

To : Standard Chartered Bank (Hong Kong) Limited (“Bank”)
致：渣打銀行(香港)有限公司(「銀行」)

Please complete in **BLOCK LETTERS** and “✓” where applicable.
請以**英文大楷**填寫，並在適用處加「✓」號。

Note 備註：

Section A: Change User/VASCO status
Section B: Change User's Particulars
Section C: Add/Remove Additional Service
Section D: Add/Remove Company Account
Section E: Change Signing Arrangement
Section F: Disable Dual Approval Function
Section G: Other Changes
Section H: Terminate Straight2Bank Service

Remarks 備註

- This application form is used for change in user particulars, add/remove optional service and add/remove company account in relation to the Straight2Bank Service used by the Client.
本申請表是為顧客更改與有關本行Straight2Bank服務之個人資料，增加或停止額外服務選項及公司帳戶。
- Please send the completed form to Straight2Bank for SME, Standard Chartered Bank (Hong Kong) Limited, 17/F Standard Chartered Tower, 388 Kwun Tong Road, Kwun Tong, Hong Kong.
請把整份填妥表格遞交至中小企業Straight2Bank，渣打銀行(香港)有限公司，香港觀塘觀塘道388號，渣打中心十七樓。
- If you have any problem when filling in this form, please contact us on (852) 2886 6988.
如於填寫此表格時遇到任何問題，歡迎致電我們的客戶服務熱線：(852) 2886-6988。

Applicant's Particulars 申請客戶資料

Name (Insert FULL legal name exactly as it appears in the Constitutional Documents) * Mandatory Field
客戶名稱(需與有憲法權力的文件所示之名稱全名相同) (“Client”)

* Name In English
英文 _____

Group ID
客戶號碼 _____

OR

Business Registration Certificate Number
商業登記證號碼 _____

Certificate of Incorporation Number
公司註冊證書號碼 _____

Other Type of Certificate (if any)
其他證明書(如有) _____

Other Type of Certificate Number (if any)
其他證明書號碼(如有) _____

Section A: Change User/VASCO Status 更改用戶/VASCO解碼器狀態

- I/We would like to change the User/VASCO status of the following user(s): (May tick more than one)
本人/吾等欲更改以下用戶/VASCO解碼器狀態：(可選多於一項)

<p>1. * User ID 使用者號碼 _____</p> <p><input type="checkbox"/> Re-Activate User Status 重新啟動用戶狀態</p> <p><input type="checkbox"/> Change Login Type to VASCO 更改VASCO解碼器登入類型</p> <p><input type="checkbox"/> Unlock VASCO Token 解鎖VASCO解碼器</p> <p><input type="checkbox"/> Re-Issue VASCO Token 重新發行VASCO解碼器</p>	<p>2. * User ID 使用者號碼 _____</p> <p><input type="checkbox"/> Re-Activate User Status 重新啟動用戶狀態</p> <p><input type="checkbox"/> Change Login Type to VASCO 更改VASCO解碼器登入類型</p> <p><input type="checkbox"/> Unlock VASCO Token 解鎖VASCO解碼器</p> <p><input type="checkbox"/> Re-Issue VASCO Token 重新發行VASCO解碼器</p>
<p>3. * User ID 使用者號碼 _____</p> <p><input type="checkbox"/> Re-Activate User Status 重新啟動用戶狀態</p> <p><input type="checkbox"/> Change Login Type to VASCO 更改VASCO解碼器登入類型</p> <p><input type="checkbox"/> Unlock VASCO Token 解鎖VASCO解碼器</p> <p><input type="checkbox"/> Re-Issue VASCO Token 重新發行VASCO解碼器</p>	<p>4. * User ID 使用者號碼 _____</p> <p><input type="checkbox"/> Re-Activate User Status 重新啟動用戶狀態</p> <p><input type="checkbox"/> Change Login Type to VASCO 更改VASCO解碼器登入類型</p> <p><input type="checkbox"/> Unlock VASCO Token 解鎖VASCO解碼器</p> <p><input type="checkbox"/> Re-Issue VASCO Token 重新發行VASCO解碼器</p>

Note 備註：

Please note that the VASCO Token will be delivered to your company's corresponding address via mail.
VASCO 解碼器將會以郵遞方式送至閣下所登記的地址。



Section B: Change User's Particulars 更改用戶資料

I/We would like to change the particulars of the following user(s): (May tick more than one)
本人/吾等欲更改下列用戶資料：(可選多於一項)

<p>1. * User ID 使用者號碼 _____</p> <p><input type="checkbox"/> New User Name 使用者名稱 _____</p> <p><input type="checkbox"/> New Mobile Number () 手提電話號碼至 _____</p> <p><input type="checkbox"/> New Email Address 新電郵地址 _____</p>	<p>2. * User ID 使用者號碼 _____</p> <p><input type="checkbox"/> New User Name 使用者名稱 _____</p> <p><input type="checkbox"/> New Mobile Number () 手提電話號碼至 _____</p> <p><input type="checkbox"/> New Email Address 新電郵地址 _____</p>
<p>3. * User ID 使用者號碼 _____</p> <p><input type="checkbox"/> New User Name 使用者名稱 _____</p> <p><input type="checkbox"/> New Mobile Number () 手提電話號碼至 _____</p> <p><input type="checkbox"/> New Email Address 新電郵地址 _____</p>	<p>4. * User ID 使用者號碼 _____</p> <p><input type="checkbox"/> New User Name 使用者名稱 _____</p> <p><input type="checkbox"/> New Mobile Number () 手提電話號碼至 _____</p> <p><input type="checkbox"/> New Email Address 新電郵地址 _____</p>

Section C: Add / Remove Additional Service 增加/移除額外服務

I/We would like to Add / Remove Trade-Account-Related Service under Straight2Bank.
本人/吾等欲 增加 / 移除 綜合網上銀行與貿易有關之戶口服務。

Trade-Account-Related Services 貿易戶口有關服務

- Letter of credit initiation service, enabling Client to submit letter of credit online.
信用狀簽發服務可讓客戶在網上提交信用證。
- Transaction details enquiring service, enabling Client to enquire the amount of outstanding trade bills and rate of utilization online.
交易細節查詢服務可讓客戶在網上查閱尚欠之貿易票據金額及網上交易使用率。

I/We would like to Add / Remove / Change Email Incoming Advice Services for Inward Fund Remittance under Straight2Bank.
本人/吾等欲 增加 / 移除 / 更改 綜合網上銀行外來資金匯入款項之收款電郵通知服務。

Email Incoming Advice Services for Inward Fund Remittance 外來資金匯入款項之收款電郵通知服務

- I/We would like to receive email incoming advice for inward fund remittances (which includes incoming telegraphic transfer, real time gross settlement (RTGS/CHAT, etc.) that fall within the following range (or equivalent):
本人/吾等欲接收收款電郵通知書，此包括外來匯款及本地銀行轉賬金額等，而此匯款金額是在(或相等於)以下範圍：

Min 由: HK\$ _____ Max 至: HK\$ _____ (e.g. Min: HK\$1,000 to Max: HK\$100,000)

(Note: By default, the min will be set at HK\$100,000 and max at unlimited if not otherwise specified above. 如以上沒有另外說明，此金額範圍會預設為由HK\$100,000 至無限。)

- I/We would like to Add /Remove the following email(s) to receive the incoming advice and set up the report key password as specified below for viewing the advice:
本人/吾等欲增加/移除以下電郵地址來接收收款電郵通知書，並且設定以下報告密碼作為查閱此通知書：

Email Address 電郵地址

<input type="checkbox"/> Add 增加		<input type="checkbox"/> Remove 移除	
1		1	
2		2	

Report Key Password*

報告密碼*

(this will be the encryption password to open S2B report via email
這將會是經電郵開啟S2B報告之密碼)

* Requirements for Report Key Password:

報告密碼的要求：

- 1) Password must be in alphanumeric format.
密碼必須是字母與數字符號構成。
- 2) Min. 8 & Max. 35 Characters.
最少為八個字及最多為三十五個字。
- 3) One of the characters must be in uppercase.
其中一個字母必須是大寫字母。
- 4) Contain at least one special character.
必須包含最少一個特別的字母。 @ | / | * | ? | # | [|] | ~ | - | { | } | \$ | ! |
- 5) Please remind NOT to set your Report Key Password same as the one you use to access Straight2Bank.
報告密碼切勿與Straight2Bank的登入密碼相同。

Remarks: Trade-Account-Related Services and Email Incoming Advice Services for Inward Fund Remittance are only available for Straight2Bank Classic Version.

備註：貿易戶口有關服務及外來資金匯入款項之收款電郵通知服務只適用於Straight2Bank Classic版本。



Section D: Add/Remove Company Account 增加/刪除戶口

I/We would like to **ADD** the below account(s) to the Straight2Bank Service Platform.
本人/吾等欲於網上銀行**增加**以下賬戶。

* Account Number 戶口號碼	* Currency 貨幣
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

I/We would like to **REMOVE** the below account(s) from the Straight2Bank Service Platform.
本人/吾等欲於網上銀行**刪除**以下賬戶。

* Account Number 戶口號碼	* Currency 貨幣
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Section E: Change Signing Arrangement 更改簽署安排

I/We would like to amend the signing arrangement which is only applicable for Straight2Bank Service as below:
本人/吾等欲更改綜合網上銀行之簽署安排如下 (只適用於Straight2Bank綜合網上銀行服務):

Please tick one. If you tick "Other", describe the alternative method of operation in the Special Instructions area below.
請選擇一項加上「✓」號。若選擇其他, 請在以下「特別指示」一欄說明其他操作方式。

Any one to sign 任何一人簽署 Any two to sign 任何兩人簽署 Others (Please insert details in the Special Instructions Section below) 其他 (請在特別指示方格內說明)

Special Instructions 特別指示:

Section F: Disable Dual Approval Function 刪掉雙重審批功能

Dual Approval is a function of the Straight2Bank service which is included for reducing the risk of internal unauthorised transactions. It requires two separate users of the client (a preparer/maker & an approver) to authorize a payment transaction. The user creating the payment request is known as the preparer/maker of the payment transaction, whereas the user who checks and approves the request is known as the approver. This dual approval function has been activated on Straight2Bank by default. If you wish to disable the dual approval function, please check the box on the side. In doing so, you indicate your instruction to disable the dual approval function for your company and acknowledge your acceptance to an increased risk associated, for example, with potential fraud and/or financial loss for having the same user creating and approving a payment transaction singly.

雙重審批是Straight2Bank服務的一項功能, 其中包括用於降低內部未授權交易的風險。它需要客戶的兩個獨立用戶 (操作人或發起人及批准者) 來授權支付交易。創建支付請求的用戶被稱為支付交易的操作人或發起人, 而檢查和批准該請求的用戶被稱為批准者。默認情況下, 此雙重審批功能已在Straight2Bank上激活。如果你想刪掉雙重審批功能, 請選中側面的方框。在此過程中, 你表明指示將貴公司的雙重審批功能刪除, 並確認你接受相關風險增加, 例如潛在的欺詐和/或財務損失, 讓同一個用戶單獨創建和批准付款交易。

Section G: Other Changes 其他更改

I/We would like to have the following changes for Straight2Bank Services:
本人/吾等欲於Straight2Bank綜合網上銀行作出以下更改服務:

Please specify 請註明: (Note: Only applicable to the changes not specified in the above sections 備註: 只適用於以上部份沒有說明之更改)

Section H: Terminate Straight2Bank Service 終止綜合網上銀行服務

I/We would like to terminate Straight2Bank Service.
本人/吾等欲終止綜合網上銀行服務。

Declaration by Applicant Company 申請人公司聲明

By signing this application:-

1. I/We apply to the Bank as indicated above and represent that the information provided by me/us in this form and in any other document(s) provided by me/us to the Bank is true accurate and complete. I/We acknowledge that the Bank may decline my/our application without providing any reason.
本人/吾等同意銀行上述規定, 及接受, 銀行可在不提供任何理由的情況下, 拒絕本人/吾等的申請。

2. I/We have read and understood the terms and conditions applicable to Straight2Bank service, including the Bank's prevailing Standard Terms, applicable Country Supplement, the terms contained in this form, S2B Pricing Schedule and the relevant service charges booklet / leaflet, which have all been made available to me/us at any of the Bank's SME Centres and/or website at www.standardchartered.com.hk/sme-banking/terms-conditions/en/index.html and agree to be bound by them.
本人/吾等已閱讀及理解在本行任何的中小企業中心和/或網站www.standardchartered.com.hk/sme-banking/terms-conditions/zh/index.html提供適用於Straight2Bank服務的條款及細則, 包括銀行的(帳戶條款, 標準條款, 適用國家之補充, S2B定價表), 並同意受其約束。

3. I/We will be giving instructions to the Bank via internet or any necessary form of electronic communication ("electronic means"), I/we understand that each designated person(s) as indicated in this form will be acting on my/our instructions via such Banking or electronic means for accessing such Services and operating any and all of the relevant account(s) opened by me/us.
本人/吾等如果申請銀行業務服務, 本人/吾等則確認本人/吾等完全明白本申請表 (或本申請表中的委託書附表) 之所指示的授權人可按照不時獲授權處理本人/吾等在貴行開立的賬戶就任何目的透過銀行或任何電子通訊方式 ("電子通訊方式") 向貴行發出的任何指示或通知行事。



4. I/We further acknowledge that the risks of such instructions or communication being given by person(s) purporting to be such designated person(s) shall be borne by me/us and the Bank will not be liable for any losses or damages arising provided the Bank acts in good faith; and 本人/吾等進一步承認：可能有人自稱授權人而向貴行發出上述指示或通知，此等風險版由本人/吾等承擔。貴行如真誠行事，則無須為任何因此而產生之損失或損害負任何責任；及
- a) The Bank may require the above instructions or communication to contain an identification code or test as it specifies from time to time; 貴行可要求上述指示或通知載有貴行不時指定的識別代碼或鑒定裝置；
The Bank may, under circumstances as it sees fit, require from me/us confirmation of any of the above instructions or communication in such form as the Bank may specify before acting on the same; 在貴行決定的某些情況下，貴行在按上述指示式通知行事前，可要求本人/吾等以貴行指定的方式確認指示或通知；
- b) The Bank may refuse to act on any of the above instructions or communication in the absence of any code, test or confirmation specified by the Bank pursuant to paragraph (a) or (b) above (in which event the Bank shall have the absolute discretion to determine the disposal of the relevant instruction or communication), without responsibility or liability on the Bank's part (except where there has been negligence on its part) for any such refusal or delay in acting as a result; 如上述指示或通知並未載有貴行根據上述(a)款指定的代碼或裝置，或並未依照貴行根據上述(b)款指定的方式獲得確認，貴行可拒絕按該等指示或通知行事（在此情況下貴行有絕對酌情權決定如何處置有關指示或通知）。貴行無須為拒絕或因此延遲行事而負任何責任，除非貴行有疏忽的情況；
- c) The Bank will not be liable for any failure or delay in acting on any of the above instructions or communication by reason of any cause beyond its control, including (without limitation) any breakdown or failure of transmission or communication facilities for whatsoever reason, or breakdown of or delay or error in transmission or communication for any other reason; and (if there are two or more of us, jointly and severally) I/we fully indemnify the Bank upon its demand against all claims, proceedings, liabilities, losses and expenses (including legal costs) resulting directly or indirectly from the Bank's acting on any of the above instructions or communication, except where the same is caused by gross negligence on its part; 對於因貴行無法控制的任何原因（包括但不限於傳送或通訊設施因任何原因損壞或失效，或因任何其他原因導致傳送或通訊例無法進行或發生延誤或錯誤），致使貴行未能或延遲按上述指示或通知行事，貴行無須負任何責任；以及對於貴行依照上述任何指示或通知行事而直接或間接引起之所有索賠、法律行動、法律責任、損失及開支（包括法律費用），本人/吾等（如屬二人或以上，則共同及個別）在貴行要求時即會向貴行作出全面的賠償，但因貴行疏忽而引致者除外；
5. I/We further understand and acknowledge that the Bank may change the scope of services from time to time without prior notice. 本人/吾等明白及確認銀行有權隨時更改服務內容而不作事前通知。
6. I/We acknowledge that I/we have received, read and understood the Bank's prevailing version of the Notice to Customers and Other Individuals relating to the Personal Data (Privacy) Ordinance and Code of Practice on Consumer Credit Data ("Notice") prior to my/our submitting this application to the Bank; 本人/吾等確認本人/吾等在遞交此申請表前已拿取、閱讀及明白銀行現行之【關於《個人資料（私隱）條例》及《個人信貸資料務實守則》致客戶及其他個別人士的通知】（「通知」）；
I/We agree that all personal data provided by me/us to the Bank (including where the applicant is the company, any personal data relating to me/us or any other person provided to the Bank under any application of the company) from time to time may be used and disclosed for such purposes and to such persons (whether the recipient is located in the Hong Kong Special Administrative Region of the People's Republic of China ("Hong Kong") or another country including a country that does not offer the same level of data protection as Hong Kong) for the purposes described in, and otherwise in accordance with the Bank's policies on use and disclosure of personal data as set out in the Notice, which may be subject to change from time to time; 本人/吾等同意所有本人/吾等不時向銀行提供的個人資料（包括如申請人為公司，因公司的任何申請而向銀行提供的任何本人/吾等或其他個別人士的個人資料）均可根據銀行列於通知內有關個人資料使用及披露的政策，就有關用途及向有關人士（不論有關接收人士是處於香港或其他地方，或不論當地的個人資料保護程度是否與香港相若）使用及披露；
Where the applicant is a company, I/we further agree to circulate the Notice to the relevant managers/corporate officers (e.g. authorised signatories and company secretary), directors, major shareholders, beneficial owners and guarantors of the company from whom the Bank may need to collect their personal data from time to time in the course of its provision of services to me/us; 如申請人為公司，本人/吾等進一步同意向銀行在向本人/吾等提供服務的過程中可能不時需要蒐集其個人資料的有關經理/公司主任（例如獲授權簽署人及公司秘書）、董事、大股東、實益擁有人及保證人傳閱通知；
7. I/We acknowledge that for all terms and conditions and documents issued by the Bank in both English and Chinese, the Chinese version is a translation of the English version and for reference only. I/We agree that in the event of any inconsistency between the English and Chinese versions, the English version shall prevail for all purposes unless otherwise specify. 本人/吾等承認本協議的中文版本是英文本的譯本，只供參考之用。本人/吾等同意若中、英文版本有任何歧異，就所有目的而言概以英文版本為準。

For and on behalf of the Applicant Company
代表客戶簽署

For and on behalf of the Applicant Company
代表客戶簽署

S. V.

S. V.

Signature of Signatory Director / Sole Proprietor / Partner / Chairman
董事 / 獨資經營者 / 合夥人 / 主席簽署

Signature of Signatory Director / Sole Proprietor / Partner / Chairman
董事 / 獨資經營者 / 合夥人 / 主席簽署

Name and Title

姓名及職銜：_____

Name and Title

姓名及職銜：_____

Date

日期：_____

Date

日期：_____

Signing Requirements 簽署指引

- Sole Proprietorship: Signed by the Sole Proprietor
Trust with a Sole Trustee: Signed by the Sole Trustee
Partnership: Signed by ALL partners
Limited Company: Signed by at least two Directors, unless the company has (lawfully) only one director.