

尊貴的客戶：

**電子證書申請／辦理續期事宜**

感謝選用企業網上銀行服務。

茲通知由 2013 年 10 月 15 日起，企業／公司客戶如為其委託使用者(如**不是**現有的賬戶／服務被授權簽字人)申請電子證書，須填妥隨附的申請表(內含「中銀企業網上銀行／中行網銀(香港)委託使用者資料表格」)，然後由相關的委託使用者將簽妥的表格連同下列所需文件，親身交回本行任何一家提供商業賬戶服務的分行，或請聯絡專責客戶經理辦理。

- 1.) 最新商業登記證副本
- 2.) 公司註冊證書副本
- 3.) 委託使用者的身份證、護照或有效旅遊證件正本
- 4.) 委託使用者的住址證明正本(詳見「中銀企業網上銀行／中行網銀(香港)委託使用者資料表格」第二部分)

如辦理電子證書續期，只需將已填妥的申請表(不需填寫「中銀企業網上銀行／中行網銀(香港)委託使用者資料表格」)連同下列所需文件以郵寄方式寄回本行(地址：香港西九龍海輝道 11 號奧海城一期中銀中心 10 樓)即可。

- 1.) 最新商業登記證副本
- 2.) 公司註冊證書副本
- 3.) 相關電子證書使用者的身份證、護照或有效旅遊證件的副本

如有查詢，請致電本行企業客戶服務熱線中銀企業網上銀行(852) 3988 2288 或中行網銀(香港)(852) 3988 1288。

中國銀行(香港)有限公司謹啟

Dear Valued Customers,

**Application for/Renewal of e-Certificate**

Thank you for choosing our Corporate Internet Banking Services.

Please be informed that with effect from 15 Oct 2013, corporate customers who wish to apply for e-Certificate for their delegate user (in case he/she is **NOT** an existing authorised signatory for the account/services) are required to complete the attached application form (inclusive of the BOC CBS Online/ BOCNET HK Information Form for Delegate User). The duly signed form must be returned together with the following required documents by the related delegate user in person to any of our branches that provide business account service. Alternatively, customers may contact their Relationship Manager.

- 1.) Duplicate copy of the latest Business Registration Certificate
- 2.) Duplicate copy of the Certificate of Incorporation
- 3.) Original copy of the delegate user's HKID card, passport or valid travel document
- 4.) Original copy of the delegate user's residential address proof (Please refer to Part 2 of BOC CBS Online/BOCNET HK Information Form for Delegate User)

For those who apply for renewal of e-Certificate, simply return the completed application form (the BOC CBS Online/ BOCNET HK Information Form for Delegate User is not required) together with the following required documents to us at 10/F, Bank of China Centre, Olympian City, 11 Hoi Fai Road, West Kowloon, Hong Kong.

- 1.) Duplicate copy of the latest Business Registration Certificate
- 2.) Duplicate copy of the Certificate of Incorporation
- 3.) Duplicate copy of the related e-Certificate user's HKID card, passport or valid travel document

For enquiry, please call our Corporate Customer Service Hotline CBS Online (852) 3988 2288 or BOCNET HK (852)3988 1288. Bank of China (Hong Kong) Limited

集團客戶服務中心  
香港西九龍海輝道 11 號奧海城中銀中心 10 樓

S.W.I.F.T.地址：BKCHHKHH

Group Customer Services Centre  
10/F., Bank of China Centre, Olympian City,  
11 Hoi Fai Road, West Kowloon, Hong Kong  
S.W.I.F.T. Address: BKCHHKHH



**Digi-Sign Certification Services Limited**  
**Subscriber Application Form for [BOC Corporate e-Certificate]**  
電子核證服務有限公司  
[中銀企業客戶電子證書] 登記人申請表

<b>Organization / Company Particulars 機構資料</b>					
Organization Name in English* 機構英文名稱			Name in Chinese 中文名稱		
Please choose one Registration Document to be produced for identification and fill in the appropriate box: 請選擇閣下將提供之機構註冊文件，並在適當方格內填上有關資料					
Business Registration 商業登記證號碼		Other Registration Document No. (if applicable) 其他註冊文件編號 (如適用)			
Registered Address 註冊地址					
Recipient 收件人					
Name of Recipient 收件人姓名: _____					
Department 部門: _____					
Phone No. 聯絡電話: _____					
We hereby appoint the above recipient to receive the [BOC Corporate e-Certificate] and the iKey(s) on behalf of the organization. The recipient will be responsible for delivering the [BOC Corporate e-Certificate] and the iKey(s) to the corresponding Authorized Users. 本人(吾等)現指定上述收件人收取[中銀企業客戶電子證書]及 iKey，該收件人負責將[中銀企業客戶電子證書]及 iKey 轉交至獲授權用戶。					
<b>Authorised User's Particulars 獲授權用戶資料</b>					
Authorised User's Name (English)* (Same as Personal Identity Document) 獲授權用戶姓名 (英文) (須與身份證明文件相同)	Personal Identity No. 身份證明文件號碼	Department/ Position 部門/職位	Application / Renewal# (Please tick where applicable) 申請/續期# (請選擇)	Bank Reference 銀行參考之用	Remark 備註
			<input type="checkbox"/> Application 申請 <input type="checkbox"/> Renewal 續期		
*Since BOC Corporate e-Certificate can only be issued with an English name, name of the organization and authorized users given in English here must either be the official English name or an English translation proposed by the organization or user (as the case may be) and accepted by BOCHK. 由於中銀企業客戶電子證書僅以英文名稱發出，機構或獲授權用戶在本申請表格填寫之英文名稱必須為其官方英文名稱，或由該機構或該獲授權用戶(視屬何情況而定)建議並經中銀香港接納之英文翻譯名稱。 #Only applicable to Subscriber whose eCertificate is going to expire soon, 只適用於電子證書將會到期的登記人。					
<b>Fees - 收費</b>					
We would like to nominate our settlement account for the fees payable for the application of the [BOC Corporate e-Certificate] and the iKey(s). We understand that the iKey is a secured storage media for the e-Certificate(s) being applied. Please refer to the "Service Fee of CBS Online" for details about the fees payable about the [BOC Corporate e-Certificate] and the iKey(s). 吾等選擇透過吾等名下之結算賬戶，用作扣除吾等申領[中銀企業客戶電子證書]及 iKey 的所需費用。據吾等理解 iKey 是用作儲存電子證書的安全媒介。有關申領[中銀企業客戶電子證書]及 iKey 所需費用的詳情，可參閱「中銀企業網上銀行」服務收費表。					
# CBS Online / BOCNET HK collectively known as "Corporate Internet Banking". 中銀企業網上銀行 / 中行網銀(香港) 統稱「企業網上銀行」。					

## Agreement and Declaration by Subscriber: - 申請人之協議及聲明

1. We, the Organization specified above, apply through BOCHK for an [BOC Corporate e-Certificate] to be issued by Digi-Sign in the name of our organization as stated above.  
我們即上述機構經中銀香港在此向電子核證服務有限公司申請以本機構上述名字簽發之[中銀企業客戶電子證書]。
2. We confirm that all the organizational and personal particulars stated in this Subscriber Application Form are true and correct.  
我們確認此登記人申請表上之所有機構及個人資料均屬真實及正確。
3. We understand that the Certification Practice Statement in respect of [BOC Corporate e-Certificate] ("CPS") is available at Digi-Sign's web site (<http://www.dg-sign.com>). We have read and understood the Subscriber Terms and Conditions and the CPS. In consideration of BOCHK's agreement to process our application, we agree to observe and be bound by the Subscriber Terms and Conditions and the provisions of the CPS.  
我們得悉有關[中銀企業客戶電子證書]之電子核證作業準則已詳列於電子核證服務有限公司之網頁內(<http://www.dg-sign.com>)。我們已閱讀、明白登記人條款及細則與電子核證作業準則。就中銀香港同意處理我們申請，本機構同意接受登記人條款及細則，以及電子核證作業準則，並受其約束。

Digi-Sign Certification Services Limited recognizes the importance of protection of personal data governed by the Personal Data (Privacy) Ordinance (Cap.486). Digi-Sign has a framework in place for protection of the privacy of personal data collected in the Subscriber Application Form. Please refer to the "Privacy Policy Statement - Digi-Sign Certification Services Limited", a copy of which is available from the Digi-Sign Office and the Digi-Sign web site at [www.dg-sign.com](http://www.dg-sign.com).  
電子核證服務有限公司遵守個人資料(私隱)條例(第486章)，承諾保障個人資料私隱的重要性。為保護登記人申請表上之個人資料，電子核證服務有限公司已訂下保障個人資料私隱機制。閣下可到本公司辦事處及網站 [www.dg-sign.com](http://www.dg-sign.com) 閱覽“電子核證服務有限公司-私隱政策聲明書”。

### BOC CORPORATE e-CERTIFICATE SUBSCRIBER TERMS AND CONDITIONS

#### 中銀企業客戶電子證書 登記人條款及細則

To: Digi-Sign Certification Services Limited ("Digi-Sign") / Bank of China (Hong Kong) Limited ("Client")

致：電子核證服務有限公司(「電證服務」)/中國銀行(香港)有限公司(「銀行」)

#### 1. THE CPS 電子核證作業準則

The Subscriber hereby confirms that it has read and understood this Subscriber Terms and Conditions and has full notice of the obligations and liabilities imposed upon itself, the other subscribers and relying parties as set out in the Certification Practice Statement in support of the Digi-Sign "General Purpose" CA Hierarchy and the Digi-Sign Client Certificate Policy (the two aforesaid documents are hereinafter collectively referred to as the "CPS"). The CPS is available for inspection on the Digi-Sign website: <<http://www.dg-sign.com>> and the offices of Digi-Sign and Client respectively. The Subscriber agrees to be bound by these Subscriber Terms and Conditions and the provisions of the CPS.

登記人特此確認已閱讀及明白本登記人條款及細則，並完全知悉為執行核證作業準則(支援電證服務作為一般用途核證機關)及中銀企業客戶電子證書政策(上述兩份文件以下合稱為「電子核證作業準則」)中所列有關登記人、其他登記者及倚據方的義務及責任。電子核證作業準則可在電證服務網頁：<http://www.dg-sign.com> 瀏覽及分別在電證服務及銀行的辦事處索閱。登記人同意受本登記人條款及細則以及電子核證作業準則之約束。

The Subscriber acknowledges and agrees that the certification services provided by Digi-Sign are governed by these Subscriber Terms and Conditions and the CPS. These Subscriber Terms and Conditions incorporate the CPS. The CPS forms part of and shall for all purposes be deemed to be part of these Subscriber Terms and Conditions. The Subscriber agrees and undertakes to read the CPS regularly and take note of any amendments thereto made by Digi-Sign from time to time.

登記人承認並同意電證服務提供的電子核證服務受本登記人條款及細則以及電子核證作業準則管限。本登記人條款及細則包含電子核證作業準則，而電子核證作業準則構成本登記人條款及細則一部分並且就所有目的而言須視作本登記人條款及細則的一部分。登記人同意並承諾定期閱讀電子核證作業準則，同時留意電證服務不時作出的修訂。

Unless the context requires otherwise, terms used in these Subscriber Terms and Conditions have the same meanings as the terms are defined or used in the CPS.

除非文意另有所指，本登記人條款及細則中的用詞具有電子核證作業準則所界定或使用的相同涵義。

#### 2. TERMS OF AGREEMENT 協議條款

By accepting and using the public-private keys and the corresponding certificate generated and issued by Digi-Sign to the Subscriber, the Subscriber acknowledges and agrees –

- (a) to be bound by these Subscriber Terms and Conditions and the CPS, as amended from time to time, in relation to the use of such keys and certificate;
- (b) that the use of such keys and certificate is at the Subscriber's own risk and that Digi-Sign and Client shall bear no responsibility or liability whatsoever for any loss or damage incurred or suffered by any person (including the Subscriber) arising out of or in connection with the use of such keys and certificate unless provided otherwise in the CPS;
- (c) that no implied or express representations and warranties are given by Digi-Sign and/or Client in relation to such keys and certificate save and except the representations and warranties, if any, set out in the CPS;
- (d) to indemnify Digi-Sign and Client fully and hold each of them harmless from and against any actions, suits or legal proceedings from any person or loss and damage arising out of or in connection with the wilful default or negligence on the part of the Subscriber in protecting the security and integrity of the Subscriber's private keys and the corresponding certificate or any breach or non-observance of or non-compliance with these Subscriber Terms and Conditions and/or the CPS unless provided otherwise in the CPS;
- (e) to accept responsibility to protect the security and integrity of such keys and certificate, including not permitting another person to access the Subscriber's private keys;
- (f) that, in the event of the Subscriber's private key or the corresponding certificate being or suspected to have been compromised, the Subscriber shall immediately notify Digi-Sign, Client and other relying parties to or with whom the Subscriber has used such private keys and certificate to exchange information and/or execute transactions; and
- (g) to use such private keys and certificate solely and strictly for lawful purposes and exclusively for services provided by Client, and to ensure such use is without the infringement of any third party rights.

登記人接受並使用電證服務向登記人印發及發出的公開-私人密碼匙及有關證書，即表示登記人承認及同意：

- (a) 就上述密碼匙及證書的使用受不時修訂的本登記人條款及細則以及電子核證作業準則約束；
- (b) 登記人使用上述密碼匙及證書須自行承擔風險，除電子核證作業準則另行規定外，電證服務及銀行對任何人(包括登記人)因上述密碼匙及證書的使用而招致或遭受的任何損失或損害均無須負責；
- (c) 除電子核證作業準則所列的聲明及保證(若有)外，電證服務及/或銀行並未就上述密碼匙及證書作出任何隱含或明示的聲明及保證；
- (d) 若因登記人在保護其私人密碼匙及有關證書的安全及完整方面有故意失責或疏忽，或有任何違反或不遵守或不遵從本登記人條款及細則及/或電子核證作業準則的情況，導致任何人提出法律行動、訴訟或法律程序或引起任何損失或損害，除電子核證作業準則另行規定外，登記人須全數彌償電證服務及銀行並使電證服務及銀行免于受損；
- (e) 承擔保護上述密碼匙及證書的安全及完整的責任，包括不允許他人使用登記人的私人密碼匙；
- (f) 若登記人的私人密碼匙或有關證書外洩或懷疑外洩，登記人須立即通知電證服務、銀行及登記人曾使用該私人密碼匙或證書與之交換資訊及/或執行交易的其他倚據方；及
- (g) 在絕對合法的情況下使用私人密碼匙及證書，及純粹就銀行提供的服務而使用，並確保上述使用不會侵犯任何第三方之權利。

#### 3. WARRANTY 保證

In consideration of Client processing and Digi-Sign considering the Subscriber's application for the issuance of a certificate and the corresponding public-private keys, the Subscriber represents, warrants and undertakes to Digi-Sign and Client that:

- (a) all the Subscriber's information provided to Client and Digi-Sign as set out in the Subscriber Application Form is true, complete and accurate as at the date of the application;
- (b) the Subscriber will notify Client and Digi-Sign as soon as reasonably practicable of any change to the Subscriber's information provided to Client and Digi-Sign; and
- (c) the Subscriber has read and understood these Subscriber Terms and Conditions and the CPS.

鑒於銀行處理登記人有關簽發證書及相應公開-私人密碼匙的申請而電證服務考慮登記人上述申請，登記人向電證服務及銀行聲明、保證及承諾：

- (a) 在登記人申請表提供給銀行及電證服務的所有登記人資料於申請當日均屬真實、完整和準確；
- (b) 若提供給銀行及電證服務的登記人資料有任何更改，登記人將在可行情況下盡快通知銀行及電證服務；及
- (c) 登記人已閱讀及明白本登記人條款及細則以及電子核證作業準則。

#### 4. OPERATIONAL 操作方面

Digi-Sign and Client (only (a) and (b) are applicable to Client):

- (a) shall not be responsible for the contents of any transmission, message, contract adopted or signed by the Subscriber using any public-private keys and the corresponding certificate generated and issued by Digi-Sign;
- (b) shall not be responsible for the use of the Subscriber's private key and the corresponding certificate by the Subscriber; reserves the right to amend the provisions of the CPS from time to time in accordance with the provisions therein; and
- (c) reserves the right to suspend or revoke the Subscriber's keys and the corresponding certificates, or
- (d) any of them, where (i) Digi-Sign suspects any compromise of any of the Subscriber's keys or certificates, or (ii) such compromise is proven, or (iii) Digi-Sign is properly requested to do so, pursuant to these Subscriber Terms and Conditions and/or the CPS.

電證服務及銀行(僅(a)及(b)項適用於銀行):

- (a) 無須對登記人使用電證服務印發及發出的任何公開-私人密碼匙及有關證書而採納或簽署的任何傳遞資訊、訊息或合約的內容負責；
- (b) 無須就登記人對私人密碼匙及有關證書的使用而負責；
- (c) 保留按照電子核證作業準則的規定不時修訂其中條文的權利；及
- (d) 在下列情況下，保留暫時吊銷或撤銷登記人的密碼匙及有關證書或其中之一的權利：(i)電證服務懷疑登記人的任何密碼匙或證書外洩，或(ii)上述外洩被證實，或(iii)電證服務根據本登記人條款及細則及/或電子核證作業準則已接到適當要求。

For the avoidance of doubt, nothing herein shall constitute or be construed as any agreement or promise on the part of Client to ensure that Digi-Sign shall issue or on the part of Digi-Sign to issue any public-private keys pairs and the corresponding certificates to the Subscriber. Digi-Sign reserves its absolute right to consider the Subscriber's application on a case-by-case basis and, if considers appropriate, refuse the relevant Subscriber's application without assigning any reason therefor.

為免引起疑問，本條款及細則的內容並不構成亦不應被解釋為銀行須確保電證服務向登記人發出或電證服務須向登記人發出任何公開-私人配對密碼匙及有關證書的協議或承諾。電證服務保留絕對的權利根據情況考慮登記人的申請，並在其認為適當的情況下，拒絕登記人的申請，而且無須給予任何理由。

#### 5. CERTIFICATE RENEWAL 證書續期

- (a) Under normal circumstance, the Subscriber is required to submit certificate renewal application before the certificate expires.
- (b) The usage period of the renewed certificate is 3 years.
- (c) A new certificate will be issued to the Subscriber's Authorised User to replace the expired certificate at or soon after renewal.
- (a) 在一般的情況下，登記人須於電子證書到期日前向銀行遞交電子證書的續期申請。
- (b) 已續期證書的使用期為三年。
- (c) 續期後或續期後不久，將向登記人的授權使用者發給新證書以取代過期證書。

#### 6. FEES 費用

- (a) Client may change fees and charges from time to time after notice to the Subscriber. Paid fees and charges will be shown in the Subscriber's account statement. No separate advice may be given. Paid fees and charges are not refundable.
- (b) Fee of certificate renewal is the same as that for new certificate. The Subscriber's nominated settlement account will be used to settle payment of fees and charges.
- (a) 銀行可在通知登記人後不時更改費用及收費。已繳付的費用及收費將在登記人的帳目表上列明，不會另行通知。已繳費用及收費一律不可退還。
- (b) 證書續期費與新證收費相同。登記人指定的結算戶口將作費用及收費結算之用。

#### 7. TERMINATION 終止

- (a) The Subscriber may terminate its unexpired certificate after giving 7-day prior notice to Digi-Sign and Client.
- (b) When the banking service, the use of which by the Subscriber is by means of a certificate, has ceased to be offered by Client for whatever reason, the Subscriber agrees and authorises irrevocably Client to terminate the certificate. Any fee or charge paid for the certificate will not be refunded.
- (a) 登記人可在提前七天向電證服務及銀行發出通知後終止未過期的證書。
- (b) 若銀行因任何原因停止提供登記人藉證書使用的銀行服務，登記人同意並不可撤銷地授權銀行終止證書。任何就證書已繳付的費用或收費均不予退還。

#### 8. JURISDICTION 司法管轄權

These Subscriber Terms and Conditions are governed by and shall be construed in accordance with the laws of the Hong Kong Special Administrative Region ("Hong Kong") of the People's Republic of China. The Subscriber hereby unconditionally and irrevocably submits to the non-exclusive jurisdiction of the courts of Hong Kong.

本登記人條款及細則受中華人民共和國香港特別行政區(「香港」)法律管轄並按其解釋。登記人特此無條件及不可撤銷地服從香港法院的非專屬管轄權。

The Subscriber whose name appears below hereby applies to Digi-Sign through Client for the issuance of a public-private keys pair and the corresponding certificate and agrees to observe and be bound by the above terms and conditions.

下列登記人特此透過銀行向電證服務申請發出公開-私人配對密碼匙及有關證書，同意遵守上述條款及細則並受其約束。

Signature of Authorised Signatory(ies) (Note 1) OR Authorised Representative (Note 2) for and on behalf of the organization

獲授權簽名人(附註1) 或 獲授權代表 (附註2) 簽署

Organization: 機構	Name of Signatory(ies): 簽署人姓名	Title: 職銜	Date: 日期
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Note 1: Authorised Signatory(ies) shall be the same authorised signatory(ies) in the relevant mandate given to client.

2: Authorised Representative shall be the same authorized representative appointed on any earlier Digi-Sign Certification Services Limited Subscriber Application Form for BOC Corporate e-Certificate.

附註 1: 獲授權簽名人須為給予銀行之授權書內之獲授權簽字人。

2: 獲授權代表需與前“電子核證服務有限公司 中銀企業客戶電子證書 登記人申請表”內被委任的人仕相同。

For Bank Use only 銀行專用	Maker 經辦	Checker 覆核
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致：中國銀行(香港)有限公司(「銀行」)  
To: Bank of China (Hong Kong) Limited (“the Bank”)

## 中銀企業網上銀行/中行網銀(香港) 委託使用者資料表格

### BOC CBS Online/BOCNET HK Information Form for Delegate User

銀行專用
客戶號：.....
開戶銀行/分行號：012/.....

註：1. 作為有關人士申請使用企業網上銀行程序的一部份，您需填寫此表格並提供證明文件。從您獲取的資料是為了遵守銀行的客戶盡職審查政策、本地法律及條例及/或國際標準所訂立的要求。在國際間打擊洗黑錢、恐怖活動融資及詐騙活動的措施中，此程序至關重要。現有有關人士可能無需提供以前已提供予銀行的特定背景資料，只要該等資料並無更改。如自您上一次填寫賬戶開立/修訂文件後該等資料有任何變更，為遵守銀行的客戶盡職審查政策，您須從速提供最新資料予銀行。提供予銀行的現有資料視為有效及保持不變，直至銀行另行收到通知。2. 請注意，此表格是開戶申請表(公司/機構)的一部份。

Note: 1. As part of the application process to use Corporate Internet Banking as a related party, you are required to complete this form and to provide supporting documentation. The information is required from you for the Bank's compliance with its customer due diligence policy, local laws and regulations and/or international standards. It forms an important part of an international effort to combat money laundering, terrorist financing and fraudulent activity. For an existing related party, it may not be necessary for you to provide certain background information which you have furnished to the Bank previously, provided that such information remains unchanged. If any such information has changed since you have last completed the account opening/amendment documentation, then for the purpose of the Bank to comply with its customer due diligence policy, you must promptly provide the Bank with the updated information. Existing information furnished to the Bank is deemed to be valid and unchanged until the Bank is otherwise notified. 2. Please note that this Form forms part of the Account Opening Application Form (Companies/Organizations).

企業網上銀行客戶名稱(「客戶」) Name of Corporate Internet Banking Customer (“Customer”)	
企業網上銀行賬戶號碼 Corporate Internet Banking Account No. (如屬新申請使用企業網上銀行服務，賬戶號碼將由銀行於賬戶開立後填上。For new application of Corporate Internet Banking Service, Account No. will be filled in by the Bank upon account opening.)	

#### 請選擇 Please select:

新增委託使用者 New Delegate User

(只適用於新申請使用企業網上銀行服務 Only applicable to new application for Corporate Internet Banking Service)

現有委託使用者 Existing Delegate User

#### 第一部份 Part 1

使用者姓名 <sup>(註1)</sup> User Name <sup>(Note 1)</sup>	(英文 English)	(中文 Chinese)
使用者代號 <sup>(註2)</sup> User ID <sup>(Note 2)</sup>		
指定交易通知 <sup>(註3、註4)</sup> Transaction Notification Setting <sup>(Note 3, Note 4)</sup>	<input type="checkbox"/> 短訊通知(流動電話號碼: _____) SMS Notification (Mobile Phone No: _____) <input type="checkbox"/> 電郵通知 <sup>(註5)</sup> (電郵地址: _____) Email Notification <sup>(Note 5)</sup> (Email Address: _____)	
通知語言 <sup>(註3)</sup> Notification Language <sup>(Note 3)</sup>	<input type="checkbox"/> 繁體中文 Traditional Chinese <input type="checkbox"/> 英文 English <input type="checkbox"/> 簡體中文 Simplified Chinese	

客戶委任以上人士作為委託使用者。The Customer appoints the above individual as the Delegate User.

註1：使用者姓名必須與身份證明文件上所載的姓名一致。Note 1: The User Name must be identical with the name shown in the identification document.

註2：使用者代號由2-6位的數字及/或英文字母均可，確定後不能更改。Note 2: The User ID should be 2-6 digits and/or characters, and cannot be altered once confirmed.

註3：只適用於新申請使用企業網上銀行服務。Note 3: Only applicable to new application of Corporate Internet Banking Services.

註4：兩項交易通知二選一，若同時提供兩項資料，「短訊通知」將被定為預設設定。Note 4: Choose either one from the two transaction notification settings.

If both information is provided, SMS notification will be used as the default setting.

註5：不適用於獨資戶或單一使用者客戶。Note 5: Not applicable to Sole Proprietorships or single user.

請選擇 Please select:

委託使用者是現有賬戶/服務被授權簽字人。證件號碼：\_\_\_\_\_（毋須填寫第二部份）

Delegate user is an existing authorised signatory for the account/services. Identification No: \_\_\_\_\_ (Skip Part 2)

委託使用者不是現有賬戶/服務被授權簽字人（請填寫第二部份）

Delegate user is not an existing authorised signatory for the account/services. (Please complete Part 2)

**第二部份 Part 2**（適用於非現有被授權簽字人 Applicable to non-existing authorised signatory）

**注意事項 / Point to Note:**

於親臨銀行遞交表格時請出示以下文件之正本供核實委託使用者身份之用 Please produce the originals of the following documents to the Bank at the time of form submission in person for verification of the identity of the Delegate User.

- 身份證明文件 Identification document
- 前用姓名 / 別名證明（如有） Proof of former / other name(s), if any
- 國籍證明，例如：護照（如非持有香港永久居民身份證） Proof of nationality, e.g. passport (if a person is not holding a Hong Kong permanent Identity Card)
- 住址證明（例如：最近三個月內之政府機構、公共事業機構或金融機構發出備有委託使用者姓名及地址資料之單據文件，如：水費單、電費單、煤氣單、差餉單、銀行月結單等） Residential address proof (e.g. documents with Delegate User's name and address issued by governmental authorities, public utility companies or financial institutions within last 3 months, e.g. water, electricity or town gas bills, demand for rates, bank statements, etc.)

證件類別 Identification Document	<input type="checkbox"/> 香港身份證 (永久居民) <input type="checkbox"/> 是 <input type="checkbox"/> 否		<input type="checkbox"/> 中國身份證 <input type="checkbox"/> 護照	
	Hong Kong ID Card (Permanent Resident Yes No)		Chinese ID Card Passport	
證件號碼 Identification No.	<input type="checkbox"/> 澳門身份證 (永久居民) <input type="checkbox"/> 是 <input type="checkbox"/> 否		<input type="checkbox"/> 其他：	
	Macau ID Card (Permanent Resident Yes No)		Others: _____	
出生日期 Date of Birth	年 Year	月 Month	日 Date	
職業 Occupation			行業 Business/Industry	
住宅地址（現居） Residential Address (Current)				
固定地址（長期居留） Permanent Address (Permanent Residence)	<input type="checkbox"/> 與住宅地址（現居）相同		<input type="checkbox"/> 如下：	
	Identical with (Current) Residential Address		As Follows:	

### 第三部份 Part 3

#### 客戶聲明 Customer Declaration

1. 客戶確認，客戶在本表格中列出提供予銀行的所有資料均為真實、準確及完整，且客戶授權銀行從其認為合適的來源驗證該等資料。The Customer confirms that all information set out in this form provided by the Customer to the Bank is true, correct and complete, and it authorises the Bank to verify such information from any source the Bank may consider appropriate.
2. 客戶聲明它是被委託使用者（下稱「該人士」）授權確認該人士已收到、閱讀並理解銀行的《資料政策通告》（下稱「該通告」），並同意受其約束（以銀行不時修訂之版本為準）。客戶聲明客戶代該人士向銀行提供的所有個人資料 (a) 均藉合法的方法收集；及 (b) 盡客戶所知的所有要項上均為準確。客戶同意確保，就銀行收集及由客戶提供予銀行的所有相關個人資料，已從該人士取得所需的同意，且該人士知悉銀行可以不時通過客戶提供給該人士有關該通告中所載目的，並根據銀行對使用及披露個人資料的政策去使用、轉移或披露該人士的所有個人資料和資訊，而該人士知悉他們可擁有要求查閱及更改銀行持有其資料的法律權利。The Customer declares that it is duly authorized by the Delegate User (the "Individual"), to confirm that the Individual has received, read and understood the Bank's Data Policy Notice (the "Notice") and agrees to be bound by them (as amended by the Bank from time to time) and that all personal data and information in respect of the Individual provided by the Customer on behalf of the Individual to the Bank (a) have been collected by lawful means; and (b) are accurate in all material respects so far as the Customer is aware. The Customer agrees to ensure that, in relation to all personal data collected by and provided to the Bank by the Customer, all necessary consents required from the Individual have been obtained and that the Individual is aware that his personal data and information may be used, transferred or disclosed by the Bank in accordance with its policies on the use and disclosure of personal data as set out in the Notice made available by the Bank to the Individual through the Customer from time to time and that the Individual is aware that he may have legal rights of access to and correction of information held about him by the Bank.
3. 客戶明白上述指示須經銀行妥為處理後方會生效，並授權銀行以此更新客戶存於銀行的紀錄。The Customer understands that the above instructions will not take effect until they have been duly processed by the Bank, and also authorizes the Bank to update the Customer's record accordingly.

代表客戶簽署，簽署日期為 Signed for and on behalf of the Customer on  年 Year  月 Month  日 Date

企業網上銀行被授權簽字人  
Corporate Internet Banking  
Authorised Signatory

企業網上銀行被授權簽字人  
Corporate Internet Banking  
Authorised Signatory

企業網上銀行被授權簽字人  
Corporate Internet Banking  
Authorised Signatory

企業網上銀行被授權簽字人  
Corporate Internet Banking  
Authorised Signatory

姓名 Name : .....

姓名 Name : .....

姓名 Name : .....

姓名 Name : .....

註：客戶須根據客戶之企業網上銀行被授權簽字人之簽署安排簽署。 Note: The form should be signed by Authorised Signatories according to the signing arrangement of the Customer.

銀行專用 (*請刪除不適用者)			
見證人/經辦/核印* 簽章及職員編號：	控制行：	客戶經理編號：	聯繫電話：
見證人/經辦/核印* 簽章及職員編號：	覆核簽章及職員編號：		接辦單位：
見證人/經辦/核印* 簽章及職員編號：	覆核簽章及職員編號：		備註：