

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 “✓” where appropriate.

此補充頁必須連同《企業網上銀行服務申請表》或《企業網上銀行服務變更表》一併遞交。This Supplementary Page should be submitted along with “Commercial Internet Banking Service Application Form” or “Commercial Internet Banking Service Amendment Form”.

**1. 登記賬戶 Registered Account (按個別賬戶 For different account)**

登記以下本公司之賬戶 Register the following designated own account(s).

1. 網上銀行用戶 ID 對有關賬戶的授權，不能超過該用戶 ID 本身的授權範圍。如用戶 ID 只有提交權限，則該用戶 ID 不能被設定為對任何賬戶有可授權權限。The authority of User ID in relation to relevant account(s) cannot exceed the authority of that User ID which has been set on ID level. For example, if the User ID only has Input Right, that User ID may not be set for having Signer Right in relation to any account(s).

2. 如欲設定新增賬戶的所有用戶 ID 具預設授權，則無需填寫空格。Please leave the boxes empty if you would like to set all User IDs for the new registered account(s) having default authority.

賬戶號碼 Account No.:

網上銀行用戶 ID User ID	僅查詢 Enquiry	(只選一項用戶權限 Select one user right type only)		
		查詢及提交權限 Enquiry & Input Right	查詢及授權權限 Enquiry & Signer Right (不適用於僅有<提交權限>的用戶。 Not applicable to Users with “Input Right” only.)	查詢、提交及授權權限 Enquiry, Input & Signer Right (不適用於僅有<提交權限>的用戶。 Not applicable to Users with “Input Right” only.)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

賬戶號碼 Account No.:

網上銀行用戶 ID User ID	僅查詢 Enquiry	(只選一項用戶權限 Select one user right type only)		
		查詢及提交權限 Enquiry & Input Right	查詢及授權權限 Enquiry & Signer Right (不適用於僅有<提交權限>的用戶。 Not applicable to Users with “Input Right” only.)	查詢、提交及授權權限 Enquiry, Input & Signer Right (不適用於僅有<提交權限>的用戶。 Not applicable to Users with “Input Right” only.)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

賬戶號碼 Account No.:

網上銀行用戶 ID User ID	僅查詢 Enquiry	(只選一項用戶權限 Select one user right type only)		
		查詢及提交權限 Enquiry & Input Right	查詢及授權權限 Enquiry & Signer Right (不適用於僅有<提交權限>的用戶。 Not applicable to Users with “Input Right” only.)	查詢、提交及授權權限 Enquiry, Input & Signer Right (不適用於僅有<提交權限>的用戶。 Not applicable to Users with “Input Right” only.)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

X

S.V.

授權簽署及公司蓋章/圖章(如有) Authorised Signature(s) with Company Chop/Seal (if any)

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## 2. 使用者設定 User Set Up (補充表格 Supplementary Page)

3. 登入企業網上銀行（包括企業手機銀行）所使用的用戶 ID，必須為 3 至 12 位英文字母或數目字，中間不含空位，及首位不可為數字 0。如果有關用戶 ID 於系統已被佔用，所選用的用戶 ID 將由銀行自行制定。The User ID used for login the Commercial Internet Banking (Including Commercial Mobile Banking) must be 3 to 12 characters or numbers without space and cannot begin with the number 0. If the relevant User ID has been registered by others, the Bank will assign an User ID at the Bank's sole discretion.

4. 請提供使用者的香港身份證/護照副本予本行作記錄。Please provide a copy of the User's HKID / Passport for our Bank's record.

5. 以下列明的手機號碼將可接收有關在企業網上銀行（包括企業手機銀行）操作高風險交易後的確認短信。Confirmation SMS messages will be sent to the mobile phone numbers as specified below after high risk transactions have been executed via Commercial Internet Banking (Including Commercial Mobile Banking).

6. 申請使用證券交易及保證金外匯及貴金屬交易服務的用戶 ID 必須有“提交及授權”權限。其中每個企業網上銀行客戶只允許兩個用戶 ID 可使用證券交易功能。User ID must have the right of "Input & Signer" to operate Securities Trading and Margin FX & Precious Metal Trading. Each Commercial Internet Banking customer is only permitted to have a maximum of two User IDs to operate Securities Trading services.

7. 用以接收電子結單提示通知書。For receiving the e-Statement alert.

8. 基於保安理由，必須委派至少兩名自助管理使用者，並且由一名自助管理使用者建立的任何行動必須經由至少另一名自助管理使用者的批核。

For security reasons, at least 2 Users must be appointed, and any action initiated by one User must be approved by at least one other User.

### IMPORTANT NOTES 重要事項

鑑於授予自助管理使用者的廣泛權力，自助管理使用者應該是公司內部具有足夠行政權力及職權承擔職責的人員，及公司有責任確保其擁有適當及充足的內部監控程序及安全措施，以防止自助管理使用者進行任何欺詐、濫用或未經授權的行為或疏忽。

Given the wide powers conferred on the User under Administration Setting, such User should be persons within the organization with sufficient executive power and authority to take on the role and the organization is responsible for ensuring that it has appropriate and adequate internal controls procedures and security measures in place to prevent any fraud, abuse or unauthorized acts/omissions by such User.

使用者 1 User One  新增 Add  更改 Amend  刪除 Delete

姓名 Name in full	用戶 ID(最多 12 位) <sup>3</sup> User ID (Max. 12 Characters) <sup>3</sup>	_ _ _ _ _
身份證 / 護照 / 其他證明文件編號 <sup>4</sup> ID Card/ Passport/Other ID Card No. <sup>4</sup>	特別功能設定: Special Settings:	<input type="checkbox"/> 單證與貿易融資 Trade Service <input type="checkbox"/> 電子賬單收款下載 EBPP Collection Download <input type="checkbox"/> 批量付款 Bulk Payment
手機號碼(地區號+號碼) <sup>5</sup> Mobile Phone No. (Area Code + No.) <sup>5</sup> [                    ]+[                    ]	投資功能設定: Investment Function Settings:	<input type="checkbox"/> 證券交易 <sup>6</sup> Securities Trading <sup>6</sup> <input type="checkbox"/> 保證金外匯及貴金屬交易 <sup>6</sup> Margin FX & Precious Metal Trading <sup>6</sup>
電郵地址 <sup>7</sup> Email Address <sup>7</sup>	自助管理設定 <sup>8</sup> Administration Settings <sup>8</sup>	<input type="checkbox"/> 基本權限 Input Right <b>或 OR</b> <input type="checkbox"/> 授權權限 Signer Right

### 用戶權限設定 User Right Setting

賬戶號碼 Account No.	(只選一項用戶權限 Select one user right type only)		
	提交權限 Input Right	授權權限 Signer Right	提交及授權權限 Input & Signer Right
所有 All	<input type="checkbox"/> 可查詢及提交 Enquiry & Input 或 OR <input type="checkbox"/> 僅查詢 Enquiry only	<input type="checkbox"/> 可查詢及授權 Enquiry & Signer 或 OR <input type="checkbox"/> 僅查詢 Enquiry only	<input type="checkbox"/> 可查詢、提交及授權 Enquiry, Input & Signer 或 OR <input type="checkbox"/> 僅查詢 Enquiry only
<b>或</b> 對個別賬戶(如有) <b>OR, For specified accounts (If any)</b>	<input type="checkbox"/> 可查詢及提交 Enquiry & Input 或 OR <input type="checkbox"/> 僅查詢 Enquiry only	<input type="checkbox"/> 可查詢及授權 Enquiry & Signer 或 OR <input type="checkbox"/> 僅查詢 Enquiry only	<input type="checkbox"/> 可查詢、提交及授權 Enquiry, Input & Signer 或 OR <input type="checkbox"/> 僅查詢 Enquiry only
	<input type="checkbox"/> 可查詢及提交 Enquiry & Input 或 OR <input type="checkbox"/> 僅查詢 Enquiry only	<input type="checkbox"/> 可查詢及授權 Enquiry & Signer 或 OR <input type="checkbox"/> 僅查詢 Enquiry only	<input type="checkbox"/> 可查詢、提交及授權 Enquiry, Input & Signer 或 OR <input type="checkbox"/> 僅查詢 Enquiry only

使用者 2 User Two  新增 Add  更改 Amend  刪除 Delete

姓名 Name in full	用戶 ID(最多 12 位) <sup>3</sup> User ID (Max. 12 Characters) <sup>3</sup>	_ _ _ _ _
身份證 / 護照 / 其他證明文件編號 <sup>4</sup> ID Card/ Passport/Other ID Card No. <sup>4</sup>	特別功能設定: Special Settings:	<input type="checkbox"/> 單證與貿易融資 Trade Service <input type="checkbox"/> 電子賬單收款下載 EBPP Collection Download <input type="checkbox"/> 批量付款 Bulk Payment
手機號碼(地區號+號碼) <sup>5</sup> Mobile Phone No. (Area Code + No.) <sup>5</sup> [                    ]+[                    ]	投資功能設定: Investment Function Settings:	<input type="checkbox"/> 證券交易 <sup>6</sup> Securities Trading <sup>6</sup> <input type="checkbox"/> 保證金外匯及貴金屬交易 <sup>6</sup> Margin FX & Precious Metal Trading <sup>6</sup>
電郵地址 <sup>7</sup> Email Address <sup>7</sup>	自助管理設定 <sup>8</sup> Administration Settings <sup>8</sup>	<input type="checkbox"/> 基本權限 Input Right <b>或 OR</b> <input type="checkbox"/> 授權權限 Signer Right

用戶權限設定 User Right Setting			
賬戶號碼 Account No.	(只選一項用戶權限 Select one user right type only)		
	提交權限 Input Right	授權權限 Signer Right	提交及授權權限 Input & Signer Right
所有 All	<input type="checkbox"/> 可查詢及提交 Enquiry & Input 或 OR <input type="checkbox"/> 僅查詢 Enquiry only	<input type="checkbox"/> 可查詢及授權 Enquiry & Signer 或 OR <input type="checkbox"/> 僅查詢 Enquiry only	<input type="checkbox"/> 可查詢、提交及授權 Enquiry, Input & Signer 或 OR <input type="checkbox"/> 僅查詢 Enquiry only
<b>或</b> 對個別賬戶(如有) <b>OR, For specified accounts (If any)</b>			
	<input type="checkbox"/> 可查詢及提交 Enquiry & Input 或 OR <input type="checkbox"/> 僅查詢 Enquiry only	<input type="checkbox"/> 可查詢及授權 Enquiry & Signer 或 OR <input type="checkbox"/> 僅查詢 Enquiry only	<input type="checkbox"/> 可查詢、提交及授權 Enquiry, Input & Signer 或 OR <input type="checkbox"/> 僅查詢 Enquiry only
	<input type="checkbox"/> 可查詢及提交 Enquiry & Input 或 OR <input type="checkbox"/> 僅查詢 Enquiry only	<input type="checkbox"/> 可查詢及授權 Enquiry & Signer 或 OR <input type="checkbox"/> 僅查詢 Enquiry only	<input type="checkbox"/> 可查詢、提交及授權 Enquiry, Input & Signer 或 OR <input type="checkbox"/> 僅查詢 Enquiry only

使用者 3 User Three <input type="checkbox"/> 新增 Add <input type="checkbox"/> 更改 Amend <input type="checkbox"/> 刪除 Delete	
姓名 Name in full	用戶 ID(最多 12 位) <sup>3</sup> User ID (Max. 12 Characters) <sup>3</sup>   _ _ _ _ _
身份證 / 護照 / 其他證明文件編號 <sup>4</sup> ID Card/ Passport/Other ID Card No. <sup>4</sup>	特別功能設定: Special Settings: <input type="checkbox"/> 單證與貿易融資 Trade Service <input type="checkbox"/> 電子賬單收款下載 EBPP Collection Download <input type="checkbox"/> 批量付款 Bulk Payment
手機號碼(地區號+號碼) <sup>5</sup> Mobile Phone No. (Area Code + No.) <sup>5</sup> [                    ]+ [                    ]	投資功能設定: Investment Function Settings: <input type="checkbox"/> 證券交易 <sup>6</sup> Securities Trading <sup>6</sup> <input type="checkbox"/> 保證金外匯及貴金屬交易 <sup>6</sup> Margin FX & Precious Metal Trading <sup>6</sup>
電郵地址 <sup>7</sup> Email Address <sup>7</sup>	自助管理設定 <sup>8</sup> Administration Settings <sup>8</sup> <input type="checkbox"/> 基本權限 Input Right <b>或 OR</b> <input type="checkbox"/> 授權權限 Signer Right

用戶權限設定 User Right Setting			
賬戶號碼 Account No.	(只選一項用戶權限 Select one user right type only)		
	提交權限 Input Right	授權權限 Signer Right	提交及授權權限 Input & Signer Right
所有 All	<input type="checkbox"/> 可查詢及提交 Enquiry & Input 或 OR <input type="checkbox"/> 僅查詢 Enquiry only	<input type="checkbox"/> 可查詢及授權 Enquiry & Signer 或 OR <input type="checkbox"/> 僅查詢 Enquiry only	<input type="checkbox"/> 可查詢、提交及授權 Enquiry, Input & Signer 或 OR <input type="checkbox"/> 僅查詢 Enquiry only
<b>或</b> 對個別賬戶(如有) <b>OR, For specified accounts (If any)</b>			
	<input type="checkbox"/> 可查詢及提交 Enquiry & Input 或 OR <input type="checkbox"/> 僅查詢 Enquiry only	<input type="checkbox"/> 可查詢及授權 Enquiry & Signer 或 OR <input type="checkbox"/> 僅查詢 Enquiry only	<input type="checkbox"/> 可查詢、提交及授權 Enquiry, Input & Signer 或 OR <input type="checkbox"/> 僅查詢 Enquiry only
	<input type="checkbox"/> 可查詢及提交 Enquiry & Input 或 OR <input type="checkbox"/> 僅查詢 Enquiry only	<input type="checkbox"/> 可查詢及授權 Enquiry & Signer 或 OR <input type="checkbox"/> 僅查詢 Enquiry only	<input type="checkbox"/> 可查詢、提交及授權 Enquiry, Input & Signer 或 OR <input type="checkbox"/> 僅查詢 Enquiry only

S.V.

X

授權簽署及公司蓋章/圖章(如有) Authorised Signature(s) with Company Chop/Seal (if any)

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**3. 授權設定 Authorization Setting (按個別賬戶 For different account)**

9. 基本財務交易所指包括本行信用卡還款、e 秒轉-FPS、工銀速匯、本地/海外他行轉賬匯款、本行轉賬、批量轉帳匯款及貨幣買賣、定期存款、購買本票/匯票及繳付賬單。Basic Financial Transaction includes Repayment for our Bank's Credit Card(s), Fast Payment System(FPS) ICBC Express, Local/Overseas Transfer / Remittance and Transfer Within Our Bank, Batch Transfer and Remittance and Foreign Exchange, Time Deposit, Demand Draft/ Cashier's order and Bill Payment.

10. 基本非財務交易所指包括 FPS 別名綁定、支票止付指令、申請賬戶結單、申請信用卡結單及申領支票簿。Basic Non-Financial Transaction includes FPS Addressing Scheme, Stop Cheque Payment Instruction, Application for Statement, Application for Statement (Credit Card) and Application for Cheque Book.

11. 客戶必需最少設定一條電子結單設定授權路徑，用以設定結單形式，及電子結單閱覽許可權。Customer must setup at least one authorization path for e-Statement Setting to set the deliver mode and access right of the statements.

注：如客戶在授權組別未有提供參與授權人數，銀行將以「一人」為參與授權設定。If customer has not provided the number of person(s) in the Authorized Group, the Bank will set "one person" as the number of person required for giving due authorization.

刪除現有授權組合後，由該授權組合指示而未完成的交易將無法繼續處理。After an existing signing matrix is deleted, the incomplete transactions made under that signing matrix will not be processed.

用戶可查閱所有賬戶的電子結單，賬戶的查詢權限將不受限制。User has the unrestricted right to enquire the e-Statements of all the accounts.

設定種類 Types of Setting	<input type="checkbox"/> 新增 Add <input type="checkbox"/> 修改至 Amend to	授權設定名稱 Authorization Setting Name:	<input type="checkbox"/> 刪除全部路徑並新增 Delete all & add
指定賬戶號碼 (如適用) Designated Account No. (If applicable):			
財務交易 Financial Transaction <input type="checkbox"/> 以下所有財務交易 Below All Financial Transactions <b>或 OR</b> <input type="checkbox"/> 基本財務交易 <sup>9</sup> Basic Financial Transaction <sup>9</sup> <input type="checkbox"/> 單證與貿易融資 Trade Service <input type="checkbox"/> 自動轉賬/支薪 Auto-pay/Payroll <input type="checkbox"/> 其他(請註明) Others (Please specify): _____	非財務交易 Non-Financial Transaction <input type="checkbox"/> 以下所有非財務交易 Below All Non-Financial Transactions <b>或 OR</b> <input type="checkbox"/> 基本非財務交易 <sup>10</sup> Basic Non-Financial Transaction <sup>10</sup> <input type="checkbox"/> 電子賬單收款上載 EBPP Collection Upload <input type="checkbox"/> 登記第三方收款賬戶 Register Third Party Beneficiary Accounts <input type="checkbox"/> 工銀信使 ICBC(Asia) Messaging services <input type="checkbox"/> 建立 FPS 電子直接付款授權書 Setup FPS Electronic Direct Debit Authorization(eDDA) <input type="checkbox"/> 動賬伴侶 Account Companion <input type="checkbox"/> 其他(請註明) Others (Please specify): _____		
<input type="checkbox"/> 電子結單設定 <sup>11</sup> (已默認電子結單) e-Statement Setting <sup>11</sup> (Default e-Statement)			
現金管理相關服務 Cash Management Related Services			
<input type="checkbox"/> 財智賬戶 Smart Account <input type="checkbox"/> 工銀商戶寶 ICBC(Asia) Business Account Plus <input type="checkbox"/> 資金調撥 Fund Sweeping <input type="checkbox"/> 資金池協議 Cash Pooling Agreement ( 資金池協議編號 Cash Pool Agreement No. : _____ ) 資金池協議別名 Cash Pool Agreement Alias: _____			

**注意: 各組別之間的用戶 ID 不能重複 Note: User ID of each group must not duplicate**

授權金額範圍 (HK\$) Range of Authorized Amount (HK\$)	提交人 Input User (不適用於僅有<授權權限>的用戶 Not applicable to User with "Signer right" only)	授權組別 1 Authorized Group 1 (不適用於僅有<提交權限>的用戶 Not applicable to User with "Input right" only)
(只適用於財務交易 For Financial Transaction only) (金額請填寫至小數點後兩位 Please fill in the amount to two decimal places)	<input type="checkbox"/> 全部提交及授權權限 ID All Input & Signer User ID	<input type="checkbox"/> 全部提交及授權權限 ID All Input & Signer User ID
由 From 至 To (包括 include) (包括 include)	<input type="checkbox"/> 全部提交權限 ID All Input User ID	<input type="checkbox"/> 全部授權權限 ID All Signer User ID
_____		這組別需 _____ 人參與授權。 This group needs _____ person(s) to give due authorization.
(只適用於財務交易 For Financial Transaction only) (金額請填寫至小數點後兩位 Please fill in the amount to two decimal places)	<input type="checkbox"/> 全部提交及授權權限 ID All Input & Signer User ID	<input type="checkbox"/> 全部提交及授權權限 ID All Input & Signer User ID
由 From 至 To (包括 include) (包括 include)	<input type="checkbox"/> 全部提交權限 ID All Input User ID	<input type="checkbox"/> 全部授權權限 ID All Signer User ID
_____		這組別需 _____ 人參與授權。 This group needs _____ person(s) to give due authorization.

設定種類 Types of Setting	<input type="checkbox"/> 刪除 Delete 授權設定名稱 Authorization Setting Name:
	<input type="checkbox"/> 刪除 Delete 授權設定名稱 Authorization Setting Name:
	<input type="checkbox"/> 刪除 Delete 授權設定名稱 Authorization Setting Name:

S.V.

X

授權簽署及公司蓋章/圖章(如有) Authorised Signature(s) with Company Chop/Seal (if any)

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9. 基本財務交易所指包括本行信用卡還款、e 秒轉-FPS、工銀速匯、本地/海外他行轉賬匯款、本行轉賬、批量轉賬匯款及貨幣買賣、定期存款、購買本票/匯票及繳付賬單。 Basic Financial Transaction includes Repayment for our Bank’s Credit Card(s), Fast Payment System(FPS) ICBC Express, Local/Overseas Transfer / Remittance, Transfer Within Our Bank, Batch Transfer and Remittance and Foreign Exchange, Time Deposit, Demand Draft/ Cashier’s order and Bill Payment.  
10. 基本非財務交易所指包括 FPS 別名綁定、支票止付指令、申請賬戶結單、申請信用卡結單及申領支票簿。 Basic Non-Financial Transaction includes FPS Addressing Scheme, Stop Cheque Payment Instruction, Application for Statement, Application for Statement (Credit Card) and Application for Cheque Book.  
11. 客戶必需最少設定一條電子結單設定授權路徑，用以設定結單形式，及電子結單閱覽許可權。 Customer must setup at least one authorization path for e-Statement Setting to set the deliver mode and access right of the statements.  
注：如客戶在授權組別未有提供參與授權人數，銀行將以「一人」為參與授權設定。 If customer has not provided the number of person(s) in the Authorized Group, the Bank will set “one person” as the number of person required for giving due authorization.  
刪除現有授權組合後，由該授權組合指示而未完成的交易將無法繼續處理。 After an existing signing matrix is deleted, the incomplete transactions made under that signing matrix will not be processed.  
用戶可查閱所有賬戶的電子結單，賬戶的查詢權限將不受限制。 User has the unrestricted right to enquire the e-Statements of all the accounts.

設定種類 Types of Setting  新增 Add  修改至 Amend to [授權設定名稱 Authorization Setting Name: ]  刪除全部路徑並新增 Delete all & add

指定賬戶號碼 (如適用) Designated Account No. (If applicable):

<p>財務交易 Financial Transaction</p> <p><input type="checkbox"/> 以下所有財務交易 Below All Financial Transactions 或 OR</p> <p><input type="checkbox"/> 基本財務交易<sup>9</sup> Basic Financial Transaction<sup>9</sup></p> <p><input type="checkbox"/> 單證與貿易融資 Trade Service</p> <p><input type="checkbox"/> 自動轉賬/支薪 Auto-pay/Payroll</p> <p><input type="checkbox"/> 其他(請註明) Others (Please specify): _____</p>	<p>非財務交易 Non-Financial Transaction</p> <p><input type="checkbox"/> 以下所有非財務交易 Below All Non-Financial Transactions 或 OR</p> <p><input type="checkbox"/> 基本非財務交易<sup>10</sup> Basic Non-Financial Transaction<sup>10</sup></p> <p><input type="checkbox"/> 電子賬單收款上載 EBPP Collection Upload</p> <p><input type="checkbox"/> 登記第三方收款賬戶 Register Third Party Beneficiary Accounts</p> <p><input type="checkbox"/> 工銀信使 ICBC(Asia) Messaging services</p> <p><input type="checkbox"/> 建立 FPS 電子直接付款授權書 Setup FPS Electronic Direct Debit Authorization(eDDA)</p> <p><input type="checkbox"/> 動賬伴侶 Account Companion</p> <p><input type="checkbox"/> 其他(請註明) Others (Please specify): _____</p>
<p><input type="checkbox"/> 電子結單設定<sup>11</sup> (已默認電子結單) e-Statement Setting<sup>11</sup> (Default e-Statement)</p>	
<p>現金管理相關服務 Cash Management Related Services</p> <p><input type="checkbox"/> 財智賬戶 Smart Account</p> <p><input type="checkbox"/> 工銀商戶寶 ICBC(Asia) Business Account Plus</p> <p><input type="checkbox"/> 資金調撥 Fund Sweeping</p> <p><input type="checkbox"/> 資金池協議 Cash Pooling Agreement ( 資金池協議編號 Cash Pool Agreement No. : _____ ) 資金池協議別名 Cash Pool Agreement Alias: _____ )</p>	

**注意: 各組別之間的用戶 ID 不能重複 Note: User ID of each group must not duplicate**

授權金額範圍 (HK\$) Range of Authorized Amount (HK\$)	提交人 Input User (不適用於僅有<授權權限>的用戶 Not applicable to User with “Signer right” only)	授權組別 1 Authorized Group 1 (不適用於僅有<提交權限>的用戶 Not applicable to User with “Input right” only)	授權組別 2 Authorized Group 2 (不適用於僅有<提交權限>的用戶 Not applicable to User with “Input right” only)
(只適用於財務交易 For Financial Transaction only) (金額請填寫至小數點後兩位 Please fill in the amount to two decimal places)	(請填寫提交交易指示的用戶 ID。 Please fill in the User ID for placing transaction instructions.)	(請填寫參與授權的用戶 ID。 Please fill in the User ID for authorization.)	(請填寫參與授權的用戶 ID。 Please fill in the User ID for authorization.)
由 From (包括 include) 至 To (包括 include)	1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 這組別需 _____ 人參與授權。 This group needs _____ person(s) to give due authorization.	1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 這組別需 _____ 人參與授權。 This group needs _____ person(s) to give due authorization.
(只適用於財務交易 For Financial Transaction only) (金額請填寫至小數點後兩位 Please fill in the amount to two decimal places)	(請填寫提交交易指示的用戶 ID。 Please fill in the User ID for placing transaction instructions.)	(請填寫參與授權的用戶 ID。 Please fill in the User ID for authorization.)	(請填寫參與授權的用戶 ID。 Please fill in the User ID for authorization.)
由 From (包括 include) 至 To (包括 include)	1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 這組別需 _____ 人參與授權。 This group needs _____ person(s) to give due authorization.	1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 這組別需 _____ 人參與授權。 This group needs _____ person(s) to give due authorization.

設定種類 Types of Setting  刪除 Delete 授權設定名稱 Authorization Setting Name:  刪除 Delete 授權設定名稱 Authorization Setting Name:

<sup>^</sup> 如果填寫授權組別 2，則交易授權時，先由授權組別 1 指定人士完成授權後，再由授權組別 2 指定人士授權。 Designated persons of Authorized Group 2 have to authorize the transaction after designated persons of Authorized Group 1 complete the transaction authorization.

S.V

X

授權簽署及公司蓋章/圖章(如有) Authorised Signature(s) with Company Chop/Seal (if any)

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 "✓" where appropriate.

此補充頁必須連同《企業網上銀行服務申請表》或《企業網上銀行服務變更表》一併遞交。This Supplementary Page should be submitted along with "Commercial Internet Banking Service Application Form" or "Commercial Internet Banking Service Amendment Form".

#### 4. 其他賬戶登記 Other Account Registration (補充頁 Supplementary Page)

##### 在本行開立之第三者賬戶登記 Third Party Account Registration with Our Bank

	收款人賬戶名稱 Beneficiary Account Name	收款人賬戶號碼 Beneficiary Account No.	每日轉賬限額 <sup>2</sup> 港元 Daily Transfer Limit <sup>2</sup> HK\$
<input type="checkbox"/> 新增 Add <input type="checkbox"/> 更改 Amend <input type="checkbox"/> 刪除 Delete			
<input type="checkbox"/> 新增 Add <input type="checkbox"/> 更改 Amend <input type="checkbox"/> 刪除 Delete			
<input type="checkbox"/> 新增 Add <input type="checkbox"/> 更改 Amend <input type="checkbox"/> 刪除 Delete			
<input type="checkbox"/> 新增 Add <input type="checkbox"/> 更改 Amend <input type="checkbox"/> 刪除 Delete			
<input type="checkbox"/> 新增 Add <input type="checkbox"/> 更改 Amend <input type="checkbox"/> 刪除 Delete			
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<input type="checkbox"/> 新增 Add <input type="checkbox"/> 更改 Amend <input type="checkbox"/> 刪除 Delete			
<input type="checkbox"/> 新增 Add <input type="checkbox"/> 更改 Amend <input type="checkbox"/> 刪除 Delete			
<input type="checkbox"/> 新增 Add <input type="checkbox"/> 更改 Amend <input type="checkbox"/> 刪除 Delete			
<input type="checkbox"/> 新增 Add <input type="checkbox"/> 更改 Amend <input type="checkbox"/> 刪除 Delete			
<input type="checkbox"/> 新增 Add <input type="checkbox"/> 更改 Amend <input type="checkbox"/> 刪除 Delete			

Σ 不可超越在《企業網上銀行服務申請表》或《企業網上銀行服務變更表》第 5 節設立已登記賬戶之每日轉賬限額。如本人/吾等未有提供限額金額，銀行將會根據第 5 節預設限額設定。 Cannot exceed the Daily Transfer Limit for registered account(s) as set out in Section 5 of the "Commercial Internet Banking Service Application Form" or "Commercial Internet Banking Service Amendment Form". If I/we have not provided the amount of limit, the Bank will set the above limit(s) by default amount according to Section 5.

登記第三者賬戶以透過網上銀行作資金轉賬時，如該賬戶是高風險商戶類別(例如貨幣服務營運者、或能較容易將產品或服務轉換為金錢者如匯款服務商、外幣兌換商、珠寶首飾公司、博彩業機構、財務類/借貸類服務者如股票經紀行、信用卡商戶)，請慎重考慮及瀏覽本行網頁了解更多網上保安提示。請留意，登記某些機構的賬戶作為網上銀行第三者賬戶時，有可能會引起將資金提取或轉賬至其他未經指定受益人的潛在風險。Before you register the third party account(s) which is/are of high risk categories (e.g. money service operator or agent that provides services or products which can be easily converted to money such as remittance agent, money changer, jewellery companies, casino; finance/loans related services such as stock agents, credit card merchants) for fund transfer via Internet Banking, please consider carefully and read our Bank's online security tips. Please be aware of the potential risk of registering some institutions' account(s) third party account(s) under internet banking that your funds may be retrieved or transferred to other non-designated beneficiary(ies).

##### 指定繳付信用卡賬戶登記 Request For Pre-designated Credit Card Account

下列登記的指定繳付信用卡賬戶(只限「銀通會員」之信用卡，請於本行企業網上銀行服務「信用卡繳費服務」項下查閱「銀通會員」之名單)，每日最高繳付總額為港幣 500,000 元正(包括繳付賬單，捐款及購買保險)。Register the following Pre-designated Credit Card Account(s). Maximum daily payment limit for the Pre-designated Credit Card Account(s) registered below (applicable to JETCO Member Banks the name list of which can be found via our Internet Banking services under the section of "Credit Card Payment") shall not exceed HK\$500,000 (inclusive of bill payments, donations and online insurance enrollment).

	信用卡賬號碼 Credit Card Account No.	信用卡公司名稱 Credit Card Company Name
<input type="checkbox"/> 新增 Add <input type="checkbox"/> 刪除 Delete		
<input type="checkbox"/> 新增 Add <input type="checkbox"/> 刪除 Delete		
<input type="checkbox"/> 新增 Add <input type="checkbox"/> 刪除 Delete		
<input type="checkbox"/> 新增 Add <input type="checkbox"/> 刪除 Delete		
<input type="checkbox"/> 新增 Add <input type="checkbox"/> 刪除 Delete		
<input type="checkbox"/> 新增 Add <input type="checkbox"/> 刪除 Delete		
<input type="checkbox"/> 新增 Add <input type="checkbox"/> 刪除 Delete		
<input type="checkbox"/> 新增 Add <input type="checkbox"/> 刪除 Delete		

S.V.

X

授權簽署及公司蓋章/圖章(如有) Authorised Signature(s) with Company Chop/Seal (if any)

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 “✓” where appropriate.

此補充頁必須連同《企業網上銀行服務申請表》或《企業網上銀行服務變更表》一併遞交。This Supplementary Page should be submitted along with “Commercial Internet Banking Service Application Form” or “Commercial Internet Banking Service Amendment Form”.

其他銀行賬戶（匯款/轉賬）登記 <sup>σ</sup> Account with Other Bank(s) (For Remittance/Fund Transfer) Registration <sup>σ</sup>	
<b>客戶資料 Customer Details</b>	
公司中文名稱 Company Name in Chinese	企業網上銀行賬戶號碼 Commercial Internet Banking Account No.
公司英文名稱 Company Name in English	
<b>指定收款人資料 Details of Pre-Designated Beneficiary</b>	
請把下列指定收款人資料登記至本公司之企業網上銀行服務之組合內。 Please register the following Pre-Designated Beneficiary Account(s) to my/our Commercial Internet Banking Services.	
<input type="checkbox"/> 新增 Add <input type="checkbox"/> 修改 Amend <input type="checkbox"/> 刪除 Delete	
<input type="checkbox"/> 轉賬至本港其他銀行 Fund Transfer to Other Bank in Hong Kong <input type="checkbox"/> 電匯 Telegraphic Transfer (T/T) <input type="checkbox"/> 工銀速匯 ICBC Express	
貨幣 Currency:	每日轉賬限額(等值港幣)^ Daily Transfer Limit^(HKD Equivalent)*:
收款人賬戶號碼 Account Number of Beneficiary	
銀行編號 Bank Code	分行編號 Branch Code
賬戶號碼 Account No.	賬戶號碼 Account No.
(本港其他銀行 Other Bank in Hong Kong SAR)      電匯和工銀速匯: 最多 34 個字母 T/T & ICBC Express: Max. 34 Chars)	
收款人 Beneficiary:	<input type="checkbox"/> 公司 Company <input type="checkbox"/> 個人 Individual
名稱 Name*	
地址 Address	
國家 Country*	
收款人銀行 Beneficiary's Bank: (適用於電匯、工銀速匯 For T/T and ICBC Express)	
名稱 Name*	
地址 Address	
國家 Country*	BIC/SWIFT CODE:
	National Routing No.:
附言 Message (本港其他銀行: 最多 18 個字母; 電匯和工銀速匯: 最多 4 x 35 個字母 Other Bank in Hong Kong: Max. 18 Chars; T/T and ICBC Express: Max. 4 x 35 Chars.)	
σ 如需登記更多賬戶，請用另一份表。Please use separate form for registering more accounts. ^ 個別指定收款人賬戶之每日最高匯款/轉賬限額將不可超越《企業網上銀行服務申請表》或《企業網上銀行服務變更表》所述的每日已登記賬戶之轉賬限額 (最高為等值港幣 500,000,000.00)。Maximum daily remittance/transfer limit for each pre-designated beneficiary account will not exceed the Daily Transfer Limit for the Registered Account with “Commercial Internet Banking Service Application Form” or “Commercial Internet Banking Service Amendment Form”( Maximum amount is equivalent to HK\$500,000,000.00). * 為必輸項。This field is compulsory	

銀行專用 For Bank Use Only		
FTS		
Input by	Checked by	Date

S.V.

X

授權簽署及公司蓋章/圖章(如有) Authorised Signature(s) with Company Chop/Seal (if any)

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 "✓" where appropriate.

此補充頁必須連同《企業網上銀行服務申請表》或《企業網上銀行服務變更表》一併遞交。This Supplementary Page should be submitted along with "Commercial Internet Banking Service Application Form" or "Commercial Internet Banking Service Amendment Form".

### 5. 權限分離支薪設定 Payroll of Authority Separation Setting

12. 請提供使用者的香港身份證/護照副本予本行作記錄。Please provide a copy of the User's HKID / Passport for our Bank's record.

13. 登入企業網上銀行（包系統已被佔用，所選用的 to 12 characters or numbers Bank's sole discretion.  
14. 以下列明的手機號碼將 phone numbers as specified  
15. 郵箱用以接收電子結單

注：

- ◆ 如需開通權限分離支薪服務，請將此第 5 部分的基本資料及授權設定相關內容填好、簽名，並將此部分附在申請表或變更表中一併提交。
- ◆ 使用權限分離支薪服務需要設定人事 ID 及財務 ID，每個使用者只對應一個 ID。  
人事 ID：檔案上載人/檔案批核人。請在“權限分離支薪設定”中設定。  
財務 ID：提交人/授權人/提交及授權人。請在“使用者設定”中設定。

ID 於  
st be 3  
at the  
mobile

新增 Add  更改 A

#### 基本資料 Personal Information

1. 姓名 Name in full:

\_\_\_\_\_

2. 身份證/護照/其他證明文件編號<sup>12</sup> ID Card/ Passport/Other ID Card No.<sup>12</sup> .:

\_\_\_\_\_

3. 用戶 ID (最多 12 位)<sup>13</sup> User ID (Max.12 Characters)<sup>13</sup> .:

\_\_\_\_\_

4. 手機號碼(地區號+號碼)<sup>14</sup> Mobile Phone No. (Area Code + No.)<sup>14</sup> .:

\_\_\_\_\_ + \_\_\_\_\_

5. 電郵地址<sup>15</sup> Email Address<sup>15</sup> .:

\_\_\_\_\_

6. 身份設定 User Role Setting

檔案上載人 File Uploader 或 OR  檔案授權人 File Approver

新增 Add  更改 Amend  刪除 Delete

#### 基本資料 Personal Information

1. 姓名 Name in full:

\_\_\_\_\_

2. 身份證/護照/其他證明文件編號<sup>12</sup> ID Card/ Passport/Other ID Card No.<sup>12</sup> .:

\_\_\_\_\_

3. 用戶 ID (最多 12 位)<sup>13</sup> User ID (Max.12 Characters)<sup>13</sup> .:

\_\_\_\_\_

4. 手機號碼(地區號+號碼)<sup>14</sup> Mobile Phone No. (Area Code + No.)<sup>14</sup> .:

\_\_\_\_\_ + \_\_\_\_\_

5. 電郵地址<sup>15</sup> Email Address<sup>15</sup> .:

\_\_\_\_\_

6. 身份設定 User Role Setting

檔案上載人 File Uploader 或 OR  檔案授權人 File Approver

新增 Add  更改 Amend  刪除 Delete

#### 基本資料 Personal Information

1. 姓名 Name in full:

\_\_\_\_\_

2. 身份證/護照/其他證明文件編號<sup>12</sup> ID Card/ Passport/Other ID Card No.<sup>12</sup> .:

\_\_\_\_\_

3. 用戶 ID (最多 12 位)<sup>13</sup> User ID (Max.12 Characters)<sup>13</sup> .:

\_\_\_\_\_

4. 手機號碼(地區號+號碼)<sup>14</sup> Mobile Phone No. (Area Code + No.)<sup>14</sup> .:

\_\_\_\_\_ + \_\_\_\_\_

5. 電郵地址<sup>15</sup> Email Address<sup>15</sup> .:

\_\_\_\_\_

6. 身份設定 User Role Setting

檔案上載人 File Uploader 或 OR  檔案授權人 File Approver

#### 基本資料 Personal Information

1. 姓名 Name in full:

\_\_\_\_\_

2. 身份證/護照/其他證明文件編號<sup>12</sup> ID Card/ Passport/Other ID Card No.<sup>12</sup> .:

\_\_\_\_\_

3. 用戶 ID (最多 12 位)<sup>13</sup> User ID (Max.12 Characters)<sup>13</sup> .:

\_\_\_\_\_

4. 手機號碼(地區號+號碼)<sup>14</sup> Mobile Phone No. (Area Code + No.)<sup>14</sup> .:

\_\_\_\_\_ + \_\_\_\_\_

5. 電郵地址<sup>15</sup> Email Address<sup>15</sup> .:

\_\_\_\_\_

6. 身份設定 User Role Setting

檔案上載人 File Uploader 或 OR  檔案授權人 File Approver



**授權設定 Authorization Setting**
 新增 Add  修改至 Amend to [授權設定名稱 Authorization Setting Name: \_\_\_\_\_]  刪除全部路徑並新增 Delete all & add

**功能說明 Notice :**

- a. 此服務需至少一位檔案上傳人及一位檔案批核人 At least one File Uploader and one File Approver are required.  
 b. 檔案上傳人和檔案批核人將無法對任何賬戶進行賬戶查詢或作出交易指令的提交及授權。  
 File Uploader and File Approver will **NOT** be able to make enquiry or submit and authorize transaction instruction on any account.

**注意: 各組別之間的用戶 ID 不能重複 Note: User ID of each group must not duplicate**
**步驟一: 授權金額範圍 (HK\$) Step 1: Range of Authorized Amount (HK\$)** 注: 金額請填寫至小數點後兩位 Please fill in the amount to two decimal places

由 (包括) From (include) : \_\_\_\_\_

此處填寫檔案上傳人/檔案批核人 ID。

**步驟二: 檔案上傳人上傳支薪檔案, 檔案批核人對檔案進行批核 Step 2: Payroll File(s) upload and approve**

檔案上傳人 ID File Uploader ID

檔案批核人 ID File Approver ID

 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_  
 4. \_\_\_\_\_  
 5. \_\_\_\_\_

 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_  
 4. \_\_\_\_\_  
 5. \_\_\_\_\_

 這組別需 1 人參與批核。  
 This group needs 1 person to give due approval.

**步驟二: 支薪檔案上傳后, 進行支薪指令的提交及授權 Step 3: Payroll instruction submit and authorize**

提交人 Input User

(不適用於僅有&lt;授權權限&gt;的用戶)

Not applicable to User with "Signer right" only

此處填寫提交人/授權人/提交及授權人

(not applicable to User with "input right" only)

^授權組別 2 Authorized Group 2

(不適用於僅有&lt;提交權限&gt;的用戶)

Not applicable to User with "Input right" only

(請填寫提交交易指示的用戶 ID。Please fill in the User ID for placing transaction instructions.)

 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_  
 4. \_\_\_\_\_  
 5. \_\_\_\_\_

(請填寫參與授權的用戶 ID。Please fill in the User ID for authorization.)

 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_  
 4. \_\_\_\_\_  
 5. \_\_\_\_\_

 這組別需 \_\_\_\_ 人參與授權。  
 This group needs \_\_\_\_ person(s) to give due authorization.

(請填寫參與授權的用戶 ID。Please fill in the User ID for authorization.)

 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_  
 4. \_\_\_\_\_  
 5. \_\_\_\_\_

 這組別需 \_\_\_\_ 人參與授權。  
 This group needs \_\_\_\_ person(s) to give due authorization.

設定種類 Types of Setting

 刪除 Delete 授權設定名稱 Authorization Setting Name: \_\_\_\_\_

 刪除 Delete 授權設定名稱 Authorization Setting Name: \_\_\_\_\_

 刪除 Delete 授權設定名稱 Authorization Setting Name: \_\_\_\_\_

S.V

X

授權簽署及公司蓋章/圖章(如有) Authorised Signature(s) with Company Chop/Seal (if any)