注意 Notes

1) 請用正楷填寫本申請表格，並在適當方格內填上"√"。
   Please complete this application form in BLOCK LETTERS and place a "√" where applicable.

2) 電子理財服務包括網上及電話理財服務。
   eBanking Services includes Internet and Telematic Banking Service.

3) 請遞交本表格之所有頁數。
   Please submit all pages of this form.

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1 | 公司資料 Company Information

公司資料 Company Information

公司名稱 (英文) Company Name (in English)

基本賬戶號碼 Primary A/C No.

☐ 「海外公司理財戶口」客戶 "Foreign Business Account" Customer / 「商業理財戶口」客戶 "Business Account" Customer

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2 | 終止商業電子理財服務 Termination of Business eBanking Services

注意 Notes

未到期之預設指示將仍然有效，如有需要請先自行取消所有預設指示。
Forward date instruction(s) which previously approved will still be valid, please cancel all outstanding instruction(s), if necessary.

☐ 請終止本公司(包括本公司名下所有網上理財之使用者)之網上理財服務
   Please terminate Internet Banking Services of our company (including all its Internet Banking User(s)).

☐ 請終止本公司(包括本公司名下所有電話理財之使用者)之電話理財服務
   Please terminate Telematic Banking Services of our company (including all its Telematic Banking User(s)).

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3 | 更改基本賬戶 Change of Primary Account

注意 Notes

基本賬戶必須為港幣往來賬戶、存摺儲蓄賬戶或結單儲蓄賬戶。而聯絡地址將根據基本賬戶所登記之地址。
Primary Account must be HKD Current, Passbook Savings or Statement Savings Account. Registered address of Primary Account will be used as correspondence address of Business eBanking Services.

☐ 請更改本公司之商業電子理財服務基本賬戶為
   Please change the Primary Account of Business eBanking Services to

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4 | 更改公司賬戶清單 Amendment of Company Account List

注意 Notes

登記之賬戶將自動授權予所有使用者。可接受登記的賬戶類別包括往來賬戶、儲蓄賬戶、結單賬戶、定期存款、「日利高」存款、投資賬戶、證券賬戶、結構性存款、押匯賬戶、外匯保證金(孖展)、信用卡、循環貸款及分期貸款。
Registered account(s) will be granted to all user(s) of the company by default. Eligible account types include Current, Savings, Statement, Time Deposit, Overnight Plus, Investment, Securities, Structured Deposit, Bills Account, FX Margin Trading Account, Credit Card, Revolving Credit and Instalment Loan.

新增 Add	取消 Delete	賬戶號碼 Account No.
☐	☐	
☐	☐	
☐	☐	
☐	☐	
☐	☐	
☐	☐	
☐	☐	

5	更改網上理財服務範圍 Amendment of Internet Banking Service Scope

☐ 　恢復商業電子理財之基本服務設定 Resumption of Business eBanking Basic Services

商業電子理財所提供的基本服務包括查詢交易指示狀況、賬戶查詢、支票服務、網上申請、利率及匯價查詢、內部轉賬、指定戶口轉賬、外幣及黃金買賣限價指示、定期存款等。Basic services include Transaction Status Enquiry, Account Enquiry, Cheque Service, Online Requisition, Rates Enquiry, Internal Transfer, Nominated Account Transfer (NACT), Foreign Currency and Gold Buy / Sell Order and Time Deposit, etc.

新增 Add　　取消 Delete

新增 Add	取消 Delete	
☐	☐	押匯服務 Trade Services
☐	☐	「易繳費」及「電子賬單及繳費服務」 "ePayment" and "eBill Presentment & Payment Service"
☐	☐	繳付信用卡 (已登記之公司信用卡) Credit Card Payment (Registered Company Credit Card)
☐	☐	匯款服務 (電匯、 CHATS 及港澳即匯通) Remittance Services (Telegraphic Transfer, CHATS and HK-Macau Instant Remittance)

以下服務選項將授權予所有普通使用者 The following service scope will be granted to all Secondary User(s) of the company

☐	☐	投資及股票買賣服務 (只適用於有限公司及持有投資/股票買賣賬戶之客戶) Investment and Securities Trading Services (For Limited Company customer who had opened Investment / Securities Trading A/C)

以下服務選項只適用於已申請保安編碼器之客戶
The following service scope only applicable to customer who has applied Security Device

☐	☐	「非登記之第三者戶口轉賬」服務(包括其他華僑銀行及他行賬戶轉賬、電匯、CHATS、港澳即匯通及簽發電子支票) "Non-registered Third Party Account Transfer" Service (including OCBC Bank and Other Bank Account Transfer, Telegraphic Transfer, CHATS, HK-Macau Instant Remittance and eCheque Issuance)

6	更改每日交易限額 Amendment of Daily Transaction Limit

注意 Notes

1) 商業電子理財服務讓您進行繳費及轉賬至已預先登記之賬戶。客戶必須了解不同交易所涉及的風險並根據理財需要為每種服務設定每日交易限額。Business eBanking Services allow you to perform payment and transfer to pre-registered accounts. For each of these services, customer should consider the risk associated with these transactions and set your daily transaction limit to fulfill your business need.

2) 主要使用者可透過商業電子理財服務，降低有關服務之每日最高交易限額。Primary User can reduce the Maximum Daily Transaction Limit of designated service(s) through Business eBanking Services.

3) 信用證申請、信用證修改申請、外幣及黃金買賣限價指示及定期存款之每日交易限額需視乎有關賬戶之可用結餘及信用限額而定。The daily limit for L/C Application, L/C Amendment, Foreign Currency and Gold Buy / Sell Order Placement and Time Deposit Service are subject to the account available balance or relevant credit limit.

4) 繳付信用卡之預設每日交易限額為港幣 15,000。The default maximum daily limit for Credit Card Payment is HKD15,000.

服務 Services	由本行設定的每日最高交易限額 (港幣等值) **Maximum Daily Transaction Limit** (HKD Equivalent)		要求設定的每日最高交易限額 **Requested Maximum** **Daily Transaction Limit**
內部轉賬 Internal Fund Transfer	**HKD50,000,000^**		**HKD**
轉賬至已登記之第三者賬戶 Transfer to Pre-registered Third Party Account	指定戶口轉賬 NACT	**HKD10,000,000^** (轉賬至他行賬戶的每日最高限額為 HKD1,000,000 。 The maximum Daily Transaction Limit to other bank account is HKD1,000,000.)	**HKD**
	電匯 / 港澳即匯通 Telegraphic Transfer / HK-Macau Instant Remittance	**HKD10,000,000**	**HKD**
	CHATS	**HKD10,000,000**	**HKD**
「易繳費」及「電子賬單及繳	繳費總限額 Total Payment Limit	**HKD100,000***	**HKD**

費服務」 "ePayment" and "eBill Presentment & Payment Service"	繳交「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」類別之分項限額 Sub-limit for payment to "Primary or Secondary Education", "Post-secondary or Specialised Education", "Government or Statutory Organization" and "Public Utility"	**HKD100,000***	**HKD**
	繳交其他商戶類別之分項限額@ Sub-limit for payment to other merchants@	**HKD50,000***	**HKD**
小額轉賬 Small Value Transfer	**HKD10,000**		**HKD**
支薪服務& Payroll Services&	**HKD3,000,000**		**HKD**
轉賬至非登記之第三者賬戶(包括其他華僑銀行及他行賬戶轉賬、電匯、CHATS、港澳即匯通及簽發電子支票) Transfer to Non-registered Third Party Account (including OCBC Bank and Other Bank Account Transfer, Telegraphic Transfer, CHATS, HK-Macau Instant Remittance and eCheque Issuance)	**HKD2,000,000** (轉賬至他行賬戶的每日最高限額為HKD50,000。每日交易限額將會被共用。 The maximum Daily Transaction Limit to other bank account is HKD50,000. The Daily Transaction Limit(s) will be shared.)		**HKD**
上載發薪指示服務及上載批量付款服務& Upload Payroll Instruction Service and Upload Batch Payment Instruction Service&	**HKD2,000,000**		**HKD**

新增賬單範本 # Add Bill Template #

商戶名稱 **Merchant Name**	賬單號碼/電話投注號碼 **Bill No. / TELEBET No.**	賬單類別(如適用) **Bill Type (If applicable)**

^ 適用於網上理財服務及電話理財服務，每日交易限額將會被共用。Applicable to Internet Banking Services and Telematic Banking Services. The Daily Transaction Limit(s) will also be shared.

* 每日繳費總限額將與其他個別分項限額共用。Daily Total Transaction Limit is shared among all payment types.

@ 繳交此商戶類別之賬單須預先登記賬單範本。完成繳費後，本行將向客戶發出通知短訊。Bill payment to these merchants require pre-registering Bill Template(s) in advance. The Bank will send a SMS notification to customer upon successful payment.

經賬單範本繳費無需以雙重認證確認。客戶應定期檢視並透過網上理財刪除不需要的賬單範本。如超過十二個月沒有使用賬單範本進行繳費，該賬單範本將自動刪除。 Payment via Bill Template does not require two-factor authentication. Customers are advised to conduct regular review and delete unnecessary Bill Template via Internet Banking. A Bill Template will be deleted automatically if you have not used it for payment for more than 12 months.

& 更改該服務之每日交易限額只適用於在2022年10月17日前已成功登記該服務的客戶。
Amendment of Daily Transaction Limit for the service is applicable to customer who has successfully registered the service before 17 October 2022.

7	更改網上理財批核權限設定 Amendment of Internet Banking Approval Authority Setting

申請公司透過商業電子理財所作出之指示將以下列形式作出批核。(請選擇壹項)
Instructions submitted through Business eBanking Services should be approved by the following approval authority. (Please choose ONE only)

☐　只須其中任何一位被授予批核權限之普通使用者 或
authorized by any ONE Secondary User granted with approval authority OR

☐　必須其中任何兩位被授予批核權限之普通使用者 或
authorized by any TWO Secondary Users granted with approval authority OR

☐　根據以下自定的批核權限表作出批核 (適用於需要為普通使用者設定不同批核限額的公司)
according to the Approval Matrix as follows

注意 **Notes**

1) 批核權限表為一管理設定，容許客戶將普通使用者分為不同之批核組別。透過所預先設定之批核限額及不同組別之授權組合以達致控制交易限額之目的。
Approval Matrix is a control instrument which allows company to assign Secondary User into different groups. Through the preset approval limit(s) for different approval combination(s), the control of transaction limit can be achieved.

2) 如客戶選擇以批核權限表形式設定批核權限，授權批核的普通使用者須分為 A, B 或 C 三個組別。
While customer adopts Approval Matrix for transaction authorization purpose, Secondary User who was granted the approval authority should be classified into Group A, B or C.

3) 當使用者所發出之指示超出其獨立批核權限，指示將會與其他使用者以聯合批核形式被批核。
If the instruction exceeds the user's single approval authority, the instruction will be approved with other user in form of joint approval.

4) 批核權限設定**不適用**於投資及股票買賣服務及電話理財服務。
Approval Authority Setting is **NOT** applicable to Investment and Securities Trading Services and Telematic Banking Services.

授權組合 **Approval Combination**			交易限額 Transaction Limit (港幣等值 HKD Equivalent)
A			HKD
B			HKD
C			HKD
A	+	A	HKD
A	+	B	HKD
A	+	C	HKD
B	+	B	HKD
B	+	C	HKD
C	+	C	HKD

8	更改電子支票簽署權限設定 Amendment of eCheque Signing Authority Setting

電子支票簽發服務只適用於已申請「保安編碼器」及「非登記之第三者戶口轉賬」服務的客戶，並根據以下自定的電子支票簽署權限表作出簽署。
eCheque Issuance Service is only available to the customer who applied for "Security Device" and "Non-registered Third Party Account Transfer" Service. The signing of eCheque is according to the eCheque Signing Authority Matrix as follows.

注意 **Notes**

1) 電子支票簽署權限表為一管理設定，容許客戶將普通使用者分為不同之電子支票簽署組別。透過所預先設定之交易限額及不同電子支票簽署組別之組合以達致控制電子支票交易限額之目的。
eCheque Signing Authority Matrix is a control instrument which allows company to assign Secondary User into different eCheque Signing Groups. Through the preset transaction limit(s) for different combination(s) of eCheque Signing Groups, the control of transaction limit can be achieved.

2) 授權簽署電子支票的普通使用者須分為 A, B 或 C 三個組別。
Secondary User who was granted the eCheque signing authority should be classified into Group A, B or C.

3) 每次簽發電子支票時，須選擇電子支票簽署組別及簽署人。
For eCheque issuance each time, it is required to select the eCheque Signing Group(s) and signer(s).

電子支票簽署組合 **Combination of eCheque Signing Groups**			交易限額 Transaction Limit (港幣等值 HKD Equivalent)
A			HKD
B			HKD
C			HKD
A	+	A	HKD
A	+	B	HKD
A	+	C	HKD

B	+	B	HKD
B	+	C	HKD
C	+	C	HKD

9	申請公司聲明 **Declaration of Applicant Company**

注意 Notes
- 獨資經營商號須由東主簽署。
  For Sole Proprietorship, application must be signed by Sole Proprietor.
- 合夥經營商號須由所有合夥人簽署。
  For Partnership, application must be signed by all Partners.
- 有限公司須由申請公司所通過的會議紀錄所指定的有效授權簽署人及簽署人數簽署。
  For Limited Company, application must be signed by the authorized signer and the number of authorized signer stated by the Certificate of Resolution of the company.

1. 本人／本人等確認，就本申請給予的所有資料（包括但不限於給予的所有上述資料，以及由本人／本人等向銀行提供的所有文件及支持材料）在各方面全屬真實、正確及完整，並授權銀行從銀行可能選擇的任何途徑核實該等資料。本人／本人等承諾，就任何該等資料、文件及／或材料的任何變更立即以書面通知銀行，並向銀行提供銀行可能要求的該等更新或附加資料、文件及材料。
   I/We confirm that all information given for this application, including without limitation all the information given above and all documents and supporting material provided by me/us to the Bank is true, correct and complete in all respects, and authorize the Bank to verify such information from any source the Bank may choose. I/We undertake to forthwith notify the Bank in writing of any changes to any such information, documents and/or material and provide the Bank with such updated or additional information, documents and material as may be requested by the Bank.
2. 銀行保留全權絕對酌情拒絕本人／本人等於本申請表的申請之權利，而毋須給予任何原因及承擔任何法律責任。
   The Bank reserves the right to reject my/our application herein in its sole and absolute discretion without giving any reason and without liability.
3. 本人／本人等已細閱及明白所有戶口及相關服務之條款及章則 - 附件 II：電子理財服務（可能不時修訂或補充），並願受其約束。
   I/We have read and understood, and agree to be bound by the terms and conditions contained in Schedule II: eBanking Services of the Terms & Conditions for All Accounts and Related Services, as may be amended or supplemented from time to time.
4. 如於本申請表作出的任何聲明失實、具誤導性、不完整或變得失實、具誤導性或不完整，或於任何方面有不遵守的情況，及／或如本人／本人等以欺詐手段行事或行事有嚴重疏忽，本人／本人等須就銀行蒙受的所有損失及法律責任向銀行作出彌償。
   I/We shall indemnify the Bank for all losses and liabilities suffered by the Bank if any of the declarations made herein is untrue, misleading, incomplete or shall become untrue, misleading or incomplete, or non-complied with in any respect, and/or if I//we have acted fraudulently or with gross negligence.
5. 本人／本人等明白及接受電子理財的相關風險，銀行毋須就使用任何電子理財服務而引起的任何損失承擔責任，本人／本人等須就使用任何電子理財服務而達成的所有交易自行負責。
   I/We understand and accept the risks associated with eBanking and accepts that the Bank shall not be liable for any loss arising from the use of any of the eBanking services of the Bank and that I/we shall be solely responsible for all transactions effected through the use of any eBanking services.
6. 如本文件之中、英文版有抵觸或不相符，概以英文版為準。
   If there is any conflict or inconsistency between the Chinese and English version of this document, the English version shall prevail.

授權簽署的申請公司代表人及公司蓋章
Signed for and on behalf of the applicant company with company chop

1.)   (S.V.)

_____
授權人簽署
Authorized Signature

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

_____

職位 Title _____

日期 Date : _____

2.)   (S.V.)

_____
授權人簽署
Authorized Signature

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

_____

職位 Title _____

銀行專用 For Bank Use Only	
分行 Branch : Approved by:	分行 Branch : Approved by:
GBK Inputted by:	**GBK** Approved by: