discretion. ; and
- 本公司批准及同意上述銀行的企業網上銀行服務及企業流動理財服務 - 申請/更改服務表格、賬戶章則、企業網上銀行服務章則及條款、企業流動理財服務章則及條款之規定和在企業網上銀行服務及企業流動理財服務 - 申請/更改服務表格上填交的資料、其他賬戶及服務條款、私隱政策以及其他適用章則及條款的條文，並授權\*(i) 任何\_\_\_\_位本公司之董事 或不時被授權簽署人 / 簽署人等（如需一位以上簽署人）代表本公司簽署於上述之所有銀行網上服務及企業流動理財服務 - 申請/更改服務表格和文件及任何上述人士（等）認為需要之其他文件及契約（包括但不限於申請、收取、授權使用及變更用戶編號、密碼及其他該服務之資料）；一切上述人士（等）之簽署，當被視為本公司同意及授權其各項條款和內容之終局性證據。  
That such terms and conditions of the Bank’s Corporate Internet Banking Services and Corporate Mobile Banking Services – Application / Change Request Form, Account Terms, Corporate Internet Banking Services Terms and Conditions, Corporate Mobile Banking Services Terms and Conditions together with the particulars submitted in the Corporate Internet Banking Services and Corporate Mobile Banking Services - Application / Change Request Form, other terms and conditions of account and services, privacy policies, and other applicable terms and conditions be approved and agreed and that \*(i) any\_\_\_\_ Director(s) of the Company or (ii) the current authorised signatory / signatories (if more than one signatory is required) from time to time of the Company is / are authorised to sign and execute for and on behalf of the Company, the Corporate Internet Banking Services and Corporate Mobile Banking Services - Application / Change Request Form and any other documents and deeds (including without limitation to apply for, receive, authorise the use of and vary the User ID, PIN and other information of the Services) which the person(s) executing the same shall deem necessary and that all his/her or their execution thereof shall be deemed to be conclusive evidence of the Company’s approval and authorisation of such terms and details.’

S.V.

S.V.

\*主席 / 董事簽署 Signature of \*Chairman / Director

\*董事 / 秘書簽署 Signature of \*Director / Secretary

日期 Date

**屬合夥經營商號 For Partnership Applicant**

- 鑑於創興銀行有限公司（「銀行」）同意接納 本人等所作之企業網上銀行服務及企業流動理財服務（「該服務」）申請，及/或就該服務作出更改，本人等已細閱並同意遵守和批核銀行之賬戶章則、企業網上銀行服務章則及條款、企業流動理財服務章則及條款、企業網上銀行服務及企業流動理財服務 - 申請/更改服務表格上所載之章則及條款與在企業網上銀行服務及企業流動理財服務 - 申請/更改表格上填交的資料、其他賬戶及服務條款、私隱政策以及其他適用章則及條款的條文，並受有關該等文件的一切章則及條款，包括其後不時經銀行單獨酌情所作修訂及補充之條款所約束。  
In consideration of the acceptance of our application for Corporate Internet Banking Services and Corporate Mobile Banking Services (the “Services”) by Chong Hing Bank Limited (“Bank”) and/or our request to make such changes with respect to the Services, we have read, agreed to and approved such terms and conditions contained in the Bank’s Account Terms, Corporate Internet Banking Service Terms and Conditions, Corporate Mobile Banking Services Terms and Conditions, the Corporate Internet Banking Services and Corporate Mobile Banking Services - Application / Change Request Form for the Services together with the particulars submitted in the Corporate Internet Banking Services and Corporate Mobile Banking Services - Application / Change Request Form, other terms and conditions of account and services, privacy policies, and other applicable terms and conditions and agree to be bound by the terms and conditions of all such documents or otherwise as amended or supplemented by the Bank from time to time at its sole discretion.
- 本人等同意並授權\*(i) 本人等任何\_\_\_\_位 或不時被授權簽署人或簽署人等（簽署人如須一位以上）代表本人等簽署上述之企業網上銀行服務及企業流動理財服務 - 申請/更改服務表格及任何簽署人（等）認為需要之其他文件及契約（包括但不限於申請、收取、授權使用及變更用戶編號、密碼及其他該服務之資料）。而該簽署人士或人士等之簽署，當被視為本人等同意其各項條款和內容之終局性證據。  
We agree that \*(i) any\_\_\_\_ of us or (ii) the current authorised signatory / signatories (if more than one signatory is required) from time to time is / are authorised to execute for and on our behalf the Bank’s Corporate Internet Banking Services and Corporate Mobile Banking Services - Application / Change Request Form and any other documents and deeds (including without limitation to apply for, receive, authorise the use of and vary the User ID, PIN and other items of the Services) which the person(s) executing the same shall deem necessary and that all his/her or their execution thereof shall be deemed to be conclusive evidence of our approval and acceptance of such terms and details.

所有合夥人姓名  
Name(s) of all Partners

簽署  
Signature(s)

(1) \_\_\_\_\_

S.V.

(2) \_\_\_\_\_

S.V.

(3) \_\_\_\_\_

S.V.

(4) \_\_\_\_\_

S.V.

日期 Date \_\_\_\_\_

\*請刪除 / 修改不適用者 Please delete/amend if inapplicable

**H****聲明****Declaration**

1. 本人（等）／本公司現向創興銀行有限公司（「銀行」）申請向本人（等）／本公司提供企業網上銀行服務及企業流動理財服務（「該服務」）及/或就該服務作出更改，並受制於銀行不時修訂或補充之銀行所訂明之企業網上銀行服務及企業流動理財服務 - 申請/更改服務表格、企業網上銀行服務章程及條款、企業流動理財服務章程及條款、賬戶章程、其他賬戶及服務條款、私隱政策以及其他適用章程及條款（總稱「服務章程」）的條文。本人（等）／本公司已閱讀、明白及同意遵守銀行指定之服務章程（特別是因使用該服務操作引起之一切風險）及不時經銀行單獨酌情所作之修訂及補充條款並受其約束。本人（等）／本公司確認及同意本人（等）／本公司已有效授權本申請表所述 D 部(或本人(等) / 本公司不時所通知銀行) 之人士(等)可經該服務操作本人（等）／本公司於銀行開立及以上指定之賬戶（包括但不限於申請、收取、授權使用及變更用戶編號、密碼及其他該服務之資料）。本人（等）／本公司明白本申請表 A 部及 D 部登記之流動電話號碼，將用作在接收由銀行發出的流動短訊，包括但不限於完成交易提示，本人（等）／本公司明白該網上高風險設定將影響本人（等）／本公司於該服務進行任何高風險交易的功效。本人（等）／本公司茲確認有關本申請所不時提供之資料及文件均為正確無訛、完整、已更新及無誤導性，並保證立即通知銀行有關任何變更。
- I / We, hereby request CHONG HING BANK LIMITED (the "Bank") to provide Corporate Internet Banking Services and Corporate Mobile Banking Services (the "Services") to me/us and/or to make such changes with respect to the Services subject to the provisions of the Bank's prescribed Corporate Internet Banking Services and Corporate Mobile Banking Services - Application / Change Request Form, Corporate Internet Banking Services Terms and Conditions, Corporate Mobile Banking Services Terms and Conditions, Account Terms, other terms and conditions of account and services, privacy policies, and other applicable terms and conditions as varied or supplemented by the Bank from time to time (collectively called "Terms of Services") in such manner at its sole discretion. I / We, the undersigned, have read, understood and accepted the Terms of Services (and in particular the risks involved in operating the Services) and hereby agree to be bound by such terms and conditions. I / We, the undersigned, acknowledge and agree that I/we have duly authorised the person(s) stated in Part D of this form (or otherwise notified to the Bank by me / us from time to time) to operate all account(s) registered and designated in the manner above (including without limitation to apply for, receive, authorise the use of and vary the User ID, PIN and other items of the Services) with the Bank through the Services. I / We understand that the mobile phone number registered in Part A and Part D of this form is used to receive SMS issued by the Bank, including but not limited to SMS alert of transaction completion. I / We also understand that the setting of online high risk transaction will affect my / our ability to perform any online high risk transactions via the Services. I / We, the undersigned, confirm that the information and documents provided from time to time under or relating to this application are true, complete, updated and not misleading, and undertake to inform the Bank immediately should there be any change thereof.
2. 每名已向或將會向銀行提供其資料的個別人士已閱讀並同意「依據個人資料(私隱)條例致客戶及其他人士通知書(收集個人資料聲明)」及銀行的私隱政策聲明。Each individual whose data has been or will be provided to the Bank has read and agreed with the Notice to Customers and Other Persons relating to the Personal Data (Privacy) Ordinance (Personal Information Collection Statement) and the Bank's Privacy Policy Statement.

○  
S.V.

申請機構授權簽署 (公司蓋印 - 如適用)

Authorised Signature(s) of Applicant (Company Chop if Applicable)

日期 Date

此簽署必須與創興銀行記錄之賬戶簽字安排相符。The signature arrangement must conform to the Bank's record of specimen signature(s) of the Account.

**銀行專用(分行) For Bank's Use Only**

Requesting Branch / Department	Requested by (Staff Name & Staff No.) & Date <input type="checkbox"/> Confirmed with customer to enable "view-only mode"	Approved by (Supervisor or above - Staff Name & Staff No.) & Date
--------------------------------	---	---

**銀行專用(MCIS) For Bank's Use Only (MCIS)**

Inputted by & Date	Verified by & Date
--------------------	--------------------