

HSBC Bank (China) Company Limited
 汇丰银行（中国）有限公司

 Date 日期

 Office 分行

SMALL BUSINESS BANKING CUSTOMER INFORMATION CHANGE APPLICATION FORM

小企业客户信息变更申请表

Note 注意：

- Please tick (✓) where applicable and complete this form in BLOCK LETTERS. 请在适当的方格内划上钩号 (✓)，并用正楷填写。
- Please cross out those not applicable. 请划去所有不适用的部分。
- Please provide relevant documentation necessary for information change and attach after this form. 所提交的新/修改后的资料请附于本表后。

Customer Name 客户名称	<input type="text"/>	Customer Number 客户号码	<input type="text"/>
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Part 1 第一部份

Change of Customer Registered Name 客户注册名称变更	Registered Name in Chinese 中文注册名称	<input type="checkbox"/> Please refer to the Business Registration Certificate/Business License/Certificate of Incorporation 请参照本公司商业登记证/营业执照/商业注册证书 <input type="checkbox"/> Please specify <input type="text"/> 请注明
	Registered Name in English 英文注册名称	<input type="checkbox"/> Please refer to the Business Registration Certificate/Business License/Certificate of Incorporation 请参照本公司商业登记证/营业执照/商业注册证书 <input type="checkbox"/> Please specify <input type="text"/> 请注明
Change of Legal Representative/ Person-in-Charge(Domestic Entity) /Chief Representative (Representative Office) /Person-in-Charge(Overseas Entity) 变更法定代表人/单位负责人(境内机构)/首席代表(代表处)/负责人(境外机构)	<input type="checkbox"/> Change contact details only 仅变更联系信息	Name 姓名 <input type="text"/> ID Type/Number 身份证明文件种类/号码 <input type="text"/> Contact Number(s) 联络电话 <input type="text"/> Date of Birth 出生日期 (日/月/年) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Change of Specimen of Company Chop/Financial Chop (Please provide the previous chop specimen except for changing name) 公章/财务章样本变更 (除更名外, 需提供原章样本)	<input type="checkbox"/> Lost 遗失 <input type="checkbox"/> Damaged 损毁 <input type="checkbox"/> Change Name 更名 <input type="checkbox"/> Others 其他 <input type="text"/> Company Chop/Financial Chop Previous Specimen 原公章/财务章样本	Company Chop/Financial Chop New Specimen 新公章/财务章样本

Part 2 第二部份

Change of Specimen of Specific Authorized Signatory/ Legal Representative/ Person-in-Charge/ Chief Representative 授权签字人/法定代表人/单位负责人/首席代表本人签章样本变更	Name of the Applicant 变更申请人姓名 <input type="text"/>	ID Type/Number 身份证明文件种类/号码 <input type="text"/>
	Previous Signature/Chop 原有签章 (Please specify the reason if cannot provide.) (若不能提供请注明原因)	New Signature/Chop 新签章

Part 3 第三部份

Change Entity Details 变更实体资料

Update Registration / Incorporation Document 更新证件	<input type="checkbox"/> ID Expired 证件到期/过期 <input type="checkbox"/> Change ID Type or ID number 证件类型或号码变更 <input type="checkbox"/> Business License 营业执照 <input type="checkbox"/> Certificate of Incorporation 公司注册证 <input type="checkbox"/> Business Registration Certificate 商业登记证 <input type="checkbox"/> Others (Please specify) <input type="text"/>
Change "Trading As" or "Doing Business As" Name(s) 变更营业名称	<input type="checkbox"/> Same as Registered Names 与注册名称相同 <input type="checkbox"/> Others (Please specify) <input type="text"/>
Change country(ies)/region(s) where the business is subject to tax residence 变更商业客户作为税收居民的国家/地区	<input type="text"/>

Change Commercial Details 变更商业资料

Nature of Business/Industry 业务/行业性质	Industry 行业 <input type="text"/>		
Change country/ region where Head Office is Located 变更总公司所在国家/地区	<input type="text"/>	Change Number of Employees 变更雇员数目	<input type="text"/>
Change country(ies)/ region(s) where your business has physical presence including all subsidiaries, branches and offices 变更业务所在地包括所有子公司、分支机构及办事处的所在国家/地区	<input type="text"/>		
Change all Countries/Regions of revenue 变更企业收入来源的全部国家/地区及其所占比例	Country/ Region 国家/地区	Percentage of revenue/intended revenue 占收入/预计收入百分比	
	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	
Change Annual Business Turnover 变更全年营业额		Currency 货币	Amount 金额
	Current Year 本年度	<input type="text"/>	<input type="text"/>
	Average of Past three Years 最近三年平均	<input type="text"/>	<input type="text"/>
Change Asset Size 变更资产规模		Currency 货币	Amount 金额
	Current Year 本年度	<input type="text"/>	<input type="text"/>
Change of Company Investor 变更客户投资方	Please refer to attachment for details 投资方变更具体请见附件 <input type="checkbox"/> Add 新增 <input type="text"/> <input type="checkbox"/> Delete 减少 <input type="text"/>		
Change of Capital Investment Amount 变更资本金额	To (Currency/Amount) 变更为 (币种/金额)	<input type="text"/>	Change of Registered Capital 变更注册资本
		<input type="text"/>	To (Currency/Amount) 变更为 (币种/金额)
		<input type="text"/>	<input type="text"/>

Change Contact Details 变更联络资料

Change of Financial Controller 变更财务负责人	<input type="checkbox"/> Add 新增 <input type="checkbox"/> Replace 替换 <input type="text"/> <input type="checkbox"/> Delete 删除 <input type="text"/>
	Name 姓名 <input type="text"/> Telephone Number 电话号码 <input type="text"/> <small>Country/ Region code 国家/地区代码 - Area Code 地区 - Telephone 号码</small>
	ID Type 身份证明文件种类 <input type="text"/> Mobile Number 手机号码 <input type="text"/> <small>Country/ Region code 国家/地区代码 - Telephone 号码</small>
	ID Number 身份证明文件号码 <input type="text"/> Date of Birth (DD/MM/YYYY) 出生日期 (日/月/年) <input type="text"/>

Change of Other Transaction Contact Person 变更其他交易确认人	<input type="checkbox"/> Add 新增 <input type="checkbox"/> Replace 替换 <input type="checkbox"/> Delete 删除 Name 姓名 _____ Telephone Number 电话号码 _____ ID Type 身份证明文件种类 _____ Mobile Number 手机号码 _____ ID Number 身份证明文件号码 _____ Date of Birth (DD/MM/YYYY) 出生日期 (日/月/年) _____
	<input type="checkbox"/> Not Applicable 不适用 <input type="checkbox"/> Add 新增 <input type="checkbox"/> Replace 替换 <input type="checkbox"/> Delete 删除 Name 姓名 _____ Telephone Number 电话号码 _____ ID Type 身份证明文件种类 _____ Mobile Number 手机号码 _____ ID Number 身份证明文件号码 _____ Date of Birth (DD/MM/YYYY) 出生日期 (日/月/年) _____
	<input type="checkbox"/> Not Applicable 不适用 <input type="checkbox"/> Add 新增 <input type="checkbox"/> Replace 替换 <input type="checkbox"/> Delete 删除 Name 姓名 _____ Telephone Number 电话号码 _____ ID Type 身份证明文件种类 _____ Mobile Number 手机号码 _____ ID Number 身份证明文件号码 _____ Date of Birth (DD/MM/YYYY) 出生日期 (日/月/年) _____
Change of Contact Person and Correspondence Address (Statement to be Sent to) 变更联络人及通讯地址 (邮寄结单地址)	Please clarify "Add only" or "Delete only" for the contact number, or the bank will refer to the details on the application form. 请注明“仅为添加”或“仅为删除”的联系方式，否则我行将以该申请书上的联系方式为准。 <input type="checkbox"/> Add 仅为添加 <input type="checkbox"/> Delete 仅为删除 Contact Person 联络人 _____ Fax Number 传真号码 _____ Telephone Number 电话号码 _____ Mobile Number 手机号码 _____ Email Address (if any) 电邮地址 (如有) _____ Correspondence Address 通讯地址 _____ City 城市 _____ Country/ Region 国家/地区 _____ Postal Code 邮政编码 _____
Change of Registered Address in Place of Incorporation 变更注册地址 (于注册国家/地区)	<input type="checkbox"/> Same as Correspondence Address 与上述通讯地址相同 <input type="checkbox"/> Please refer to the registered address shown on the Business Registration Certificate/Business License/Certificate of Incorporation 参照本公司商业登记证/营业执照/商业注册证书上的所示之商业注册地址 <input type="checkbox"/> Other address 其他地址 _____ City 城市 _____ Country/ Region 国家/地区 _____ Postal Code 邮政编码 _____
Change of Business Address 变更营业地址	<input type="checkbox"/> Same as Correspondence Address 与上述通讯地址相同 <input type="checkbox"/> Same as above Registered Address 与上述注册地址相同 <input type="checkbox"/> Other address 其他地址 _____ City 城市 _____ Country/ Region 国家/地区 _____ Postal Code 邮政编码 _____
Change Bank Services 变更银行服务	
Change of Statement Cycle/Date 结单周期/结单日变更	Statement Cycle 结单周期 <input type="checkbox"/> Weekly 每周 <input type="checkbox"/> Bi-weekly 双周 <input type="checkbox"/> Monthly 每月 <input type="checkbox"/> Quarterly 每季 Statement Date 结单日 <input type="checkbox"/> Month End of each Month 每月的最后一天 <input type="checkbox"/> Others 其他 _____ Statement Type 结单类别 <input type="checkbox"/> Regular Statement 普通结单 <input type="checkbox"/> Composite Statement 综合结单 Statement Language 结单语言 <input type="checkbox"/> English 英文 <input type="checkbox"/> Chinese 中文

Please attach extra pages due to actual need.
请根据实际情况附加本页信息

Change Details of Connected Parties-Individual 变更关联方资料 - 个人 <input type="checkbox"/> Add 新增 <input type="checkbox"/> Change 变更 <input type="checkbox"/> Delete 删除 (仅需填写关联方姓名及类别)												
Full Name in English 英文全名	<input type="checkbox"/> Mr 先生 <input type="checkbox"/> Mrs 女士 <input type="text"/>											
Full Name in Chinese 中文全名	<input type="text"/>	Other Known By Name (if any) 别名	<input type="text"/>									
Capacity of Connected Party 关联方(人士)类别	<input type="checkbox"/> Sole Proprietor/ Individual Household 个人独资企业/个体工商户 <input type="checkbox"/> Partner 合伙人 <input type="checkbox"/> Director 董事 <input type="checkbox"/> Authorised Signatory 授权签字人											
	<input type="checkbox"/> Key Controller 关键控制人 <input type="checkbox"/> Authorised Representative 授权代表人 <input type="checkbox"/> Power of Attorney 委托代理人 <input type="checkbox"/> Legal Representative/ Person-in-Charge 法定代表人/负责人											
	<input type="checkbox"/> Beneficial Owner 实益所有人 (Ownership 拥有权 <input type="text"/> %) (Voting Rights 投票权 <input type="text"/> % if different from ownership) 如与拥有权不同											
Identification Document Type and Number 身份证明文件种类及号码	<input type="checkbox"/> Identity Card 身份证 <input type="checkbox"/> Passport 护照 <input type="checkbox"/> Others 其他 <input type="text"/>											
	Number 号码 <input type="text"/>											
	Date of Expiry (Day/Month/Year) 有效期至 (日/月/年) <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>				D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y					
Date of Birth (Day/Month/Year) 出生日期 (日/月/年)	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>		D	D	M	M	Y	Y	Y	Y	Place of Birth 出生国家/地区	<input type="text"/>
D	D	M	M	Y	Y	Y	Y					
Job Title 职位	<input type="text"/>		Multiple Nationalities (Country/Region) 多重国籍(国家/地区)	<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否								
Nationality 1 (Country/Region) 国籍 (国家/地区) 1	<input type="text"/>	Nationality 2 (Country/Region) 国籍 (国家/地区) 2	<input type="text"/>	Nationality 3 (Country/Region) 国籍 (国家/地区) 3								
Office Telephone Number 办事处电话号码	Country/ Region code 国家/地区代码	Area Code 地区	Telephone 号码									
	<input type="text"/>	- <input type="text"/>	- <input type="text"/>									
Mobile Number 手机号码	Country/ Region code 国家/地区代码	Telephone 号码										
	<input type="text"/>	- <input type="text"/>										
Residential Address 住宅地址	<input type="text"/>											
	City 城市	<input type="text"/>	Country/ Region 国家/地区	Postal Code 邮政编码								
		<input type="text"/>	<input type="text"/>	<input type="text"/>								

*Please note: When raising change detail of the connected parties' information through this form ("Small Business Banking Customer Information Change Application Form"), the related individual's RBB WeChat Banking and HSBCnet's user access will not be updated synchronously. In order to protect the security of your company's account and ensure that only authorized user can operate and use your company's banking services through "HSBC China Small Business" Official WeChat Service Account and/or HSBCnet, please also pay attention to whether your company's user authorization for "HSBC China Small Enterprises" Official WeChat Service Account and/or HSBCnet need to be changed accordingly.

If you need to create/change/terminate your company's relevant user access on "HSBC China Small Business" Official WeChat Service Account and/or HSBCnet, please contact HSBC Fusion Service Hotline at 400-820-1177 or reach to your HSBC Fusion relationship manager.

*请留意: 当您变更本表(《小企业客户信息变更申请表》)里的关联方资料时, 贵公司在“汇丰中国小企业”微信公众服务号和汇丰财资网上的用户权限并不会同步更新。为保障贵公司的账户资金安全, 确保贵公司授权人士操作使用贵公司在“汇丰中国小企业”微信公众服务号上的银行服务和/或汇丰财资网上的各项功能, 请您同时留意贵公司在“汇丰中国小企业”微信公众服务号和/或汇丰财资网上的用户权限是否需要相应变更。

如您需开通/变更/终止贵公司在“汇丰中国小企业”微信公众服务号和/或汇丰财资网上的相关用户权限, 请致电汇丰汇融小企业服务热线400-820-1177或联系您的汇丰汇融客户经理。

Please attach extra pages due to actual need.
请根据实际情况附加本页信息

Change Details of Connected Parties-Entities 变更关联方资料 - 实体		<input type="checkbox"/> Add 新增	<input type="checkbox"/> Change 变更	<input type="checkbox"/> Delete 删除 (仅需填写关联方姓名及类别)
Capacity of Connected Party 关联方 (实体) 类别	<input type="checkbox"/> Intermediate Owner 中间实益所有人(实体) <input type="checkbox"/> Key Controller 关键控制人(实体) <input type="checkbox"/> Partner 合伙人			
Registered Name 注册名称	In English 英文 <input type="text"/>			
	In Chinese 中文 <input type="text"/>			
"Trading As" or "Doing Business As" Name (if different from legal name) 营业名称 (如与法定名称不同)	<input type="text"/>			<input type="checkbox"/> Not Applicable 不适用
Registration / Incorporation Document 登记/注册文件	<input type="checkbox"/> Unified Social Credit Code / Organization Code 统一社会信用代码/组织机构代码 <input type="text"/>			
	<input type="checkbox"/> Special Organization Code 特殊机构赋码 <input type="text"/>			
	<input type="checkbox"/> Certificate of Incorporation 公司注册证书 <input type="text"/>			
	<input type="checkbox"/> Others 其他 <input type="text"/>			
Nature of Business / Industry 业务/行业性质	<input type="text"/>			
Country/ Region of Registration 注册国家/地区	<input type="text"/>			
Country/ Region of Business Operation 业务营运所在地	<input type="text"/>			
Registered Address 注册地址	<input type="text"/>			
	City 城市 <input type="text"/>	Country/ Region 国家/地区 <input type="text"/>	Postal Code 邮政编码 <input type="text"/>	
Percentage of Ownership 拥有权百分比	<input type="text"/> %	Percentage of Voting Rights (if different) 投票权百分比 (如有不同)	<input type="text"/> %	

Definition 定义:

1. Beneficial Owner 实益所有人

A Beneficial Owner is an individual or an entity who owns or exercises control over the Customer arising from their shareholding or other ownership interest in the Customer; or from control over the voting rights; or from exercising other control over the composition and/or the voting of the Board of Directors. A Beneficial Owner can also be the party on whose behalf a transaction or activity is being conducted. Note that:

- a. Ultimate Beneficial Owner (UBO) – Usually an Individual who ultimately owns a legal entity and/or the person on whose behalf a transaction is being conducted. The UBO is any natural person or government body that owns, has the right to vote, or has the power to sell or direct the sale of a class of the business' voting securities of an Intermediate Owner.
- b. Intermediate Owner (IO) – An Entity or legal arrangement (e.g. structure such as a Trust, Foundation etc.) identified as existing within the corporate structure that sits between the Customer and the UBO (as defined above) in the ownership chain.

实益所有人是因为拥有股份、所有权、投票权或者能够对董事会的组成和/或投票加以影响，从而拥有公司所有权或者可以行使控制权的个人或实体。

如果交易和活动都是代表某一个人或实体进行的，该个人或实体也可以作为实益所有人，实益所有人可以分为：

- a. 最终实益所有人 — 通常指最终拥有一个法律实体的人，或者说交易都是以这个个人的名义进行的。最终实益所有人可以是自然人也可以是政府实体，它可能拥有股权、投票权或者有权利销售或指定销售某个中间实益所有人的某个级别的拥有股票权的证券。
- b. 中间实益所有人 — 中间实益所有人是所有权结构中位于客户与其最终实益所有人之间的实体或者法律安排（如信托、基金等结构）。

2. Director 董事

A Director is an appointed member of a Customer's Board and may be either an executive or a non-executive. The roles and responsibilities of a Board of Directors will vary according to the type of entity. A Director may or may not be a key Controller for the purposes of CDD. For entities, certain Directors and managers will be classified as Key Controller, due to their ability to exercise significant control over an entity and to have a substantial influence over the day-to-day management of the business.

董事是客户的董事会的指定成员，可以是执行董事，也可以是非执行董事。根据企业类型的不同，董事的职责有所不同。按照客户尽职调查的目的，一个董事可能是关键控制人，也可能不是关键控制人。对公司而言，某些董事和经理会被归类为关键控制人，因为他们对公司有重大的控制权，并且对日常业务管理有持续性的影响。

3. Key Controller 关键控制人

A Key Controller is someone who is elected or appointed to exercise more direct control over the Customer entity, by participating in the governance or senior executive activities of the Customer. Key Controllers typically set the strategic direction of the entity.

The title given to a Key Controller varies according to the type of entity, Country/ Region of Operation, and Country/ Region of Incorporation/Registration/Formation.

关键控制人是被选举出来或者被任命对客户的企业进行直接控制的人。他们通过参与企业的管理或者高层执行活动来实现这种控制。关键控制人通常掌控企业的战略方向。赋予关键控制人的头衔因企业类型的不同、业务运营所在地的不同、企业注册所在地的不同而有所差异。

4. Authorised Representative 授权代表

An Authorised Representative is an individual or Entity that has been granted authority to act on behalf of the Customer in a decision-making capacity, who engages with HSBC in connection with establishing or maintaining a customer relationship. This does not include an authorised signatory who executes instructions in respect of moving funds or assets of the Customer or placing orders for trades.

This only applies to external third parties of our customer rather than individuals working within a customers structure (e.g. employees supporting in the everyday running of a business do not need to be classed as Authorised Representatives).

授权代表是指有权以决策能力代表客户行事的个人或实体，该决策能力与汇丰合作建立或维持客户关系。这不包括授权签字人执行客户资金或资产转移指示或交易订单。

这仅适用于我们客户的外部第三方，而不适用于在客户结构中工作的个人（例如，在日常运营中提供支持的员工无需被归为授权代表）。

5. Authorised Signatory 授权签字人

An Authorised Signatory is a Customer staff member who receives delegated authority to the Customer's HSBC products and services. Authorised Signatories with Sole Authority over the Customer's HSBC account/Financial affairs are also considered to be Key Controllers due to the influence they have over the business. Where Authorised Signatories are not recorded in product level due diligence, they may be recorded in the CDD profile.

授权签字人是得到授权处理与汇丰的产品和服务相关事务的雇员。授权签字人对于客户在汇丰的账户和融资事务有单独的授权，由于他们对公司业务有影响，因此也被视为关键控制人。

当授权签字人没有被列入产品层面的尽职调查，他们就被记录在客户尽职调查的档案中。

Part 4 - Customer Signatory 第四部份-客户签署

Notes 签署说明:

1. For Changes in Part I: Domestic entity/representative office should sign this Form by Legal Representative/Person-in-Charge/Chief Representative's Signatory plus Company Chop; Overseas entity should sign it by any group of authorized signatory(ies)/Chop(s). For mere change of domestic entity/representative office's company chop/financial chop, any group of authorized signatory(ies)/Chop(s) plus company chop is also acceptable; for change of English name, the direction of Part III can be followed if the signatory of the company remains unchanged.
第一部分若有变更: 境内机构/代表处应由法定代表人/单位负责人/首席代表签字并加盖公章; 境外机构应由任意一组授权签字人签章。对于境内机构/代表处仅变更公章/财务章样本, 也可由任意一组授权签字人签署并加盖公章; 对于企业英文名称变更, 若其预留印鉴并未发生相应更改, 则可遵循第三部分的签署要求。
2. For Changes in Part II: The authorized signatory should give his/her previous signatory(ies)/chop(s) in Part II; if he/she cannot provide previous signature/chop, the authorized signatory should come to any branch in person with the application form on which company chop has been stamped or Legal Representative/Person-in-Charge/Chief Representative has signed.
第二部分若有变更: 该签字人本人应在第二部分相应栏位中留下原有签章; 若无法提供原有签章, 需签字人本人亲临办理, 并在客户签章处加盖公章或法定代表人/单位负责人/首席代表签字生效。
3. For Changes in Part III: Domestic Entity/Representative Office could sign the Form by Legal Representative/Person-in-Charge/Chief Representative's Signatory plus Company Chop OR any group of authorized signatory(ies)/Chop(s); Overseas Entity should sign it by any group of authorized signatory(ies)/Chop(s).
第三部分若有变更: 境内机构/代表处可由法定代表人/单位负责人/首席代表签字并加盖公章或由任意一组授权签字人签章; 境外机构应由任意一组授权签字人签章。

Customer Signatory(ies)/Chop(s) 客户签章

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1. If the following information is changed due to change of customer's investor / business scope, please fill in the updated code.

如客户投资方/经营范围变更引起以下信息更新, 请填写更新的代码

Market Sector

Industry Code

CB Classification Code

2. Customer Type 客户类别

Acceptable Publicly Listed Entities 被公众认可的上市公司

Wholesale 批发商

Equivalently Regulated Financial Institutions 受同样监管的金融机构

Other Entities 其他实体