



URGENT

To: HSBC Bank (China) Company Limited 致: 汇丰银行(中国)有限公司  
Branch (the "Bank") 分行 ("贵行")

Date 日期 \_\_\_\_\_

**ELECTRONIC BANKING FOR BUSINESS SERVICES REQUEST FORM 汇丰银行公司电子银行服务申请书**

**NOTE 注意:**

1. Please read the Appendix carefully before filling in the form. 填写申请书前请认真阅读附录
2. Please complete in CAPITAL LETTERS. 请用正楷填写。
3. Please tick (✓) where applicable, complete this form in CAPITAL LETTERS, and return to the above HSBC office. 请在适当的方格内划上钩号(✓), 并用正楷填写后交至上述汇丰银行分行。
4. \* Please delete whichever is not appropriate. \* 请删去不适用者。
5. #Amendment type: A -Add, D -Delete, C -Change. # 变更类型: A-增加, D-删除, C-修改。
6. \$Required if Amendment Type is 'D'. \$ 如果变更类型为“D”则必须填写。
7. If you have any problems filling in this form, please contact our Service Hotline on 400 882 6688. 如于填写表格时有任何疑问, 欢迎随时致电本行客户服务专线 400 882 6688。

**Part A Account Information and Electronic Banking for Business Services contents: 账户资料和汇丰银行公司电子银行服务内容:**

**1. CUSTOMER DETAILS 客户信息**

Customer Number 客户号码

\_\_\_\_\_

Customer Name in Chinese (max 35chars, please use abbreviation where necessary) 客户中文名称(最多35个字, 如有必要, 请使用简称)

\_\_\_\_\_

Customer Name in English (max 35chars, please use abbreviation where necessary) 客户英文名称(最多35个字, 如有必要, 请使用简称)

\_\_\_\_\_

**2. ELECTRONIC BANKING FOR BUSINESS SERVICE CONTENTS 汇丰银行公司电子银行服务内容**

Internet Banking Service

汇丰银行公司网上银行理财服务

Phonebanking Service

汇丰银行电话银行理财服务

Cash Management

现金管理

Internet Trade Services

网上贸易服务

**3. ACCOUNTS WITH HSBC BRANCHES AND TO BE ACCESSED THROUGH THE ELECTRONIC BANKING FOR BUSINESS SERVICE. 开立于汇丰银行分行且拟通过汇丰银行公司电子银行理财服务操作的账户**

# Amendment Type 变更类型	Account Number 账户号码	# Amendment Type 变更类型	Account Number 账户号码
<b>Choose ONLY one 仅能选择一项</b>		<b>Choose ONLY one 仅能选择一项</b>	
<input type="checkbox"/> Add <input type="checkbox"/> Delete	_____	<input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Change	_____
<input type="checkbox"/> Change	_____	<input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Change	_____
<input type="checkbox"/> Add <input type="checkbox"/> Delete	_____	<input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Change	_____
<input type="checkbox"/> Change	_____	<input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Change	_____
<input type="checkbox"/> Add <input type="checkbox"/> Delete	_____	<input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Change	_____
<input type="checkbox"/> Change	_____	<input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Change	_____

**Part B Electronic Banking for Business Service Control Policy and Authorization Matrix:**

汇丰银行公司电子银行服务控制策略和授权组合:

**1. CONTROL POLICY 控制策略**

Choose ONLY one 仅能选择一项

Single Admin 单向控制

Dual Admin 双向控制

**2. AUTHORIZATION MATRIX 授权组合**

Choose ONLY one 仅能选择一项

Simple (A or B)  
单一授权人 (A 或 B)

One Group (A or A+A)  
单组授权人 (A 或 A+A)

Two Groups (A or B or A+A or A+B or B+B)  
双组授权人(A 或 B 或 AA 或 AB 或 BB)

**3. MAXIMUM DAILY CORPORATE TRANSACTION LIMIT (RMB) 公司每日最高交易限额 (单位: 人民币)**

Internet Banking Service

Cash Management

汇丰银行公司网上银行现金管理服务设定的每日公司内部转账最高限额为

Add  Change to

The maximum Daily Corporate Linked Account Transaction Limit set by HSBC is RMB 10,000,000 (or foreign currency equivalent). 由本行设定的每日转账最高限额为人民币 10,000,000 元(或外币等值)。Its default is RMB 0 if it's blank. 若不填, 每日转账最高限额默认为人民币 0 元(或外币等值)。

Internet Banking Service

Cash Management

汇丰银行公司网上银行现金管理服务设定的每日公司外部转账最高限额为

Add  Change to

The maximum Daily Corporate 3<sup>rd</sup> Party Transaction Limit set by HSBC is RMB 10,000,000 (or foreign currency equivalent). 由本行设定的每日转账最高限额为人民币 10,000,000 元(或外币等值)。Its default is RMB 0 if it's blank. 若不填, 每日转账最高限额默认为人民币 0 元(或外币等值)。

Internet Banking Service

Cash Management

汇丰银行公司网上银行现金管理服务设定的每日公司批量付款转账最高限额为

Add  Change to

The maximum Daily Corporate ACH Transaction Limit set by HSBC is RMB 10,000,000 (only applicable to RMB accounts). 由本行设定的每日转账最高限额为人民币 10,000,000 元(仅适用于人民币账户)。Its default is RMB 0 if it's blank. 若不填, 每日转账最高限额默认为人民币 0 元。

Phonebanking Service

汇丰银行电话银行理财服务设定的电话银行每日转账最高限额为

Add  Change to

The maximum Daily Corporate Transaction Limit set by HSBC is RMB500,000 (or foreign currency equivalent). 由本行设定的每日转账最高限额为人民币 500,000 元(或外币等值)。

Internet Trade Services 网上贸易服务

Daily Transaction Limit is NOT applicable to Internet Trade Services. 每日交易限额不适用于网上贸易服务。

CMB-EBS-001\_h(230911)

**4. NEW ACCOUNTS AUTO-LINKAGE – 新账户自动联接**

(Choose ONLY one 仅能选择一项)

Yes 是

No 否

**5. Internet Banking Statements and Advices – 公司网上银行电子账单和通知书**

(Choose ONLY one 仅能选择一项)

Yes 是

No 否

\* Note: Please ensure that either E-Delivery of Statements and Advices Service or Paper Statements and Advices Service is enabled if Internet Banking Statements and Advices Service is cancelled. Otherwise, the cancellation may fail. 若取消公司网上银行电子账单和通知书, 请确保您已开通电子邮件账单和通知书服务或纸质账单和通知书服务。否则, 取消操作无效。

**Part C Electronic Banking for Business Service Authorized User(s) and Access Limit Control:**

**汇丰银行公司电子银行服务获授权人和其功能控制:**

#	Amendment Type 变更类型	Authorized User(s) and Access Limit Control 获授权人和其功能控制	
<b>Choose ONLY one 仅能选择一项</b>			
<input type="checkbox"/> Add <input type="checkbox"/> Delete	Family Name 姓		First Name 名
	* Mr / Mrs / Ms *先生/ 太太/ 女士		Pin code and Tokens Delivery Address 电子银行密码密钥发送住址
	Identity Document Type 身份证明文件类别		Please leave this field blank. All will be delivered to your company address. 请勿填写, 会发送到您的公司地址。
	Contact Telephone Number 联络电话号码		
	E-Mail Address 电子邮件地址		Identity Document Number 身份证明文件号码
	Designation 职务		Fax Number 传真号码
	Daily Linked Account Transaction Limit (RMB) 每日公司内部交易限额 (单位: 人民币)		\$ EBN 网上银行号码
	Daily 3rd Party Transaction Limit (RMB) 每日公司外部交易限额 (单位: 人民币)		\$ PBN 电话银行号码
	Daily ACH Transaction Limit (RMB) 每日公司批量付款交易限额 (单位: 人民币)		<b>Choose ONLY one 仅能选择一项</b> <input type="checkbox"/> Enquiry Only 仅限查询 <input type="checkbox"/> Enquiry & Transaction 查询及转账
	Specimen Signature 签字式样		

<b>Choose ONLY one 仅能选择一项</b>			
<input type="checkbox"/> Add <input type="checkbox"/> Delete	Family Name 姓		First Name 名
	* Mr / Mrs / Ms *先生/ 太太/ 女士		Pin code and Tokens Delivery Address 电子银行密码密钥发送住址
	Identity Document Type 身份证明文件类别		Please leave this field blank. All will be delivered to your company address. 请勿填写, 会发送到您的公司地址。
	Contact Telephone Number 联络电话号码		
	E-Mail Address 电子邮件地址		Identity Document Number 身份证明文件号码
	Designation 职务		Fax Number 传真号码
	Daily Linked Account Transaction Limit (RMB) 每日公司内部交易限额 (单位: 人民币)		\$ EBN 网上银行号码
	Daily 3rd Party Transaction Limit (RMB) 每日公司外部交易限额 (单位: 人民币)		\$ PBN 电话银行号码
	Daily ACH Transaction Limit (RMB) 每日公司批量付款交易限额 (单位: 人民币)		<b>Choose ONLY one 仅能选择一项</b> <input type="checkbox"/> Enquiry Only 仅限查询 <input type="checkbox"/> Enquiry & Transaction 查询及转账
	Specimen Signature 签字式样		

<b>Choose ONLY one 仅能选择一项</b>				
<input type="checkbox"/> Add <input type="checkbox"/> Delete	Family Name 姓		First Name 名	
	* Mr / Mrs / Ms *先生/ 太太/ 女士		Pin code and Tokens Delivery Address 电子银行密码密钥发送住址	Please leave this field blank. All will be delivered to your company address. 请勿填写, 会发送到您的公司地址。
	Identity Document Type 身份证明文件类别		Identity Document Number 身份证明文件号码	
	Contact Telephone Number 联络电话号码		Fax Number 传真号码	
	E-Mail Address 电子邮件地址		\$ EBN 网上银行号码	
	Designation 职务		\$ PBN 电话银行号码	
	Daily Linked Account Transaction Limit (RMB) 每日公司内部交易限额 (单位: 人民币)		Phonebanking Access Level 电话银行操作权限	<b>Choose ONLY one 仅能选择一项</b> <input type="checkbox"/> Enquiry Only 仅限查询 <input type="checkbox"/> Enquiry & Transaction 查询及转账
	Daily 3rd Party Transaction Limit (RMB) 每日公司外部交易限额 (单位: 人民币)			
	Daily ACH Transaction Limit (RMB) 每日公司批量付款交易限额 (单位: 人民币)			
	Specimen Signature 签字式样			

<b>Choose ONLY one 仅能选择一项</b>				
<input type="checkbox"/> Add <input type="checkbox"/> Delete	Family Name 姓		First Name 名	
	* Mr / Mrs / Ms *先生/ 太太/ 女士		Pin code and Tokens Delivery Address 电子银行密码密钥发送住址	Please leave this field blank. All will be delivered to your company address. 请勿填写, 会发送到您的公司地址。
	Identity Document Type 身份证明文件类别		Identity Document Number 身份证明文件号码	
	Contact Telephone Number 联络电话号码		Fax Number 传真号码	
	E-Mail Address 电子邮件地址		\$ EBN 网上银行号码	
	Designation 职务		\$ PBN 电话银行号码	
	Daily Linked Account Transaction Limit (RMB) 每日公司内部交易限额 (单位: 人民币)		Phonebanking Access Level 电话银行操作权限	<b>Choose ONLY one 仅能选择一项</b> <input type="checkbox"/> Enquiry Only 仅限查询 <input type="checkbox"/> Enquiry & Transaction 查询及转账
	Daily 3rd Party Transaction Limit (RMB) 每日公司外部交易限额 (单位: 人民币)			
	Daily ACH Transaction Limit (RMB) 每日公司批量付款交易限额 (单位: 人民币)			
	Specimen Signature 签字式样			

# Amendment Type 变更类型	Authorized User(s) and Access Limit Control 获授权人及其功能控制			
<b>Choose ONLY one 仅能选择一项</b>				
<input type="checkbox"/> Add <input type="checkbox"/> Delete	Family Name 姓		First Name 名	
	* Mr / Mrs / Ms *先生/ 太太/ 女士		Pin code and Tokens Delivery Address 电子银行密码密钥发送住址	Please leave this field blank. All will be delivered to your company. 请勿填写, 会发送到您的公司地址。
	Identity Document Type 身份证明文件类别		Identity Document Number 身份证明文件号码	
	Contact Telephone Number 联络电话号码		Fax Number 传真号码	
	E-Mail Address 电子邮件地址		\$ EBN 网上银行号码	
	Designation 职务		\$ PBN 电话银行号码	
	Daily Linked Account Transaction Limit (RMB) 每日公司内部交易限额 (单位: 人民币)		Phonebanking Access Level 电话银行操作权限	<b>Choose ONLY one 仅能选择一项</b> <input type="checkbox"/> Enquiry Only 仅限查询 <input type="checkbox"/> Enquiry & Transaction 查询及转账
	Daily 3rd Party Transaction Limit (RMB) 每日公司外部交易限额 (单位: 人民币)			
	Daily ACH Transaction Limit (RMB) 每日公司批量付款交易限额 (单位: 人民币)			
	Specimen Signature 签字式样			
<b>Choose ONLY one 仅能选择一项</b>				
<input type="checkbox"/> Add <input type="checkbox"/> Delete	Family Name 姓		First Name 名	
	* Mr / Mrs / Ms *先生/ 太太/ 女士		Pin code and Tokens Delivery Address 电子银行密码密钥发送住址	Please leave this field blank. All will be delivered to your company address. 请勿填写, 会发送到您的公司地址。
	Identity Document Type 身份证明文件类别		Identity Document Number 身份证明文件号码	
	Contact Telephone Number 联络电话号码		Fax Number 传真号码	
	E-Mail Address 电子邮件地址		\$ EBN 网上银行号码	
	Designation 职务		\$ PBN 电话银行号码	
	Daily Linked Account Transaction Limit (RMB) 每日公司内部交易限额 (单位: 人民币)		Phonebanking Access Level 电话银行操作权限	<b>Choose ONLY one 仅能选择一项</b> <input type="checkbox"/> Enquiry Only 仅限查询 <input type="checkbox"/> Enquiry & Transaction 查询及转账
	Daily 3rd Party Transaction Limit (RMB) 每日公司外部交易限额 (单位: 人民币)			
	Daily ACH Transaction Limit (RMB) 每日公司批量付款交易限额 (单位: 人民币)			
	Specimen Signature 签字式样			

**Part D SMS Alert Message Service 手机短信提示服务**

SMS Alert Message Service 手机短信提示服务			
<input type="checkbox"/> Add 新增 <input type="checkbox"/> Cancel 取消	Corporate Electronic Banking No. (EBN) 公司网上银行号码 (e.g.: 0011234560) (Please refer to Note 2, 3, 4, 请参照注 2, 3, 4)		
<input type="checkbox"/> Cancel 取消	Primary/Secondary User Electronic Banking No. (EBN) 一级/二级用户网上银行号码 (e.g.: 0011234561, 0011234562 etc.) (Please refer to Note 4, 请参照注 4)		
<input type="checkbox"/> <b>Loan Accounts Notification (贷款账户相关通知)</b> Primary/Secondary User Electronic Banking No. (EBN)一级/二级用户网上银行号码 (Please refer to Note 5, 请参照注 5)			
Loan Accounts Notification 贷款账户相关通知	Loan A/C 贷款账户	A/C Nickname 账户别名	Event Triggers 通知设置
<input type="checkbox"/> Add 新增 <input type="checkbox"/> Change 更改 <input type="checkbox"/> Cancel 取消	A/C 账户 1  _____	(Please refer to Note 1, 请参照注 1)  _____	____ Days of Prior Notice for repayment due 还款到期日前____天通知 (1 - 15)  ____ Days to notify overdue 逾期____天通知 (1 - 5)
<input type="checkbox"/> Add 新增 <input type="checkbox"/> Change 更改 <input type="checkbox"/> Cancel 取消	A/C 账户 2  _____	  _____	____ Days of Prior Notice for repayment due 还款到期日前____天通知 (1 - 15)  ____ Days to notify overdue 逾期____天通知 (1 - 5)
<input type="checkbox"/> Add 新增 <input type="checkbox"/> Change 更改 <input type="checkbox"/> Cancel 取消	A/C 账户 3  _____	  _____	____ Days of Prior Notice for repayment due 还款到期日前____天通知 (1 - 15)  ____ Days to notify overdue 逾期____天通知 (1 - 5)
<input type="checkbox"/> Add 新增 <input type="checkbox"/> Change 更改 <input type="checkbox"/> Cancel 取消	A/C 账户 4  _____	  _____	____ Days of Prior Notice for repayment due 还款到期日前____天通知 (1 - 15)  ____ Days to notify overdue 逾期____天通知 (1 - 5)
<input type="checkbox"/> Add 新增 <input type="checkbox"/> Change 更改 <input type="checkbox"/> Cancel 取消	A/C 账户 5  _____	  _____	____ Days of Prior Notice for repayment due 还款到期日前____天通知 (1 - 15)  ____ Days to notify overdue 逾期____天通知 (1 - 5)
Note 注:			
1. Nickname of Loan Accounts can be the combination of alphabet letters and figures with maximum length of 10 characters.贷款账户别名可以是字母和数字的组合, 长度不超过 10 位。			
2. SMS alerts message service only applies to Business Internet Banking (BIB) customers. 手机短信提示服务仅限于公司网上银行(BIB)客户。			
3. Once the SMS alert service is added in Corporate Electronic Banking No.(EBN), all Electronic Banking service users, including primary/secondary users, can activate the SMS alert service via the Internet to set up credit/debit/below balance/above balance/ etc. alerts. In addition, if customers need to receive loan account alert, customers shall apply for such service by ticking the relevant boxes of Loan Account Notification below. Once the SMS alert service is cancelled in Corporate Electronic Banking No. (EBN), all Electronic Banking service users, including primary/secondary users, cannot use the SMS alert service (including the loan account notification). 一旦在公司网上银行号码上增加了手机短信提示服务, 所有网银用户包括一级/二级用户都可通过网银激活手机短信提示服务, 设置例如账户入账/入账通知/余额过低/余额超出等通知。此外, 客户如需申请接收贷款账户相关通知的, 应该在以下的“贷款账户相关通知”栏中打勾选择该等服务。一旦在公司网上银行号码上取消了手机短信提示服务, 所有网银用户包括一级/二级用户都无法通过网银使用手机短信提示服务 (包括贷款账户相关通知)。			
4. With regards to any change of Electronic Banking service users, including the primary/secondary users, authorized signatory(ies) should promptly submit the “Electronic Banking for Business Service Application Form” to terminate the users’ SMS alert service. 客户若发生任何公司电子银行用户变更(包括一级/二级用户)的情况时, 获授权人应及时递交“汇丰银行公司电子银行服务申请书”, 取消相应用户的手机短信提示服务业务。			
5. The Electronic Banking service users set out below will receive alert relating to all the loan accounts added below. 本项所列的网银用户将收到所有以下选择的贷款账户的相关通知。			

**Part E Customer Signature 客户签名:**

**1. Declaration 声明**

I/We confirm that the information given in this form is correct and complete, and authorize you to confirm this from any source you may choose. I/We wish to apply for and/or amend the Internet Banking for Business Service as described above and hereby acknowledge that the use of the Internet Bank for Business Service is subject to the Bank's General Terms and Conditions (For Personal Sole Account, Joint Account and Business Account Holders), the Time Deposits - General Terms and Conditions, the Internet Banking for Business Service Agreement, Terms and Conditions for HSBC's SMS Alert Service, and such amendments thereto as the Bank shall from time to time impose. Unless otherwise defined in this form, terms used in this form shall have the same meaning as defined in the foregoing documents.

本人（等）证实上述所提供的资料正确完整，并且授权贵行通过贵行选择的渠道对此进行核实。本人（等）希望如上所述申请及/或变更贵行的汇丰银行公司电子银行服务并在此确认汇丰银行公司电子银行服务的使用应遵守贵行一般章程条款（个人账户、联名账户及单位账户适用）、定期存款-一般条款、汇丰银行公司网上银行服务协议，汇丰银行短信提示服务条款,和条件以及贵行对前述条款和协议的不时修订。除非本指示书中另有定义，本指示书中用语的含义与前述文件中该等用语的定义相同。

S.V.

S.V.

Signature and/or Chop 签名及/或盖章(A)

Signature and/or Chop 签名及/或盖章(A)

S.V.

S.V.

Signature and/or Chop 签名及/或盖章(A)

Signature and/or Chop 签名及/或盖章(A)

**This form should be signed in accordance with the mandate 本表格之签名应与授权书上的签名相符**

**For Bank Use Only 银行专用**

<b>Internet Banking</b> Corporate EBN Delegate EBN	<input type="checkbox"/>	_____	<b>Phone Banking</b> Corporate PBN Delegate PBN	<input type="checkbox"/>	_____
	<input type="checkbox"/>	_____		<input type="checkbox"/>	_____
	<input type="checkbox"/>	_____		<input type="checkbox"/>	_____
	<input type="checkbox"/>	_____		<input type="checkbox"/>	_____
	<input type="checkbox"/>	_____		<input type="checkbox"/>	_____
	<input type="checkbox"/>	_____		<input type="checkbox"/>	_____
<b>Data captured by</b>			<b>Bank Authorized Signature and Stamp</b>		
<b>Signature verified by</b>					
<b>Checked by</b>					
<b>Authorized by</b>					

## APPENDIX 附录

Users 用户
<p><b>There are 2 types of users in Internet Banking for Business Service – Primary User and Secondary User</b> 公司网上银行服务定义两种不同的用户 —— 一级用户和二级用户</p> <ul style="list-style-type: none"> <li>• <b>Primary User</b> – has the highest authority among Internet Banking for Business Services users.</li> <li>• <b>Secondary Users</b> – All users, other than Primary Users, of your Internet Banking for Business Services portfolio are secondary users.</li> <li>• 一级用户 —— 在公司网上银行服务用户中享有最高权限</li> <li>• 二级用户 —— 所有一级用户以外的公司网上银行用户均为二级用户</li> </ul> <p><b>There can be multiple Primary and Secondary users</b> 客户可设定超过一位一级用户和二级用户</p> <p>The following table gives an overview of the major differences between a Primary User and a Secondary User: 下表列出了一级用户和二级用户的主要区别</p>

Services 服务	Primary User 一级用户	Secondary User 二级用户
<b>Administrative Entitlements 管理权限</b>		
Create / Authorize New Secondary User(s) – (including defining Transaction Limits) 创建 / 授权 / 新二级用户 —— (包括设定交易限额)	✓	✗
Assign / modify / Authorize Account Control (including authorization limits per signature group per account) 设定 / 修改 / 授权账户控制 (包括授权不同授权签字人组别对不同账户的交易限额)	✓	✗
Modify / Authorize modification of existing User profile (including modifying Transactions Limits) 修改 / 授权修改现有用户资料 (包括修改交易限额)	✓	✗
View Activity Log of all users 查看所有用户的活动日志	✓	✗
Delete Existing Secondary User(s) 删除现有二级用户	✓	✗
<b>Non Administrative Entitlements 非管理权限</b>		
View Account Balance and transaction History 查看账户余额和交易历史	✓	✓
Make / Authorize Transfer transactions 创建 / 授权转账交易	✓	✓
Rate enquiry 利率/汇率查询	✓	✓
Services (Stop Cheque / Report Cheque Loss / Order Cheque Book / Change Password / Read/Send Message) 服务 (支票止付或挂失 / 申领支票本 / 修改网上银行密码 / 读取/发送信息)	✓	✓
Statement and Advices 账单 / 通知	✓	✓
View Activity log (self) 查看活动日志 (自身)	✓	✓
View profile (self including Transaction Limits, Signature Groups etc) 查看用户资料 (自身资料, 包括交易限额, 授权签字人组别等)	✓	✓
Internet Trade Services 网上贸易服务	✓	✓
<p>✓ - Available, ✗ – Not Available, All services above are available to the user(s) only if these services are applied for. ✓ - 开放, ✗ – 不开放。 以上所有功能必须在申请之后才会开放给用户</p>		

Dual or Simple Admin Control 单向或双向控制
<p>Admin Control is only applicable for Primary Users for managing all Administrative Entitlements. There can be 2 types of Admin Control: 控制设定仅适用于一级用户对管理权限的操作。 控制设定分为两种:</p> <ul style="list-style-type: none"> <li>• <b>Dual Admin Control</b> – 2 Primary Users are required to make a change in the administrative entitlements (as given above) available on Internet Banking for Business Service. E.g. One Primary User creates a new Secondary User however the Secondary User is created in the system only after the second Primary User authorizes the creation. Similarly if the limit of an existing user is modified by one Primary User, the modified limit of the user will come into effect only after this change is authorized by a second Primary User.</li> <li>• <b>Simple Admin Control</b> – Only 1 Primary User is required to make a change in the administrative entitlements (as given above) available to the Primary users. E.g. One Primary User creates a new Secondary User, then this Secondary User is created in the system immediately without any need for a second Primary User to authorize the new user creation. Similarly if the limit of an existing user is modified by one Primary User, the modified limit of the user will come into effect immediately without requiring any authorized by a second Primary User.</li> <li>• <b>双向控制</b> – 执行公司网上银行服务相关管理权限 (如上表) 中的操作, 需要 2 位一级用户的授权。比如, 某位一级用户创建了一位新的二级用户, 但只有在第二位一级用户授权此项操作后该二级用户才会在系统中创建。又比如某位一级用户修改了现有用户的交易限额, 修改后的交易限额只有在第二位一级用户授权此项操作之后才会生效。</li> </ul>

**单向控制** –执行一级用户相关管理权限（如上表）中的操作，只需 1 位一级用户的授权。比如，某位一级用户创建了一位新的二级用户，该二级用户将会立即在系统中生成，而不需要第二位一级用户授权此项操作。又比如某位一级用户修改了现有用户的交易限额，修改后的交易限额将立即生效，而无需第二位一级用户授权此项操作。

#### Authorization Matrix 授权组合

- **Simple Authorization Matrix** - Any One User (from Group A or Group B) individually can authorize a financial Transaction. E.g. A, B
- **One Group Authorization Matrix** - Users, either individually or jointly, from Group A only can authorize the transaction. E.g. A, A+A
- **Two Group Authorization Matrix** - Users, either individually or jointly, from Group A and / or Group B can authorize the transaction. E.g. A, B, A+A, B+B, A+B.
- **单一授权人** —— A 组或 B 组授权签字人中任何一位用户都可独立授权某项交易。可选授权方式为：单 A 或者单 B
- **单组授权人** —— A 组授权签字人中任何一位用户都可独立授权某项交易，也可通过设定要求 2 位用户同时授权。可选授权方式为：单 A 或者 A+A
- **双组授权人** —— A 组或 B 组授权签字人中任何一位用户都可独立授权某项交易，也可通过设定要求 2 位同组或者跨组的用户同时授权。可选授权方式为：单 A、单 B、A+A、A+B 或者 B+B

Users are mapped to groups online by Primary Users. 用户所属组别由一级用户在线设定。

#### Account Auto-linkage 新账户自动联接

Account Auto-linkage means all newly opened account (including deposit account, time deposit, trade account) will be auto-linked to Internet Banking for Business Services so that Primary User could choose to operate online or assign to other Secondary Users. If you do not make a choice here, the system default setting is "NO".

新账户自动联接是指所有客户新开立的账户（包括存款账户、定期存款和贸易账户）都将自动联接到公司网上银行服务，一级用户可以自行选择操作这些账户，或者指定二级用户进行操作。如果客户未能在指示书上做出明确指示，则系统默认设置为“无自动联接”。

#### Internet Banking Statements and Advices 公司网上银行电子账单和通知书

Internet Banking Statements and Advices means corporate customers can have access to and/or download the E-statement in the form of PDF and E-advice in the form of HTML via Business Internet Banking Composite statement can be accessed by all Primary Users and Secondary Users, while regular statement can only be accessed by authorized account users. If you do not make a choice here, the system default setting is "YES".

公司网上银行电子账单和通知书是指公司客户可以通过公司网上银行在线浏览和/或下载 PDF 格式的电子账单和 HTML 格式的通知书服务。所有一级用户和二级用户都可以看到公司的综合结单,只有授权某一账户的用户才能看到该账户的普通结单即单一账户结单。如果客户未能在指示书上做出明确指示,则系统默认设置为“开启公司网上银行电子账单和通知书功能”。

#### Daily Transaction Limit 每日交易限额

There are six types of Daily Transaction Limit:

**Daily User Linked Account Transaction Limit** -- the maximum aggregate amount that can be transferred in one day within HSBC Mainland China accounts by an individual user, which include setting up time deposit, transferring CNY funds between RMB accounts of HSBC China, or transferring FCY funds between foreign currency accounts of HSBC China

**Daily User 3rd Party Account Transaction Limit** -- the maximum aggregate amount that can be transferred in one day out of HSBC Mainland China accounts by an individual user, which include transferring funds to other companies' accounts, or transferring funds to beneficiaries whose accounts open in other banks.

**Daily User ACH Transaction Limit** -- the maximum aggregate amount that can be transferred in one day out of HSBC Mainland China accounts by an individual user, which include transferring funds to other accounts. (ACH is only for Salary & Reward, Reimbursement and Other pay for another via RMB accounts).

**Daily Corporate Linked Account Transaction Limit** -- the maximum aggregate amount that can be transferred in one day within HSBC Mainland China accounts by all users. The Daily Corporate Linked Account Transaction Limit should be no less than any one of the Daily User Linked Account Transaction Limit and no more than the foregoing maximum limit set by HSBC. The maximum Daily Corporate Linked Account Transaction Limit set by HSBC is RMB10,000,000 (or foreign currency equivalent).

The Daily Corporate Linked Account Transaction Limit will be calculated on the "Transaction Requesting Day" (i.e. the day on

which the relevant Customer Instruction is delivered) rather than the "Transaction Posting Day" (i.e. the day on which a transfer is effected). Customer Instructions on account transfer (the "Transfer Requests") will be processed in the order of receipt or deemed receipt. For Transfer Requests with amount that makes the total amount of the Transfer Requests within a day exceed the Daily Transaction Limit, these requests will be processed on the next working day.

**Daily Corporate 3rd Party Transaction Limit** -- the maximum aggregate amount that can be transferred in one day out of HSBC Mainland China accounts by all users. The Daily Corporate 3rd Party Transaction Limit should be no less than any one of the Daily User 3rd Party Transaction Limit and no more than the foregoing maximum limit set by HSBC. The maximum Daily Corporate 3rd Party Transaction Limit set by HSBC is RMB10,000,000 (or foreign currency equivalent).

The Daily Corporate 3rd Party Transaction Limit will be calculated on the "Transaction Requesting Day" (i.e. the day on which the relevant Customer Instruction is delivered) rather than the "Transaction Posting Day" (i.e. the day on which a transfer is effected). Customer Instructions on account transfer (the "Transfer Requests") will be processed in the order of receipt or deemed receipt. For Transfer Requests with amount that makes the total amount of the Transfer Requests within a day exceed the Daily Transaction Limit, these requests will be processed on the next working day.

**Daily Corporate ACH Transaction Limit** -- the maximum aggregate amount that can be transferred in one day out or within of HSBC Mainland China accounts by all users. The Daily ACH Limit should be no less than any one of the Daily User ACH Transaction Limit and no more than the foregoing maximum limit set by HSBC. The maximum Daily Corporate ACH Transaction Limit set by HSBC is RMB10,000,000.

The Daily Corporate ACH Transaction Limit will be calculated on the "Transaction Requesting Day" (i.e. the day on which the relevant Customer Instruction is delivered) rather than the "Transaction Posting Day" (i.e. the day on which a transfer is effected). Customer Instructions on account transfer (the "Transfer Requests") will be processed in the order of receipt or deemed receipt.

**Daily Transaction Limit is NOT applicable to Internet Trade Services.**

每日交易限额分为六种：

**用户的公司内部转账限额** ——指每个用户每天可以从本公司在汇丰中国开立的账户间转账的最高总金额。包括设置定期,人民币账户转人民币账户,外币账户转外币账户。

**用户的公司外部转账限额** ——指每个用户每天可以从本公司在汇丰中国开立的账户转账到其他公司帐户或本公司在其他银行账户的最高总金额。

**用户的公司批量付款限额** ——指每个用户每天可以从本公司在汇丰中国开立的账户批量转账到其他账户的最高总金额。(批量付款仅适用于人民币批量转账用于薪金报酬, 报销以及其他代付费用)

**公司的每日内部转账交易限额** ——指所有用户每天可以从指示书中所列账户中转账的最高总金额。公司每日内部转账交易限额应不低于任何单个用户每日内部转账交易限额, 同时也不高于本行设定的最高限额。由本行设定的每日转账最高限额为人民币 10,000,000 元(或外币等值)。

该等限额在“交易指示日”(即相关客户指示作出之日)而并非“交易执行日”(即转账发生之日)进行计算。有关转账的客户指示(“转账指示”)应按照银行收到(或视为收到)指示的顺序执行。超出每日最高交易限额的转账指示将在下一个银行工作日处理。

**公司的每日外部转账交易限额** ——指所有用户每天可以从指示书中所列账户中转账的最高总金额。公司每日外部转账交易限额应不低于任何单个用户每日外部转账交易限额, 同时也不高于本行设定的最高限额。由本行设定的每日转账最高限额为人民币 10,000,000 元(或外币等值)。

该等限额在“交易指示日”(即相关客户指示作出之日)而并非“交易执行日”(即转账发生之日)进行计算。有关转账的客户指示(“转账指示”)应按照银行收到(或视为收到)指示的顺序执行。超出每日最高交易限额的转账指示将在下一个银行工作日处理。

**公司的每日批量付款交易限额** ——指所有用户每天可以从指示书中所列账户中批量转账的最高总金额。公司每日转账交易限额应不低于任何单个用户每日批量转账交易限额, 同时也不高于本行设定的最高限额。由本行设定的每日转账最高限额为人民币 10,000,000 元。

该等限额在“交易指示日”(即相关客户指示作出之日)而并非“交易执行日”(即转账发生之日)进行计算。有关转账的客户指示(“转账指示”)应按照银行收到(或视为收到)指示的顺序执行。

**每日交易限额不适用于网上贸易服务。**

### Internet Trade Service 网上贸易服务

Internet Trade Services enable the operation of the Trade (Import & Export) accounts through the Internet Banking for Business Services. Functions available include application, amendment and transfer of DCs, access of electronic copies of DCs online, arrangement for bill settlement instructions and online enquiries of trade account status. Availability of these solutions mentioned above for an individual user will depend on his/her Access Level maintained by the Primary User(s) online.

The Daily Transaction Limits are not applicable for Internet Trade Services. However such trade transactions need to adhere to the Authorization Matrix that can be set for Import and/or Export accounts by the Primary User(s) online. Please note that the transactions would be processed by the Bank only if applicable credit limit/balance as required is available in the relevant Import or Export Account(s).

使用网上贸易服务,您可通过网上银行操作贸易(进口及出口)账户,包括申请开立、修改或者转让信用证、查看所收到信用证的电子副本、发送付款赎单指令及查询贸易账户情况。一级用户可通过对个别用户权限的设置,决定该名用户可使用的贸易服务。

每日交易限额不适用于网上贸易服务。但一级用户可为进口账户及/或出口账户设置授权组合,决定贸易交易限额。请注意只有当贸易账户的相关信贷额度/余额符合银行要求时,银行才将处理该账户下贸易交易