

致： 汇丰银行（中国）有限公司（“贵行”）
分行

银行专用

账户号码

单位账户授权书

- 注意：** 1. 本授权书适用于未设有董事会且无执行董事的境内机构。
2. 本授权书中“法定代表人”指单位的营业执照/其他存续证明文件上注明的法定代表人，“负责人”指单位的营业执照/其他存续证明文件/上级主管部门批复上注明的负责人，“投资人”指单位的营业执照/其他存续证明文件上注明的投资人。
3. 请用正楷填写，并在空白处加上删除号“/”。
4. 凡经修改之处，必须由单位加盖公章。

单位名称

注册地址

本单位于 年 月 日正式作出决定如下：

- 一. 授权[]¹代表本单位就本单位在贵行所开立的任何账户的操作订立、签署和执行任何协议、指令和文件，包括但不限于就所开立的账户进行任何形式的付款、存款、收款、签发或兑付任何票据或者其他的付款或托收指令，查询或者申请贵行向任何第三方披露相关账户信息，以及就相关账户的操作所可能导致贵行的损失按照贵行的要求签署赔偿函等。本单位将就银行账户的开立另行单独出具授权书。
- 二. 授权[]²提取及处理本单位的任何证券、财物或权益文件，该等物件可能不时交由贵行保管，或存入贵行的保管箱，不论其是否作为担保或其他用途。
- 三. 授权[]³与贵行安排以贴现、贷款、透支或其他方式垫款予本单位，并与贵行安排不时由贵行提供贸易融资信贷、外汇交易授信额度、衍生产品交易及信用贷款、及提供保证书，并代表本单位签署任何存款及提款表格、存款便条、信托书、按揭/抵押、押据、有关任何证券及财物的质押书、或有关的权益文件，以担保上述垫款/贷款/交易，及为获取上述垫款/贷款/交易而签署贵行所规定的各种义务、承诺、指示、保证、赔偿、反赔偿、协议及其他文件。
- 四. 本授权书项下的被授权人可以将其在在本授权书项下的任何或所有授权转授予其他任何人，为此目的，被授权人应当向贵行提交其签署的转授权书(含被转授权人的预留印鉴)，并加盖本单位公章核证为真实。除非根据以下第七项另行通知贵行，任何被授权人在离职前已签署的转授权书的效力并不因该被授权人的离职而受影响。⁴
- 五. 随附提交本单位的组织章程及其修订文件（如有）的复印件以及营业执照/其他存续证明文件/上级主管部门的批复送交贵行审阅。
- 六. 本授权书的任何变更，应当以填妥的新的授权书（“新授权文件”）通知贵行。相关变更自贵行收到新授权文件的书面正本的下一个银行工作日或（若更迟）新授权文件上所载变更生效日期生效。在相关变更生效之前，本授权书项下的授权（“原授权”）仍然有效，贵行在原授权失效之前，按照原授权执行任何相关指令所产生的任何损失均由本单位承担。通过电话、电子邮件、传真或者其他形式的即时通讯方式所发送的变更文件，不得视为有效的变更文件。

¹ 视具体情况，可以填入被授权人的全名，或填入“[各被授权人全名]中任意**人”+财务章或公章等形式。被授权人的签字或签章以及财务章或公章的式样须在随后的预留签章页提供予我行。

² 具体要求见“注1”。

³ 具体要求见“注1”。

⁴ 如果公司不允许转授权，可删除本条。

法定代表人/负责人/投资人信息

姓名	签署式样及印章
证件名称及号码	

* 授权签字人⁵信息

姓名	签署式样及印章
证件名称及号码	

姓名	签署式样及印章
证件名称及号码	

姓名	签署式样及印章
证件名称及号码	

法定代表人/负责人/投资人签字:	单位公章(兼作样本)

日期: _____ 年 _____ 月 _____ 日

⁵ 仅在单位授权除法定代表人/负责人/投资人外的第三人时适用。

For Bank Use Only
Account Number

MANDATE FOR ACCOUNTS OF A LOCAL ENTITY WITH NO BOARD OF DIRECTORS

- Notes:*
- 1. This mandate is applicable to local entity with no Board of Directors or Executive Director.*
 - 2. "Legal Representative" means the legal representative of the Entity as indicated on the business license/other existing certificate(s); "Principal" means the principal of the Entity as indicated on the business license/existing certificate(s) /approval of superior administrative department, "Investor" means the investor of the Entity as indicated on the business license/other existing certificate(s).*
 - 3. Please complete in **Block Letters** and mark with "/" where inapplicable.*
 - 4. All alterations to this form must be certified by the official chop of the Entity.*

Name of Entity
Registered Address

The following decisions were duly made by the Entity on _____ :

1. That _____¹ be authorized to enter into, sign and execute on behalf of the Entity any agreements, instructions or documents in respect of the operation of any and all bank accounts with the Bank, including but not limited to making or receiving any form of payment and placing deposit in respect of the account(s) so opened, issuing or honoring any instruments or other payment or collection instructions, making inquiry about relevant account information or requesting the Bank to disclose relevant account information to any third party, signing indemnity letter as the Bank may require for any loss which may be incurred by the Bank in respect of the operation of the account(s). A power of attorney will be issued by the Entity separately to authorize the opening of any bank account.
2. That _____² be authorized to withdraw and deal with any of the Entity's securities or property or documents of title thereto which may be deposited with the Bank for safe custody or in safe deposit from time to time, whether by way of security or otherwise.
3. That _____³ be authorized to arrange with the Bank for advances to the Entity by way of discount, loan, overdraft or otherwise, and for the granting of trade finance facilities, foreign exchange facilities, derivative transactions, credits and the issue of guarantees by the Bank from time to time as required, and to sign on behalf of the Entity any form of deposit and withdrawal, Memorandum of Deposit, Letter of Trust, Mortgage, Hypothecation and Pledge relating to any securities or property or documents of title relating thereto to secure the said advances/facilities/transactions and any obligations, undertakings, instructions, guarantees, indemnities and counter-indemnities, and any other documents which may be required by the Bank in connection with the aforesaid advances/facilities/transactions.
4. That the authorized person(s) herein may sub-delegate any or all of the powers hereunder to any other person(s) provided that the Bank shall be provided with a certified true copy of a power of attorney for such sub-delegation (including the specimen signature and/or chop of the sub-delegate) bearing the signature of the authorized person(s) and our entity chop. Unless the Bank is otherwise notified in accordance with paragraph 7 below, the sub-delegation signed by a resigned authorized person shall survive the resignation of such person.⁴
5. That the Bank be forthwith supplied with a copy of the Entity's Articles of Association and with a copy of each amendment (if any), and with sight of business licences/other existing certificate(s)/approval of superior administrative department.
6. Any amendment or change to this Mandate for Accounts shall be communicated to the Bank with a duly completed and signed new account mandate (each a "New Authorization Document"). Such amendment or change shall become effective on the next banking day after the Bank receives original hard copies of such New Authorization Document or (if later) on the amendment effective date as specified in such New Authorization Document. The authorization hereunder ("Original Authorization") will remain in full force and effect until the relevant amendment or change takes effect. Any loss incurred by the Bank from the execution of any relevant instruction according to the Original Authorization before the Original Authorization ceases to be effective, shall be borne by the Entity. No amendment document in respect thereof sent via telephone, email, fax or any other instant communication method shall be deemed as a valid amendment document.

¹ As the case may be, this could be stated as full name(s) of the authorized person(s), or "Any [number] of [names of authorized persons]" plus the financial chop or the entity chop. Specimens of the signature or name chop of the authorized person(s) as well as the financial chop or the entity chop should be provided in the Specimen Signature Page.

² Please refer to Note 1 for more detailed requirements.

³ Please refer to Note 1 for more detailed requirements.

⁴ If the entity does not allow such delegation, please cross out this paragraph.

Information of Legal Representative/Principal/Investor

Name	Specimen Signature and/or Chop
ID Type & Number	

* Information of Authorised Signatories⁵

Name	Specimen Signature and/or Chop
ID Type & Number	

Name	Specimen Signature and/or Chop
ID Type & Number	

Name	Specimen Signature and/or Chop
ID Type & Number	

Signed by Legal Representative/Principal/Investor:	Chop of the Entity (also as specimen)

Date: _____

⁵ Applicable only when authorization is granted by the Entity to a third person apart from its Legal Representative/Principal/Investor.