

328 營商網上理財更改表格

328 Business e-Banking Maintenance Form

- 備註 Notes:**
- 請用英文正楷填寫並在適當地方加上剔號 ✓。 Please complete in **ENGLISH BLOCK LETTERS**. Tick ✓ where applicable.
 - 大新銀行有限公司(「銀行」)將採用申請公司於銀行戶口登記的聯絡人姓名及公司電話號碼作為申請公司於328營商網上理財服務下之聯絡人姓名及公司電話號碼。 Dah Sing Bank, Limited (the "Bank") shall adopt the Contact Person's Name and Office Phone Number as registered under an account of the Applicant Company with the Bank as the Contact Person's Name and Office Phone Number of the Applicant Company for 328 Business e-Banking services.
 - 如欲增設支薪/自動轉賬付款服務,請填寫本更改表格中的第5、6、6a、7與第8部份。 Please complete Part 5, 6, 6a, 7 and 8 of this Maintenance Form if you want to set up the Payroll / Autopay-Out Services.
 - 如於本更改表格上提供的資料有任何更改,請清楚註明並需在更改旁加簽(加簽者需為第9a部份簽署的簽署者)。 Any amendments to information provided in this Maintenance Form should be clearly indicated with countersignature right next to the amendments (relevant countersignature(s) must be made by the person signing in Part 9a).
 - 如中、英文兩個版本有任何抵觸或不相符之處,應以英文版本為準。 If there is any inconsistency or ambiguity between the English version and the Chinese version, the English version shall prevail.

* 必須填的資料 Mandatory field

1. 公司資料* Company Information*

主要公司名稱* Name of Master Company	328 Company Limited
聯繫公司名稱(只適用於申請人為聯繫公司) Related Company Name (Applicable where applicant is a Related Company)	
如本更改表格申請人為主要公司,以下請填寫主要公司資料;如本更改表格申請人為聯繫公司,以下請填寫聯繫公司資料。 If the Master Company is the applicant of this Maintenance Form, please fill in the information of the Master Company below; if a Related Company is the applicant of this Maintenance Form, please fill in the information of the Related Company below.	
商業登記證號碼 Business Registration Certificate Number	1 2 3 4 5 6 7 8 - 0 0 0
或 OR	或 OR
戶口號碼 Account Number	如已於銀行設有戶口的公司可選擇填寫戶口號碼。 Existing Company can choose to provide Account Number.
*(請提供其中一項 Please provide either one)	

2. 更改申請公司的聯絡資料 Change of Applicant Company Contact Information

匯入匯款通知方式 Mode of Inward Remittance Notification	<input type="checkbox"/> 增設 Add (短訊 SMS) <input type="checkbox"/> 刪除 Delete (短訊 SMS)
通知途徑 Notification Channel	<p>電郵地址 Email Address*</p> <p><input type="checkbox"/> 增設 Add (1) <input type="text"/></p> <p><input type="checkbox"/> 刪除 Delete <input type="text"/></p> <p><input type="checkbox"/> 增設 Add (2) <input type="text"/></p> <p><input type="checkbox"/> 刪除 Delete <input type="text"/></p> <p>流動電話號碼 Mobile Phone Number*</p> <p>國家編碼 Country Code* 地區編碼 Area Code (如有 if any) 及 流動電話號碼 Mobile Phone Number*</p> <p><input type="checkbox"/> 增設 Add (1) (<input type="text"/>) <input type="text"/></p> <p><input type="checkbox"/> 刪除 Delete (<input type="text"/>) <input type="text"/></p> <p><input type="checkbox"/> 增設 Add (2) (<input type="text"/>) <input type="text"/></p> <p><input type="checkbox"/> 刪除 Delete (<input type="text"/>) <input type="text"/></p> <p>注意:請於電話號碼前填寫國家編碼(舉例,香港流動電話號碼之國家編碼為852)及地區編碼(如有)。括弧內只限填寫國家編碼(請不要於國家編碼前加上「0」(零))。</p> <p>Note: Please add country code (e.g. the country code of Hong Kong mobile phone number is 852) and area code (if any) in front of the mobile phone number. The space inside the bracket is for provision of country code only (please do not add "0" (zero) in front of the country code).</p> <p>備註 Notes:</p> <ol style="list-style-type: none"> 請確保於以上更改後,貴公司仍然有最少一個或最多兩個電郵地址及流動電話號碼登記於銀行。 Please ensure that after the above change(s), there is / are still at least one or at maximum two email address(es) and mobile phone number(s) registered with the Bank. 如以上更改引致貴公司再沒有任何電郵地址及/或流動電話號碼登記於本行,則以上更改將不會被執行。故如貴公司須刪除已不再有效或適用之現有所登記之唯一的電郵地址及/或流動電話號碼,請同時登記新的電郵地址及/或流動電話號碼。 In case the above change results in your company having no any email address and / or mobile phone number registered at our Bank, the above request will not be processed. Therefore, if your company needs to delete the current sole email address and / or mobile phone number registered at our Bank which become(s) invalid or not applicable, you should register a new email address and / or mobile phone number at the same time. 如貴公司已於本行登記了兩個電郵地址及/或流動電話號碼,上述擬增加之電郵地址及/或流動電話號碼將取代現有於本行所登記的兩個電郵地址及/或流動電話號碼。 If your company has already registered two email addresses and two mobile phone numbers at our Bank, the above additional email address(es) and / or mobile phone number(s) will replace the two email address and / or mobile phone numbers currently registered at our Bank. 每當授權者授權 (i) 付款給第三者收款人(非內部轉賬)、(ii) 繳付賬單至指定商戶、(iii) 交易金額超過銀行的設定限額及/或其他銀行可能會不時提供之交易,銀行可根據您所提供的通知途徑發出一個電郵及/或 SMS 短訊以作通知。(只適用於並未在第9a部份及/或根據銀行內部紀錄已選擇拒絕在宣傳推廣中使用個人資料的客戶)銀行將使用上述通知途徑向貴公司發放宣傳推廣資料。 An email and / or SMS alert will be sent to your provided Notification Channel, when an Approver has approved a (i) payment to a third-party beneficiary (i.e. not an intra-group fund transfer), (ii) Bill Payment to designated merchants, (iii) payment amount over the Bank's pre-determined threshold and / or other transactions as the Bank may offer from time to time. (Applicable only to customers who have not opted out for the use of personal data in direct marketing in Part 9a and / or under the Bank's internal record regarding other account(s)). The Notification Channel as set out above shall be used by the Bank to send direct marketing materials to you.
通知語言 Notification Language	請選擇一種通知語言 Please select one preferred language: <input type="checkbox"/> 繁體中文 Traditional Chinese <input type="checkbox"/> 英文 English

2. 更改申請公司的聯絡資料(續) Change of Applicant Company Contact Information (Continued)

328 營商網上理財郵寄地址 328 Business e-Banking Mailing Address	<input type="checkbox"/> 於銀行登記的營業地址 Business Address Registered with the Bank <input type="checkbox"/> 於銀行登記的通訊地址 [#] Correspondence Address Registered with the Bank 備註 Notes: 328 營商網上理財戶口確認函及其他相關的通知會分別郵寄至主要公司及聯繫公司根據本更改表格設定的 328 營商網上理財郵寄地址。Both 328 Business e-Banking Account Confirmation Advice and other related notifications will be mailed to the 328 Business e-Banking Mailing Address of the Master Company and Related Companies respectively in accordance with the preference of Mailing Address as set out herein.
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[#] 若申請公司欲更改已就現有戶口於銀行登記的通訊地址及／或電郵地址及／或流動電話號碼，請一併填妥及遞交「公司客戶資料更改表格」。If the Applicant Company would like to amend the registered correspondence address and / or email address and / or mobile phone number registered under existing account(s) with the Bank, please fill in and submit the "Company Customer Information Amendment Form" to the Bank.



3. 恢復／暫停／終止 328 營商網上理財賬戶 Reactivate / Suspend / Terminate 328 Business e-Banking Account

服務選項 Service Options	<input type="checkbox"/> 恢復 Reactivate	<input type="checkbox"/> 暫停 Suspend	<input type="checkbox"/> 終止 Terminate
生效日期 (日／月／年) Effective Date (DD / MM / YYYY)			

4. 更改管理者設定 (只適用於 328 營商網上理財的主要公司) Change of Administrator(s) Settings (Only Applicable to Master Company of 328 Business e-Banking)

備註 Notes:

- 此部份的服務選項不適用於聯繫公司，任何有關管理者的更改，此更改表格必須由 328 營商網上理財的主要公司提交。The service options in this section is not applicable to Related Company. For any changes related to the Administrator, this Maintenance Form shall be submitted by the Master Company of 328 Business e-Banking.
- 所有管理者必須為貴主要公司在銀行現有戶口內其中一個戶口的授權簽署人，而該戶口必須為港元／外幣支票戶口或儲蓄戶口。 All Administrators must be the authorized signatories of one of your Master Company's accounts with the Bank, and that account must be a Hong Kong dollar / foreign currency current account or savings account.**
- 管理者是由主要公司提名，一旦獲得提名，將擁有絕對權力進行監控和管理 328 營商網上理財之操作 (部份權限只適用於主要公司在其中申請 328 營商網上理財服務時所提名之管理者，該 (等) 管理者可於其首次登入 328 營商網上理財時行使該等權限。如主要公司日後需更改相關設定，則須填妥更改表格，並將更改表格交回本行任何一間分行。)。管理者沒有權限可以透過 328 營商網上理財進行任何交易，但其負責設定其他有權進行 328 營商網上理財交易之使用者的權限。請瀏覽本行網站 (www.dahsing.com/328businessbanking) 了解更多有關管理者的用戶功能。The Administrator(s) is(are) the person(s) nominated by the Master Company. Once nominated, the Administrator(s) will have the absolute power to control and manage the operations of the 328 Business e-Banking (part of the powers are only available to the Administrator(s) initially appointed by the Master Company in its application for 328 Business e-Banking services during his / her / their first login to 328 Business e-Banking. If the Master Company would like to amend the relevant settings, it will have to complete the maintenance form and submit the form to any of our branches.). The Administrator(s) is / are not authorised to carry out any transactions through 328 Business e-Banking, but will be responsible for defining the authority of other users who are authorised to carry out the transactions through 328 Business e-Banking. Please visit our website at www.dahsing.com/328businessbanking for more details of the user role of Administrator.
- 如只需一位管理者監控和管理 328 營商網上理財之操作，請填寫一位管理者的資料。Please fill in only one Administrator if only one Administrator is required to control and manage the operations of the 328 Business e-Banking.
- 如需兩位管理者共同監控和管理 328 營商網上理財之操作，請填寫兩位管理者的資料。**每間主要公司最多只可設立兩位管理者。**Please fill in two Administrators if two Administrators are required to control and manage the operations of the 328 Business e-Banking jointly. **Each Master Company can only set up a maximum of two Administrators.**
- 若貴主要公司任何戶口的授權簽署人有任何更改，而該 (等) 授權人同時為貴主要公司 328 營商網上理財管理者，貴主要公司有責任主動通知銀行以便就 328 營商網上理財的管理者設定作出相應更改。If there is any change in the authorized signatory(ies) of any of your Master Company's accounts, and such authorized signatory(ies) is / are also Administrator(s) of your Master Company's 328 Business e-Banking, your Master Company is responsible for notifying the Bank for amending the Administrator setting of 328 Business e-Banking accordingly.
- 簽署第 9a 部份的授權簽署人可代管理者簽署本部份，增設／更改管理者除外。The authorized signer signing Section 9a can sign for the Administrator(s) in this section, except for adding / amending the Administrator(s).
- 必須填寫管理者流動電話號碼，以便接收作登入 328 營商網上理財用途的 SMS 短訊一次性密碼。**每位管理者必須提供不同的流動電話號碼。**請於電話號碼前填寫國家編碼 (舉例：香港流動電話號碼之國家編碼為 852) 及地區編碼 (如有)。括弧內只限填寫國家編碼 (請不要於國家編碼前加上「0」(零))。Provision of Administrator's mobile phone number is mandatory as the SMS One-time Password (OTP) for the use of login to 328 Business e-Banking will be sent to the Administrator's mobile phone number registered with the Bank. **Each Administrator must provide different mobile phone number.** Please add country code (e.g. the country code of Hong Kong mobile phone number is 852) and area code (if any) in front of the mobile phone number. The space inside the bracket is for provision of country code only (please do not add "0" (zero) in front of the country code).
- 用戶編號一旦設定或刪除後，將不接受更改或重用。 Once the User ID is set up or deleted, it cannot be changed or reused.**
- 管理者的密碼預設以電子方式設定，而管理者的確認函將會其後以電子形式發出。銀行只會酌情以紙本方式寄送管理者的密碼。如密碼以紙本方式寄送，管理者的確認函及密碼將會寄至**主要公司**之 328 營商網上理財郵寄地址。Administrator's PIN will be set up through electronic means by default and the relevant Administrator's Confirmation Advice will be sent by electronic means thereafter. PIN mailer will only be sent at the Bank's discretion. If the PIN is assigned through PIN mailer, both Administrator's Confirmation Advice and PIN will be delivered to the **Master Company's** mailing address for 328 Business e-Banking.
- 管理者必須使用 SMS 短訊一次性密碼或銀行指定的其他方法登入 328 營商網上理財。Administrator(s) is(are) required to use SMS One-time Password (OTP) or other method as designated by the Bank to log into 328 Business e-Banking.

	管理者 1 Administrator 1	管理者 2 (如有) Administrator 2 (if applicable)
服務選項 Service Options	<input checked="" type="checkbox"/> 增設／更改 Add / Amend <input type="checkbox"/> 刪除 Delete <input type="checkbox"/> 解除 SMS 短訊一次性密碼封鎖 Unlock SMS OTP <input type="checkbox"/> 重設登入密碼 Reset Login Password <input type="checkbox"/> 重發確認函 Resend Welcome Letter <input type="checkbox"/> 恢復 Reactivate <input type="checkbox"/> 暫停 Suspend	<input checked="" type="checkbox"/> 增設／更改 Add / Amend <input type="checkbox"/> 刪除 Delete <input type="checkbox"/> 解除 SMS 短訊一次性密碼封鎖 Unlock SMS OTP <input type="checkbox"/> 重設登入密碼 Reset Login Password <input type="checkbox"/> 重發確認函 Resend Welcome Letter <input type="checkbox"/> 恢復 Reactivate <input type="checkbox"/> 暫停 Suspend
英文姓名 (姓氏先行) English Name (Surname first)	Chan Siu Ming	Chan Tai Ming
用戶編號 User ID	<input checked="" type="checkbox"/> ADMIN1 / <input type="checkbox"/> ADMIN _____	<input checked="" type="checkbox"/> ADMIN2 / <input type="checkbox"/> ADMIN _____
聯絡公司 Contact Company	Master Company	Master Company
流動電話號碼 [#] Mobile Phone Number [#]	國家編碼 Country Code* 地區編碼 Area Code (如有 if any) 及 流動電話號碼 Mobile Phone Number* (852) 9 1 2 3 4 5 6 7	國家編碼 Country Code* 地區編碼 Area Code (如有 if any) 及 流動電話號碼 Mobile Phone Number* (852) 9 8 7 6 5 4 3 2
證件類別及號碼 Document Type & Number	HKID A1234567	HKID B9876543
簽署* Signature	Admin 1	Admin 2
	For Bank Use  Verified that the signer is the Authorized Signer of the Master Company.	For Bank Use  Verified that the signer is the Authorized Signer of the Master Company.

5. 更改用戶管理監控及授權者設定 Change of User Management Control and Approver(s) Set Up

用戶管理監控

User Management Control

(此設定適用於整個集團內的主要公司及所有聯繫公司的328營商網上理財的設定。)

(This setting is applicable to the 328 Business e-Banking setting of the Master Company and all the Related Companies of a Group)

☐ 雙重管理監控 Dual Management Control

銀行建議採納雙重管理監控透過328營商網上理財進行各項交易。雙重管理監控是一個需要由兩個不同的人士（即執行者和授權者或兩位不同的授權者）以完成交易之程序。雙重管理控制可以減少欺詐和未授權交易的風險。 The Bank recommends dual management control for all transactions carried out through 328 Business e-Banking. Dual management control is a procedure requiring two different persons (i.e. Maker and Approver or two different Approvers) to complete a transaction. Dual management control may reduce the risks of fraud and unauthorized transactions.

☒ 單一管理監控 Single Management Control

在單一管理監控下，執行者和授權者都是同一人士，而他／她可以獨自完成交易。通過選擇單一管理監控，您特此確認明白及接受單一管理監控的所有風險（包括但不限於欺詐的風險）。此外，您特此同意主要公司須承擔及負責於透過328營商網上理財系統採納單一管理監控引致所有相關的風險或涉及的損失。申請公司特此承諾會就因銀行同意允許採納單一管理監控下而所產生或蒙受或可能面對或遭受的任何損失、合理的費用（包括律師費用）及開支、賠償、申索、要求、訴訟、起訴及任何性質及基於各種原因產生的所有其他責任，向銀行作出全額彌償。您亦同意銀行可隨時發出通知而無須給予任何理由暫停或終止提供單一管理監控。 Under single management control, the Maker and Approver are the same person and he / she could complete the transaction on his / her own. By choosing single management control, you hereby acknowledge that you are well aware of and accept all the risks of single management control (which including but limited to the risk of fraud). Further, you hereby agree that the Applicant Company shall assume and be responsible for all the risks associated with and losses arising out of or in connection with the use of single management control in or through 328 Business e-Banking and that the Master Company hereby undertakes to indemnify and hold the Bank fully indemnified from and against any loss, reasonable costs (including legal costs) and charges, damages, claims, demands, actions, proceedings and all other liabilities of whatever nature and howsoever incurred or suffered by the Bank or which may be brought against the Bank as a result of the Bank allowing the use of single management control. You agree that the Bank may, without giving any reasons, suspend or terminate the provision of single management control by giving notice to us at any time.

新增／更改／刪除授權者 Add / Amend / Delete Approver(s)

重要備註*

Important Notes*

- 每當授權者授權 (i) 付款給第三者收款人（非內部轉賬）、(ii) 繳付賬單至指定商戶、(iii) 交易金額超過銀行的設定限額及／或 (iv) 其他大新銀行有限公司（「銀行」）可能會不時提供及指定之交易，銀行可向您於以上第二部份所提供的電郵地址及流動電話號碼發出一個電郵及SMS短訊以作通知。 An email and SMS alert will be sent to the email address and mobile phone number as provided by your company to Dah Sing Bank, Limited (the "Bank") in Part 2 above when an Approver (or Approvers, as appropriate) has / have approved a (i) payment to a third-party beneficiary (i.e. not an intra-group fund transfer); (ii) Bill Payment to designated merchants; (iii) payment amount over the Bank's pre-determined threshold; and / or (iv) other transactions as the Bank may offer and designate from time to time.
- 必須填寫授權者流動電話號碼，以作接收登入328營商網上理財及雙重認證的SMS短訊一次性密碼。**每位授權者必須提供不同的流動電話號碼。**請於電話號碼前填寫國家編碼（舉例，香港流動電話號碼之國家編碼為852）及地區編碼（如有）。括弧內只限填寫國家編碼（請不要於國家編碼前加上「0」（零））。 Provision of Approver's mobile phone number is mandatory as the SMS One-time Password (OTP) for login to 328 Business e-Banking and Two-factor authentication will be sent to the Approver's mobile phone number as registered with the Bank. **Each Approver must provide different mobile phone number.** Please add country code (e.g. the country code of Hong Kong mobile phone number is 852) and area code (if any) in front of the mobile phone number. The space inside the bracket is for provision of country code only (**please do not add "0" (zero) in front of the country code**).
- 用戶編號一旦設定或刪除後，將不接受更改或重用。 Once the User ID is set up or deleted, it cannot be changed or reused.**
- 授權者的確認函及密碼將會郵寄至申請公司的328營商網上理財郵寄地址。 Both Approver's Confirmation Advice and PIN will be mailed to the 328 Business e-Banking Mailing Address of the Applicant Company.
- 授權者必須使用SMS短訊一次性密碼／保安認證或銀行指定的其他方法登入328營商網上理財。 Approver(s) is(are) required to use SMS One-time Password (OTP) / Security Authentication or other method as designated by the Bank to log into 328 Business e-Banking.
- 如您在選擇服務權限新增支薪／自動轉賬付款服務，您需要於第6、6a和第7部分設定交易限額並提供有關的支薪／自動轉賬付款服務資料。 If you have selected to add Payroll / Autopay-Out Services for Service Access, you need to setup transaction limit and provide related Payroll / Autopay-Out Services information in Part 6, 6a and 7.

選項 Options	授權者姓名及流動電話號碼 Approver Name and Mobile Phone Number	用戶編號 User ID 用戶編號必須包含最多10位的字母 (A - Z) 及／或數字 (0 - 9)，空格及其他符號均不接受 User ID should consist of maximum 10 alphabets and / or numeric characters (A - Z, 0 - 9); spaces and other symbols will not be accepted.	服務權限 Service Access
<input type="checkbox"/> 增設 Add <input checked="" type="checkbox"/> 更改 Amend <input type="checkbox"/> 刪除 Delete <input type="checkbox"/> 解除SMS短訊一次性密碼封鎖 Unlock SMS OTP <input type="checkbox"/> 停用保安認證 Deactivate Security Authentication <input type="checkbox"/> 重設登入密碼 Reset Login Password <input type="checkbox"/> 重發確認函 Resend Welcome Letter <input type="checkbox"/> 恢復 Reactivate <input type="checkbox"/> 暫停 Suspend	英文姓名（與身份證明文件相同） English Name (same as identification document) : Chan Siu Man 中文姓名（與身份證明文件相同） Chinese Name (same as identification document) : 陳小文 流動電話號碼 Mobile Phone Number #2,5 : 國家編碼 Country Code* 地區編碼 Area Code (如有 if any) 及 流動電話號碼 Mobile Phone Number* (852) 9 1 1 1 2 2 2 2	授權者用戶編號 Approver User ID #3 A P P R O V E R 1 身份證明文件類別 Document Type of Identification Document : <input checked="" type="checkbox"/> 香港身份證 Hong Kong Identity Card <input type="checkbox"/> 護照 Passport <input type="checkbox"/> 其他，請註明 Others, please specify: _____ 身份證明文件號碼 Identification Document No.: A1111111 出生日期 (日／月／年) Date of Birth (DD / MM / YYYY) : 13/01/1970 國籍 (國家／地區) Nationality (Country / Region): HK SAR	<input checked="" type="checkbox"/> 所有銀行預設的服務 All pre-set services by the Bank <input checked="" type="checkbox"/> 支薪／自動轉賬付款服務 Payroll / Autopay-Out Services
<input type="checkbox"/> 增設 Add <input checked="" type="checkbox"/> 更改 Amend <input type="checkbox"/> 刪除 Delete <input type="checkbox"/> 解除SMS短訊一次性密碼封鎖 Unlock SMS OTP <input type="checkbox"/> 停用保安認證 Deactivate Security Authentication <input type="checkbox"/> 重設登入密碼 Reset Login Password <input type="checkbox"/> 重發確認函 Resend Welcome Letter <input type="checkbox"/> 恢復 Reactivate <input type="checkbox"/> 暫停 Suspend	英文姓名（與身份證明文件相同） English Name (same as identification document) : Chan Tai Man 中文姓名（與身份證明文件相同） Chinese Name (same as identification document) : 陳大文 流動電話號碼 Mobile Phone Number #2,5 : 國家編碼 Country Code* 地區編碼 Area Code (如有 if any) 及 流動電話號碼 Mobile Phone Number* (852) 9 1 1 1 0 0 0 0	授權者用戶編號 Approver User ID #3 A P P R O V E R 2 身份證明文件類別 Document Type of Identification Document : <input checked="" type="checkbox"/> 香港身份證 Hong Kong Identity Card <input type="checkbox"/> 護照 Passport <input type="checkbox"/> 其他，請註明 Others, please specify: _____ 身份證明文件號碼 Identification Document No.: A2222222 出生日期 (日／月／年) Date of Birth (DD / MM / YYYY) : 17/03/1980 國籍 (國家／地區) Nationality (Country / Region): HK SAR	<input checked="" type="checkbox"/> 所有銀行預設的服務 All pre-set services by the Bank <input checked="" type="checkbox"/> 支薪／自動轉賬付款服務 Payroll / Autopay-Out Services

Director 1

6. 更改服務申請及交易限額設定 (只適用於 328 營商網上理財的主要公司)

Change of Service Applying and Setup Transaction Limit (Only Applicable to Master Company of 328 Business e-Banking)

增設／ 更改 Add / Amend	刪除 Delete	交易 Transaction	銀行預設的最高每日 交易限額，以港元計算 Maximum Daily Transaction Limit Pre-set by the Bank in HKD	每日交易限額，以港元計算 (如刪除欄位，限額將被設置為零) Daily Transaction Limit in HKD (If the fields are crossed out, the limit will be set as 0)	採用銀行預設的最高每日 交易限額作為每日交易限額 Adopt the default Maximum Daily Transaction Limit Pre-set by the Bank as the Daily Limit
<input type="checkbox"/>	<input checked="" type="checkbox"/>	集團內部轉賬 (包括商務卡還款) [#] Intra-group Fund Transfer within the Bank (includes Business Card Repayment) [#]	HKD 999,999,999	HKD	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	轉賬／匯款至已登記的第三者賬戶 ^{#1} Fund Transfer / Remittance to registered third-party accounts ^{#1} (涉及跨境資金流動的匯款服務不適用於 328 商業理財戶口 (開戶易)。Remittance services involving cross-border fund movement is not applicable to the 328 Business Account (Express).)	HKD 20,000,000	HKD	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	轉賬／匯款至未經預先登記的第三者賬戶 ^{#1} Fund Transfer / Remittance to non-registered third-party accounts ^{#1} (涉及跨境資金流動的匯款服務不適用於 328 商業理財戶口 (開戶易)。Remittance services involving cross-border fund movement is not applicable to the 328 Business Account (Express).)	HKD 2,000,000	HKD	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	透過轉數快轉賬至已登記的第三者賬戶 ^{#1} Fund Transfer to registered third-party accounts via FPS ^{#1}	HKD 500,000	HKD	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	透過轉數快轉賬至未經預先登記的第三者賬戶 ^{#1} Fund Transfer to non-registered third-party accounts via FPS ^{#1}	HKD 500,000	HKD	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	設立電子直接扣賬授權支賬指示 [#] Set up Electronic Direct Debit Authorization (eDDA) debit instruction [#]	HKD 500,000	HKD	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	繳付賬單至非指定商戶 ^{#2} Bill Payment to non-designated merchants ^{#2}	HKD 1,000,000	HKD	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	繳付賬單至指定商戶 ^{#2} Bill Payment to designated merchants ^{#2}	HKD 500,000	HKD	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	定期存款 [#] Fixed Deposit [#]	HKD 999,999,999	HKD	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	支薪及自動轉賬付款 (如增設此服務，請填寫第 6a 部分) Payroll and Autopay-Out (Please complete Part 6a if you add this service)	HKD 5,000,000	HKD	<input type="checkbox"/>

[#] 預設已有的網上交易及服務。 Available online transactions and services by default.

- 限額將適用於現有及由銀行不時指定及／或新增之網上轉賬／匯款服務，包括但不限於轉賬／匯款至第三者賬戶、轉賬／匯款至其他銀行賬戶及／或透過轉數快轉賬至其他香港銀行賬戶。如 328 商業理財戶口 (開戶易) 之客戶欲辦理跨境匯款，請向銀行職員查詢。 The assigned limits will be applied to existing and future online fund transfer / remittance services as may be designated or added by the Bank from time to time, including but not limited to transfer of fund / remittance to third-party accounts, transfer of fund / remittance to accounts maintained with other banks and / or fund transfer to accounts in other local banks via FPS. If the customer of 328 Business Account (Express) would like to use the cross-border remittance services, please contact our Bank's staff.
- 指定商戶指包括「銀行或信用卡服務」、「信貸服務」及「證券公司」等類別之商戶。有關商戶分類，可登入 328 營商網上理財查詢。 Designated Merchants include merchants of "Banking and Credit Card Services", "Credit Services" and "Security Broker" category. For enquiry of the merchant types, please log into 328 Business e-Banking.

6a. 更改支薪／自動轉賬付款選項 Change of Payroll / Autopay-Out Service Options

備註 Notes: 1. 請留意及閱讀銀行不時發佈的 328 營商網上理財常見問題中最新的系統及安全性要求。 Please note and read the latest system and security requirements as set out in the 328 Business e-Banking FAQs issued by the Bank from time to time.

2. 銀行將採用申請公司於銀行現有戶口註冊的郵寄地址作為申請公司的 328 營商網上理財支薪／自動轉賬付款服務聯絡地址。如欲使用其他通訊地址作為支薪／自動轉賬付款服務聯絡地址，請另填「客戶資料更改表格」。 The Bank shall adopt the mailing address as registered under an existing account of the Company with the Bank as the Payroll / Autopay-Out Service(s) mailing address of the Company for 328 Business e-Banking services. If you would like to use other correspondence address for 328 Business e-Banking Payroll / Autopay-Out Service(s), please complete "Customer Information Amendment Form".

3. 銀行將採用申請公司於銀行戶口登記的聯絡人資料 (包括公司電話號碼) 作為申請公司於 328 營商網上理財支薪／自動轉賬付款服務下之聯絡人資料。如欲更改 328 營商網上理財的支薪／自動轉賬付款服務聯絡資料，請另填「客戶資料更改表格」。 The Bank shall adopt the contact information of the Contact Person (including office phone number) registered under an account of the Applicant Company with the Bank as the contact information of the Applicant Company for 328 Business Payroll / Autopay-Out Service(s). If you would like to change the contact information for 328 Business e-Banking Payroll / Autopay-Out Service(s), please complete the "Customer Information Amendment Form".

新增 Add	刪除 Delete	服務 Service(s)	支賬戶口號碼 Debit Account Number (只適用於港元儲蓄或支票的商業理財戶口) (Applicable to HKD Current / Savings Business Account only)	戶口名稱 Account Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 支薪 Payroll <input type="checkbox"/> 自動轉賬付款 Autopay-Out	040 - - - - -	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 支薪 Payroll <input type="checkbox"/> 自動轉賬付款 Autopay-Out	040 - - - - -	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 支薪 Payroll <input type="checkbox"/> 自動轉賬付款 Autopay-Out	040 - - - - -	

由於銀行間結算的安排，支薪／自動轉賬付款金額會於付款日期的前一個結算日從支賬戶口中扣賬；而收款戶口並非設於銀行的收款人會於付款日期的下一個結算日收到款項。 Due to interbank clearing arrangement, the Debit Account will be debited one clearing day before the payment date; whereas payees whose receiving accounts are not maintained with the Bank will receive the funds from their accounts one clearing day after the payment date.

7. 更改授權設定 (只適用於328營商網上理財的主要公司) Change of Authorization Settings (Only Applicable to Master Company of 328 Business e-Banking)

備註 Notes: 1. 請參閱以下例子以作說明之用。 Please read the below examples for illustration purpose.

2. 以下列出的每一則交易授權限額均不能高於第6部分相應及自行設定的最高每日交易限額。 None of the Transaction Authorization Limits below shall exceed the corresponding Daily Transaction Limit setup in Part 6.

交易類型 Transaction Type	每筆交易授權限額設定 (HKD) Authorization Limit Setting per Transaction (HKD)		授權者數目 No. of Approver	以第6部分所設定的每日最高交易限額作為以下各項交易之授權限額，並以「任何一個」作為所需授權者數目。 Adopt the Daily Transaction Limit in Part 6 as the Authorization Limit of the below transactions and agrees to use "Any One" as the option for "No. of Approver".
	由 From	至 To		
集團內部轉賬 Intra-group Fund Transfer within the Bank	HKD 0	HKD	<input type="checkbox"/> 任何一個 Any one <input type="checkbox"/> 任何兩個 Any two	<input type="checkbox"/>
	HKD	以上 above	<input type="checkbox"/> 任何一個 Any one <input type="checkbox"/> 任何兩個 Any two	
轉賬至第三者賬戶 Fund Transfer to Third-party Accounts	HKD 0	HKD	<input type="checkbox"/> 任何一個 Any one <input type="checkbox"/> 任何兩個 Any two	<input type="checkbox"/>
	HKD	以上 above	<input type="checkbox"/> 任何一個 Any one <input type="checkbox"/> 任何兩個 Any two	
匯款 Remittance (涉及跨境資金流動的匯款服務不適用於328商業理財戶口(開戶易))。 Remittance services involving cross-border fund movement is not applicable to the 328 Business Account (Express).)*	HKD 0	HKD	<input type="checkbox"/> 任何一個 Any one <input type="checkbox"/> 任何兩個 Any two	<input type="checkbox"/>
	HKD	HKD	<input type="checkbox"/> 任何一個 Any one <input type="checkbox"/> 任何兩個 Any two	
透過轉數快及電子直接扣賬授權轉賬^ Fund Transfer via FPS and Electronic Direct Debit Authorization (eDDA)^	HKD 0	HKD	<input type="checkbox"/> 任何一個 Any one <input type="checkbox"/> 任何兩個 Any two	<input type="checkbox"/>
	HKD	以上 above	<input type="checkbox"/> 任何一個 Any one <input type="checkbox"/> 任何兩個 Any two	
轉數快收款^ FPS Collection^	不適用 Not applicable		<input type="checkbox"/> 任何一個 Any one <input type="checkbox"/> 任何兩個 Any two	<input type="checkbox"/>
繳付賬單 Bill Payment	HKD 0	HKD	<input type="checkbox"/> 任何一個 Any one <input type="checkbox"/> 任何兩個 Any two	<input type="checkbox"/>
	HKD	以上 above	<input type="checkbox"/> 任何一個 Any one <input type="checkbox"/> 任何兩個 Any two	
定期存款 Fixed Deposit	HKD 0	最高每日交易限額 Maximum Daily Transaction Limit	<input type="checkbox"/> 任何一個 Any one <input type="checkbox"/> 任何兩個 Any two	<input type="checkbox"/>
支薪及自動轉賬付款 Payroll and Autopay-Out (必須已選擇了相關服務) (Must have selected related services)	HKD 0	HKD	<input type="checkbox"/> 任何一個 Any one <input type="checkbox"/> 任何兩個 Any two	<input type="checkbox"/>
	HKD	以上 above	<input type="checkbox"/> 任何一個 Any one <input type="checkbox"/> 任何兩個 Any two	
預設交易指示 Scheduled Instruction Maintenance	HKD 0	按交易類型所設定之最高每日交易限額 Maximum Daily Transaction Limit set up for the transaction type	<input type="checkbox"/> 任何一個 Any one <input type="checkbox"/> 任何兩個 Any two	<input type="checkbox"/>

^ 授權設定只適用於透過轉數快/電子直接扣賬授權轉賬及轉數快收款。轉數快登記及二維碼收款易指示只需由一位授權者授權。 The authorization setting is only applicable to Fund Transfer via FPS / Electronic Direct Debit Authorization (eDDA) and FPS Collection. FPS Registration and Easy Collect via QR Code instruction require only one Approver to approve.

如328商業理財戶口(開戶易)之客戶欲辦理跨境匯款，請向銀行職員查詢。 If the customer of 328 Business Account (Express) would like to use the cross-border remittance services, please contact our Bank's staff.

例子 Example

每筆交易授權限額設定 (HKD) Authorization Limit Setting per Transaction (HKD)		授權者數目 No. of Approver
由 From	至 To	
HKD 0	HKD 50,000	<input checked="" type="checkbox"/> 任何一個 Any one <input type="checkbox"/> 任何兩個 Any two
HKD 50,000	以上 above	<input type="checkbox"/> 任何一個 Any one <input checked="" type="checkbox"/> 任何兩個 Any two

例子說明 Example Explanation

由 HKD 0 至 HKD 50,000 的交易
需要任何一個授權者授權。
Transaction from HKD 0 to HKD 50,000
requires approval from any one Approver.

HKD 50,000 以上的交易
需要任何兩個授權者授權。
Transaction above HKD 50,000 requires
approval from any two Approvers.

Director 1

重要備註：第三者收款賬戶名稱只用作參考之用，銀行處理交易時會以第三者收款賬戶號碼為準。
Important Notes: Name of the third-party beneficiary account is for reference only. Transactions are processed based on the account number of the third-party beneficiary account.

8b. 更改登記其他銀行收款賬戶 Change of Beneficiary Account Maintained with Other Banks

大新銀行有限公司 Dah Sing Bank, Limited

Declaration By Applicant Company (For Limited Company, Sole Proprietor, Partnership, Unincorporated Society, Club or Association)

1. 證實本表格資料乃屬實及詳盡，並授權貴行可向任何方面查證； confirm that the information given in this form is correct and complete, and authorize you to confirm this from any source you may choose;

2. 已經閱讀及明白本表格及 328 營商網上理財服務協議之章則及條款，並同意接受該等章則及條款約束。尤其是，已經注意並批准以上第 4 部份備註 3 中所列明的管理者的權限； have read and understand the terms and conditions contained in this form and in the 328 Business e-Banking Service Agreement and agree to be governed by them. In particular, the authority of the Administrator(s) as set out in Note 3 of Part 4 above is noted and approved;

3. 確認及同意本表格列載之章則及條款受貴行之「綜合章則及條款」（包括其不時修訂的一般條款及所有特定條款）約束。若兩者間有任何差異，以此列載之章則及條款的條款為準； confirm and agree that the terms and conditions contained in this form shall be subject to the "Master Terms and Conditions" of the Bank including its General Terms and all its applicable Specific Terms (each as amended from time to time). In the event of any conflict between them, the provisions set out in the terms and conditions contained herein shall prevail;

4. 只適用於非法團機構／無有限公司（例如：獨資、合夥人、會社、組織及社團等）。 For unincorporated bodies only (e.g Sole-proprietorship, Partnership, Club, Association and Society, etc.).

如閣下不同意銀行使用閣下的個人資料作直接宣傳推廣，請在適當方格內加上「✓」號。 Please tick the relevant box(es) below if you do not consent the Bank to use your personal data for direct marketing.

若未為以下的選項作出選擇，於下列簽署即被視為閣下同意銀行使用閣下的個人資料作直接宣傳推廣。一旦得到處理，閣下即授權銀行取代任何閣下對直接宣傳推廣的選擇。 If no selection is given for the choice(s), your signing below shall deem to be your consent to the Bank to use such data for direct marketing. Once processed, the Bank will be authorized to replace any of your previous selections for direct marketing.

本人(等)明白以上的選擇適用於就銀行不時給予本人(等)之「有關客戶資料的客戶通知」(「該通知」)G項中所列出的產品、服務及／或標的類別的任何直接宣傳推廣，及明白本人(等)應參閱該通知以得知在直接宣傳推廣中可使用的個人資料的種類，以及本人(等)的個人資料可提供予什麼類別的人士以供該等人士在直接宣傳推廣中使用。本人(等)謹此確認本人(等)已經閱讀及明白該通知。 I / We understand that the above choice applies to the direct marketing of the classes of products, services and / or subjects as set out in paragraph G of the Bank's Notice to Customers relating to Customers' Data ("Notice") made available by the Bank to me / us from time to time and I / we shall refer to the Notice on the kinds of personal data which may be used in direct marketing and the classes of persons to which my / our personal data may be provided for them to use in direct marketing. I / We hereby confirm that I / we have read and understood the Notice.

簽署指引
Signing
Requirements

- **有限公司 Limited Company:**
 - 須由**董事**簽署 Signed by the Director
 - 須由簽署下列授權證明書的**董事會會議主席**以外的其他董事簽署，若公司只有單一名董事（符合法例規定下）則不受此項限制。 The director signing here must be a different person to the chairman who signs in the Certificate of Authorization below unless the company has (lawfully) only one director.
- **獨資經營商號 Sole Proprietorship:** 須由東主簽署 Signed by the Sole Proprietor
- **唯一受託人的信託基金 Trust with a Sole Trustee:** 須由唯一受託人簽署（一個簽名） Signed by the Sole Trustee (one signature)
- **合夥經營商號 Partnership:** 須由**所有**合夥人簽署 Signed by ALL Partners

若本申請由聯繫公司提出，簽署此部份的聯繫公司董事，必須同時為該聯繫公司的主要公司的董事。 If the application is made by a Related Company, the director of the Related Company who shall sign in this section shall also be a director of the Master Company of that Related Company.

不須公司印章（但使用印章將不影響簽署的有效性）。 Company chop is not required (however, the use of chop shall not affect the validity of the execution).

Director 1

Note: The above authorized signature does not refer to the Authorized Signatories as specified under the account opening mandate of the Applicant Company with the Bank.

日期 Date: 17 Mar 2025

S.V.

Verified that the signer is the Director of the Master Company and the Signing Requirements are complied with.

Director 1

9b. 申請公司授權證明書 (有限公司、非法團社團、會社或組織適用)

Certificate Of Authorization By Applicant Company (For Limited Company, Unincorporated Society, Club or Association)

茲 證明本申請公司已於 17 Mar 2025 (日期) 召開董事會會議／經唯一董事書面決議，通過以下決議：

I HEREBY CERTIFY that a resolution was passed at a meeting of the Board of Directors / pursuant to a written resolution of the sole director of the Applicant Company on

17 Mar 2025 (insert date) that:

1. 在大新銀行有限公司(「銀行」)之328營商網上理財更改表格上所列明的章則及條款及本申請公司所提供的資料已獲本申請公司批准及同意接受；
the terms and conditions set out and the particulars completed in the 328 Business e-Banking Maintenance Form of Dah Sing Bank, Limited ("Bank") are approved and adopted in all aspects;
2. 於上述第9a. 部份附上姓名及簽名式樣的董事，已獲授權代表本申請公司簽署328營商網上理財更改表格；
the director whose name and signature appear above in section 9a. be authorized to sign the 328 Business e-Banking Maintenance Form on behalf of the Applicant Company;
3. 所有在328營商網上理財更改表格上已登記之聯繫公司／主要公司，應獲授權經328營商網上理財進入及管理本申請公司的戶口；
all Related Companies / Master Company set out in the 328 Business e-Banking Maintenance Form shall be authorized to gain access to and operate the accounts of the Applicant Company maintained with the Bank via the 328 Business e-Banking;
4. 本主要公司明白並同意本申請公司與聯繫公司／主要公司將共享328營商網上理財組合，聯繫公司／主要公司之管理者、執行者及授權者將有權經328營商網上理財進入及管理所有申請公司在328營商網上理財的戶口，不論該聯繫公司／主要公司是否已被授權；
the Applicant Company understands and agrees that a Related Company / Master Company will share with the Applicant Company the same 328 Business e-Banking portfolio and the Administrator(s), Maker(s) and Approver(s) of such Related Company / Master Company shall have the right to gain access to and operate ALL the Applicant Company's accounts via the 328 Business e-Banking, and this is irrespective of whether such Related Company / Master Company has been authorized to do so;
5. 以上各項決議的詳細內容將傳達予銀行，並將維持有效，直至決議被修訂而修訂決議已經本申請公司的董事會／唯一董事通過，以及一份核證副本已送交銀行為止。
details of this resolution be communicated to the Bank and remain in force until an amending resolution shall have been passed by the Applicant Company's Board of Directors / sole director and a certified copy thereof shall have been received by the Bank.

本人進一步證明以上各項決議詳細已記錄於本申請公司的會議紀錄簿內並由會議主席簽署，且符合本申請公司的章程細則或具相同效力的公司組織文件的規定。

I further certify that details of the above resolution has been entered into the Minute Book of the Applicant Company and signed therein by the chairman of the meeting and are in accordance with the Applicant Company's Articles of Association or equivalent constitutional documents.

全名(請用正楷填寫)
Full name in BLOCK LETTERSDIRECTOR 2 FULL NAME日期 Date: 17 Mar 2025簽署(會議主席／唯一董事／所有合夥人)
Signature (Chairman of the Meeting / Sole Director / All Partners)Director 2

For Bank Use

S.V.

Verified that the signer is the Director of the Applicant Company and the Signing Requirements are complied with.

備註 Notes: 董事會可以是 The Board of Directors shall, in the case of

- 在會、社或團中，被指為委員會委員 A Society, Club or Association, be referred to as the Members of the Committee
 - 在業主立案法團中，被指為管理委員會委員 An Owners Incorporation, be referred to as the Members of the Management Committee
 - 在職工會，被指為執行委員會委員 A Trade Union, be referred to as the Members of the Executive
 - 在信託基金中，被指為受託人 A Trust, be referred to as the Trustee
 - 在合夥企業中，被指為合夥人或成員 A Joint Venture, be referred to as the Partners / Members of the Joint Venture
- 及 AND

不須公司印章(但使用印章將不影響簽署的有效性)。 Company chop is not required (however, the use of chop shall not affect the validity of the execution).

銀行專用 For Bank Use Only

To Be Completed by Branch

To Be Completed by OSD

Receiving Branch:

Date received:

Date:

Service Options handled:

- ☐ Resend Welcome Letter
- ☐ Unlock SMS OTP
- ☐ Deactivate Security Authentication

Applicable to reset login password for Admin only:

Success:

- ☐ QR Code Generation and Active Device Binding for Admin
- Admin 1:
- ☐ QR Code Generation and Active Device Binding for Admin Device Binding for Admin
- Admin 2 (if applicable):
- ☐ QR Code Generation and Active Device Binding for Admin Device Binding for Admin

Failure:

- ☐ Request for Physical PIN due to Device Binding failure
- ☐ Admin 1
- ☐ Admin 2 (if applicable)

Service Options handled:

- ☐ Add / Amend
- ☐ Delete
- ☐ Reset Password for Approver
- ☐ Reset Password for Admin (Physical PIN)
- ☐ Reactive

ID verified by*: _____

Mail-in / 3rd party & call-back handled by*: _____

Call-back date, time & extension: _____

* Fill in full name & initial ☐ Urgent

Reviewed and approved by authorized signer:

Full name & Signature No. _____

- ☐ SBA Customer (No cross-border remittance authorization)
- ☐ SBA to Non - SBA (Update SBA flag in IBS-CI)

Input by: _____

Checked by: _____