

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".

**使用者設定 User Set Up (補充表格 Supplementary Page)**

1. 登入企業網上銀行（包括企業手機銀行）所使用的使用者 ID，必須為 3 至 12 位英文字母或數字，中間不含空位及首位不可為數字 0。如果有關使用者 ID 於系統已被佔用，所選用的使用者 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.

2. 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.

3. 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).

4. 申請使用證券交易及保證金外匯及貴金屬交易服務的使用者 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使用者 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.

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

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

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**

關於授予自動管理使用者的廣泛權力，自動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，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，以防止自動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.

#適用於已開通之功能。如客戶未勾選此項，該功能將維持現有狀態。Applicable for opened functions. If customer has not ticked the box, the function will remain the current state.

使用者 1 User One <input type="checkbox"/> 新增 Add <input type="checkbox"/> 更改 Amend <input type="checkbox"/> 刪除 Delete				
姓名 Name in full	使用者 ID(最多 12 位) <sup>1</sup> User ID (Max. 12 Characters) <sup>1</sup>   _ _ _ _ _			
身份證/護照/其他證明文件編號 <sup>2</sup> ID Card/ Passport/Other ID Card No. <sup>2</sup>	<b>特別功能設定: Special Settings:</b>		開通 Open	關閉# Close#
	單證與貿易融資 Trade Service	<input type="checkbox"/>	<input type="checkbox"/>	
手機號碼 <sup>3</sup> (國家/地區號, 如 852, 86 + 手機號碼) Mobile Phone No. <sup>3</sup> (Country/Area Code, e.g. 852, 86 + Phone No.)	<b>投資功能設定: Investment Function Settings:</b>		開通 Open	關閉# Close#
	證券交易 <sup>4</sup> Securities Trading <sup>4</sup>	<input type="checkbox"/>	<input type="checkbox"/>	
	保證金外匯及貴金屬交易 <sup>4</sup> Margin FX & Precious Metal Trading <sup>4</sup>	<input type="checkbox"/>	<input type="checkbox"/>	
電郵地址 <sup>5</sup> Email Address <sup>5</sup>	<b>自動管理設定<sup>6</sup>: Administration Settings<sup>6</sup>:</b>		開通 Open	關閉# Close#
	或 OR	自動管理基本權限 Administration Maker Right	<input type="checkbox"/>	<input type="checkbox"/>
		自動管理授權權限 Administration Signer Right	<input type="checkbox"/>	<input type="checkbox"/>

**權限類別 User Role (只選一項 Select one user role only)**

提交權限 Input Role  授權權限 Signer Role  提交及授權權限 Input & Signer Role

**賬戶操作範圍 Accessible Account(s):**

對所有賬戶 All accounts  <input type="checkbox"/> 賬戶查詢及交易操作 Account Enquiry and transaction conducting 或 OR <input type="checkbox"/> 僅賬戶查詢* Account Enquiry*	或 OR	對指定賬戶(如有) Specific account (if any)	
		<input type="checkbox"/> 賬戶查詢及交易操作 Account Enquiry and transaction conducting	
		或 OR <input type="checkbox"/> 僅賬戶查詢* Account Enquiry*	
		1.	5.
		2.	6.
3.	7.		
4.	8.		

\* 若勾選此項，該使用者將不可提交或授權涉及上述賬戶的資金轉入/轉出指令。If you tick this box, transfer in or transfer out instruction of account(s) above cannot be submitted or approved by this user.

使用者 2 User Two <input type="checkbox"/> 新增 Add <input type="checkbox"/> 更改 Amend <input type="checkbox"/> 刪除 Delete				
姓名 Name in full	使用者 ID(最多 12 位) <sup>1</sup> User ID (Max. 12 Characters) <sup>1</sup>   _ _ _ _ _			
身份證/護照/其他證明文件編號 <sup>2</sup> ID Card/ Passport/Other ID Card No. <sup>2</sup>	<b>特別功能設定: Special Settings:</b>		開通 Open	關閉# Close#
	單證與貿易融資 Trade Service	<input type="checkbox"/>	<input type="checkbox"/>	
	電子賬單收款下載 EBPP Collection Download	<input type="checkbox"/>	<input type="checkbox"/>	

手機號碼 <sup>3</sup> (國家/地區號, 如 852, 86 + 手機號碼 Mobile Phone No. <sup>3</sup> (Country/Area Code, e.g. 852, 86 + Phone No.) [                    ]+[                    ]	<b>投資功能設定: Investment Function Settings:</b>		開通 Open	關閉# Close#
	證券交易 <sup>4</sup> Securities Trading <sup>4</sup>		<input type="checkbox"/>	<input type="checkbox"/>
保證金外匯及貴金屬交易 <sup>4</sup> Margin FX & Precious Metal Trading <sup>4</sup>		<input type="checkbox"/>	<input type="checkbox"/>	
電郵地址 <sup>5</sup> Email Address <sup>5</sup>	<b>自助管理設定<sup>6</sup>: Administration Settings<sup>6</sup>:</b>		開通 Open	關閉# Close#
	或 OR	自助管理基本權限 Administration Maker Right	<input type="checkbox"/>	<input type="checkbox"/>
		自助管理授權權限 Administration Signer Right	<input type="checkbox"/>	<input type="checkbox"/>
<b>權限類別 User Role (只選一項 Select one user role only)</b> <input type="checkbox"/> 提交權限 Input Role <input type="checkbox"/> 授權權限 Signer Role <input type="checkbox"/> 提交及授權權限 Input & Signer Role 賬戶操作範圍 Accessible Account(s):				
<input type="checkbox"/> 對所有賬戶 All accounts  <input type="checkbox"/> 賬戶查詢及交易操作 Account Enquiry and transaction conducting 或 OR <input type="checkbox"/> 僅賬戶查詢* Account Enquiry*		<b>或 OR</b>	<b>對指定賬戶(如有) Specific account (if any)</b> <input type="checkbox"/> 賬戶查詢及交易操作 Account Enquiry and transaction conducting 或 OR <input type="checkbox"/> 僅賬戶查詢* Account Enquiry*	
			1.	5.
			2.	6.
			3.	7.
			4.	8.
* 若勾選此項, 該使用者將不可提交或授權涉及上述賬戶的資金轉入/轉出指令。 If you tick this box, transfer in or transfer out instruction of account(s) above cannot be submitted or approved by this user.				

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		使用者 ID(最多 12 位) <sup>1</sup> User ID (Max. 12 Characters) <sup>1</sup>   _ _ _ _ _		
身份證/護照/其他證明文件編號 <sup>2</sup> ID Card/ Passport/Other ID Card No. <sup>2</sup>		<b>特別功能設定: Special Settings:</b>		開通 Open
		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"/>
手機號碼 <sup>3</sup> (國家/地區號, 如 852, 86 + 手機號碼 Mobile Phone No. <sup>3</sup> (Country/Area Code, e.g. 852, 86 + Phone No.) [                    ]+[                    ]	<b>投資功能設定: Investment Function Settings:</b>		開通 Open	關閉# Close#
	證券交易 <sup>4</sup> Securities Trading <sup>4</sup>		<input type="checkbox"/>	<input type="checkbox"/>
保證金外匯及貴金屬交易 <sup>4</sup> Margin FX & Precious Metal Trading <sup>4</sup>		<input type="checkbox"/>	<input type="checkbox"/>	
電郵地址 <sup>5</sup> Email Address <sup>5</sup>	<b>自助管理設定<sup>6</sup>: Administration Settings<sup>6</sup>:</b>		開通 Open	關閉# Close#
	或 OR	自助管理基本權限 Administration Maker Right	<input type="checkbox"/>	<input type="checkbox"/>
		自助管理授權權限 Administration Signer Right	<input type="checkbox"/>	<input type="checkbox"/>
<b>權限類別 User Role (只選一項 Select one user role only)</b> <input type="checkbox"/> 提交權限 Input Role <input type="checkbox"/> 授權權限 Signer Role <input type="checkbox"/> 提交及授權權限 Input & Signer Role 賬戶操作範圍 Accessible Account(s):				
<input type="checkbox"/> 對所有賬戶 All accounts  <input type="checkbox"/> 賬戶查詢及交易操作 Account Enquiry and transaction conducting 或 OR <input type="checkbox"/> 僅賬戶查詢* Account Enquiry*		<b>或 OR</b>	<b>對指定賬戶(如有) Specific account (if any)</b> <input type="checkbox"/> 賬戶查詢及交易操作 Account Enquiry and transaction conducting 或 OR <input type="checkbox"/> 僅賬戶查詢* Account Enquiry*	
			1.	5.
			2.	6.
			3.	7.
			4.	8.
* 若勾選此項, 該使用者將不可提交或授權涉及上述賬戶的資金轉入/轉出指令。 If you tick this box, transfer in or transfer out instruction of account(s) above cannot be submitted or approved by this user.				

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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**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).

- 網上銀行使用者 ID 對有關賬戶的授權，不能超過該使用者 ID 本身的授權範圍。如使用者 ID 只有提交權限，則該使用者 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).
- 交易金額同時受《企業網上銀行服務申請表》或《企業網上銀行服務更改表》所述之每日對已登記/未登記第三方賬戶之轉賬限額限制。The transaction amount is subject to the Daily Limit of Transfer to registered/non-registered third party account as defined in the the “Commercial Internet Banking Service Application Form” or “Commercial Internet Banking Service Amendment Form” as well.

賬戶號碼 Account No.:

網上銀行使用者 ID User ID	(只選一項使用者權限 <sup>1</sup> Select one user right type only <sup>1</sup> )			
	僅查詢 Enquiry Only	查詢及提交權限 Enquiry & Input Right	查詢及授權權限 Enquiry & Signer Right	查詢、提交及授權權限 Enquiry, Input & Signer Right
	<input type="checkbox"/>	<input type="checkbox"/>	每日授權金額上限 <sup>2</sup> Daily Authorized Amount Limit <sup>2</sup> <input type="checkbox"/> (HKD): _____ 或 OR <input type="checkbox"/> (HKD):999,999,999,999.99	每日授權金額上限 <sup>2</sup> Daily Authorized Amount Limit <sup>2</sup> <input type="checkbox"/> (HKD): _____ 或 OR <input type="checkbox"/> (HKD):999,999,999,999.99
	<input type="checkbox"/>	<input type="checkbox"/>	每日授權金額上限 <sup>2</sup> Daily Authorized Amount Limit <sup>2</sup> <input type="checkbox"/> (HKD): _____ 或 OR <input type="checkbox"/> (HKD):999,999,999,999.99	每日授權金額上限 <sup>2</sup> Daily Authorized Amount Limit <sup>2</sup> <input type="checkbox"/> (HKD): _____ 或 OR <input type="checkbox"/> (HKD):999,999,999,999.99
	<input type="checkbox"/>	<input type="checkbox"/>	每日授權金額上限 <sup>2</sup> Daily Authorized Amount Limit <sup>2</sup> <input type="checkbox"/> (HKD): _____ 或 OR <input type="checkbox"/> (HKD):999,999,999,999.99	每日授權金額上限 <sup>2</sup> Daily Authorized Amount Limit <sup>2</sup> <input type="checkbox"/> (HKD): _____ 或 OR <input type="checkbox"/> (HKD):999,999,999,999.99
	<input type="checkbox"/>	<input type="checkbox"/>	每日授權金額上限 <sup>2</sup> Daily Authorized Amount Limit <sup>2</sup> <input type="checkbox"/> (HKD): _____ 或 OR <input type="checkbox"/> (HKD):999,999,999,999.99	每日授權金額上限 <sup>2</sup> Daily Authorized Amount Limit <sup>2</sup> <input type="checkbox"/> (HKD): _____ 或 OR <input type="checkbox"/> (HKD):999,999,999,999.99

賬戶號碼 Account No.:

網上銀行使用者 ID User ID	(只選一項使用者權限 <sup>a</sup> Select one user right type only <sup>a</sup> )			
	僅查詢 Enquiry Only	查詢及提交權限 Enquiry & Input Right	查詢及授權權限 Enquiry & Signer Right	查詢、提交及授權權限 Enquiry, Input & Signer Right
	<input type="checkbox"/>	<input type="checkbox"/>	每日授權金額上限 <sup>2</sup> Daily Authorized Amount Limit <sup>2</sup> <input type="checkbox"/> (HKD): _____ 或 OR <input type="checkbox"/> (HKD):999,999,999,999.99	每日授權金額上限 <sup>2</sup> Daily Authorized Amount Limit <sup>2</sup> <input type="checkbox"/> (HKD): _____ 或 OR <input type="checkbox"/> (HKD):999,999,999,999.99
	<input type="checkbox"/>	<input type="checkbox"/>	每日授權金額上限 <sup>2</sup> Daily Authorized Amount Limit <sup>2</sup> <input type="checkbox"/> (HKD): _____ 或 OR <input type="checkbox"/> (HKD):999,999,999,999.99	每日授權金額上限 <sup>2</sup> Daily Authorized Amount Limit <sup>2</sup> <input type="checkbox"/> (HKD): _____ 或 OR <input type="checkbox"/> (HKD):999,999,999,999.99
	<input type="checkbox"/>	<input type="checkbox"/>	每日授權金額上限 <sup>2</sup> Daily Authorized Amount Limit <sup>2</sup> <input type="checkbox"/> (HKD): _____ 或 OR <input type="checkbox"/> (HKD):999,999,999,999.99	每日授權金額上限 <sup>2</sup> Daily Authorized Amount Limit <sup>2</sup> <input type="checkbox"/> (HKD): _____ 或 OR <input type="checkbox"/> (HKD):999,999,999,999.99
	<input type="checkbox"/>	<input type="checkbox"/>	每日授權金額上限 <sup>2</sup> Daily Authorized Amount Limit <sup>2</sup> <input type="checkbox"/> (HKD): _____ 或 OR <input type="checkbox"/> (HKD):999,999,999,999.99	每日授權金額上限 <sup>2</sup> Daily Authorized Amount Limit <sup>2</sup> <input type="checkbox"/> (HKD): _____ 或 OR <input type="checkbox"/> (HKD):999,999,999,999.99

賬戶號碼 Account No.:

網上銀行使用者 ID User ID	(只選一項使用者權限 <sup>a</sup> Select one user right type only <sup>a</sup> )			
	僅查詢 Enquiry Only	查詢及提交權限 Enquiry & Input Right	查詢及授權權限 Enquiry & Signer Right	查詢、提交及授權權限 Enquiry, Input & Signer Right
	<input type="checkbox"/>	<input type="checkbox"/>	每日授權金額上限 <sup>2</sup> Daily Authorized Amount Limit <sup>2</sup> <input type="checkbox"/> (HKD): _____ 或 OR <input type="checkbox"/> (HKD):999,999,999,999.99	每日授權金額上限 <sup>2</sup> Daily Authorized Amount Limit <sup>2</sup> <input type="checkbox"/> (HKD): _____ 或 OR <input type="checkbox"/> (HKD):999,999,999,999.99
	<input type="checkbox"/>	<input type="checkbox"/>	每日授權金額上限 <sup>2</sup> Daily Authorized Amount Limit <sup>2</sup> <input type="checkbox"/> (HKD): _____ 或 OR <input type="checkbox"/> (HKD):999,999,999,999.99	每日授權金額上限 <sup>2</sup> Daily Authorized Amount Limit <sup>2</sup> <input type="checkbox"/> (HKD): _____ 或 OR <input type="checkbox"/> (HKD):999,999,999,999.99
	<input type="checkbox"/>	<input type="checkbox"/>	每日授權金額上限 <sup>2</sup> Daily Authorized Amount Limit <sup>2</sup> <input type="checkbox"/> (HKD): _____ 或 OR <input type="checkbox"/> (HKD):999,999,999,999.99	每日授權金額上限 <sup>2</sup> Daily Authorized Amount Limit <sup>2</sup> <input type="checkbox"/> (HKD): _____ 或 OR <input type="checkbox"/> (HKD):999,999,999,999.99
	<input type="checkbox"/>	<input type="checkbox"/>	每日授權金額上限 <sup>2</sup> Daily Authorized Amount Limit <sup>2</sup> <input type="checkbox"/> (HKD): _____ 或 OR <input type="checkbox"/> (HKD):999,999,999,999.99	每日授權金額上限 <sup>2</sup> Daily Authorized Amount Limit <sup>2</sup> <input type="checkbox"/> (HKD): _____ 或 OR <input type="checkbox"/> (HKD):999,999,999,999.99

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”.

使用者單筆轉賬限額設定* User's Per-transaction Limit Setting*		
交易金額同時受《企業網上銀行服務申請表》或《企業網上銀行服務更改表》所述之每日對已登記/未登記第三方賬戶之轉賬限額限制。The transaction amount is subject to the Daily Limit of Transfer to registered/non-registered third party account as defined in the the “Commercial Internet Banking Service Application Form” or “Commercial Internet Banking Service Amendment Form” as well.		
使用者 ID User ID	向已登記第三方賬戶轉賬單筆轉賬限額 Per-transaction limit for registered third party account (最大值 (等值港幣) 999,999,999,999.99 ) (Maximum (equivalent HKD) 999,999,999,999.99)	向未登記第三方賬戶轉賬單筆轉賬限額 Per-transaction limit for non-registered third party account (最大值 (等值港幣) 999,999,999,999.99 ) (Maximum (equivalent HKD) 999,999,999,999.99)
	HKD _____ (等值 equivalent)	HKD _____ (等值 equivalent)
	HKD _____ (等值 equivalent)	HKD _____ (等值 equivalent)
	HKD _____ (等值 equivalent)	HKD _____ (等值 equivalent)
	HKD _____ (等值 equivalent)	HKD _____ (等值 equivalent)
	HKD _____ (等值 equivalent)	HKD _____ (等值 equivalent)
	HKD _____ (等值 equivalent)	HKD _____ (等值 equivalent)

\*單筆轉賬限額僅適用於【提交權限】或【提交及授權權限】之使用者，不適用於【授權權限】之使用者。

Per-transaction limit is only applicable to user(s) with *input right* or *input&signer right*. Per-transaction limit is NOT applicable to user(s) with *signer right*.

使用者權限特別設定 User Right Specific Setting				
使用者 ID User ID :				
賬戶號碼 Account No.	可查詢 Enquiry Available	可轉入 Inbound Transferable (不適用於僅有<授權權限>的使用者。 Not applicable to Users with “Signer Right” only.)	可轉出 Outbound Transferable (不適用於僅有<授權權限>的使用者。 Not applicable to Users with “Signer Right” only.)	可授權 Authorization Available (不適用於僅有<提交權限>的使用者。 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"/>

設置轉賬匯款指令查詢群組 Transfer and Remittance Instruction Enquiry Group Setting		<input type="checkbox"/> 新增 Add	<input type="checkbox"/> 修改 Amend	<input type="checkbox"/> 刪除 Delete
群組名稱 (僅支持英文及數字) Group Name (English Characters and Numbers Only) _____				
<input type="checkbox"/> 本公司現存所有使用者 ID All Existing User ID				
或以下使用者 ID OR Following User ID				
1. _____	2. _____	3. _____	4. _____	
5. _____	6. _____	7. _____	8. _____	
9. _____	10. _____	11. _____	12. _____	

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)

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".

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

7. 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、批量付款及貨幣買賣、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), Faster Payment System(FPS), ICBC Express, Local/Overseas Transfer / Remittance Transfer Within Our Bank, Bulk Payment and Foreign Exchange, Time Deposit, Demand Draft/ Cashier's order and Bill Payment.  
 8. 基本非財務交易所指包括 FPS 別名綁定、電子賬單收款上載、工銀信使、支票止付指令、申請賬戶結單、申請信用卡結單、申領支票簿及滬股通/深股通登記人民幣結算賬戶。Basic Non-Financial Transaction includes FPS Addressing Scheme, EBPP Collection Upload, ICBC(Asia) Messaging services, Stop Cheque Payment Instruction, Application for Statement, Application for Statement (Credit Card), Application for Cheque Book and Register CNY Settlement Account for SHHK/SZHK Stock Connect.  
 9. 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。Authorization path for e-Statement Setting is 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.  
 使用者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.

<b>財務交易 Financial Transaction</b>	<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):				
<input type="checkbox"/> 以下所有財務交易 Below All Financial Transactions 或 OR <input type="checkbox"/> 基本財務交易 Basic Financial Transaction <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"/> 工銀全球付 Global Cash Management Centralized Payment <input type="checkbox"/> 其他(請註明) Others (Please specify): _____				

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

授權金額範圍 (HKD) Range of Authorized Amount (HKD)	提交人 Input User (不適用於僅有<授權權限>的使用者 Not applicable to User with "Signer right" only)	授權組別 Authorized Group (不適用於僅有<提交權限>的使用者 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) 由 From (包括 include) _____ 至 To (包括 include) _____	<input type="checkbox"/> 全部提交及授權權限 ID All Input & Signer User ID  <input type="checkbox"/> 全部提交權限 ID All Input User ID	<input type="checkbox"/> 全部提交及授權權限 ID All Input & Signer 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) 由 From (包括 include) _____ 至 To (包括 include) _____	<input type="checkbox"/> 全部提交及授權權限 ID All Input & Signer User ID  <input type="checkbox"/> 全部提交權限 ID All Input User ID	<input type="checkbox"/> 全部提交及授權權限 ID All Input & Signer 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) 由 From (包括 include) _____ 至 To (包括 include) _____	<input type="checkbox"/> 全部提交及授權權限 ID All Input & Signer User ID  <input type="checkbox"/> 全部提交權限 ID All Input User ID	<input type="checkbox"/> 全部提交及授權權限 ID All Input & Signer 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)

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.

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

7. 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、批量付款及貨幣買賣、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), Faster Payment System(FPS), ICBC Express, Local/Overseas Transfer / Remittance Transfer Within Our Bank, Bulk Payment and Foreign Exchange, Time Deposit, Demand Draft/ Cashier’s order and Bill Payment.

8. 基本非財務交易所指包括 FPS 別名綁定、電子賬單收款上載、工銀信使、支票止付指令、申請賬戶結單、申請信用卡結單、申領支票簿及滬股通/深股通登記人民幣結算帳戶。Basic Non-Financial Transaction includes FPS Addressing Scheme, EBPP Collection Upload, ICBC(Asia) Messaging services, Stop Cheque Payment Instruction, Application for Statement, Application for Statement (Credit Card), Application for Cheque Book and Register CNY Settlement Account for SHHK/SZHK Stock Connect.

9. 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。Authorization path for e-Statement Setting is 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.

使用者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.

非財務交易  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  
Non-Financial Transaction

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

- 以下所有非財務交易 Below All Non-Financial Transactions  
或 OR
- 基本非財務交易<sup>8</sup> Basic Non-Financial Transaction<sup>8</sup>
  - 電子結單設定<sup>9</sup> (已默認電子結單) e-Statement Setting<sup>9</sup> (Default e-Statement)
  - 登記第三方收款賬戶 Register Third Party Beneficiary Accounts
  - 動賬伴侶 Transaction Notification Service
  - 提交電子指令 Submit e-Instruction
  - 建立 FPS 電子直接付款授權書 Setup FPS Electronic Direct Debit Authorization(eDDA)
  - 其他(請註明) Others (Please specify): \_\_\_\_\_

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

提交人 Input User (不適用於僅有<授權權限>的使用者 Not applicable to User with “Signer right” only)	授權組別 Authorized Group (不適用於僅有<提交權限>的使用者 Not applicable to User with “Input right” only)
<input type="checkbox"/> 全部提交及授權權限 ID All Input & Signer User ID  <input type="checkbox"/> 全部提交權限 ID All Input User ID	<input type="checkbox"/> 全部提交及授權權限 ID All Input & Signer 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.
<input type="checkbox"/> 全部提交及授權權限 ID All Input & Signer User ID  <input type="checkbox"/> 全部提交權限 ID All Input User ID	<input type="checkbox"/> 全部提交及授權權限 ID All Input & Signer 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)

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.

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

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.

使用者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.

現金管理相關服務 Cash Management Related Services	<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): \_\_\_\_\_

現金管理相關服務 Cash Management Related Services

- 財智賬戶 Smart Account
- 工銀商戶寶 ICBC(Asia) Business Account Plus
- 資金調撥 Fund Sweeping
- 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: 各組別之間的使用者 ID 不能重複 Note: User ID of each group must not duplicate**

提交人 Input User (不適用於僅有<授權權限>的使用者 Not applicable to User with “Signer right” only)	授權組別 Authorized Group (不適用於僅有<提交權限>的使用者 Not applicable to User with “Input right” only)
<input type="checkbox"/> 全部提交及授權權限 ID All Input & Signer User ID  <input type="checkbox"/> 全部提交權限 ID All Input User ID	<input type="checkbox"/> 全部提交及授權權限 ID All Input & Signer 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.
<input type="checkbox"/> 全部提交及授權權限 ID All Input & Signer User ID  <input type="checkbox"/> 全部提交權限 ID All Input User ID	<input type="checkbox"/> 全部提交及授權權限 ID All Input & Signer 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)

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.

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

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8. 基本非財務交易所指包括 FPS 別名綁定、電子賬單收款上載、工銀信使、支票止付指令、申請賬戶結單、申請信用卡結單、申領支票簿及滬股通/深股通登記人民幣結算帳戶。Basic Non-Financial Transaction includes FPS Addressing Scheme, EBPP Collection Upload, ICBC(Asia) Messaging services, Stop Cheque Payment Instruction, Application for Statement, Application for Statement (Credit Card), Application for Cheque Book and Register CNY Settlement Account for SHHK/SZHK Stock Connect.

9. 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。Authorization path for e-Statement Setting is 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.

使用者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.

財務交易 Financial Transaction  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):

以下所有財務交易 Below All Financial Transactions

或 OR

- 基本財務交易<sup>7</sup> Basic Financial Transaction<sup>7</sup>
- 單證與貿易融資 Trade Service
- 自動轉賬/支薪 Auto-pay/Payroll
- 工銀全球付 Global Cash Management Centralized Payment
- 其他(請註明) Others (Please specify): \_\_\_\_\_

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

授權金額範圍 1 (HKD) Range of Authorized Amount 1 (HKD)  
 (金額請填寫至小數點後兩位 Please fill in the amount to two decimal places)  
 由 From (包括 include) \_\_\_\_\_ 至 To (包括 include) \_\_\_\_\_

提交人 Input User (不適用於僅有<授權權限>的使用者 Not applicable to User with “Signer right” only)  
 如下授權組別 The Authorized Groups below apply :  
 按次序授權 Ordered Authorization  無需次序授權 Non-ordered Authorization

授權組別 1 Authorized Group 1 (不適用於僅有<提交權限>的使用者 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>的使用者 Not applicable to User with “Input right” only)	^授權組別 3 Authorized Group 3 (不適用於僅有<提交權限>的使用者 Not applicable to User with “Input right” only)
(請填寫提交交易指示的使用者 ID。Please fill in the User ID for placing transaction instructions.) 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 這組別需 _____ 人參與授權。 This group needs _____ person(s) to give due authorization.	(請填寫參與授權的使用者 ID。Please fill in the User ID for authorization.) 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 這組別需 _____ 人參與授權。 This group needs _____ person(s) to give due authorization.	(請填寫參與授權的使用者 ID。Please fill in the User ID for authorization.) 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 這組別需 _____ 人參與授權。 This group needs _____ person(s) to give due authorization.

授權金額範圍 2 (HKD) Range of Authorized Amount 2 (HKD)  
 (金額請填寫至小數點後兩位 Please fill in the amount to two decimal places)  
 由 From (包括 include) \_\_\_\_\_ 至 To (包括 include) \_\_\_\_\_

提交人 Input User (不適用於僅有<授權權限>的使用者 Not applicable to User with “Signer right” only)  
 如下授權組別 The Authorized Groups below apply :  
 按次序授權 Ordered Authorization  無需次序授權 Non-ordered Authorization

授權組別 1 Authorized Group 1 (不適用於僅有<提交權限>的使用者 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>的使用者 Not applicable to User with “Input right” only)	^授權組別 3 Authorized Group 3 (不適用於僅有<提交權限>的使用者 Not applicable to User with “Input right” only)
(請填寫提交交易指示的使用者 ID。Please fill in the User ID for placing transaction instructions.) 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 這組別需 _____ 人參與授權。 This group needs _____ person(s) to give due authorization.	(請填寫參與授權的使用者 ID。Please fill in the User ID for authorization.) 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 這組別需 _____ 人參與授權。 This group needs _____ person(s) to give due authorization.	(請填寫參與授權的使用者 ID。Please fill in the User ID for authorization.) 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 這組別需 _____ 人參與授權。 This group needs _____ person(s) to give due authorization.

^ 如果勾選按次序授權，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。如果勾選無需次序授權，則交易授權時，授權組別之間將不受先後順序限制。如果此處未有勾選，預設為按次序授權。Under Ordered Authorization, designated persons of Authorized Group 2 have to authorize the transaction after designated persons of Authorized Group 1 complete the transaction authorization. Under Non-ordered Authorization, no limitation of authorize order among groups during authorization. The authorization mode is defaulted as Ordered Authorization.

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)



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.

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### 授權設定 Authorization Setting (按個別賬戶 For different account)

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8. 基本非財務交易所指包括 FPS 別名綁定、電子賬單收款上載、工銀信使、支票止付指令、申請賬戶結單、申請信用卡結單、申領支票簿及滬股通/深股通登記人民幣結算賬戶。Basic Non-Financial Transaction includes FPS Addressing Scheme, EBPP Collection Upload, ICBC(Asia) Messaging services, Stop Cheque Payment Instruction, Application for Statement, Application for Statement (Credit Card), Application for Cheque Book and Register CNY Settlement Account for SHHK/SZHK Stock Connect.

9. 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。Authorization path for e-Statement Setting is 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.

使用者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.

非財務交易  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  
Non-Financial Transaction

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

以下所有非財務交易 Below All Non-Financial Transactions

或 OR

- 基本非財務交易<sup>8</sup> Basic Non-Financial Transaction<sup>8</sup>  
 電子結單設定<sup>9</sup> (已默認電子結單) e-Statement Setting<sup>9</sup> (Default e-Statement)  
 登記第三方收款賬戶 Register Third Party Beneficiary Accounts  
 動賬伴侶 Transaction Notification Service  
 提交電子指令 Submit e-Instruction  
 建立 FPS 電子直接付款授權書 Setup FPS Electronic Direct Debit Authorization(eDDA)  
 其他(請註明) Others (Please specify): \_\_\_\_\_

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

提交人 Input User (不適用於僅有<授權權限>的使用者 Not applicable to User with “Signer right” only)	如下授權組別 The Authorized Groups below apply : <input type="checkbox"/> ^按次序授權 Ordered Authorization <input type="checkbox"/> ^無需次序授權 Non-ordered Authorization		
	授權組別 1 Authorized Group 1 (不適用於僅有<提交權限>的使用者 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>的使用者 Not applicable to User with “Input right” only)	授權組別 3 Authorized Group 3 (不適用於僅有<提交權限>的使用者 Not applicable to User with “Input right” only)
(請填寫提交交易指示的使用者 ID。Please fill in the User ID for placing transaction instructions.)	(請填寫參與授權的使用者 ID。Please fill in the User ID for authorization.)	(請填寫參與授權的使用者 ID。Please fill in the User ID for authorization.)	(請填寫參與授權的使用者 ID。Please fill in the User ID for authorization.)
1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____  這組別需 ____人參與授權。 This group needs ____ person(s) to give due authorization.	1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____  這組別需 ____人參與授權。 This group needs ____ person(s) to give due authorization.	1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____  這組別需 ____人參與授權。 This group needs ____ person(s) to give due authorization.

^ 如果勾選按次序授權，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。如果勾選無需次序授權，則交易授權時，授權組別之間將不受先後順序限制。如果此處未有勾選，預設為按次序授權。Under Ordered Authorization, designated persons of Authorized Group 2 have to authorize the transaction after designated persons of Authorized Group 1 complete the transaction authorization. Under Non-ordered Authorization, no limitation of authorize order among groups during authorization. The authorization mode is defaulted as Ordered 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)

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”.

### 授權設定 Authorization Setting (按個別賬戶 For different account)

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.

使用者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.

**現金管理相關服務**  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  
**Cash Management Related Services**

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

現金管理相關服務 Cash Management Related Services

- 財智賬戶 Smart Account  
 工銀商戶寶 ICBC(Asia) Business Account Plus  
 資金調撥 Fund Sweeping  
 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：各組別之間的使用者 ID 不能重複 Note: User ID of each group must not duplicate**

提交人 Input User (不適用於僅有<授權權限>的使用者 Not applicable to User with “Signer right” only)	如下授權組別 The Authorized Groups below apply :		
	<input type="checkbox"/> ^按次序授權 Ordered Authorization <input type="checkbox"/> ^無需次序授權 Non-ordered Authorization		
授權組別 1 Authorized Group 1 (不適用於僅有<提交權限>的使用者 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>的使用者 Not applicable to User with “Input right” only)	授權組別 3 Authorized Group 3 (不適用於僅有<提交權限>的使用者 Not applicable to User with “Input right” only)	
(請填寫提交交易指示的使用者 ID。Please fill in the User ID for placing transaction instructions.)	(請填寫參與授權的使用者 ID。Please fill in the User ID for authorization.)	(請填寫參與授權的使用者 ID。Please fill in the User ID for authorization.)	(請填寫參與授權的使用者 ID。Please fill in the User ID for authorization.)
1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____	
這組別需 ____人參與授權。 This group needs ____ person(s) to give due authorization.	這組別需 ____人參與授權。 This group needs ____ person(s) to give due authorization.	這組別需 ____人參與授權。 This group needs ____ person(s) to give due authorization.	

^ 如果勾選按次序授權，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。如果勾選無需次序授權，則交易授權時，授權組別之間將不受先後順序限制。如果此處未有勾選，預設為按次序授權。Under Ordered Authorization, designated persons of Authorized Group 2 have to authorize the transaction after designated persons of Authorized Group 1 complete the transaction authorization. Under Non-ordered Authorization, no limitation of authorize order among groups during authorization. The authorization mode is defaulted as Ordered 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)

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>1</sup> 港元 Daily Transfer Limit <sup>2</sup> HKD
<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			

1. 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 HKD500,000 (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《網上銀行服務一個人及公司匯款/轉賬收款人資料登記申請表》一併遞交。This Supplementary Page should be submitted along with “Commercial (Personal) Internet Banking Services Outward Transfer Beneficiary Details Registration Request Form”.

其他銀行賬戶 (匯款/轉賬) 登記 <sup>1</sup> Account with Other Bank(s) (For Remittance/Fund Transfer) Registration <sup>1</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"/> 轉賬至香港其他銀行 <sup>2</sup> Fund Transfer to Other Bank in Hong Kong <sup>2</sup> <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) <sup>3</sup> Daily Transfer Limit^(HKD Equivalent) <sup>3</sup> :
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.
(香港其他銀行 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.)	
1. 如需登記更多賬戶，請用另一份表。Please use separate form for registering more accounts. 2. 不適用於企業網上銀行 FPS 交易。企業客戶如需登記 FPS 第三方收款帳戶，請於線上辦理。NOT applicable for FPS transfer on Commercial Internet Banking. Commercial user shall register FPS third party account(s) on Commercial Internet Banking. 3. 交易金額同時受《企業網上銀行服務申請表》或《企業網上銀行服務更改表》所述之每日對已登記第三方賬戶之轉賬限額限制。(企業網上銀行服務最高為等值港幣500,000,000.00). ^The transaction amount is subject to the Daily Limit of Transfer to registered third party account as defined in the "Commercial Internet Banking Service Application Form" or "Commercial Internet Banking Service Amendment Form" as well.(For Commercial Internet Banking Service, the 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

**X**

S.V.
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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”.

**本地人事財務分權支薪 Duty Separation for Local Payment**

1. 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 the Bank's record.
2. 登入企業網上銀行（包括企業手機銀行）所使用的使用者 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。如果有關使用者 ID 於系統已被佔用，所選用的使用者 ID 將由銀行自行制定。The User ID used for login the Commercial Internet Banking (Including the Commercial Mobile Banking) must consists of 3 to 12 characters or numbers except 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.
3. 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通知短信。SMS notifications will be sent to the mobile phone numbers as specified below after high risk transactions have been executed via the Commercial Internet Banking (Including the Commercial Mobile Banking).
4. 郵箱用以接收我行發送的資訊，例如電子結單提示通知及電子密碼器激活碼。The email for receiving message from the Bank, i.e. the e-Statement alert and password token activation code.

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>1</sup> ID Card/ Passport/Other ID Card No<sup>1</sup>:

\_\_\_\_\_

3. 使用者 ID (最多 12 位)<sup>2</sup> User ID (Max.12 Characters)<sup>2</sup>:

\_\_\_\_\_

4. 手機號碼<sup>3</sup> (國家/地區號, 如 852, 86 + 手機號碼)  
Mobile Phone No.<sup>3</sup> (Country/Area Code, 852, 86 e.g. + Phone No.)

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

5. 電郵地址<sup>4</sup> Email Address<sup>4</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>1</sup> ID Card/ Passport/Other ID Card No<sup>1</sup>:

\_\_\_\_\_

3. 使用者 ID (最多 12 位)<sup>2</sup> User ID (Max.12 Characters)<sup>2</sup>:

\_\_\_\_\_

4. 手機號碼<sup>3</sup> (國家/地區號, 如 852, 86 + 手機號碼)  
Mobile Phone No.<sup>3</sup> (Country/Area Code, 852, 86 e.g. + Phone No.)

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

5. 電郵地址<sup>4</sup> Email Address<sup>4</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>1</sup> ID Card/ Passport/Other ID Card No<sup>1</sup>:

\_\_\_\_\_

3. 使用者 ID (最多 12 位)<sup>2</sup> User ID (Max.12 Characters)<sup>2</sup>:

\_\_\_\_\_

4. 手機號碼<sup>3</sup> (國家/地區號, 如 852, 86 + 手機號碼)  
Mobile Phone No.<sup>3</sup> (Country/Area Code, 852, 86 e.g. + Phone No.)

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

5. 電郵地址<sup>4</sup> Email Address<sup>4</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>1</sup> ID Card/ Passport/Other ID Card No<sup>1</sup>:

\_\_\_\_\_

3. 使用者 ID (最多 12 位)<sup>2</sup> User ID (Max.12 Characters)<sup>2</sup>:

\_\_\_\_\_

4. 手機號碼<sup>3</sup> (國家/地區號, 如 852, 86 + 手機號碼)  
Mobile Phone No.<sup>3</sup> (Country/Area Code, 852, 86 e.g. + Phone No.)

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

5. 電郵地址<sup>4</sup> Email Address<sup>4</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載人及一位檔案批核人 At least one File Uploader and one File Approver are required.  
 b. 檔案上載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 account enquiries, or submit and authorize any transaction.  
 c. 本地人事財務分權支薪交易會佔用當日向未登記第三方帳戶之轉賬限額控制。  
 The transactions of Duty Separation for Local Payment will use the Daily Transfer Limit for non-registered third party account(s)

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

**步驟一: 授權金額範圍 (HKD) Step 1: Range of Authorized Amount (HKD)** 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) : \_\_\_\_\_ 至 (包括) To (include) : \_\_\_\_\_

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

檔案上載人 ID File Uploader ID	檔案批核人 ID File Approver ID
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____

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

**步驟三: 支薪檔案上載後, 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<授權權限>的使用者 Not applicable to User with "Signer right" only)	如下授權組別 The Authorized Groups below apply :	
	授權組別 1 Authorized Group 1 (不適用於僅有<提交權限>的使用者 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>的使用者 Not applicable to User with "Input right" only)
(請填寫提交交易指示的使用者 ID。Please fill in the User ID for placing transaction instructions.)	(請填寫參與授權的使用者 ID。Please fill in the User ID for authorization.)	(請填寫參與授權的使用者 ID。Please fill in the User ID for authorization.)
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: \_\_\_\_\_

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

^ 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".

### 全球發薪設定 Global Payroll Setting

1. 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 the Bank's record.
2. 登入企業網上銀行（包括企業手機銀行）所使用的使用者 ID，必須為 3 至 12 位英文字母或數字，中間不含空位，及首位不可為數字 0。如果有關使用者 ID 於系統已被佔用，所選用的使用者 ID 將由銀行自行制定。The User ID used for login the Commercial Internet Banking (Including the Commercial Mobile Banking) must consists of 3 to 12 characters or numbers except 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.
3. 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通知短信。SMS notifications will be sent to the mobile phone numbers as specified below after high risk transactions have been executed via the Commercial Internet Banking (Including the Commercial Mobile Banking).
4. 郵箱用以接收我行發送的資訊，例如電子結單提示通知及電子密碼器激活碼。The email for receiving message from the Bank, i.e. the e-Statement alert and password token activation code.

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>1</sup> ID Card/ Passport/Other ID Card No<sup>1</sup>:

\_\_\_\_\_

3. 使用者 ID (最多 12 位)<sup>2</sup> User ID (Max.12 Characters)<sup>2</sup>:

\_\_\_\_\_

4. 手機號碼<sup>3</sup> (國家/地區號, 如 852, 86 + 手機號碼)  
Mobile Phone No.<sup>3</sup> (Country/Area Code, 852, 86 e.g. + Phone No.)

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

5. 電郵地址<sup>4</sup> Email Address<sup>4</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>1</sup> ID Card/ Passport/Other ID Card No<sup>1</sup>:

\_\_\_\_\_

3. 使用者 ID (最多 12 位)<sup>2</sup> User ID (Max.12 Characters)<sup>2</sup>:

\_\_\_\_\_

4. 手機號碼<sup>3</sup> (國家/地區號, 如 852, 86 + 手機號碼)  
Mobile Phone No.<sup>3</sup> (Country/Area Code, 852, 86 e.g. + Phone No.)

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

5. 電郵地址<sup>4</sup> Email Address<sup>4</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>1</sup> ID Card/ Passport/Other ID Card No<sup>1</sup>:

\_\_\_\_\_

3. 使用者 ID (最多 12 位)<sup>2</sup> User ID (Max.12 Characters)<sup>2</sup>:

\_\_\_\_\_

4. 手機號碼<sup>3</sup> (國家/地區號, 如 852, 86 + 手機號碼)  
Mobile Phone No.<sup>3</sup> (Country/Area Code, 852, 86 e.g. + Phone No.)

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

5. 電郵地址<sup>4</sup> Email Address<sup>4</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>1</sup> ID Card/ Passport/Other ID Card No<sup>1</sup>:

\_\_\_\_\_

3. 使用者 ID (最多 12 位)<sup>2</sup> User ID (Max.12 Characters)<sup>2</sup>:

\_\_\_\_\_

4. 手機號碼<sup>3</sup> (國家/地區號, 如 852, 86 + 手機號碼)  
Mobile Phone No.<sup>3</sup> (Country/Area Code, 852, 86 e.g. + Phone No.)

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

5. 電郵地址<sup>4</sup> Email Address<sup>4</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. 全球發薪是指客戶指示本公司或同一集團的成員公司使用開立在工銀集團內的賬戶對外進行發薪的服務，目前支持 SWIFT 方式對外發薪。  
Global Payroll is the service that clients conduct payroll payment with the accounts of the company or its member entities opened with the ICBC group by SWIFT remittance.  
此服務需至少一位檔案上載人及一位檔案批核人。At least one File Uploader and one File Approver are required.
- b. 檔案上載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.
- c. 全球發薪交易金額佔用未登記第三方賬戶之每日轉賬限額。  
The transactions of Global Payroll use the Daily Transfer Limit for registered/non-registered third party account(s)

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

**步驟一: 授權金額範圍 (HKD) Step 1: Range of Authorized Amount (HKD)** 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) : \_\_\_\_\_ 至 (包括) To (include) : \_\_\_\_\_

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

檔案上載人 ID File Uploader ID	檔案批核人 ID 組別 1 File Approver ID Group 1	檔案批核人 ID 組別 2 File Approver ID Group 2
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____
4. _____	4. _____	4. _____
5. _____	5. _____	5. _____
	這組別需 ____ 人參與授權。 This group needs ____ person(s) to give due authorization.	這組別需 ____ 人參與授權。 This group needs ____ person(s) to give due authorization.

**步驟三: 支薪檔案上載後, 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<授權權限>的使用者 Not applicable to User with "Signer right" only)	如下授權組別 The Authorized Groups below apply :	
	授權組別 1 Authorized Group 1 (不適用於僅有<提交權限>的使用者 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>的使用者 Not applicable to User with "Input right" only)
(請填寫提交交易指示的使用者 ID。Please fill in the User ID for placing transaction instructions.)	(請填寫參與授權的使用者 ID。Please fill in the User ID for authorization.)	(請填寫參與授權的使用者 ID。Please fill in the User ID for authorization.)
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____
4. _____	4. _____	4. _____
5. _____	5. _____	5. _____
	這組別需 ____ 人參與授權。 This group needs ____ person(s) to give due authorization.	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: \_\_\_\_\_

^ 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)



此補充頁必須連同《企業網上銀行服務相關公司登記表》一併遞交。 This Supplementary Page should be submitted along with "Commercial Internet Banking Service Related Company Registration Form".

**乙部 相關公司部分** (此部分由相關公司填寫, 並連同甲部一併提交。)

**Part 2 Related Company Section** (to be completed by the Related Company and submitted along with Part 1)

請在適當的方格內加上✓號 Please place ✓ in the appropriate Box

4. 相關公司資料 Related Company Particulars <input type="checkbox"/> 新增 Add <input type="checkbox"/> 變更 Amend <input type="checkbox"/> 刪除 Delete			
公司名稱 Company name <input type="text"/>			
公司註冊證號碼 / 商業登記證號碼 * Certificate of Incorporation / Business Registration Certificate number <input type="text"/>			
相關公司賬戶 (在本銀行開立) 登記 The Related Company Account (Within Our Bank) Registration①:			
指定賬戶號碼 Designated Account Number ②③ 1. <input type="text"/> <input type="checkbox"/> 僅查詢 Enquiry Only <input type="checkbox"/> 交易及查詢 Transfer & Enquiry	每日最高扣賬金額 Daily debit limit ④ <input type="text"/>	<input type="checkbox"/> 新增 Add <input type="checkbox"/> 刪除 Delete <input type="checkbox"/> 變更 Amend	
賬戶號碼 Account Number ③ 2. <input type="text"/> <input type="checkbox"/> 僅查詢 Enquiry Only <input type="checkbox"/> 交易及查詢 Transfer & Enquiry	每日最高扣賬金額 Daily debit limit ④ <input type="text"/>	<input type="checkbox"/> 新增 Add <input type="checkbox"/> 刪除 Delete <input type="checkbox"/> 變更 Amend	
賬戶號碼 Account Number ③ 3. <input type="text"/> <input type="checkbox"/> 僅查詢 Enquiry Only <input type="checkbox"/> 交易及查詢 Transfer & Enquiry	每日最高扣賬金額 Daily debit limit ④ <input type="text"/>	<input type="checkbox"/> 新增 Add <input type="checkbox"/> 刪除 Delete <input type="checkbox"/> 變更 Amend	
賬戶號碼 Account Number ③ 4. <input type="text"/> <input type="checkbox"/> 僅查詢 Enquiry Only <input type="checkbox"/> 交易及查詢 Transfer & Enquiry	每日最高扣賬金額 Daily debit limit ④ <input type="text"/>	<input type="checkbox"/> 新增 Add <input type="checkbox"/> 刪除 Delete <input type="checkbox"/> 變更 Amend	
賬戶號碼 Account Number ③ 5. <input type="text"/> <input type="checkbox"/> 僅查詢 Enquiry Only <input type="checkbox"/> 交易及查詢 Transfer & Enquiry	每日最高扣賬金額 Daily debit limit ④ <input type="text"/>	<input type="checkbox"/> 新增 Add <input type="checkbox"/> 刪除 Delete <input type="checkbox"/> 變更 Amend	
賬戶號碼 Account Number ③ 6. <input type="text"/> <input type="checkbox"/> 僅查詢 Enquiry Only <input type="checkbox"/> 交易及查詢 Transfer & Enquiry	每日最高扣賬金額 Daily debit limit ④ <input type="text"/>	<input type="checkbox"/> 新增 Add <input type="checkbox"/> 刪除 Delete <input type="checkbox"/> 變更 Amend	
賬戶號碼 Account Number ③ 7. <input type="text"/> <input type="checkbox"/> 僅查詢 Enquiry Only <input type="checkbox"/> 交易及查詢 Transfer & Enquiry	每日最高扣賬金額 Daily debit limit ④ <input type="text"/>	<input type="checkbox"/> 新增 Add <input type="checkbox"/> 刪除 Delete <input type="checkbox"/> 變更 Amend	
賬戶號碼 Account Number ③ 8. <input type="text"/> <input type="checkbox"/> 僅查詢 Enquiry Only <input type="checkbox"/> 交易及查詢 Transfer & Enquiry	每日最高扣賬金額 Daily debit limit ④ <input type="text"/>	<input type="checkbox"/> 新增 Add <input type="checkbox"/> 刪除 Delete <input type="checkbox"/> 變更 Amend	
<b>結單/通知書瀏覽權限授權 Statement /Advice Access Right Authorization</b>			
<input type="checkbox"/> 本相關公司授權基本公司透過其企業網上銀行瀏覽本相關公司之結單/通知書 The Related Company as mentioned above authorizes the Primary Company to view the Related Company's Statement/Advice via their Commercial Internet Banking			
<input type="checkbox"/> 取消授權 Cancel Authorization			
① 對登記的賬戶號碼選擇“僅查詢”功能時, 基本公司之企業網上銀行現存的所有使用者 ID 將對指定賬戶有查詢權限; 對登記的賬戶號碼選擇“交易及查詢”功能時, 基本公司之企業網上銀行現存的所有使用者 ID 將對賬戶有查詢, 轉入、轉出 (適用於有提交權限、或提交及授權權限之使用者 ID), 及授權權限 (適用於有提交及授權權限、或者授權權限之使用者 ID)。如需要指定特定賬戶的權限, 請填寫《企業網上銀行服務補充表》。For selecting “Enquiry Only”, all Internet Banking user of Primary Company will be granted the right of enquiry on the registered account. For selecting “Transfer & Enquiry”, all Internet Banking user of Primary Company will be granted the right of enquiry, transfer in and transfer out (applicable for user with Input Right or Input & Signer Right), and authorization (applicable for user with Input & Signer Right or Signer Right) on the registered account. For special authority setting, please use “Commercial Internet Banking Service Supplementary Form”.			
② 本申請表上相關公司之簽署必須與其指定賬戶之簽署式樣相同。The signature(s) of Related Company on this application form must be the same as the specimen signature(s) of the designated account.			
③ 除證券及投資和貸款賬戶外, 其餘各類賬戶均可登記。All accounts can be registered except Securities & Investment Account and Loans Account.			
④ 除「相關公司」自行設定外, 每日最高的扣賬額設定為無限。扣賬上限, 無論由「相關公司」自行設定或被設定無限額, 交易時仍需同時接受「基本公司」的網上銀行所設定的公司賬戶間之轉賬日累計限額、向已登記第三方賬戶轉賬日累計限額、向未登記第三方賬戶轉賬日累計限額的相應規管。Unless prescribed by the Related Company, the default daily debit limit for the above Related Company's account(s) is unlimited. However, the maximum daily debit limit, no matter as prescribed by the Related Company or default as unlimited, is managed by the own account transfer daily limit, registered 3rd party account fund transfer daily limit and unregistered 3rd party account fund transfer daily limit of the Internet Banking of the Primary Company.			

\* 請刪去不適用者。Please delete where inapplicable

**5. 相關公司授權 Authorisation by Related Company**

上述「相關公司」(以下稱「本人/吾等」)茲向中國工商銀行(亞洲)有限公司(「貴行」)授權、指示、同意及確認如下:  
The above Related Company (below referred as "I/we", "my/us" and "me/our") hereby authorises, instructs, agrees and confirms with Industrial and Commercial Bank of China (Asia) Limited (the "Bank") as follows:

- 貴行將本人/吾等在貴行開立之所選賬戶登記(如第4節所指明),則「基本公司」可透過基本公司所申請之企業網上銀行服務接達、操作及維護賬戶,除非貴行已經實際收到本人/吾等之有效申請要求撤銷,修訂或變更授予「基本公司」的權限;  
That the Bank registers all my/our account(s) (the "Account(s)") with the Bank (as specified in Section 4) to enable the Primary Company to have access to, operate and maintain the Account(s) through the Commercial Internet Banking service subscribed by the Primary Company unless the Bank has actually received my/our valid application in writing for me/us revoking, amending or varying the authority conferred upon the Primary Company;
- 本人/吾等授權「基本公司」及其簽署人及使用者,根據「基本公司」等就申請該項服務向貴行提交之企業網上銀行服務申請表所述之安排,以及根據目前企業網上銀行服務,操作及維護賬戶。本人/吾等茲確認,本人/吾等已細閱企業網上銀行服務之條款及條件(「條款及條件」)(貴行已向本人/吾等提供條款及條件乙份),並完全明白及同意根據企業網上銀行服務目前或將來提供之服務,包括「基本公司」、簽署人及使用者有關操作及維護賬戶之權力及授權;  
that I/we authorise the Primary Company, its Signer(s) and User(s) to operate and maintain the Account(s) in accordance with the arrangement stated in the Commercial Internet Banking Application Form submitted by the Primary Company to the Bank for subscribing the Commercial Internet Banking, and in accordance with such services now and as shall be offered under Commercial Internet Banking provided by the Bank. I/We hereby confirm that I/we have read the Terms and Conditions of Commercial Internet Banking (the "T&Cs"), a copy has been provided to me by the Bank and that I/we fully understand and agree to the extent of the services currently or may in the future be offered under the Commercial Internet Banking including the extent of the power and authority of the Primary Company, its Signer(s) and the User(s) in respect of the operation and maintenance of the Account(s);
- 本人/吾等同意,貴行毋須通知本人/吾等有關「基本公司」所申請之企業網上銀行服務登記之賬戶的操作及維護,包括「基本公司」及其簽署人及使用者對賬戶之操作及維護;  
that I/we agree that the Bank is not obliged to give me/us any notice in respect of the operation and maintenance of the accounts which are registered under the Commercial Internet Banking service subscribed by the Primary Company including the operation and maintenance of the Account(s) by the Primary Company, its Signers and Users;
- 本人/吾等同意受條款及條件所約束,有關條款及條件應適用於本人/吾等(在條款及條件內被稱為「客戶」);  
that I/we agree to be bound by the T&Cs and that the same shall apply to me/us as if I/we was/were named in that T&Cs as the "Customer";
- 本人/吾等明白及同意,在本人/吾等根據上文第1段指示貴行將賬戶登記後,「基本公司」及其簽署人及使用者有權取用有關授予賬戶的資料;  
that I/we understand and agree that upon the Accounts being registered by the Bank as instructed by me/us in accordance with paragraph 1 herein, the Primary Company and its Signers and Users will have access to information on the facilities granted to all the Accounts;
- 本人/吾等同意,如本人/吾等為合夥經營,在無通知貴行已經終止合夥經營之情況下,本項授權將繼續有十足效力及作用,即使合夥經營之名稱有任何更改、加入新合夥人或有其他合夥人因身故或其他理由不再為合夥經營之成員;  
that I/we agree that in the case of my/our being a partnership, this authorisation will continue in full force and effect in the absence of any notice of termination being given to you notwithstanding any change of name of the partnership, admission of new partner(s) or any partner ceasing to be member of the partnership by reason of death or otherwise;
- 若貴行無法確定「基本公司」與本人/吾等存有集團公司的關係,貴行可以拒絕本人/吾等的指示或在任何時間暫停或終止有關服務。  
that the Bank may refuse to accept my/our instruction or at any time suspend or terminate all the relevant services, if the Bank cannot confirm there is a group company relationship between the Primary Company and me/us.

本人/吾等確認,在本登記表內有關本人/吾等之資料乃正確及完整,並授權貴行以任何其所選擇之途徑證實本表。  
that I/we confirm that the information relating to me/us given herein is correct and complete, and authorise the Bank to confirm this from any source it may choose.

相關公司 Related Company:

蓋章/圖章式樣,如有  
Specimen of Chop / Seal if any

**X** SV  
授權簽署 Authorised Signature(s) ①

姓名 Name: \_\_\_\_\_ 姓名 Name: \_\_\_\_\_ 姓名 Name: \_\_\_\_\_  
證件號碼 ID No.: \_\_\_\_\_ 證件號碼 ID No.: \_\_\_\_\_ 證件號碼 ID No.: \_\_\_\_\_

① 本申請表上之簽署必須與指定賬戶(相關公司)之簽署式樣相同。如屬有限公司,須填寫授權此項申請之相關公司董事會決議案。(見附錄2)  
The signature(s) on this application form must be the same as the specimen signature(s) of the designated account (Related Company), and a director's board resolution of Related Company authorising the application is required for limited company. (As Appendix 2)

銀行專用 FOR BANK USE ONLY					
CIF No	Branch / OIC Department			BSS	
	Designated A/C No.	Verified by	Checked by	Input by	Checked by
P					
R1					
R2					
R3					

**附錄 2 (適用於相關公司) Appendix 2 (For Related Company Only)**
**To : Industrial and Commercial Bank of China (Asia) Limited 致 : 中國工商銀行(亞洲)有限公司**
**Certified Copy of the Extracts of the Resolutions of Related Company 相關公司決議摘錄證明抄本**

Company Name 公司名稱: \_\_\_\_\_ ('the Company') ('本公司')

Registered Office 註冊地址: \_\_\_\_\_

Passed by the Directors of the Company on 經本公司董事會通過於

(Date) (日期)

- An application be made to Industrial and Commercial Bank of China (Asia) Limited (the 'Bank') for the Bank to accept and act on the instructions of the Company to be given via the Commercial Internet Banking service offered by the Bank subject to and on the Terms and Conditions of the Commercial Internet Banking Service ('Terms and Conditions').  
現向中國工商銀行(亞洲)有限公司(「銀行」)申請接受本公司經銀行提供的企業網上銀行服務所發出的指示及按有關指示採取行動, 惟須受企業網上銀行服務之條款及條件(「條款及條件」)所規管。
- The terms set out and the particulars completed in the Commercial Internet Banking Service Application Form (the 'Application')/Commercial Internet Banking Service Amendment Form (the 'Amendment')/Commercial Internet Banking Service Related Company Registration Form (the 'Registration')/Commercial Internet Banking Service - Global Cash Management Application Form (the 'Global Cash Management Application')/Commercial Internet Banking - Global Cash Management Amendment Form (the 'Global Cash Management Amendment') / Password or ICBC (Asia) Token Receipt Acknowledgement (the 'Receipt Acknowledgement') and the Terms and Conditions have been reviewed by the Board and are hereby approved and that **ALL/ ANY \_\_\_\_\_ OF THE AUTHORIZED SIGNATORY(IES)\*** (\*Please strike through where inapplicable) of the A/C No. \_\_\_\_\_ (the 'Designated Account') specified in the Application/Amendment/Registration be hereby authorized to sign the Application/ Amendment/Registration/Global Cash Management Application/Global Cash Management Amendment / Receipt Acknowledgement and other ancillary documents, to add or delete account(s)/service to the Commercial Internet Banking service or change set up of service or to terminate the Commercial Internet Banking service for and on behalf of the Company, to name and designate other persons as the Input User(s) or Signer(s) for operating the Commercial Internet Banking service and deal with all matters in connection with the Commercial Internet Banking service. The authorities of the Authorized signatory(ies) granted hereunder shall remain in full force until expressly revoked and/or amended by resolution passed by the board of directors of the Company and a written notice being given to the Bank.  
企業網上銀行服務申請表(「申請表」)/企業網上銀行服務變更表(「變更表」)/企業網上銀行服務相關公司登記表(「登記表」)/企業網上銀行服務-全球現金管理服務申請表(「全球現金管理服務申請表」)/企業網上銀行服務-全球現金管理服務更改表(「全球現金管理服務更改表」)/密碼函或工銀亞洲電子密碼器簽收回條(「簽收回條」)上的條款及填寫的資料、以及條款及條件已被董事會審議通過。賬戶號碼 \_\_\_\_\_ (「指定賬戶」)之**所有授權簽字人員/任何 \_\_\_\_\_ 位授權簽字人員\***(\*請以橫線劃除不適用者)被授權簽署申請表/變更表/登記表/全球現金管理服務申請表/全球現金管理服務更改表/簽收回條及相關檔、代表本公司增加/刪除企業網上銀行服務賬戶/服務或更改服務設定或終止企業網上銀行服務、提名其他人為輸入使用者或簽署人運作企業網上銀行服務, 並處理一切有關企業網上銀行服務的事宜。而授權簽字人員根據本決議案所獲的授權持續有效, 直至本公司董事會通過決議明文撤銷及/或修改並以書面通知銀行為止。
- That a copy of any resolution of the Board of Directors if purporting to be certified as correct by the Chairman for the meeting at which such resolution was passed shall as between the Bank and Company be conclusive evidence of the passing of the resolution as certified.  
董事會的任何決議副本, 如聲稱獲得通過該決議的會議主席核證為正確, 則對銀行與本公司而言, 則該副本將被視為該等決議已經通過的不可推翻的憑證。
- That these resolutions be communicated to the Bank and remain in force until an amending resolution shall be passed by the Board of Directors and a copy thereof certified in the manner as set out in resolution 2 above has been sent to and actually received by the Bank.  
將通知銀行該等決議及該等決議將持續有效, 直至本公司董事會通過修改決議, 並且該等修改決議副本已按上述第 2 點方式處理及確實由銀行收取。

We hereby certify the above to be true copy of resolutions as entered in the minute book of the Company duly passed at a meeting of the directors of the Company with the required quorum in accordance with the Articles of Association of the Company on the date set out above. 吾等謹此證明, 上述為本公司會議記錄簿內所記載的決議的真正摘錄, 該等決議在本公司於上述日期舉行的董事會議上正式通過, 而該會議的法定人數符合本公司組織章程的規定。

 \_\_\_\_\_  
Chairman of the Meeting 董事會主席

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”.

**證券交易及保證金外匯及貴金屬交易服務聲明**

**Securities Trading and Margin FX & Precious Metal Trading Statement**

(勾選以下方格以確認此聲明 Tick the box below to read and confirm this statement)

本人/吾等確認，所有使用證券交易及保證金外匯及貴金屬交易服務的使用者能以中文或英文自行閱讀、理解和明白投資產品發行資料、交易文件和聲明等資料。所有使用者曾進行網上交易，例如曾於貴行/其他金融機構以電子渠道進行投資及/或於網上進行購物。

I/We confirm that all user(s) operating Securities Trading and Margin FX & Precious Metal Trading are able to read and understand the investment product offering documents transaction documents and declaration in English or Chinese by myself/ourselves. All user(s) have conducted online transactions, such as conducted investment via electronic channel in your Bank/other financial institutions and/or online shopping.

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)