

致: 華僑銀行(香港)有限公司 (“銀行”)
To: OCBC Bank (Hong Kong) Limited (the “Bank”)

注意 Note :

1. 所有申請/更改均須經銀行批核方為有效。 All applications / alterations will not be valid unless approved by the Bank.
2. # 請刪去不適用者。 #Please delete as not applicable.
3. 請用正楷填寫本表，並在適當方格內加“✓”號。 Please complete this form in BLOCK LETTER and place a “✓” where appropriate.
4. **可選擇性填寫的部分。 **This section is optional to be completed.
5. 所有附頁是商業賬戶更新表格的一部分。 All supplementary sheets (if any) to this form shall at all times form part of this Business Account Amendment Form.
6. 本行將在收到你的通知書後七個工作天內處理你的申請。 Your request will normally be processed within 7 working days upon our receipt of your Form.

1. 機構名稱及註冊號碼 NAME OF THE ENTITY & REGISTRATION NUMBER	
機構名稱 (英文) Name of the Entity (in English)	商業登記 / 公司註冊號碼 Business Registration / Cert. of Incorporation Number

除另有註明外，請將以下更改資料記錄於本人/吾等於 貴行維持之所有戶口內。
Unless otherwise specified below, please update the following information to your record of all of my/our account(s) maintained with you.

注意: 除另有註明外，請只須填寫更改之事項。
Note: Unless otherwise specified, please fill in the changed item(s) only.

2. 更改客戶資料 CHANGE OF CUSTOMER INFORMATION		
新機構名稱 New Name of the Entity 英文 (in English) _____ 中文 (in Chinese) _____		
客戶類別 Customer Type <input type="checkbox"/> 有限公司 Limited Company <input type="checkbox"/> 獨資經營商號 Sole Proprietorship <input type="checkbox"/> 其他 (請填寫) Others (Please specify) <input type="checkbox"/> 上市公司 Listed Company <input type="checkbox"/> 合夥經營商號 Partnership <input type="checkbox"/> 非上市公司 Non-listed Company		
僱員人數** Number of Employees in ** <input type="checkbox"/> 香港 Hong Kong () <input type="checkbox"/> 中國 China () <input type="checkbox"/> 其他地點 Other locations: _____ ()	總部地點 Location of Headquarters <input type="checkbox"/> 香港 Hong Kong (344) <input type="checkbox"/> 中國 China (156) <input type="checkbox"/> 其他地點 Other locations: _____ ()	主要營商地區 Major Business Location <input type="checkbox"/> 香港 Hong Kong (344) <input type="checkbox"/> 中國 China (156) <input type="checkbox"/> 其他地點 Other locations: _____ ()
母公司名稱(如有) Name of Parent Company (if any)	業務性質 Nature of Business / Industry	所提供的商品或服務 Nature of Products/ Services Offered
賬戶用途>單選或多選 Purpose of Account>Tick one or more <input type="checkbox"/> 業務營運 Business Operations (06) <input type="checkbox"/> 銀行借貸及供款 (包括透支, 信用卡, 按揭貸款, 稅務貸款及機器租賃等) <input type="checkbox"/> 僱員薪金 / 強積金支付 Salary / MPF Payment (07) Banking Facilities and Repayment (including Overdraft, Credit Card, Mortgage Loan, Tax Loan or Hire Purchase etc.) (05) <input type="checkbox"/> 出入口單清算 Import / Export Bills Settlement (08) <input type="checkbox"/> 其他 Others : _____ (09) <input type="checkbox"/> 投資清算 Investment Settlement (04)		
於香港設立賬戶之理由 (如機構在香港並無一般業務據點, 例如設置辦事處, 僱用員工等, 請註明設立賬戶之理由) Reason(s) for Account Setup in Hong Kong (If the Entity does not have regular business presence, e.g. office, staff in Hong Kong, please specify the reason of account setup)		

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CIF No. _____ A/C No. _____
 Branch _____
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經此戶口預期之資金來源 > 單選或多選及排序 Expected Source of Funds Passing Through the Account > <i>Select one or more by priority</i> () 來自東主 From Business Owner (005) () 銷售收入 Sales Proceeds (006) () 投資收益 Return on Investment (003) () 其他 Others : _____ (099)	資產來源** > 單選或多選及排序 Source of Wealth** > <i>Select one or more by priority</i> () 營業利潤 Business Profit (001) () 資本注資 Capital Contribution (006) () 投資回報 Investment Gain (003) () 合併 Merger (007) () 其他(請填寫) Others (Please specify) _____ (099)
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全年營業額** (港元等值)
 Annual Business Turnover ** HKD equivalent _____ ()

收入來源** > 單選或多選
 Source of Income ** > *Tick one or more*

業務利潤- 去年及預計來年營業額及年度收益
 Business Profit – Last year and expected sales turnover and annual income

港元等值 HKD equivalent	營業額 Business Turnover	年度收益 Annual Income
上年度 Last Year ()		
本年度預計 Expected Current Year ()		

銀行計息存款-存入此賬戶的存款金額(約數):
 Bank Interest-Bearing Deposit – Approximate amount of deposit into this account _____

投資種類(除銀行計息存款以外)-循環存入此賬戶之金額(約數):
 Investment Types (other than Bank Interest-Bearing Deposits) – Approximate amount recurring deposit into this account: _____

其他(請填寫) Others (Please specify): _____

交易對方** Information of Counterparties**

類別 Type	名稱 Name	主要地區 Main Location	目的 Purpose
主要付款對方 Major Beneficiaries/ Suppliers			
主要收款對方 Major Clients/ Originators / Buyers			
其他 Others			

預期全年賬戶活動(港元等值) - Expected Usual Annual Account Activity (HKD equivalent)

預計戶口活動: 全年銀行交付及收得 Anticipated Level of Activity: Annual Paying and Receiving by the Bank				
交易總數 Transaction Count	交易總額 Transaction Amount		主要戶口活動性質 (如交易種類) Major Nature of Activity (e.g. Types of Transactions)	
()	()		()	
交易模式** Transaction Pattern**	每年平均存入 Total Average Deposits Per Year		每年平均支出 Total Average Withdrawals Per Year	
	柱數 No. of Transaction	總金額 Total Amount	柱數 No. of Transaction	總金額 Total Amount
現金 Cash				
支票 Cheque				
轉賬 Transfer				
滙款 Remittance				

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有關人士之資料 **DETAILS OF RELEVANT PERSONS**

注意 **Note:** 實益擁有人 **Beneficial Owners:**

1. 就法團而言，指符合以下任何一項說明的個人或人或[於獲銀行核准的交易所上市的]上市公司(如指明)：
In relation to a corporation, means an individual or a person or a listed company [listed on a Stock Exchange approved by the Bank] (if specified) who fulfills any of the following criteria:
 - 直接或間接地擁有或控制(包括透過信託或持票人股份持有)該法團已發行股本的不少於 25%；或
owns or controls, directly or indirectly, including through a trust or bearer share holding, not less than 25% of the issued share capital of the corporation; or
 - 直接或間接地有權行使在該法團的成員大會上的投票權的不少於 25%，或支配該比重的投票權的行使；或
is, directly or indirectly, entitled to exercise or control the exercise of not less than 25% of the voting rights at general meetings of the corporation; or
 - 行使對該法團的管理最終的控制權；或
exercises ultimate control over the management of the corporation; or
 - 如該法團是代表另一人行事是指該另一人。
if the corporation is acting on behalf of another person, means the other person.
2. 就合夥而言，指符合以下任何一項說明的個人或人(如指明)：
In relation to a partnership, means an individual or a person (if specified) who fulfills any of the following criteria:
 - 直接或間接地有權攤分或控制該合夥的資本或利潤的不少於 25%；
is entitled to or controls, directly or indirectly, not less than a 25% share of the capital or profits of the partnership;
 - 直接或間接地有權行使在該合夥的投票權的不少於 25%，或支配該投票權的行使；或
is, directly or indirectly, entitled to exercise or control the exercise of not less than 25% of the voting rights in the partnership; or
 - 行使對該合夥的管理最終的控制權；或
exercises ultimate control over the management of the partnership; or
 - 如該合夥是代表另一人行事，指該另一人。
if the partnership is acting on behalf of another person, means the other person.
3. 就信託而言，指符合以下任何一項說明的個人或[於獲銀行核准的交易所上市的]上市公司：
In relation to a trust, means an individual or a listed company [listed on a Stock Exchange approved by the Bank] who fulfills any of the following criteria:
 - 有權享有信託財產的資本的既得權益的不少於 25%的任何個人，而不論該人是享有該權益的管有權、剩餘權或復歸權，亦不論該權益是否可予廢除；
is entitled to a vested interest in not less than 25% of the capital of the trust property, whether the interest is in possession or in remainder or reversion and whether it is defeasible or not;
 - 該信託的財產授予人；
is the settlor of the trust;
 - 該信託的保護人或執行人；或
is a protector or enforcer of the trust; or
 - 對該信託擁有最終控制權的個人。
has ultimate control over the trust.
4. 就不屬(1)至(3)段指的人/ 非法團團體而言：
In relation to a person/ an unincorporated body other than (1) to (3):
 - 指最終擁有或控制該人/ 非法團團體的個人；或
means an individual who ultimately owns or controls the person/ unincorporated body; or
 - 如該人/ 非法團團體是代表另一人行事，指該另一人。
if the person/ unincorporated body is acting on behalf of another person, means the other person.

5. 聲明 DECLARATIONS

1. 本人(等)確認，在本表格給予的所有資料（包括但不限於給予的所有上述資料，以及由本人(等)向銀行提供的所有文件及支持材料）在所有方面均為真實、正確及完整，並授權銀行從銀行可能選擇的任何消息來源核實該等資料。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 herein, 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. 如於本表格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(等)欺詐地行事或有嚴重疏忽，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 are 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.
3. 於未收訖本表格以及在修訂未生效之前，所有根據現有開立商業賬戶表格（如不時修訂者）之所有指示及交易均仍有效並作實論。本人(等)明白有關修訂於銀行完成處理後才生效。
All instructions and transactions authenticated in accordance with the existing Business Account Opening Form (as previously amended from time to time) and purporting to have been given or entered into prior to receipt by the Bank of this form shall have effect as though these amendments had not been effected. I/We understand that these amendments will not take effect until they have been duly processed by the Bank.
4. 除本表格內所修訂資料及之前任何修訂外，開立商業賬戶表格之其他資料仍然有效。
Except as amended by this form and any previous amendments, the Business Account Opening Form shall remain in full force and effect.
5. 中英文本如有歧異，應以英文本為準。
If there is any conflict or inconsistency between the Chinese and English version of this document, the English version shall prevail.

6. 更改簽署安排 **CHANGE OF SIGNING ARRANGEMENT**

以下之更改簽署安排將適用於本人/吾等於 貴行維持之下列戶口。如沒有填寫，有關的更改將適用於本人/吾等於 貴行維持的所有戶口。
The change of signing arrangement below shall apply to my/our following account(s) maintained with you. If the field below is left blank, the change shall apply to all my/our account(s) maintained with you.

戶口號碼:
Account Number(s): _____

自即日/自生效日期 (如更改簽署安排非即時生效，請提供生效日期。日期須為往後日期。)起，簽署安排將更改如下：
With immediate effect / With effect from _____ (Please provide an effective date if the change of signing arrangement is not immediately effective. The date needs to be a future date)#, the signing arrangement shall be amended as follows:-

A. 簽署指示
Signing Instruction

必須 _____ 中之 _____ 人簽署
Signatures of any _____ of _____ are required

其他 > 請填寫 Others > Please specify

B. 公司印章式樣
Specimen of Company Chop



7. 更改簽署部份 **CHANGE OF SIGNING SECTION**

注意：須由有效的授權簽署人簽署。
Note: Valid Authorized Signer(s) to sign

日期 Date _____

[Empty dashed box for authorized person signature]

授權人士姓名 Name of Authorized Person#
|_____|

香港身份證/護照號碼 HKID/Passport Number
|_____|

[Empty dashed box for authorized person signature]

授權人士姓名 Name of Authorized Person#
|_____|

香港身份證/護照號碼 HKID/Passport Number
|_____|

[Empty dashed box for authorized person signature]

授權人士姓名 Name of Authorized Person#
|_____|

香港身份證/護照號碼 HKID/Passport Number
|_____|

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	授權人士姓名 Name of Authorized Person# <input type="text"/>
	香港身份證/護照號碼 HKID/Passport Number <input type="text"/>
	授權人士姓名 Name of Authorized Person# <input type="text"/>
	香港身份證/護照號碼 HKID/Passport Number <input type="text"/>
	授權人士姓名 Name of Authorized Person# <input type="text"/>
	香港身份證/護照號碼 HKID/Passport Number <input type="text"/>
	授權人士姓名 Name of Authorized Person# <input type="text"/>
	香港身份證/護照號碼 HKID/Passport Number <input type="text"/>

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A/C No. _____

8. 公司決議證明書(適用於有限公司)

Certificate of Resolution (Applicable to Limited Company)

公司名稱

Name of Company: _____

本人(等)證明以下決議摘錄乃真實無誤, 有關決議已經由本公司董事會/唯一董事, 在本公司之註冊地址於_____年_____月_____日依照本公司之註冊章程正式通過並已記載於本公司之會議紀錄內。

I/We hereby certify that the following is the true and correct extract of the resolutions as entered into the minute book of the Company duly passed by the Board of Directors/the Sole Director with necessary quorum in accordance with the Articles of Association of the Company held at the registered address of the Company on the _____ day of _____.

1. 華僑銀行(香港)有限公司(以下簡稱「該銀行」)日期為_____年_____月_____日的商業賬戶更新表格及其所載的所有指示、資料、詳情及相關的條款及細則獲全部接納、通過及追認。

That the Business Account Amendment Form of OCBC Bank (Hong Kong) Limited (hereinafter referred to as "the Bank") dated _____ and all instructions, information, details and related terms and conditions specified therein are hereby approved, accepted and ratified in all respects.

2. 本公司之董事、秘書及任何其他經授權代表公司簽署之人士之名單及印鑑式樣及下述第三之董事會議案應送該銀行存查。凡本公司議決案內指定有權簽署之人士, 如有任何變更, 應以董事會主席聯同秘書或其他一位本公司董事簽署之董事會/唯一董事決議及新印鑑通知該銀行。但於該銀行未獲上述決議通知前, 原有印鑑仍繼續有效。

That the Bank be furnished with a list of the names and specimens of signatures of the directors, secretary and any other person or persons authorized to sign on behalf of the Company together with the resolution as described in paragraph 3 below, and that the Bank be from time to time informed the resolution of the Board of Directors/the Sole Director certified by the chairman and either the secretary or one other director of the Company of any change which may take place in respect of those authorized signers and their specimen signatures be submitted. By virtue of this resolution the Bank be entitled to act upon until the receipt of a further certified resolution as aforesaid.

3. 本公司董事會/唯一董事之任何議決案抄本如經主席聯同秘書或其他一位本公司董事簽署證明屬實者, 在本公司與該銀行間, 該抄本即為通過有關議案之切實證明。

That a copy of any resolution of the Board of Directors/the Sole Director if purporting to be certified as correct by the chairman and either the secretary or one other director of the Company shall as between the Bank and the Company be conclusive evidence of the passing of the resolution so certified.

4. 此議決案即抄送該銀行在本公司董事會/唯一董事通過另一修改議案, 及將董事會主席及秘書或其他一位本公司董事簽署抄本送達該銀行之前, 仍屬有效。

That these resolutions be communicated to the Bank and remain in force until an amending resolution shall be passed by the board of directors/the Sole Director of the Company and a copy thereof certified by the chairman and either the secretary or one other director of the Company shall have been communicated to the Bank.

5. 如本文之中文版本與英文版本有抵觸或意義分歧, 須以英文版本為準。

In the event of a conflict or discrepancy or inconsistency between the English version and Chinese version of these presents, the English version shall prevail over the Chinese version.

日期

Date this _____ day of _____.

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

簽署(秘書或另一位董事) Signature (Secretary or another director)

全名(請用正楷填寫) Full name in BLOCK letters

全名(請用正楷填寫) Full name in BLOCK letters

注意
Note

- 1 所有更正及刪除必須經由董事局會議主席及秘書(或另一位董事)確認及簽署。
All alterations and deletions must be confirmed by the Chairman and the Secretary (or another director) with full signatures.

9. 全東/合夥戶口授權書(適用於全東或合夥經營商號)

Mandate for Sole Proprietorship/ Partnership (Applicable to Sole Proprietorship / Partnership)

本人(等)以_____名義經營之商號，現請求及授權華僑銀行(香港)有限公司(“貴行”)，
I/We, the undersigned trading under the style or firm name of _____ (“the firm”) hereby
request and authorize you, OCBC Bank (Hong Kong) Limited as follows:-

1. 本人(等)同意及確認華僑銀行(香港)有限公司日期為_____年_____月_____日的商業賬戶更新表格及其所載的所有指示、資料、詳情及相關的條款及細則獲全部接納、通過及追認。
I/We hereby agree and acknowledge that the Business Account Amendment Form of OCBC Bank (Hong Kong) Limited (“the Bank”) dated _____ and all instructions, information, details and related terms and conditions specified therein are approved, accepted and ratified in all respects.
2. 本授權書之有效期間由即日起直至貴行接獲本號書面通知取銷之日為止，無論本號之組織或名稱有任何更改、或因股東死亡、破產、退股或新股東加入或其他原因而引致本號組織更改，均不會影響本授權書之效力。
This authority shall remain in force until written notice of revocation shall have been sent to and received by the Bank notwithstanding any change in the constitution or name of the firm and shall apply notwithstanding any change in the membership of the firm by death bankruptcy retirement or otherwise or the admission of any new partner or partners.
3. 如本文之中文版本與英文版本有抵觸或意義分歧，須以英文版本為準。
In the event of a conflict or discrepancy or inconsistency between the English version and Chinese version of these presents, the English version shall prevail over the Chinese version.

日期
Date this _____ day of _____.

簽署(全東/合夥人) # Signature (Sole Proprietor / Partner)#

簽署(合夥人) Signature (Partner)

全名(請用正楷填寫) Full name in BLOCK letters

全名(請用正楷填寫) Full name in BLOCK letters

簽署(合夥人) Signature (Partner)

簽署(合夥人) Signature (Partner)

全名(請用正楷填寫) Full name in BLOCK letters

全名(請用正楷填寫) Full name in BLOCK letters

簽署(全東/合夥人) # Signature (Sole Proprietor / Partner)#

簽署(合夥人) Signature (Partner)

全名(請用正楷填寫) Full name in BLOCK letters

全名(請用正楷填寫) Full name in BLOCK letters

10. 議決案證明 (適用於社團、協會或俱樂部)

Certified Copy of Resolutions (Applicable to Society, Association or Club)

(社團名稱) _____ (以下簡稱「本社團」) 於 _____ 年 _____ 月 _____ 日舉行
(執行委員會之名稱) _____ (以下簡稱「本委員會」) 會議，通過下列議決案：

The following resolutions were passed by
the
(hereinafter referred to as "the Governing Body")
of the
(hereinafter referred to as "the Organization")
at their Meeting held on the day of

1. 華僑銀行(香港)有限公司(以下簡稱「該銀行」)日期為 _____ 年 _____ 月 _____ 日的商業賬戶更新表格及其所載的所有指示、資料、詳情及相關的條款及細則獲全部接納、通過及追認。
That the Business Account Amendment Form of OCBC Bank (Hong Kong) Limited (hereinafter referred to as "the Bank") dated _____ and all instructions, information, details and related terms and conditions specified therein are approved, accepted and ratified in all respects.
2. 代表本社團簽署之各被授權代表人士名單及其簽署式樣乙份應送該銀行存查，嗣後如有任何變更或增減時，應以與會主席聯同秘書簽證之議決案及新印鑑通知該銀行。但於該銀行未獲上述議決案通知前，原有印鑑仍繼續有效；
但該銀行在未收到新通知以前，得根據上述被授權簽署人士之簽署及指示而處理一切事項。
That the Bank be furnished with a list of the names and specimens of signatures of any person or persons authorized to sign on behalf of the Organization, and be from time to time informed the resolution of the Governing Body certified by the chairman and the secretary of any changes which may take place in respect of those authorized signers and their specimen signatures be submitted. By virtue of this resolution the Bank be entitled to act upon until the receipt of a further certified resolution as aforesaid.
3. 本委員會之任何議決案抄本如經與會主席聯同秘書簽證證明屬實者，在本社團與該銀行間，該抄本即為通過有關議案之切實證明。
That a copy of any resolution of the Governing Body if purporting to be certified as correct by the chairman of the meeting and the secretary shall as between the Bank and the Organization be conclusive evidence of the passing of the resolution so certified.
4. 此議決案即抄送該銀行，在本委員會通過另一修改議案，及將與會主席及秘書簽證抄本送達該銀行之前，仍屬有效。
That these resolutions be communicated to the Bank and remain in force until an amending resolution shall be passed by the Governing Body of Organization and copy thereof certified by the chairman and the secretary of the Organization shall have been communicated to the Bank.

茲證明上述議決案，乃本社團會議記錄冊所錄存之正式抄本，而此議決案乃本委員會依照本社團之組織章程於 _____ 年 _____ 月 _____ 日在 _____ 舉行之會議上正式通過。

We hereby certify the foregoing to be true copies of the resolutions as entered in the minute book of the Organization duly passed at a meeting of the Governing Body of the Organization with necessary quorum in accordance with the Rules of Association of the Organization held at _____ on the _____ day of _____

日期
Date this _____ day of _____.

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

簽署 (秘書) Signature (Secretary)

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

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

註1: 如有刪改，應由主席及秘書簽字證實。

註2: 此中文譯本與英文本之文義如有歧異，以英文本為準。

Note 1: All alternations and deletions must be confirmed by the Chairman and the Secretary with full signatures.

Note 2: In the event of a conflict or discrepancy or inconsistency between the English version and Chinese version of these presents, the English version shall prevail over the Chinese version.

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Supplementary Information in CIF - Referral Table			
Number of Employee detail (HK / CHINA / OTHER)	1 – “BELOW 5”	2 – “5 – 10”	3 – “11 – 50”
	4 – “51 – 100”	5 – “101 – 500”	6 – “501 – 1000”
	7 – “1001 – 3000”	8 – “3001 – 5000”	9 – “>5000”
Annual Business Turnover Amount detail	1 – “BELOW 500,000”	2 – “500,000 – 1,000,000”	3 – “1,000,001 – 5,000,000”
	4 – “5,000,001 – 10,000,000”	5 – “10,000,001 – 15,000,000”	6 – “>15,000,000”
Annual Turnover Amount (with our Bank) detail	1 – “BELOW 500,000”	2 – “500,000 – 1,000,000”	3 – “1,000,001 – 5,000,000”
	4 – “5,000,001 – 10,000,000”	5 – “10,000,001 – 15,000,000”	6 – “>15,000,000”
Annual Turnover of Transaction Count detail	1 – “BELOW 300”	2 – “301 – 5,000”	3 – “5,001 – 10,000”
	4 – “10,001 – 50,000”	5 – “50,001 – 100,000”	6 – “>100,000”
Nature of Activity *請選擇一項 Please select one	1 – CASH	2 – CHEQUE / CASHIER ORDER	3 – CHATS / LOCAL INTERBANK TRANSFER
	4 – TT / DEMAND DRAFT	5 – INTRABANK TRANSFER	6 – CREDIT CARD MERCHANT TRANSACTIONS
	7 – AUTOPAY	8 – HK – MACAU INSTANT REMITTANCE	