

To: **HSBC Bank (China) Company Limited (the “Bank”)**

Date: _____

Transaction Instruction & One-off Power of Attorney (Applicable to Personal Customer)

NOTE : Any alteration, addition or deletion requires confirmation and signature of all relevant person(s).

Customer Number: _____

I/We, the undersigned, (full name of account holder(s) in block letters)

_____ hereby submit to the Bank the transaction instruction as described below and jointly appoint the person set out below as my/our agent to approach the Bank to do the transaction as follows on my/our behalf:

Information of Agent :

Name of Agent: _____

ID Type: _____ ID Number: _____

Residential Address: _____ Contact Details: _____

Transaction Type (Limited to below listed types, please tick)

<input type="checkbox"/> Deposit of cash	<input type="checkbox"/> Convert foreign currency to Renminbi	<input type="checkbox"/> Pick up promissory note which I/we have applied for
<input type="checkbox"/> Withdrawal of cash	<input type="checkbox"/> Convert Renminbi to foreign currency	<input type="checkbox"/> Submit promissory note and apply for collection of payment thereunder

Account Number: _____

Amount: _____

Instruction Content:

Declaration and Confirmation by Account Holder(s)

I/We understand and agree that:

- this power of attorney is a one-off authorization in nature and applies only to the matter specifically authorized as above. All operations conducted by the agent pursuant to this power of attorney shall be subject to and comply with all relevant laws and regulations as well as internal operational requirements and

- if there is no sufficient balance in relevant account, then the Bank is not obliged to execute the relevant operation and that I/we shall undertake the risks and liabilities in relation to the transaction failure so caused.
- For conversion between Renminbi and foreign currency, the agent must take along and present the original copy of this power of attorney, the ID document (original) of the account holder(s) and the ID document (original) of the agent when acting in accordance with this power of attorney. For conversion between Renminbi and foreign currency within the applicable annual quota, the agent must also take along and present original supporting document(s) evidencing the immediate family member relationship between the account holder(s) and the agent; while for conversion between Renminbi and foreign currency beyond the applicable annual quota, the agent shall also take along and present original copy of supporting document(s) as required for compliance with relevant foreign exchange control regulations. The Bank shall undertake no liabilities for failure or delay in executing the relevant transaction caused by incomplete and/or defective supporting documents. The Bank reserves the right to refuse to execute any transaction which does not comply with relevant foreign exchange control regulations; and that the foreign exchange rate applicable to the conversion between Renminbi and foreign currency shall be the Bank's board rate applicable at the time of the Bank's execution of the transaction;
- The agent can make enquiries about, and the Bank is hereby authorized to disclose to the agent, my/our information and material which is held by the Bank and is necessary for handling the transactions under this power of attorney. I/We hereby agree to be bound by everything done by the agent (including without limitation transaction(s) conducted, documents signed, terms and conditions accepted and relevant fees incurred) pursuant to this power of attorney.
- **The Bank reserves the right, in its sole discretion, to refuse to accept this power of attorney and the Bank shall not be held liable to me/us or any other person(s) for any loss (if any) so caused.**
- **I/We will undertake any and all losses suffered by me/us as a result of the agent's acts under this power of attorney. I/We hereby jointly and severally undertake to fully indemnify the Bank against and keep the Bank harmless from any lawsuit, claim, liability, fees, expenses, damages or losses of any nature (including legal fee) incurred or suffered by the Bank as a result of any acts of the agent.**
- This power of attorney and all matters in relation thereto shall be governed by the laws of the People's Republic of China (which, for the purpose of this document, excludes the Hong Kong Special Administrative Region, the Macau Special Administrative Region and Taiwan).

I/We have read carefully and understood fully and clearly this power of attorney and the above declarations and confirmations. I/We hereby sign to signify my/our authorization and agreement to the above.

Account Holder(s)

Agent :

Signature

S.V.

Signature

Declaration and Confirmation by Agent

I (full name in block letters), _____, as the agent of the account holder(s) have carefully read the power of attorney above. I hereby declare and undertake as the agent that:

- The above transaction instruction and one-off power of attorney is signed by the account holder(s) in person and represents true and valid intention of the account holder(s);
- I shall exercise the authority granted to me for the benefit of the account holder(s);
- I undertake to keep the assets of the account holder(s) separate from my own assets;
- I shall act in good faith and exercise reasonable caution and prudence in my exercise of the authority granted to me by the account holder(s);
- I shall safely keep a full and accurate record of all operation documents, receipts and pass on the same to the account holder(s);
- I understand and agree that any and all terms and conditions accepted by the account holder(s) (including without limitation the General Account Terms and Conditions (for Personal Sole Account, Joint Account and Business Account Holders) are also applicable to and binding upon myself;
- **I shall be liable for any loss suffered by the account holder(s) in respect of any and all matters I handled on his/her/their behalf. I hereby undertake to fully indemnify the Bank against and keep the Bank harmless from any lawsuit, claim, liability, fees, expenses, damages or losses of any nature (including legal fee) suffered by the Bank due to or in connection with anything done by me.**

Signature of Agent:

Signature

For Bank Use Only:

Telephone confirmed with account holder(s) at _____ (h/mm, DD/MM/YY)

Staff Initial: _____