

企業網上銀行服務及企業流動理財服務 - 用戶資料更改表格

Corporate Internet Banking Services and Corporate Mobile Banking Services - User Information Change Request Form

- 請以英文正楷填寫並於適當空格內加「✓」號。Please complete in English using BLOCK LETTERS and place 「✓」 in the boxes where appropriate.
- 用戶（定義見企業網上銀行服務章程及條款）必須年滿十八歲或以上。User(s) (as defined in the Corporate Internet Banking Services Terms and Conditions) must be at least 18 years of age.
- 於填寫本表格前，請先細閱企業網上銀行服務章程及條款、企業流動理財服務章程及條款、賬戶章程、匯款條件、其他賬戶及服務條款、私隱政策以及其他適用章程及條款的條文，本申請將受上述條文約束。Before completing this form, please read the Corporate Internet Banking Services Terms and Conditions, Corporate Mobile Banking Services Terms and Conditions, Account Terms, Remittance Conditions, other terms and conditions of accounts and services, privacy policies, and other applicable terms and conditions as they shall be binding on this application.
- 請親身把已填妥的表格交回任何一間創興銀行本港分行。Please return this form in person to any branch of Chong Hing Bank in Hong Kong.
- 無論本申請成功與否，所有交來文件(包括本表格)恕不退回。Documents submitted (including this form) will not be returned to the Applicant whether this application is successful or not.
- 本表格內之中英文條文如有歧異之處，概以英文版為準。In case of any inconsistency between the Chinese and English versions of this form, the English version shall prevail to the extent of such inconsistency.
- 資料欄有(*)號者，必須填寫。如無(*)號者，可選擇性填寫。Information fields with (*) must be completed. Otherwise, it is optional to complete.

To: Chong Hing Bank Limited (“the Bank”)
致: 創興銀行有限公司(「本行」)

A 申請機構資料 Applicant's Information	
申請機構英文名稱 Name of Applicant in English*	
呈交文件種類 Type of Document submitted*	
<input type="checkbox"/> 商業登記證 B.R. Certificate	證件號碼 Document No. : _____
<input type="checkbox"/> 公司註冊證明書 Certification of Incorporation	
<input type="checkbox"/> 其他(請註明) Others (Please specify) : _____	證件簽發地/國家 Document Issued Place/Country:
	<input type="checkbox"/> 香港 Hong Kong
	<input type="checkbox"/> 其他(請註明) Others (Please specify) : _____

B 用戶設定 User Settings	
B1 用戶 1 User 1	
<input type="checkbox"/> 更改 Change <input type="checkbox"/> 啟用 Activate <input type="checkbox"/> 停用 Suspend (原因 Reason: _____) <input type="checkbox"/> 重發密碼 Re-issue PIN (原因 Reason: <input type="checkbox"/> 忘記密碼 Forgot Password <input type="checkbox"/> 未有收取密碼 Password is not received)	
用戶編號 User ID*	
用戶角色 (請只填選一項) User Role (Please check one item only) <input type="checkbox"/> 管理員 Administrator <input type="checkbox"/> 審批員 Approver <input type="checkbox"/> 錄入員 Operator 1. 單式權限模式用戶預設為管理員。User under Single Authority shall be designated as Administrator. 2. 如申請機構屬聯合權限模式，且欲更改用戶為管理員，請透過填寫企業網上銀行服務及企業流動理財服務 - 申請/更改服務表格提交予本行。If the Applicant is Joint Authorities, and would like to change the User to Administrator, please submit the application to the Bank by filling in the form - Corporate Internet Banking Services and Corporate Mobile Banking Services - Application / Change Request Form. 3. 若選擇審批員且未選擇管理員，不論是否有選擇錄入員，亦將被指定為審批人。If Approver is chosen and Administrator is not, the User will be designated as Approver regardless of whether Operator is chosen. 4. 若只選擇錄入員，將被指定為錄入員角色。If only Operator is selected, the User shall be designated as Operator.	
指定授權級別 (只適用於聯合權限) Designated Authorisation Level (Applicable to Joint Authorities Only) <input type="checkbox"/> A級 Level <input type="checkbox"/> B級 Level <input type="checkbox"/> C級 Level <input type="checkbox"/> 無授權級別 (只適用於管理員/錄入員) No Authorisation Level (Applicable to Administrator/Operator Only) *請僅選擇四個級別中的一個，不允許多個選擇。Please only check one of the four levels; multiple selections are not allowed.	
備註 Remarks: 1. 如用戶角色為「審批員」，須指定審批員的授權級別；如用戶角色為「管理員」，可選擇指定授權級別或無授權級別，為管理員指定授權級別後，管理員同時可以用管理功能及為交易進行授權。If the User is an 'Approver', please designate authorisation level for such Approver; If the User is an 'Administrator', authorisation level may be chosen to be designated or not. If authorisation level has been assigned, Administrator will be able to approve transactions in addition to using administrative functions. 2. 如交易授權機制設定選擇「有序授權」，授權時需遵循授權順序，審批流程先由C級授權用戶完成，最後由A級授權用戶完成（如適用）。如交易授權機制設定選擇「無序授權」，授權時無需遵循授權順序，只須滿足就該筆交易各個級別的授權人數要求。If 'Sequential Authorisation' is selected under Transaction Authorisation Matrix Settings, ordered approval is required, with the approval process starting from Level C Authorised User(s) to Level A Authorised User(s) (if applicable). If 'Non-Sequential Authorisation' is selected under Transaction Authorisation Matrix Settings, ordered approval is not required, so long as the required number of users with the corresponding authorisation levels applicable to that particular transaction is met.	
用戶姓名 (如身分證文件所示) English Name of User (as shown on Identity Document) <input type="checkbox"/> 先生 Mr. <input type="checkbox"/> 太太 Mrs. <input type="checkbox"/> 小姐 Miss 姓名 (中文) Name (in English)*	

香港身份證/護照/其他身份證明文件（請說明）號碼* HKID / Passport / Other Identity Document (please specify) No.		證件簽發地 Document Issued Place*	
<input type="checkbox"/> 如屬首次登記用戶(適用於管理員/審批員)，且並非申請機構有關人士 – 請附上身份證明文件副本 If this is first registration of User (applicable to Administrator/Approver) who is not a connected party of the applicant - Please attach a copy of Identity Document		出生日期(年-月-日) Date of Birth (YYYY-MM-DD)	
通訊地址（如為重發密碼，請提供通訊地址） Correspondence Address (Please provide Correspondence Address if apply to re-issue PIN)			
聯絡電話 ² Contact Telephone No. ²		其他聯絡電話 ² Other Contact Telephone No. ²	
流動電話號碼 ^{2,3} Mobile Phone No. ^{2,3*}		電郵地址 Email Address*	

雙重認證服務⁴ Two-factor Authentication Service^{4*}

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

於本行之指定交易賬戶號碼（只適用於聯合權限） Designated Transaction Account Number(s) with the Bank (Applicable to Joint Authorities Only)			
賬戶號碼 Account Number(s) 獲授權之用戶可以根據其服務設定使用以下賬戶提出 / 批核交易或查詢賬戶資料 The Authorised User may initiate / approve a transaction or enquire information with the following account(s) according to the Authorised User's services setting.		單一批核者特權，賬戶批核限額（只適用於管理員或審批員） Sole Authoriser Privilege, Account Transaction Limit (Applicable to Administrators or Approvers only) 獲授權之用戶可單獨同時提出及批核同一交易，而無需經過交易授權基制的設定。該項交易將受以下賬戶批核限額所約束。 The Authorised User may individually initiate and approve a transaction without passing through the Transaction Authorisation Matrix Settings, subject to the pre-established limits for the following account(s).	

<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	所有指定交易賬戶 ⁵ All designated transaction accounts ⁵	<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	HK\$ _____
如需 為個別指定賬戶作出設定 ，請於以下填寫： For setting designated account(s) , please fill in the following:			
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	1.	<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	HK\$ _____
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	2.	<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	HK\$ _____
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	3.	<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	HK\$ _____
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	4.	<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	HK\$ _____
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	5.	<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	HK\$ _____
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	6.	<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	HK\$ _____
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	7.	<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	HK\$ _____
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	8.	<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	HK\$ _____

服務設定（選填及只適用於聯合權限） Services Setting (Optional and only applicable to Joint Authorities)

所有用戶均會獲提供基本服務，例如：外幣牌價、服務/資訊（網上銀行交易紀錄除外）及管理中心⁶（適用於管理員）。Basic services will be available to all Users, for example, Foreign Exchange Rates, Service/Information (except for Online Transaction Record) and Management Centre⁶ (applicable to Administrator).


查詢功能 Enquiry Functions	
各個角色均可就以下項目/服務作出勾選以獲得「查詢」權限。All user roles may use “Enquiry” functions for the following items/services by checking the corresponding boxes below.	
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	全部查詢功能 (包括提交本表格時本行提供的全部查詢功能) All Enquiry Functions (Including ALL the enquiry functions the Bank provides when submitting this application)
如需 指定個別查詢功能 ，請於以下填寫： For setting individual enquiry function(s), please fill in the following:	
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	賬戶查詢（包括：賬戶概覽、交易詳情查詢、查詢電子結單、查詢電子通知書等） Account Enquiry (including Account Overview, Transaction Details Enquiry, e-Statement Enquiry, e-Advice Enquiry etc.)
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	轉賬查詢（包括：批量交易查詢、最近轉賬紀錄等） Fund Transfer Enquiry (including Bulk Transaction Enquiry, Recent Transfer Record etc.)
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	批量發薪查詢 Bulk Payroll Enquiry
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	定期存款概覽 Fixed Deposit Overview
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	服務/資訊（包括：服務限額查詢、網上銀行交易紀錄等） Service/Information (including Service Limit Enquiry, Online Transaction Record etc.)

錄入/授權操作及交易功能 Operate / Approve Operation and Transaction Functions	
1. 錄入員 作出勾選後，即代表該用戶擁有該相關功能的「錄入」權限。 Operator checking the corresponding boxes below means such User has the right to “operate” the related function(s). 2. 審批員或管理員 作出勾選後，即代表該用戶擁有該相關功能的「錄入」及「授權」權限，惟仍須視乎用戶的授權級別及交易授權基制的設定判斷該用戶是否可為該交易進行授權。 Approver or Administrator checking the corresponding boxes below means such User has both rights to “operate” and “approve” the related function(s). However, approval right for the related transaction shall also depend on the User's designated authorisation level and Transaction Authorisation Matrix Settings.	
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	全部操作/交易功能 (包括提交本表格時本行提供的全部操作/交易功能) All Operation / Transaction Functions (including ALL the operation / transaction functions provided by the Bank at the time of the application)
如需 指定個別操作/交易功能 ，請於以下填寫： For setting individual operation / transaction function(s), please fill-in the following:	
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	設定電子結單 Set Up e-statement
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	轉賬（包括：本行轉賬、本地跨行、電匯、批量交易錄入、登記第三者賬戶、預約交易管理等） Fund Transfer (including Transfer Within the Bank, Local Inter-bank, Telegraphic Transfer, Bulk Transaction Entry, Third Party Account Registration, Scheduled Transaction Management etc.)
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	設定轉數快服務（包括：FPS賬戶綁定、設定電子直接付款授權服務等） FPS Service Setting (including FPS Addressing Service, Set Up eDDA Service etc.)
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	批量發薪錄入 Bulk Payroll Entry
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	定期存款（包括：開立定期存款、更改到期指示等） Fixed Deposit (including Fixed Deposit Placement, Amend Maturity Instruction

	etc.)
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	外幣兌換 Foreign Exchange
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	繳費（包括：繳付賬單、我的商戶清單、預設繳付管理等） Bill Payment (including Bill Payment, My Payee List, Scheduled Payment Management etc.)
<input type="checkbox"/> 增加 Add <input type="checkbox"/> 刪除 Delete	申請支票簿 Cheque Book Request

備註 Remarks:

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

C	<p>聲明 Declaration</p> <p>本人（等）／本公司現向創興銀行有限公司（「銀行」）申請向本人（等）／本公司提供企業網上銀行服務及企業流動理財服務（「該服務」）及/或就該服務作出更改，並受制於銀行不時修訂或補充之銀行所訂明之企業網上銀行服務及企業流動理財服務 - 申請/更改服務表格、企業網上銀行服務章則及條款、企業流動理財服務章則及條款、賬戶章則、其他賬戶及服務條款、私隱政策以及其他適用章則及條款（總稱「服務章則」）的條文。本人（等）／本公司已閱讀、明白及同意遵守銀行指定之服務章則（特別是因使用該服務操作引起之一切風險）及不時經銀行單獨酌情所作之修訂及補充條款並受其約束。本人（等）／本公司確認及同意本人（等）／本公司已有效授權本申請表所述 B 部(或本人(等) / 本公司不時所通知銀行) 之人士(等)可經該服務操作本人（等）／本公司於銀行開立及以上指定之賬戶（包括但不限於申請、收取、授權使用及變更用戶編號、密碼及其他該服務之資料）。本人（等）／本公司明白本申請表 B 部登記之流動電話號碼，將用作在接收由銀行發出的流動短訊，包括但不限於完成交易提示，本人（等）／本公司明白該網上高風險設定將影響本人（等）／本公司於該服務進行任何高風險交易的功效。本人（等）／本公司茲確認有關本申請所不時提供之資料及文件均為正確無訛、完整、已更新及無誤導性，並保證立即通知銀行有關任何變更。</p> <p>I / We, hereby request CHONG HING BANK LIMITED (the "Bank") to provide Corporate Internet Banking Services and Corporate Mobile Banking Services (the "Services") to me/us and/or to make such changes with respect to the Services subject to the provisions of the Bank's prescribed Corporate Internet Banking Services and Corporate Mobile Banking Services - Application / Change Request Form, Corporate Internet Banking Services Terms and Conditions, Corporate Mobile Banking Services Terms and Conditions, Account Terms, other terms and conditions of account and services, privacy policies, and other applicable terms and conditions as varied or supplemented by the Bank from time to time (collectively called "Terms of Services") in such manner at its sole discretion. I / We, the undersigned, have read, understood and accepted the Terms of Services (and in particular the risks involved in operating the Services) and hereby agree to be bound by such terms and conditions. I / We, the undersigned, acknowledge and agree that I/we have duly authorised the person(s) stated in Part B of this form (or otherwise notified to the Bank by me / us from time to time) to operate all account(s) registered and designated in the manner above (including without limitation to apply for, receive, authorise the use of and vary the User ID, PIN and other items of the Services) with the Bank through the Services. I / We understand that the mobile phone number registered in Part B of this form is used to receive SMS issued by the Bank, including but not limited to SMS alert of transaction completion. I / We also understand that the setting of online high risk transaction will affect my / our ability to perform any online high risk transactions via the Services. I / We, the undersigned, confirm that the information and documents provided from time to time under or relating to this application are true, complete, updated and not misleading, and undertake to inform the Bank immediately should there be any change thereof.</p> <div style="text-align: center;">  <p>S.V.</p> </div> <div style="display: flex; justify-content: space-between;"> <div> <p>申請機構授權簽署 (公司蓋印 - 如適用)</p> <p>Authorised Signature(s) of Applicant (Company Chop if Applicable)</p> </div> <div> <p>日期 Date</p> </div> </div> <p>此簽署必須與創興銀行記錄之賬戶簽字安排相符。The signature arrangement must conform to the Bank's record of specimen signature(s) of the Account.</p>
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銀行專用(分行) For Bank's Use Only		
Requesting Branch / Department	Requested by (Staff Name & Staff No.) & Date	Approved by (Supervisor or above - Staff Name & Staff No.) & Date
銀行專用(MCIS) For Bank's Use Only (MCIS)		
Inputted by & Date	Verified by & Date	