

Commercial Internet Banking/Phone Banking Service
Special Instruction Form

請以正楷填寫此表格，並在適當處加上「✓」號。Please complete this form in BLOCK LETTERS and place a "✓" where appropriate.
* 請刪去不適用者。* Please delete whichever is inappropriate.

8 Steps in Total

F No. (For Bank Use)

1. 客戶資料 Customer Information				
公司名稱 Company Name	中文 in Chinese 1.1.Fill in the Company name in Chinese, e.g. 字母有限公司 英文 in English 1.2.Fill in the Company name in English, e.g. Alphabet Limited			
公司註冊證號碼 / 商業登記證號碼* Certificate of Incorporation / Business Registration Certificate Number*	2.Fill in the CI No. or BR No.			
2. 企業網上銀行 / 電話銀行服務使用者個人資料 Commercial Internet Banking / Phone Banking Service User Information				
姓名 Name in full	3. Fill in the user name, eg: Chan Tai Man 用戶 ID User ID 4.Fill in the user ID, eg: User01			
身份證 / 護照 / 其他證明檔號碼* ID Card/Passport/Other ID No.*	5. Fill in the ID, eg: A123456(7)			
3. 上述用戶 ID 之指示類別 The Instruction Type Of Above ID				
<input type="checkbox"/> 本人已... I have re-activated the Commercial Internet Banking Service 6.1 To reactivate the CIB (Unlock) , please tick this box				
<input type="checkbox"/> 恢復企業網上銀行服務 Reactivate the Commercial Internet Banking Service <input type="checkbox"/> 恢復企業電話銀行服務 Reactivate the Commercial Phone Banking Service <input type="checkbox"/> 補發網上銀行服務密碼 Re-issue Commercial Internet Banking Service PIN <input type="checkbox"/> 補發電話銀行服務密碼 Re-issue Phone Banking PIN	<input type="checkbox"/> 暫停企業網上銀行服務 Suspend the Commercial Internet Banking Service <input type="checkbox"/> 暫停企業電話銀行服務 Suspend the Commercial Phone Banking Service <input type="checkbox"/> 其他 (請註明) Others (Please Specified):			
6.3 To freeze user's Token, please tick this box	6.2 To unlock CIB and re-issue PIN, please tick both boxes			
<input type="checkbox"/> 工銀亞洲電子密碼器報失 Report a lost or stolen ICBC (Asia) Token <input type="checkbox"/> 補發工銀亞洲 U 盾\電子密碼器 Re-issue ICBC (Asia) USB-Shield \ Password Token				
6.4 Token lost/multifunctioned or forgot Token PIN, please tick this box to re-issue Token	6.5 To update user's Mobile No./Email Address, please tick this box and fill in the updated Mobile No./Email			
<input type="checkbox"/> 以下手機號碼/電郵地址用以接收保安聯繫通知 Mobile Phone No. (Area Code + No.) []+[] []+[] Email Address				
4. 簽署 Signature(s)				
7.Authorised Signature, and Stamp here (if applicable, please pay special attention that the chop/seal here should be consistent with the record in the bank) <div style="border: 1px solid black; width: 100px; height: 30px; float: right; margin-left: 20px;">S.V.</div>				
授權簽署 Authorised Signature				
銀行專用 For Bank Use Only				
原工銀亞洲電子密碼器編號: Original ICBC (Asia) Token No.:	新工銀亞洲電子密碼器編號: New ICBC (Asia) Token No.:			
Branch	TPC			
Verified by	Approved by	Input by	Checked by	Date
Remarks				
8.Send by mail or submit to one of our branches / account manager				