



# Business Internet Banking Service Special Instructions Form

## 商務「網上理財」服務特別指示表格

Date 日期	day 日 / month 月 / year 年

- Note 注意：**
- Any special instruction should be given to the Bank at least two working days prior to the date on which such special instruction is intended to take effect. 任何特別指示須於生效日期前最少兩個工作天之前交予本行。
  - Please send the completed form to The Hongkong and Shanghai Banking Corporation Limited, PO Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong, or return the completed form to any Business Internet Banking service branch (For locations, please visit <http://www.hsbc.com.hk/commercial/branches>). 請把填妥的表格寄回九龍中央郵政總局信箱 72677 號，香港上海滙豐銀行有限公司，或交回任何商務「網上理財」服務分行（有關分行名單，請瀏覽 <http://www.hsbc.com.hk/commercial/branches>）。
  - Please complete in English (**BLOCK LETTERS**) and tick where applicable. 請用英文大楷填寫，並在適當的地方加上剔號。
  - If you have any problem filling in this form, please contact us on (852) 2748 8288. 如於填寫表格時有任何疑問，請致電 (852) 2748 8288 與我們聯絡。

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

* Registered Principal Account number 已登記主要戶口號碼	<input type="text"/>
* Primary/Secondary User's short name 主要／普通使用者簡稱	<input type="text"/>
Primary/Secondary User full name 主要／普通使用者全名	<input type="checkbox"/> Mr 先生 <input type="checkbox"/> Mrs 太太 <input type="checkbox"/> Miss 小姐 <input type="checkbox"/> Ms 女士 Surname 姓 <input type="text"/> Given name 名 <input type="text"/>
<b>Note 注意</b>	* Your principal account number and user short name can be located on the 'Accounts Overview' page of your Business Internet Banking service. 您可在商務「網上理財」服務的「戶口總覽」頁上查閱您的主要戶口號碼及使用者簡稱。

### 2. Request new Business Internet Banking service two-part PIN and/or Security Device 申請商務「網上理財」服務的兩個密碼及／或保安編碼器

Request type 申請種類	<input type="checkbox"/> Activation PIN only 只需啟動密碼 <input type="checkbox"/> Security Device only 只需保安編碼器 <input type="checkbox"/> Activation PIN and Security Device 啟動密碼及保安編碼器
Business account number 商業戶口號碼	Please indicate a business account number below for the mailing of activation PIN and/or Security Device. (If left blank, the PIN and/or Security Device will be mailed to the existing correspondence address.) 請填寫一個商業戶口號碼以郵寄啟動密碼及／或保安編碼器。(如不填寫，密碼及／或保安編碼器將寄往現有通訊地址。) <input type="text"/> [It must be a Hong Kong dollar/foreign currency current account, a Hong Kong dollar/CombiNations statement savings account or a BusinessVantage account. 此戶口必須為港元／外幣往來戶口、港元／「外幣通」結單儲蓄戶口或「商業」理財戶口。]

### 3. Suspend Business Internet Banking service 暫停商務「網上理財」服務

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

Effective date 生效日期	<input type="text"/> Day 日 <input type="text"/> Month 月 <input type="text"/> Year 年
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#### 5. Reset Business Internet Banking logon password 重新設定商務「網上理財」登入密碼

Reference number 參考編號	<b>H B A P</b>
Username 使用者名稱	(Maximum 36 characters 不可多於 36 個字)

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

- I/We confirm that the information given in this form is correct and complete, and authorise you to confirm this from any source you may choose.  
本人(等)證實此表格資料乃屬真確及詳盡, 並授權貴行可向任何方面查證。
- I/We have read and understand the Business Internet Banking Terms and Conditions (found at <https://www.commercial.hsbc.com.hk/1/2/bibterms>) and agree to be governed by them. 本人(等)已經閱讀及明白商務「網上理財」服務的條款內容(列於:<https://www.commercial.hsbc.com.hk/1/2/bibterms>), 並同意接受該等條款約束。
- I/We understand that the above instructions will not take effect until they have been duly processed by the Bank.  
本人(等)明白以上指示將不會生效, 直至經貴行適當地處理。

##### Primary User 主要使用者

First 第一位	Full name in BLOCK LETTERS 全名(請用正楷填寫)	Signature 簽署 <b>X</b>
Second 第二位	Full name in BLOCK LETTERS 全名(請用正楷填寫)	Signature 簽署 <b>X</b>

Business Account Number 商業戶口號碼

[Specify any account number to which the above signature(s) can apply. It must be a Hong Kong dollar/US dollar/CombiNations savings account, a Hong Kong dollar/foreign currency current account, a Hong Kong dollar/CombiNations statement savings account or a BusinessVantage account.

請註明任何一個使用上述簽署的戶口號碼。該戶口必須為港元/美元/「外幣通」儲蓄戶口、港元/外幣往來戶口、港元/「外幣通」結單儲蓄戶口或「商業」理財戶口。]

#### For Bank Use Only 銀行專用

Branch Chop and Authorised Signature	
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