

# Business Internet Banking Service Amendment Request Form (Part I)

## 商務「網上理財」服務更改表格（甲部）

|         |                          |
|---------|--------------------------|
| Date 日期 | day 日 / month 月 / year 年 |
|         |                          |

- Note 注意:**
- Any amendment request should be given to the Bank at least two working days prior to the date on which such amendment/cancellation is intended to take effect. 任何更改服務之要求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>）。
  - If your Business Internet Banking portfolio has linked up associate companies, all associate companies have to sign in sections 13 and 14. 如您的商務「網上理財」戶口附有聯繫公司，所有聯繫公司均需簽署第 13 及 14 部分。
  - 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 聯絡我們。
  - 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。

### 1. Applicant company information 申請公司資料

|                                                    |                                                                                                                                                                                       |
|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| * Registered Principal Account number<br>已登記主要戶口號碼 | _____                                                                                                                                                                                 |
| * First Primary User's short name<br>第一位主要使用者簡稱    | _____                                                                                                                                                                                 |
| * Second Primary User's short name<br>第二位主要使用者簡稱   | _____                                                                                                                                                                                 |
| Company name 公司名稱                                  | _____                                                                                                                                                                                 |
| <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. Add/Delete associate company(ies) 增設／刪除聯繫公司

|                                                            |                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Associate company 1 information 聯繫公司 1 資料</b>           |                                                                                                                                                                                                                                                                              |
| <input type="checkbox"/> Add company<br>增設公司               | Company name 公司名稱： _____<br>Company type 公司種類：<br><input type="checkbox"/> Limited company 有限公司 <input type="checkbox"/> Sole proprietor or partnership 獨資經營商號或合夥經營商號<br><input type="checkbox"/> Others 其他 _____<br>Business Identification Document Number 商業證明文件號碼： _____ |
| <input type="checkbox"/> Delete existing company<br>刪除現有公司 | Company name 公司名稱： _____<br>Company type 公司種類：<br><input type="checkbox"/> Limited company 有限公司 <input type="checkbox"/> Sole proprietor or partnership 獨資經營商號或合夥經營商號<br><input type="checkbox"/> Others 其他 _____<br>Business Identification Document Number 商業證明文件號碼： _____ |
| <b>Associate company 2 information 聯繫公司 2 資料</b>           |                                                                                                                                                                                                                                                                              |
| <input type="checkbox"/> Add company<br>增設公司               | Company name 公司名稱： _____<br>Company type 公司種類：<br><input type="checkbox"/> Limited company 有限公司 <input type="checkbox"/> Sole proprietor or partnership 獨資經營商號或合夥經營商號<br><input type="checkbox"/> Others 其他 _____<br>Business Identification Document Number 商業證明文件號碼： _____ |
| <input type="checkbox"/> Delete existing company<br>刪除現有公司 | Company name 公司名稱： _____<br>Company type 公司種類：<br><input type="checkbox"/> Limited company 有限公司 <input type="checkbox"/> Sole proprietor or partnership 獨資經營商號或合夥經營商號<br><input type="checkbox"/> Others 其他 _____<br>Business Identification Document Number 商業證明文件號碼： _____ |

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### 3. Delete existing Primary User(s) 刪除現有的主要使用者

|                                                           |                                                                                 |                                       |
|-----------------------------------------------------------|---------------------------------------------------------------------------------|---------------------------------------|
| + Business Internet Banking User short name 商務「網上理財」使用者簡稱 | First Primary User 第一位主要使用者<br>_____                                            | Second Primary User 第二位主要使用者<br>_____ |
| <b>Note 注意</b>                                            | + User short name must be six characters without space. 使用者簡稱必須為六個字母組成及不得有任何空間。 |                                       |

### 4. Assign new Primary User(s) 設定新主要使用者

|                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                          |
|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Note 注意</b>                                                   | <p>1. All Primary Users must be authorised signatories of at least one of your company's accounts with HSBC. 主要使用者必須為貴公司在本行現有戶口內其中一個或多個戶口的授權簽署人。</p> <p>2. ♦ The short name is used to identify which user performed a particular transaction. It should be six characters without space, and can be any combination of A to Z and/or 0 to 9. Please note that the short name cannot be changed after it is set up. 簡稱是作為處理交易時確認之用，必須為六個字母組成及不得有任何空間。使用者簡稱可以由 A 至 Z 及/或 0 至 9 的任何組合組成。請注意，簡稱一經選定，不能更改。</p> <p>3. # Please provide a Hong Kong mobile phone number (starting with '9' or '6'). A SMS alert will be sent to the specified number when this user is the final approver of a payment to non-designated third party beneficiary account over the Bank's pre-set threshold. This SMS alert service is free of charge. 請提供一個香港流動電話號碼（首個數字為 '9' 或 '6'）。每當這使用者授權一項付款交易給第三者戶口（其他受款人），而交易金額超過本行的預設限額，本行會發出一個短訊到這個流動電話號碼。這短訊服務毋須收費。</p> <p>4. ✂ This limit will apply to all the existing registered accounts. If you wish to set different daily internal transfer limits for each of the accounts, please complete section 8. 此內部轉賬限額將會應用於所有已登記的戶口。如您希望為個別戶口設定不同的每日內部轉賬限額，請填寫第 8 部分。</p> |                                                                                                                                                          |
|                                                                  | First Primary User 第一位主要使用者                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Second Primary User 第二位主要使用者                                                                                                                             |
| Salutation 稱謂                                                    | <input type="checkbox"/> Mr 先生 <input type="checkbox"/> Mrs 太太 <input type="checkbox"/> Miss 小姐 <input type="checkbox"/> Ms 女士                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <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                                                        | _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | _____                                                                                                                                                    |
| Given name 名                                                     | _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | _____                                                                                                                                                    |
| Identification document type 身分證明文件種類                            | <input type="checkbox"/> Hong Kong Identity Card 香港身分證<br><input type="checkbox"/> Passport 護照<br><input type="checkbox"/> Others 其他 _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> Hong Kong Identity Card 香港身分證<br><input type="checkbox"/> Passport 護照<br><input type="checkbox"/> Others 其他 _____               |
| Identification document number 身分證明文件號碼                          | _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | _____                                                                                                                                                    |
| ♦ Business Internet Banking User short name 商務「網上理財」使用者簡稱        | _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | _____                                                                                                                                                    |
| Contact telephone number 聯絡電話號碼                                  | _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | _____                                                                                                                                                    |
| # Mobile phone number 流動電話號碼                                     | _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | _____                                                                                                                                                    |
| Email address 電郵地址                                               | _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | _____                                                                                                                                                    |
| Marketing information 宣傳資料                                       | Wish to receive marketing information to the email address provided 希望所提供的電郵地址收到任何本行宣傳資料<br><input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Wish to receive marketing information to the email address provided 希望所提供的電郵地址收到任何本行宣傳資料<br><input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 |
| ✂ Per account daily internal transfer limit (HKD) 每日戶口內部轉賬限額（港元） | _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | _____                                                                                                                                                    |
| Mailing of PIN and Security Device 郵寄密碼及保安編碼器                    | Please indicate a business account number below for the mailing of the two-part PIN and Security Device. (If left blank, the PIN and Security Device will be mailed to the existing correspondence address.) 請填寫一個商業戶口號碼以郵寄兩個密碼及保安編碼器。（如不填寫，密碼及保安編碼器將寄往現有通訊地址。）<br>_____<br>[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。]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                          |

PBS034R11-m (191107) FI

## 5. Change internal transfer limit 更改內部轉賬限額

|                                   |                                                                                                                          |                      |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------|----------------------|
| Internal transfer limit<br>內部轉賬限額 | <b>This limit is applicable to all companies using the Business Internet Banking service.</b><br>此限額供商務「網上理財」服務名下所有公司共用。 |                      |
|                                   | Maximum daily limit set by HSBC 由本行設定的每日最高限額                                                                             | <b>HKD10,000,000</b> |
|                                   | Requested daily limit 您要求的每日最高交易限額                                                                                       |                      |

## 6. Change credit facility enquiry service 更改信貸資料查詢服務

|                                   |                                 |                                    |
|-----------------------------------|---------------------------------|------------------------------------|
| Credit facility enquiry<br>信貸資料查詢 | <input type="checkbox"/> Add 新增 | <input type="checkbox"/> Delete 取消 |
|-----------------------------------|---------------------------------|------------------------------------|

## 7. Change account reporting instruction 更改戶口匯報指示

|                                         |                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Account reporting instruction<br>戶口匯報指示 | <input type="checkbox"/> Automatically report all existing and future accounts 自動匯報所有現有戶口及日後新開設的戶口<br><input type="checkbox"/> Do not automatically report future accounts 不設自動匯報日後新開設的戶口<br>(please specify the account numbers that you wish to report on your Business Internet Banking portfolio in section 8.<br>請在第 8 部分註明您希望匯報在商務「網上理財」服務內的戶口號碼。) |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## 8. Change existing Primary User's account details 更改現有主要使用者的戶口資料

If you wish to set the same daily internal transfer limit for all existing registered accounts, please specify it in row 1 of the below table.

如您希望為所有已登記的戶口設定相同的每日內部轉賬限額，請填寫下表第一列。

If you wish to set different daily internal transfer limits for each of the accounts, please specify them in rows 2 to 10 of the below table. For BusinessVantage account, only one limit that applies to all its underlying accounts is required.

如您希望為個別戶口設定不同的每日內部轉賬限額，請填寫下表第 2 至第 10 列。「商業」理財戶口只需設立一個限額，此限額將應用於所有「商業」理財戶口以內的戶口。

| Amendment type 更改類別      |                          |                          | Account number 戶口號碼                                 | *Per account daily internal transfer limit (HKD)<br>每日戶口內部轉賬限額 (港元) |                                 |
|--------------------------|--------------------------|--------------------------|-----------------------------------------------------|---------------------------------------------------------------------|---------------------------------|
| Add<br>新增                | Change<br>更改             | Delete<br>取消             |                                                     | First Primary User<br>第一位主要使用者                                      | Second Primary User<br>第二位主要使用者 |
|                          | <input type="checkbox"/> |                          | <b>1. All existing registered accounts 所有已登記的戶口</b> |                                                                     |                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2.                                                  |                                                                     |                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3.                                                  |                                                                     |                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4.                                                  |                                                                     |                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5.                                                  |                                                                     |                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6.                                                  |                                                                     |                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7.                                                  |                                                                     |                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8.                                                  |                                                                     |                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9.                                                  |                                                                     |                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10.                                                 |                                                                     |                                 |

### Note 注意

\* These per account daily internal transfer limits are subject to the maximum daily internal transfer limit set out in section 5 of this Business Internet Banking Service Amendment Request Form (Part I).

這些每日戶口內部轉賬限額將受制於在此商務「網上理財」服務更改表格(甲部)第 5 部分設定的每日最高內部轉賬限額。

## 9. Amend Primary/Secondary User's mobile phone number 修改主要/普通使用者的流動電話號碼

|                                 | User 1 使用者 1                                                                                                                                                                                                                                                                                                                                                                                                           | User 2 使用者 2                                                          | User 3 使用者 3                                                          |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------|
| Change/Delete 更改/刪除             | <input type="checkbox"/> Change 更改 <input type="checkbox"/> Delete 刪除                                                                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> Change 更改 <input type="checkbox"/> Delete 刪除 | <input type="checkbox"/> Change 更改 <input type="checkbox"/> Delete 刪除 |
| User short name<br>使用者簡稱        | _____                                                                                                                                                                                                                                                                                                                                                                                                                  | _____                                                                 | _____                                                                 |
| # Mobile phone number<br>流動電話號碼 |                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                       |                                                                       |
| <b>Note 注意</b>                  | # Please provide a Hong Kong mobile phone number (starting with '9' or '6'). A SMS alert will be sent to the specified number when this user is the final approver of a payment to non-designated third party beneficiary account over the Bank's pre-set threshold. This SMS alert service is free of charge.<br>請提供一個香港流動電話號碼(首個數字為'9'或'6')。每當這使用者授權一項付款交易給第三者戶口(其他受款人)，而交易金額超過本行的預設限額，本行會發出一個短訊到這個流動電話號碼。這短訊服務毋須收費。 |                                                                       |                                                                       |

## Business Internet Banking Service Amendment Request Form (Part I)

商務「網上理財」服務更改表格 (甲部)

## 10. Cancel Business Internet Banking service 取消商務「網上理財」服務

|                                                 |                                                                                                                              |
|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Business Internet Banking service<br>商務「網上理財」服務 | <input type="checkbox"/> Please indicate if you wish to cancel the Business Internet Banking service. 如您想取消商務「網上理財」服務，請填上剔號。 |
|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|

## 11. Declaration by the applicant company 申請公司聲明

- 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」服務的條款的内容(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，直至經本行適當地處理。

### Signed for and on behalf of the applicant company 授權簽署的申請公司代表人

|     |                                       |                                                                    |
|-----|---------------------------------------|--------------------------------------------------------------------|
| (1) | Full name in BLOCK LETTERS 全名(請用正楷填寫) | Director/Partner/Sole Proprietor Signature 董事/合夥人/東主簽署<br><b>X</b> |
| (2) | Full name in BLOCK LETTERS 全名(請用正楷填寫) | Partner Signature 合夥人簽署<br><b>X</b>                                |
| (3) | Full name in BLOCK LETTERS 全名(請用正楷填寫) | Partner Signature 合夥人簽署<br><b>X</b>                                |

Business Account Number 商業戶口號碼

[Specify any account number to which the signature(s) in sections 11 and 12 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第 11 及 12 部分簽署的戶口號碼。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。]

|                              |                                             |                                                                                                                                                                                                                                                                              |
|------------------------------|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Signing requirements<br>簽署指引 | <b>Sole Proprietorship 獨資經營商號</b>           | Signed by the Sole Proprietor 須由東主簽署                                                                                                                                                                                                                                         |
|                              | <b>Trust with a Sole Trustee 唯一受託人的信託基金</b> | Signed by the Sole Trustee 須由唯一受託人簽署 (one signature 一個簽名)                                                                                                                                                                                                                    |
|                              | <b>Partnership 合夥經營商號</b>                   | Signed by <b>ALL</b> partners 須由 <b>所有</b> 合夥人簽署                                                                                                                                                                                                                             |
|                              | <b>Limited Company 有限公司</b>                 | Signed by the Director 須由董事簽署<br>[the director signing here must be a different person to the chairman who signs in the Certificate of Due Authorisation below unless the company has (lawfully) only one director. 須由簽署下列授權證明書的董事會會議主席以外的其他董事簽署，若公司只有單一名董事(符合法規定下)則不受此項限制。] |

PBS034R11-m (191107) FI

## 12. Certificate of Due Authorisation by applicant company (for limited company only) 申請公司授權證明書 (有限公司適用)

I HEREBY CERTIFY that a resolution was passed at a meeting of the Board of Directors of the applicant company on \_\_\_\_\_ (insert date) that:

茲證明本申請公司已於 \_\_\_\_\_ (日期) 召開董事會會議，通過以下決議：

1. The terms set out and the particulars completed in the Business Internet Banking Service Amendment Request Form (Part I) are approved and adopted in all aspects; 在商務「網上理財」服務更改表格(甲部)上所列明的條款及本公司所提供的資料，均已獲本申請公司批准及同意接受；
2. The director whose name and signature appear above in section 11 be authorised to sign the Business Internet Banking Service Amendment Request Form (Part I) on behalf of the applicant company; and 於上述第 11 部分附上姓名及簽名式樣的各名董事，已獲授權代表本申請公司簽署商務「網上理財」服務更改表格(甲部)；及
3. Details of this resolution be communicated to the Bank and remain in force until an amending resolution shall have been passed by the applicant company's Board of Directors and a certified copy thereof shall have been received by the Bank.

以上各項決議的詳細內容將傳達予貴行，並將維持有效，直至決議被修訂而修訂決議已經董事會通過，以及一份核證副本已送交貴行為止。

I further certify that details of the above resolution has been entered into the Minute Book of the applicant company and signed therein by the chairman of the meeting and are in accordance with the applicant company's Memorandum and Articles of Association or equivalent constitutional documents.

本人進一步證明以上各項決議詳情已記錄於本申請公司的會議紀錄簿內並由會議主席簽署，且符合本申請公司的組織章程或具相同效力的公司組織文件的規定。

X

Signature (Chairman of the meeting) 簽署 (會議主席)

Date 日期：

Full name in BLOCK LETTERS 全名 (請用正楷填寫)

**Note 注意：** The Board of Directors shall, in the case of 董事會可以是

- A society, Club or Association, be referred to as the Members of the Committee, 在會、社或團中，被指為委員會委員
- An Owners Incorporation, be referred to as the Members of the Management Company, 在業主立案法團中，被指為管理委員會委員
- A Trade Union, be referred to as the Members of the Executive, 在職工會中，被指為執行委員會委員
- A Trust, be referred to as the Trustees, 在信託基金中，被指為受託人
- A Joint Venture, be referred to as the Partners/Members of the Joint Venture 在合夥企業中，被指為合夥人或成員

AND 及

References to the Company and the Director(s) shall be construed accordingly. 本表格中凡指「公司」及「董事」者，均須按此詮釋。

## 13. Letter of Authority from the associate companies 聯繫公司授權書

Each of the above associate companies (below referred as 'I/we', 'my/us' and 'my/our') hereby authorise, instruct, agree and confirm with The Hongkong and Shanghai Banking Corporation Limited ('you') as follows: 上述聯繫公司(下稱「本人(等)」)謹此授權、指示、同意並確認貴行執行下列有關事項：

1. that you include all my/our account(s) [the 'Account(s)'] above specified to the Business Internet Banking portfolio of the applicant company; 貴行可將本人(等)之上述全部指明戶口(下稱「戶口」)與申請公司之商務「網上理財」服務戶口聯繫；
2. that I/we authorise the applicant company and its Primary Users and Secondary Users to operate and maintain the Account(s) in accordance with such services now and as shall be offered under Business Internet Banking including those set out in the Business Internet Banking Customer Guide (the 'Guide') and the Business Internet Banking Terms and Conditions (the 'T&Cs') and for that matter, I/we hereby confirm that I/we have read the Guide and the T&Cs (found at <https://www.commercial.hsbc.com.hk/1/2/bibterms>) and fully understand and agree to the extent of the services currently or may in the future be offered under Business Internet Banking including the extent of the power and authority of the applicant company, the Primary Users and the Secondary Users in respect of the operation and maintenance of the Accounts; 本人(等)授權申請公司及其主要和普通使用者就商務「網上理財」服務現時所提供及日後將會提供之服務運用戶口。有關服務包括已在商務「網上理財」服務客戶手冊(下稱「手冊」)及商務「網上理財」服務條款與細則(下稱「條款與細則」)內詳細列明者。就此方面而言，本人(等)謹此確認本人(等)已細閱手冊及條款與細則之內容(列於：<https://www.commercial.hsbc.com.hk/1/2/bibterms>)，並完全明白及同意商務「網上理財」服務現時所提供及日後可能提供之服務之覆蓋範圍，包括申請公司、主要使用者及普通使用者就運用戶口之權力和權限；
3. that I/we agree that you are not obliged to give me/us any notice in respect of the operation and maintenance of the Business Internet Banking portfolio including the operation and maintenance of the Account(s) by the applicant company and its Primary Users and Secondary Users; 本人(等)同意貴行並無責任就商務「網上理財」服務戶口之運用向本人(等)發出任何通知，包括申請公司、主要使用者及普通使用者運用戶口之情況；
4. that I/we agree to be bound by the T&Cs and that the same shall apply to me/us as if I/we was/were named in that T&Cs as 'the Customers'; 本人(等)同意受條款與細則之約束，而該等條款與細則將適用於本人(等)如同本人(等)為條款與細則所指明之「客戶」；
5. that I/we understand and agree that upon being added as an associate company to the applicant company's Business Internet Banking portfolio, the applicant company and its Primary Users and Secondary Users will have access to information on the facilities granted to ALL my/our accounts that share a group facility with one or more of the accounts in the Business Internet Banking portfolio and this is irrespective of whether such of my/our accounts are included in the applicant company's Business Internet Banking portfolio; 本人(等)明白並同意在加入申請人之商務「網上理財」服務戶口作為聯繫公司後，申請公司及其主要使用者和普通使用者將可取閱本人(等)名下與商務「網上理財」服務戶口聯繫之其中一個或多個戶口共用同一集體信貸額之所有戶口之信貸資料，無論該等本人(等)戶口是否已與申請公司之商務「網上理財」服務戶口有聯繫；
6. that I/we agree that in the case of my/our being a partnership, this Letter of Authority will continue in full force and effect in the absence of any notice of termination being given to you notwithstanding any change of name of the partnership, admission of new partner(s) or any partner ceasing to be member of the partnership by reason of death or otherwise; 本人(等)同意若本人(等)為某企業之合夥人，在本人(等)未有發出終止此授權書之前，本授權書將繼續維持全有效，即使合夥人企業之名稱有任何更改，或有新合夥人加入，或任何合夥人因逝世或其他原因不再為合夥企業之成員；
7. that I/we confirm that the information relating to me/us given in this form is correct and complete, and authorise you to confirm this from any source you may choose. 本人(等)證明此表格所提供之有關本人(等)之資料乃屬正確及詳盡，並授權貴行向任何有關方面核證該等資料。

### 13. Letter of Authority from the associate companies (Continued) 聯繫公司授權書 (續)

#### Associate company 1 聯繫公司 1

Signed for and on behalf of the associate company 1 授權簽署的聯繫公司 1 代表人

|     |                                        |                                                                    |
|-----|----------------------------------------|--------------------------------------------------------------------|
| (1) | Full name in BLOCK LETTERS 全名 (請用正楷填寫) | Director/Partner/Sole Proprietor Signature 董事/合夥人/東主簽署<br><b>X</b> |
| (2) | Full name in BLOCK LETTERS 全名 (請用正楷填寫) | Partner Signature 合夥人簽署<br><b>X</b>                                |
| (3) | Full name in BLOCK LETTERS 全名 (請用正楷填寫) | Partner Signature 合夥人簽署<br><b>X</b>                                |

Business Account Number 商業戶口號碼

[Specify any account number to which the signature(s) in sections 13 and 14 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第 13 及 14 部分簽署的戶口號碼。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。]

#### Associate company 2 聯繫公司 2

Signed for and on behalf of the associate company 2 授權簽署的聯繫公司 2 代表人

|     |                                        |                                                                    |
|-----|----------------------------------------|--------------------------------------------------------------------|
| (1) | Full name in BLOCK LETTERS 全名 (請用正楷填寫) | Director/Partner/Sole Proprietor Signature 董事/合夥人/東主簽署<br><b>X</b> |
| (2) | Full name in BLOCK LETTERS 全名 (請用正楷填寫) | Partner Signature 合夥人簽署<br><b>X</b>                                |
| (3) | Full name in BLOCK LETTERS 全名 (請用正楷填寫) | Partner Signature 合夥人簽署<br><b>X</b>                                |

Business Account Number 商業戶口號碼

[Specify any account number to which the signature(s) in sections 13 and 14 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第 13 及 14 部分簽署的戶口號碼。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。]

|                              |                                             |                                                                                                                                                                                                                                                                                 |
|------------------------------|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Signing requirements<br>簽署指引 | <b>Sole Proprietorship 獨資經營商號</b>           | Signed by the Sole Proprietor 須由東主簽署                                                                                                                                                                                                                                            |
|                              | <b>Trust with a Sole Trustee 唯一受託人的信託基金</b> | Signed by the Sole Trustee 須由唯一受託人簽署 (one signature 一個簽名)                                                                                                                                                                                                                       |
|                              | <b>Partnership 合夥經營商號</b>                   | Signed by <b>ALL</b> partners 須由 <b>所有</b> 合夥人簽署                                                                                                                                                                                                                                |
|                              | <b>Limited Company 有限公司</b>                 | Signed by the Director 須由董事簽署<br>[the director signing here must be a different person to the chairman who signs in the Certificate of Due Authorisation below unless the company has (lawfully) only one director. 須由簽署下列授權證明書的董事會會議主席以外的其他董事簽署，若公司只有單一名董事 (符合法例規定下) 則不受此項限制。] |

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## 14. Certificate of Due Authorisation by associate company (for limited company only) 聯繫公司授權證明書 (有限公司適用)

### Associate company 1 聯繫公司 1

I HEREBY CERTIFY that a resolution was passed at a meeting of the Board of Directors of associate company (1) on ( \_\_\_\_\_ ) insert date) in respect of the matters set out in 1 to 4 below and that the said resolution has been entered into the Minute Book of associate company (1) in accordance with its Memorandum and Articles of Association or equivalent constitutional documents.

本人謹此證明本公司 (聯繫公司 (1)) 已於 ( \_\_\_\_\_ ) 就下文列明之 1 至 4 項事宜召開董事會會議並通過決議。有關決議已記錄於本公司之會議記錄簿內，且符合本聯繫公司組織的章程或具相同效力的公司組織文件的規定。

X

Signature (Chairman of the meeting) of associate company (1)

聯繫公司 (1) 簽署 (會議主席)

Date 日期:

Full name in BLOCK LETTERS 全名 (請用正楷填寫)

### Associate company 2 聯繫公司 2

I HEREBY CERTIFY that a resolution was passed at a meeting of the Board of Directors of associate company (2) on ( \_\_\_\_\_ ) insert date) in respect of the matters set out in 1 to 4 below and that the said resolution has been entered into the Minute Book of associate company (2) in accordance with its Memorandum and Articles of Association or equivalent constitutional documents.

本人謹此證明本公司 (聯繫公司 (2)) 已於 ( \_\_\_\_\_ ) 就下文列明之 1 至 4 項事宜召開董事會會議並通過決議。有關決議已記錄於本公司之會議記錄簿內，且符合本聯繫公司組織的章程或具相同效力的公司組織文件的規定。

X

Signature (Chairman of the meeting) of associate company (2)

聯繫公司 (2) 簽署 (會議主席)

Date 日期:

Full name in BLOCK LETTERS 全名 (請用正楷填寫)

### Resolutions 決議:

- The associate company shall add the account(s) specified in the Business Internet Banking Service Amendment Request Form (Part I) to the Business Internet Banking portfolio of the applicant company.  
本聯繫公司同意把商務「網上理財」服務更改表格 (甲部) 所列明之戶口與申請人之商務「網上理財」服務戶口予以聯繫。
- The terms set out and particulars completed in the Business Internet Banking Service Amendment Request Form (Part I) and the above Letter of Authority together with the Business Internet Banking Terms and Conditions (found at <https://www.commercial.hsbc.com.hk/1/2/bibterms>) are hereby approved and adopted in all aspects. 在商務「網上理財」服務更改表格 (甲部) 上所列明之條款及本聯繫公司所提供之資料，以及適用於商務「網上理財」服務之條款與細則 (列於：<https://www.commercial.hsbc.com.hk/1/2/bibterms>)，連同前頁之授權書，均已獲本聯繫公司批准及同意接受。
- The director whose name and signature appear above in section 13 be authorised to sign the Letter of Authority under the Business Internet Banking Service Amendment Request Form (Part I) for and on behalf of the associate company; and  
以上述第 13 部分附上姓名及簽名式樣之董事獲授權代表本聯繫公司簽署商務「網上理財」服務更改表格 (甲部) 所附有之授權書；及
- Details of this resolution be communicated to the Bank and remain in force until an amending resolution shall have been passed by the associate company's Board of Directors and a certified copy thereof shall have been received by the Bank.  
以上各項決議之詳細內容將傳達予貴行，並將維持有效，直至決議被修訂而修訂決議已經本聯繫公司董事會通過，以及一份核證副本已送交貴行為止。

**Note 注意:** The Board of Directors shall, in the case of 董事會可以是

- A society, Club or Association, be referred to as the Members of the Committee, 在會、社或團中，被指為委員會委員
- An Owners Incorporation, be referred to as the Members of the Management Company, 在業主立案法團中，被指為管理委員會委員
- A Trade Union, be referred to as the Members of the Executive, 在職工會中，被指為執行委員會委員
- A Trust, be referred to as the Trustees, 在信託基金中，被指為受託人
- A Joint Venture, be referred to as the Partners/Members of the Joint Venture 在合夥企業中，被指為合夥人或成員

AND 及

References to the Company and the Director(s) shall be construed accordingly. 本表格中凡指「公司」及「董事」者，均須按此詮釋。

### For Bank Use Only 銀行專用

Branch Chop and  
Authorised Signature