

多样化授权申请指南



业务简介

我行企业网上银行为满足企业客户权限管理的特殊要求，可将授权人员分为**一级授权**、**二级授权**等，对外汇款可支持**单人复核**、**多人组合授权**等多种付款方式。企业若对于较低的汇款金额，希望一次授权即可通过，则可选择“**单级授权**”，并设置限额；若企业对于不同的金额上限需要多人审批，则可选择“**多级组合授权**”。

- **多级无序组合授权模式**

是指具备授权权限的网银授权ID对支付进行授权时，这些ID可不按顺序授权，达到一定的授权人数后，指令即可发送银行进行账务处理。

- **多级有序组合授权模式**

是指具备授权权限的网银授权ID依照授权级别顺序逐级对支付指令进行授权，该笔付款指令才可通过，不可越级授权。

申请表准备

开通此项服务，企业需填写《企业网上银行申请表/维护申请表》，我行官方网站www.icbc.com.sg 提供下载（首页 > 客户服务 > 条款与条件 > 电子银行），具体参见下图。



申请表填写步骤

STEP 1 将申请表的第一个栏目“Company Information”涉及的相关企业名称、联络人等信息填写完整：

Corporate Internet/ Mobile Banking Modification Form

Company Information			
Company Name		Contact Person	
Company Registration Number		Telephone No.	
Email Address			
Mailing Address			
Modification Content			
<input type="checkbox"/> 1. Unfreeze User ID			
User ID		User ID	
<input type="checkbox"/> 2. Reset Login password			
User ID		User ID	
<input type="checkbox"/> 3. Reset Token password			

申请表填写步骤

STEP 2 在第二个栏目“Modification Content”中-->选项7.Add/ Modify User ID前的方框处打勾:

<input type="checkbox"/> 6. Add/ Delete Account	
Account No.	Remarks
<input checked="" type="checkbox"/> 7. Add/ Modify User ID Note: For new user, please provide a certified true copy of the identification document.	
Operator	
(Operators will be able to view accounts and/ or create transactions only)	
<input type="checkbox"/> Add New User ID	<input type="checkbox"/> Modify Existing User ID <input type="checkbox"/> Add New User ID <input type="checkbox"/> Modify Existing User ID

申请表填写步骤

在第四个栏目“Authorisers”中-->勾选Add New User ID-->填写相应的信息-->

STEP 3 授权人的限额Authorizer's Limit以及相关的备注Remarks, 比如多级授权组合的说明:

Authorisers			
<input type="checkbox"/> Please check this box if all Operators and Authorisers are the same group of persons. <i>(Authorisers will be able to view accounts and approve transactions only.)</i> <i>If Operator and Authoriser is the same person, he/she will be able to view accounts, create and approve transactions.)</i>			
<input checked="" type="checkbox"/> Add New User ID <input type="checkbox"/> Modify Existing User ID		<input type="checkbox"/> Add New User ID <input type="checkbox"/> Modify Existing User ID	
Name as In NRIC/Passport		Name as In NRIC/Passport	
NRIC/Passport No.		NRIC/Passport No.	
Contact No.		Contact No.	
Email Address		Email Address	

申请表填写步骤

STEP 4 最下方的签名部分，该公司的有权签字人签字确认：

<input type="checkbox"/> Internet Banking and Mobile Banking	
<input type="checkbox"/> 9. Others:	
<p>I/We warrant that I/We have the power and authority to sign and deliver this modification form to the Bank. The Bank is authorized to modify our subscription to Corporate Internet/ Mobile Banking in accordance with this modification form. We agree to indemnify and hold the Bank harmless against all claims, losses, damages, demands, liability or expenses (including legal costs on a full indemnity basis) of any nature arising directly or indirectly from or in connection with this request.</p>	
Signature of Authorised Person	Signature of Authorised Person
Name:	Name:
NRIC/ Passport No.	NRIC/ Passport No.
Designation:	Designation:
Date:	Date:
For bank use only:	
Attended by:	Approved by:

*将填好的表格邮寄给您的客户经理，或发送电子扫描件至客户经理邮箱，现阶段我行对于企业网银相关业务，接受电子文件提交申请。



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如果您有任何疑问或需要其他帮助，请您联系您的公司客户经理或按照如下方式联系我们。

收件人: **Cash Management Hub**

Email: **cmh@sg.icbc.com.cn**

电话: **(65)6436 6508**