

招商銀行香港分行（“銀行”）網上企業銀行服務維護申請表格
China Merchants Bank Hong Kong Branch (“the Bank”)
Corporate Internet Banking Services Maintenance Application Form

日期 Date: _____

(請填寫以下表格，如該項不適用請填寫“不適用” Please complete the following form, and mark “N/A” if the item is not applicable)

A 申請公司資料 APPLICANT COMPANY INFORMATION

客戶名稱 Customer Name (English) _____ (中文) _____ 客戶代碼 Customer Code _____	聯絡人 Contact Person _____ 聯絡電話 Tel _____ 電郵 Email _____
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B 刪除及設定系統管理員 DELETE AND ASSIGN SYSTEM ADMINISTRATOR

刪除現有系統管理員 Delete Existing System Administrator			
姓名 Name		姓名 Name	
身分證明文件種類及號碼 Type and number of Identification document		身分證明文件種類及號碼 Type and number of Identification document	
數字證書卡號碼 Digital Certificate USB Key No.		數字證書卡號碼 Digital Certificate USB Key No.	

設定新系統管理員 Assign New System Administrator		
系統管理員資料 Information Of System Administrator	系統管理員 System Administrator	系統管理員 System Administrator
姓名 Name		
身分證明文件種類及號碼 Type and number of Identification document <small>(請提供身分證明文件副本 Please provide copy of Identification document)</small>	<input type="checkbox"/> 香港身分證HKID _____ <input type="checkbox"/> 護照Passport _____ <input type="checkbox"/> 其他Other _____	<input type="checkbox"/> 香港身分證HKID _____ <input type="checkbox"/> 護照Passport _____ <input type="checkbox"/> 其他Other _____
聯絡電話 Telephone No.		
電郵地址 Email Address		
系統管理員登錄密碼郵寄方法 The Log-in Password of the System Administrators to be sent by	<input type="checkbox"/> 速遞到付 Courier (Receiver Pay) <input type="checkbox"/> 速遞 (賬戶內扣除) Courier (Debit A/C) _____ <input type="checkbox"/> 普通郵件 Normal Mail	<input type="checkbox"/> 速遞到付 Courier (Receiver Pay) <input type="checkbox"/> 速遞 (賬戶內扣除) Courier (Debit A/C) _____ <input type="checkbox"/> 普通郵件 Normal Mail
數字證書卡及卡密碼領取方法 Digital Certificate USB Key and Password to be collected by	<input type="checkbox"/> 親身到取 Collect in person <input type="checkbox"/> 郵寄 By mail <input type="checkbox"/> 速遞到付 Courier (Receiver Pay) <input type="checkbox"/> 速遞 (賬戶內扣除) Courier (Debit A/C) _____ <input type="checkbox"/> 普通郵件 Normal Mail <input type="checkbox"/> 授權本公司代表到取(需填寫授權書) By authorized personnel (written authorization required)	<input type="checkbox"/> 親身到取 Collect in person <input type="checkbox"/> 郵寄 By mail <input type="checkbox"/> 速遞到付 Courier (Receiver Pay) <input type="checkbox"/> 速遞 (賬戶內扣除) Courier (Debit A/C) _____ <input type="checkbox"/> 普通郵件 Normal Mail <input type="checkbox"/> 授權本公司代表到取(需填寫授權書) By authorized personnel (written authorization required)

C 重設系統管理員登錄密碼 / 數字證書卡重發及維護

**RESET SYSTEM ADMINISTRATOR LOG-IN PASSWORD / RE-ISSUE AND MAINTENANCE
DIGITAL CERTIFICATE USB KEY**

系統管理員資料 Information Of System Administrator	系統管理員 System Administrator	系統管理員 System Administrator
姓名 Name		
身分證明文件種類及號碼 Type and number of Identification document		
登錄用戶名 Login Name		
系統管理員重設登錄密碼郵寄方法 Reset System Administrators Log-in Password to be send by (如需重設系統管理員登錄密碼，請填寫此欄。 If you need to reset System Administrator log-in password, please choose this column)	<u>登錄密碼重設 Reset log-in Password</u> <input type="checkbox"/> 速遞到付 Courier (Receiver Pay) <input type="checkbox"/> 速遞 (賬戶內扣除) Courier (Debit A/C) _____ <input type="checkbox"/> 普通郵件 Normal Mail	<u>登錄密碼重設 Reset log-in Password</u> <input type="checkbox"/> 速遞到付 Courier (Receiver Pay) <input type="checkbox"/> 速遞 (賬戶內扣除) Courier (Debit A/C) _____ <input type="checkbox"/> 普通郵件 Normal Mail
數字證書卡重發 / 維護 Re-issue and Maintenance Digital Certificate USB Key (如需重設數字證書卡密碼 / 重發數字證書卡，請填寫此欄。If you need to reset USB Key Password / Re-issue USB Key, please choose this column)	數字證書卡號碼 Digital Certificate USB KEY No.: _____ <input type="checkbox"/> 密碼重設 Reset USB Key Password <input type="checkbox"/> 重發 Re-issue USB Key 重發原因 Reason _____	數字證書卡號碼 Digital Certificate USB KEY No.: _____ <input type="checkbox"/> 密碼重設 Reset USB Key Password <input type="checkbox"/> 重發 Re-issue USB Key 重發原因 Reason _____
數字證書卡及卡密碼領取方法 Digital Certificate USB Key and Password to be collected by	<input type="checkbox"/> 親身到取 Collect in person <input type="checkbox"/> 郵寄 By mail <input type="checkbox"/> 速遞到付 Courier (Receiver Pay) <input type="checkbox"/> 速遞 (賬戶內扣除) Courier (Debit A/C) _____ <input type="checkbox"/> 普通郵件 Normal Mail <input type="checkbox"/> 授權本公司代表到取(需填寫授權書) By authorized personnel (written authorization required)	<input type="checkbox"/> 親身到取 Collect in person <input type="checkbox"/> 郵寄 By mail <input type="checkbox"/> 速遞到付 Courier (Receiver Pay) <input type="checkbox"/> 速遞 (賬戶內扣除) Courier (Debit A/C) _____ <input type="checkbox"/> 普通郵件 Normal Mail <input type="checkbox"/> 授權本公司代表到取(需填寫授權書) By authorized personnel (written authorization required)
<p>注意 Note: (適用於B 及 C 部。Apply to Part B & C)</p> <p>1. 郵寄地址為申請公司於本行記錄的通訊地址。Mailing address is same as the correspondent address of applicant's company.</p> <p>2. 如選擇速遞(賬戶內扣除)本行會收取手續費，詳情請參閱網上企業銀行收費表。A handling charge will be levied on delivery via courier. For details please refer to Corporate Internet Banking Charges Table.</p> <p>3. 每位系統管理員的密碼及數字證書卡會獨立郵寄。Each System Administrator Log-in password and Digital Certificate USB Key will be mailed separately.</p> <p>4. 請退回被刪除的系統管理員數字證書卡。Please return The Delete System Administrator's Digital Certificate USB Key to our bank</p>		

D 凍結 / 解凍系統管理員 SUSPEND / RE-ACTIVATE SYSTEM ADMINISTRATOR(S)

系統管理員資料 Information Of System Administrator	<input type="checkbox"/> 凍結系統管理員 SUSPEND SYSTEM ADMINISTRATOR <input type="checkbox"/> 解凍系統管理員 RE-ACTIVATE SYSTEM ADMINISTRATOR (請選其中一項。Please tick one only for your choice)	<input type="checkbox"/> 凍結系統管理員 SUSPEND SYSTEM ADMINISTRATOR <input type="checkbox"/> 解凍系統管理員 RE-ACTIVATE SYSTEM ADMINISTRATOR (請選其中一項。Please tick one only for your choice)
姓名 Name		
身分證明文件種類及號碼 Type and number of Identification document		
登錄用戶名 Login Name		
原因 Reason		

E 刪除 / 維護被授權使用者數字證書卡**DELETE / MAINTENANCE AUTHORIZED USER DIGITAL CERTIFICATE USB KEY**

刪除舊被授權使用者 Delete Authorized User Information			
姓名 Name		姓名 Name	
身分證明文件種類及號碼 Type and number of Identification document		身分證明文件種類及號碼 Type and number of Identification document	
數字證書卡號碼 Digital Certificate USB Key No.		數字證書卡號碼 Digital Certificate USB Key No.	

維護被授權使用者數字證書卡 Maintenance Authorized System Administrator		
被授權人員資料 Authorized User Information	被授權使用者 Authorized User	被授權使用者 Authorized User
姓名 Name		
身分證明文件種類及號碼 Type and number of Identification document		
數字證書重發 / 維護要求 Digital Certificate USB Key Amendment / Maintenance Request (如需重發 / 維護數字證書卡, 請填寫此欄。If you need re-issue or maintenance Digital Certificate USB Key, please take one your choice)	數字證書卡號碼 Digital Certificate USB KEY No.: _____ <input type="checkbox"/> 取消數字證書卡 Cancel USB Key <input type="checkbox"/> 密碼重置 Reset USB Key Password <input type="checkbox"/> 重發 Re-issue USB Key 重發原因 Reason _____	數字證書卡號碼 Digital Certificate USB KEY No.: _____ <input type="checkbox"/> 取消數字證書卡 Cancel USB Key <input type="checkbox"/> 密碼重置 Reset USB Key Password <input type="checkbox"/> 重發 Re-issue USB Key 重發原因 Reason _____
數字證書卡及卡密碼領取方法 Digital Certificate USB Key and Password to be collected by	<input type="checkbox"/> 親身到取 Collect in person <input type="checkbox"/> 郵寄 By mail <input type="checkbox"/> 速遞到付 Courier (Receiver Pay) <input type="checkbox"/> 速遞 (賬戶內扣除) Courier (Debit A/C) _____ <input type="checkbox"/> 普通郵件 Normal Mail <input type="checkbox"/> 授權本公司代表到取(需填寫授權書) By authorized personnel (written authorization required)	<input type="checkbox"/> 親身到取 Collect in person <input type="checkbox"/> 郵寄 By mail <input type="checkbox"/> 速遞到付 Courier (Receiver Pay) <input type="checkbox"/> 速遞 (賬戶內扣除) Courier (Debit A/C) _____ <input type="checkbox"/> 普通郵件 Normal Mail <input type="checkbox"/> 授權本公司代表到取(需填寫授權書) By authorized personnel (written authorization required)
注意 Note: 1. 每位被授權使用者獲分配一個數字證書卡, 用於網上銀行操作的安全身份認證。A unique Digital Certificate USB Key is assigned to each Authorized User. Each Authorized User must use his Digital Certificate USB Key for secured e-banking access. 2. 郵寄地址為申請公司於本行記錄的通訊地址。Mailing address is same as the correspondent address of applicant's company. 3. 如選擇速遞(賬戶內扣除)本行會收取手續費, 詳情請參閱網上企業銀行收費表。A handling charge will be levied on delivery via courier. For details please refer to Corporate Internet Banking Charges Table. 4. 每位被授權使用者數字證書卡會獨立郵寄。Each Authorized User's Digital Certificate USB Key will be mailed separately.		

F 更改賬號權限 AMENDMENT OF AUTHORITY OF ACCOUNTS

賬號權限 Authority of Accounts (請選其中一項。Please tick one only for your choice)
<input type="checkbox"/> 賬務查詢及香港賬戶業務 Account Enquiry & CMBHK Account
<input type="checkbox"/> 賬務查詢 Account Enquiry Only
注意 Note: 香港賬戶服務包括定期存款、行內轉賬及匯款。Account services include Fixed Deposit, Fund Transfer to accounts within the Bank and Remittance.

G 更改指定網上企業銀行服務繳費賬戶 CHANGE DESIGNATED DEBIT A/C NO. FOR RELEVANT CHARGES

更改有關費用的繳費賬戶為 Change Designated Debit A/C No. for Relevant Charges to	賬戶賬號 A/C No. : _____
注意 Note: 有關費用請參閱網上企業銀行收費表。The relevant charges please refer Corporate Internet Banking Charge Table.	

H 更改非登記第三方收款人轉賬限額**AMEND TRANSFER LIMIT OF NON-REGISTERED BENEFICIARIES**

更改非登記第三方收款人限額為 Amend transfer limit of non-registered beneficiaries is	單筆限額 Per transaction limit <u>HK\$</u> 每日限額 Daily limit <u>HK\$</u>
注意 Note: 每個非登記第三方收款人的單筆限額必須少於或等於每日限額，同日非登記第三方收款人的轉賬總額不得超過每日限額。Per transfer limit of each non-registered beneficiary must be less than or equal to the daily limit. Per day transfer total of all non-registered beneficiaries must be less than or equal to the daily limit.	

I 增加 / 修改登記第三方收款人信息及轉賬限額 ADD / AMEND TRANSFER LIMIT OF REGISTERED BENEFICIARIES

增加 / 修改登記第三方收款人資料 Add / Amend Registered beneficiaries information	
1. <input type="checkbox"/> 增加 ADD <input type="checkbox"/> 更改 AMEND <input type="checkbox"/> 刪除 DELETE	收款行名稱及地址 Name and address of receiving bank
	收款人賬號 Account number of beneficiary
	收款人名稱及地址 Name and address of beneficiary
	單筆限額 Per transaction limit <u>HK\$</u> 每日限額 Daily limit <u>HK\$</u>
2. <input type="checkbox"/> 增加 ADD <input type="checkbox"/> 更改 AMEND <input type="checkbox"/> 刪除 DELETE	收款行名稱及地址 Name and address of receiving bank
	收款人賬號 Account number of beneficiary
	收款人名稱及地址 Name and address of beneficiary
	單筆限額 Per transaction limit <u>HK\$</u> 每日限額 Daily limit <u>HK\$</u>
3. <input type="checkbox"/> 增加 ADD <input type="checkbox"/> 更改 AMEND <input type="checkbox"/> 刪除 DELETE	收款行名稱及地址 Name and address of receiving bank
	收款人賬號 Account number of beneficiary
	收款人名稱及地址 Name and address of beneficiary
	單筆限額 Per transaction limit <u>HK\$</u> 每日限額 Daily limit <u>HK\$</u>
注意 Note: 每個登記第三方收款人的單筆限額必須少於或等於每日限額，同日已登記第三方收款人的轉賬總額不得超過每日限額。Per transfer limit of each registered beneficiary must be less than or equal to the daily limit. Per day transfer limit of any registered beneficiaries must be less than or equal to the daily limit.	

J 加入 / 刪除賬號 ADD / DELETE ACCOUNT(S)

加入 / 刪除 ADD/DELETE	賬號 Account Number	幣種 Currency
<input type="checkbox"/> 加入 Add / <input type="checkbox"/> 刪除 Delete		
<input type="checkbox"/> 加入 Add / <input type="checkbox"/> 刪除 Delete		
<input type="checkbox"/> 加入 Add / <input type="checkbox"/> 刪除 Delete		

K 凍結 / 解凍賬號 RE-ACTIVATE / SUSPEND ACCOUNT(S)

凍結 / 解凍 RE-ACTIVATE/SUSPEND	賬號 Account Number	幣種 Currency
<input type="checkbox"/> 凍結 Suspend / <input type="checkbox"/> 解凍 Re-activate		
<input type="checkbox"/> 凍結 Suspend / <input type="checkbox"/> 解凍 Re-activate		
<input type="checkbox"/> 凍結 Suspend / <input type="checkbox"/> 解凍 Re-activate		

L 凍結 / 解凍網上銀行服務 SUSPEND / RE-ACTIVATE CORPORATE INTERNET BANKING SERVICE

本公司欲 We wish to 凍結 Suspend / 解凍 Re-activate 網上銀行服務 the Corporate Internet Banking Service.
(請選其一項. Please tick one only for your choice.)

原因 _____

M 取消網上銀行服務 CANCEL CORPORATE INTERNET BANKING SERVICE

本公司擬取消網上銀行服務。 We wish to cancel the Corporate Internet Banking Service.

原因 Reason _____

N 聲明 DECLARATION

本公司已閱讀、明瞭及同意接受本申請表格的條文、《網上企業銀行服務條款》及不時生效適用於規管服務使用之章則所約束。

We have read, understood and agreed to be bound by the provisions of this Application Form, the Terms and Conditions for Corporate Internet Banking Services and the applicable terms and conditions from time to time in force governing the use of the Corporate Internet Banking Services.

本公司已參閱《關於個人資料(私隱)條例致客戶的通知》，並明白其條文。

We have read the Notice to Customers relating to the Personal Data (Privacy) Ordinance, and have understood its provisions.

本公司已參閱《網上企業銀行服務條款》條文11.1.11、13.2 以及13.4，並明白及同意接受其所述情形。

We have read the Section 11.1.11, 13.2 and 13.4 of the Terms and Conditions for Corporate Internet Banking Services, and have understood and agreed to be bound by those provisions.

本公司已參閱《網上企業銀行服務條款》條文2.1(l)及4.1，並明瞭本公司接受兩名系統管理員的權利和權限。

We have read the Section 2.1(l) and 4.1 of the Terms and Conditions for Corporate Internet Banking Services, and have understood the authority and right granted to the two system administrators.

銀行可向任何信用機構，及(於有逾期欠款時) 向任何收數代理提供本公司之資料，及向其他金融機構及/或人士提供有關本公司之銀行或信貸證明書。

The Bank may deliver our data to credit reference agency, and in the event of default, to debt collection agency, and provide banker or credit reference relating to us to financial institutions and/or other persons.

授權簽署及蓋章 (與銀行記錄一致):

Authorized Signature(s) and Chop (Corresponding to the Bank's record):

S. V.

銀行專用 FOR BANK USE ONLY

所屬部門： 一部 / 二部

網上銀行賬戶號： _____

新系統開設客戶號： _____

數字證書企業編號： _____

系統管理員用戶號： _____

數字證書編號： _____

系統管理員用戶號： _____

數字證書編號： _____

客服中心經辦人員： _____

發證中心經辦人員： _____

客服中心復核人員： _____

發證中心復核人員： _____