

Application for SME Banking Services

中小企業理財服務申請表格

Company Data 公司資料

Business Name 公司名稱 _____ ("Customer") ("客戶")

Business Address 公司地址 _____

Telephone No. 電話號碼 _____ Business Identity Document Type & No. (BR No./Cert of Incorp No.) 商業證明文件類別及編號 (商業登記號碼 / 公司註冊證明書號碼) _____

Business operated as 經營類別 Sole Proprietor 獨資公司 Partnership 合夥公司 Limited Company 有限公司 Association / Society 社團

Applications 申請事項

Tele-electronic Banking Services 電子理財服務

Phone Banking Services / Standard Chartered Online 電話理財服務 / 渣打網上理財

- Please arrange to provide each of the following persons with a Business Phone Banking Number and Tele-electronic Identification Number (TIN) to access the accounts specified below in accordance with and subject to the Terms and Conditions from time to time governing the use of the services known as the Tele-electronic Banking Services:

請為下列人士提供「商業電話銀行」號碼及「電子理財私人密碼」，以遵守日後所有有關電子理財服務之規章及條例運用所列出之戶口：

1. Name 姓名 _____	Accounts to be accessed 所能運用之戶口 _____
HK ID No. 香港身份證號碼 _____	_____
Title 職銜 _____	_____
Signature 簽名 _____	Mobile Phone No. 流動電話號碼: (Please see note 2 請參閱附註2) _____
2. Name 姓名 _____	Accounts to be accessed 所能運用之戶口 _____
HK ID No. 香港身份證號碼 _____	_____
Title 職銜 _____	_____
Signature 簽名 _____	Mobile Phone No. 流動電話號碼: (Please see note 2 請參閱附註2) _____
3. Name 姓名 _____	Accounts to be accessed 所能運用之戶口 _____
HK ID No. 香港身份證號碼 _____	_____
Title 職銜 _____	_____
Signature 簽名 _____	Mobile Phone No. 流動電話號碼: (Please see note 2 請參閱附註2) _____

- Note: 1. Customer applies for Tele-electronic Banking Services can use the same Phone Banking Card Number and Tele-electronic Identification Number (TIN) to access Phone Banking Services and first time registration of Standard Chartered Online.
客戶成功申請開立「電子理財服務」，即可使用相同之「商業電話銀行」號碼及「電子理財私人密碼」登入電話銀行服務及首次登記渣打網上理財。
2. The registered mobile phone number of Standard Chartered Online users will be used to obtain a One-time Password (OTP) for additional security verification (if applicable).
渣打網上理財客戶之流動電話號碼將會用作接收一次有效密碼以供保安核證之用 (如適用)。

Payment Services - Third Party Accounts 轉賬服務 - 第三者戶口

- Please arrange to effect transfers from any of my/our Hong Kong Dollar savings or current account(s), as specified in each case in instructions received by Standard Chartered Bank (Hong Kong) Limited (the "Bank") through Tele-electronic Banking Services (including but not limited to Phone Banking Services and Standard Chartered Online), to the third party account(s) within the Bank as specified below in accordance with the instructions received as aforesaid, subject to a daily transfer limit from [all of my/our account(s)] as specified by the Bank from time to time (Applicable to Hong Kong Dollar account only).
請渣打銀行(香港)有限公司("銀行")根據本人/吾等經「電子理財服務」(包括但不限於電話理財服務及渣打網上理財)之指示自本人/吾等任何港幣儲蓄或往來戶口轉賬至以下之渣打第三者戶口，並遵守每日可轉賬予第三者戶口之最高總額不可超於銀行當時釐定之限額(所有本人/吾等之戶口(只適用於港幣戶口))。

Designated Standard Chartered Accounts 指定之渣打第三者戶口

Account Numbers: 戶口號碼 _____	Account Names: 戶口名稱 _____
_____	_____
_____	_____

Activate/Suspend Third Party Fund Transfer Service (Applicable to existing Standard Chartered Online customers)
登記/暫停使用第三者戶口轉賬服務 (只適用於已登入渣打網上理財用戶)

- Activate Third Party Fund Transfer Service 登記使用第三者戶口轉賬服務 Suspend Third Party Fund Transfer Service 暫停使用第三者戶口轉賬服務

Payment Services - Jetco Member Bank Credit Card Accounts 轉賬服務 - 銀通會員銀行之信用卡戶口

Please arrange to effect transfers from any of my/our Hong Kong Dollar savings account(s), current account(s) or credit card account(s), as specified in each case in instructions received by Standard Chartered Bank (Hong Kong) Limited (the "Bank") through Tele-electronic Banking Services to the Jetco Member Bank Credit Card accounts as specified below in accordance with the instructions received as aforesaid, subject to a daily transfer limit from [all of my/our account(s)] as specified by the Bank from time to time (Applicable to Hong Kong Dollar account only).

請渣打銀行(香港)有限公司("銀行")根據自本人/吾等經「電子理財服務」之指示自本人/吾等任何港幣儲蓄戶口、往來戶口或信用卡戶口轉賬至以下之銀通會員銀行信用卡戶,並遵守每日可轉賬予銀通會員銀行信用卡戶之最高總額不可超於銀行當時釐定之限額(所有本人/吾等之戶口(只適用於港幣戶口))。

Designated Jetco Member Credit Card Accounts 指定之銀通會員銀行信用卡戶口號碼

Credit Card Numbers:

信用卡號碼

Grid for entering credit card numbers (16 columns, 2 rows).

Bank Name

銀行名稱

Line for entering bank name.

- Note: 1. The Bank may at any time refuse to effect any transfer on any reasonable ground without any liability to me/us. 銀行可在任何適當理由下拒絕接受此等轉賬指示,並不須負任何因此而引致之責任。
2. The Bank shall not be obliged to ascertain the accuracy of the account numbers mentioned above nor to ensure that any such account number corresponds with the account name set out beside such account number. 銀行並毋須查核以上戶口號碼或所屬戶口名稱之準確性,並不須負任何因此而引致之責任。
3. If the transfer instruction(s) has/have not been operated for one year, the Bank reserves the right to cancel the said instruction without prior notice. 若戶口之轉賬指示於一年內並未使用,銀行保留權利將該項轉賬指示取消而毋須另行通知。

ATM Facilities 自動櫃員機服務

Please arrange to provide each of the following persons with a Standard Chartered ATM Card and a Personal Identification Number to access the accounts specified below in accordance with and subject to the Standard Chartered ATM Card Terms and Conditions from time to time governing the use of the Standard Chartered ATM Card:

請為下列人士提供渣打提款卡及「私人密碼」,以遵守日後所有有關渣打提款卡之規章及條例運用所列出之戶口:

Form for person 1: Name, HK ID No., Title, Accounts to be accessed, Language to be displayed on screen (English/Chinese).

The Hong Kong Jockey Club Cash Voucher Purchase Facility 購買香港賽馬會現金券服務. Required * 需要. * The facility will not be offered if not specified 如非列明,閣下將被視為不需要上述服務

Signature 簽名, Language to be displayed on screen 螢幕上顯示的語文, English 英文, Chinese 中文

Form for person 2: Name, HK ID No., Title, Accounts to be accessed, Language to be displayed on screen (English/Chinese).

The Hong Kong Jockey Club Cash Voucher Purchase Facility 購買香港賽馬會現金券服務. Required * 需要. * The facility will not be offered if not specified 如非列明,閣下將被視為不需要上述服務

Signature 簽名, Language to be displayed on screen 螢幕上顯示的語文, English 英文, Chinese 中文

Facsimile Banking and Courier Services 傳真銀行及速遞服務

Please provide me/us with the following service(s): Facsimile Banking 傳真銀行, Facsimile Banking & Courier Services 傳真銀行及速遞服務

You are hereby authorised to debit the monthly fee to the following account in my/our name: 本人授權銀行由本人/吾等之下列戶口自動轉賬每月服務費:

- Facsimile Banking - HK\$300 per month 傳真銀行 - 每月港幣三百元正
 Facsimile Banking & Courier Services - HK\$500 per month 傳真銀行及速遞服務 - 每月港幣五百元正

Account No. 戶口號碼

Prior-day Statement Reports shall contain information relating to the accounts specified below and any other account(s) now held or subsequently opened in my/our single name under the Business Identity Document Number specified above, save for any deposit account(s) specifically excluded by me/us. Reports shall be sent to the following designated fax number(s) for the attention of the following designated person(s) in accordance with and subject to the Terms and Conditions from time to time governing the use of this Service:

請將下列戶口及任何其他以本人/吾等獨立名義及上述商業證明文件開立之存款戶口號碼(等)(不論已開立或日後開立),列入銀行交易紀錄報告,除本人/吾等特定不包括之戶口號碼外。報告將會按照銀行不時訂定有關此項服務之規章及條例,傳真予下列指定之傳真號碼及聯絡人,並遵守日後所有有關傳真銀行及速遞服務規章及條例。

Form for linked accounts 1: Accounts to be linked up, Designated Fax No., Designated Person

Form for linked accounts 2: Accounts to be linked up, Designated Fax No., Designated Person

Form for linked accounts 3: Accounts to be linked up, Designated Fax No., Designated Person

Address for Courier Services 速遞地址:

Consolidated Statement 綜合月結單

Please arrange to include the following accounts into the Consolidated Statement issued in accordance with and subject to the Rules for Consolidated Statement from time to time in force.

請將以下之戶口號碼（等）列入本公司之綜合月結單，並遵守日後所有有關綜合月結單章程。

All deposit accounts under the same Business Identity Document Number specified above.
所有以本公司商業證明文件號碼所開立之以上存款戶口。

The following accounts only: Account No.(s):
只適用於下列戶口：戶口號碼（等）

For BusinessOne customer
BusinessOne 之客戶

BusinessOne Current Account
BusinessOne 往來戶口

Mortgage Loan No.
按揭貸款號碼

BusinessOne Current Account
BusinessOne 往來戶口

Mortgage Loan No.
按揭貸款號碼

Note: Only accounts opened under the same Business Identity Document Number can be included in the Consolidated Statement

注意：只適用於以同一商業證明文件開立之戶口

The following Excluded Services will not be available through Tele-electronic Banking Services or to the holder of a Standard Chartered ATM Card.

「電子理財服務」並不包括下列服務，亦不會提供與渣打提款卡持有人：

1. Cash withdrawal except via an automated teller machine or point-of-sale terminal.
除透過自動櫃員機或銷售終端機以外之現金提取服務。
2. Use of the Tele-electronic Banking Services by using a Standard Chartered ATM Card number.
透過渣打提款卡號碼使用「電子理財服務」。

I/We who have signed this application form, agree that my/our use of the Bank's Tele-electronic Banking Services, Standard Chartered ATM Card(s), Facsimile Banking and/or Courier Services will be subject to the Terms & Conditions and Rules respectively governing such Services as amended from time to time by the Bank, except that the Excluded Services as indicated above shall not be available but without prejudice to the rights of the Bank under the said Terms and Conditions and Rules. I/ We confirm that I/we have read and understand the said Terms and Conditions and Rules and agree to be bound by them including the indemnity therein. The Bank shall be entitled to act on the instructions given herein until such instructions are amended by and in accordance with a prescribed amendment form completed and signed by the Authorised Signatories below and received by the Bank, or the Bank shall have received my/our cancellation instruction in writing or through applicable Tele-electronic Banking Services provided that the Bank may terminate this arrangement at any time by written notice to me/us for any reason whatsoever as the Bank may deem appropriate.

本人 / 吾等已各別簽署申請表格，並同意本人 / 吾等使用銀行之「電子理財服務」，渣打提款卡（等），傳真銀行及 / 或速遞服務時，均須遵守其各別日後所有有關規章及條例，包括內含對銀行之賠償條款，惟於上述所示未有提供之不包括服務則除外。此外，在毋損於銀行於所述規章及條例章程之權利情況下，銀行有權履行於此所述之指示，直至該等指示已由經填妥及獲授權簽署並得銀行收訖之修訂表格或銀行收到本人 / 吾等以書面或經適用之「電子理財服務」通知取消指示，或銀行由於任何適當理由以書面通知取消為止。

I/We understand that the monthly package fee will be debited on the date of establishment of the relevant Services or Facilities (or the following business day in the event of a holiday).

本人 / 吾等同意繳付每月服務費由是項服務成立日期開始（或於緊接假期後之工作天繳付）。

I/We, each of the person(s) who signed this application form, confirm that I/we have received, read and understood copies of the said Terms and Conditions and the Rules for Consolidated Statement and agree for and on behalf of the Customer to be bound by such Terms and Conditions and Rules as amended from time to time. 本人 / 吾等已各別簽署本申請表格，均須遵守日後所有有關綜合月結單章程之規定，同意及以客戶名義接受其約束。

(For sole proprietorships and partnerships) I/We agree that all information provided by me/us in this application form may be used and disclosed for such purposes and to such persons (whether in or outside Hong Kong) as may be in accordance with the Bank's policies on use and disclosure of personal data as set out in statements, circulars, notices or terms and conditions made available by the Bank to its customers from time to time and may be (i) used in connection with matching procedures (as defined in the Personal Data (Privacy) Ordinance), and (ii) disclosed (by way of bank references or otherwise) to any financial institution with which I/we have or propose to have dealings to enable such financial institution to conduct credit checks on me/us.

（適用於獨資經營者及合夥公司）本人 / 吾等同意，所有由本人 / 吾等在此申請表提供之資料，可根據本行不時備有供客戶索取之聲明、通函、通知或規章及條例所載有關使用及披露個人資料的政策，用於其中所述用途及向其中所述人士（不論在香港境內或境外）披露，且該等資料可(i)供核對程序（定義見《個人資料（私隱）條例》）之用；及(ii)向和本人 / 吾等已有或打算有交易的任何財務機構（以銀行信用查詢或其他方式）透露，使該財務機構能對本人 / 吾等進行信貸調查。

I/We acknowledge that I/we have obtained a copy of, read and understand, the Bank's current Notice to Customers and Other Individuals relating to the Personal Data (Privacy) Ordinance prior to my/our submitting this application to the Bank.

本人 / 吾等確認本人 / 吾等在遞交此申請表前已拿取、閱讀及明白銀行現行之【關於個人資料（私隱）條例致客戶及其他個別人士的通知】。

If there is any difference between the English language text of this document and the Chinese language text, for all purposes the English language text shall prevail. 本文件之中英文本如有任何歧異，一切概以英文本為準。

Authorised Signatories:

(For and on behalf of the Customer)

授權簽署：

(以客戶名義)

Name

姓名

HK ID No.

香港身份證號碼

Date

日期

Name

姓名

HK ID No.

香港身份證號碼

Date

日期

Name

姓名

HK ID No.

香港身份證號碼

Date

日期

Name

姓名

HK ID No.

香港身份證號碼

Date

日期

_____ LIMITED

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS OF THE COMPANY HELD AT _____
ON _____.

Present:

1. Chairman

_____ took the chair and acted as the Chairman of the meeting throughout.

2. Notice and Quorum

It was noted that due notice of the meeting had been given to all the directors of the Company and that all directors present at the meeting, in person or by proxy, were entitled to vote under the Company's Articles of Association.

The Chairman advised that a quorum was present and that the meeting could proceed. A quorum was present throughout the meeting.

3. Documents Tables

There were tabled before the meeting:

- a. an application form ("Application") for certain banking services to be provided by Standard Chartered Bank (Hong Kong) Limited 渣打銀行(香港)有限公司 ("Bank"), namely, the Tele-electronic Banking Services, the Payment Services to Third Party Accounts, the Standard Chartered ATM Card Services, Facsimile Banking and/or Courier Services ("Services") and the consolidation of all the Company's accounts into one consolidated bank statement in accordance with the Rules for Consolidated Statement; and
- b. the respective terms and conditions governing the use of such Services ("Terms and Conditions").

4. Provision of Services

- a. The Chairman explained the banking services to be made available by the Bank through Tele-electronic Banking Services, the Payment Services to Third Party Accounts, Standard Chartered ATM Card, Facsimile Banking and Courier Services, and Consolidated Statement.
- b. The Chairman advised that:
 - (i) the Company had requested the Bank to provide to the Company the Services; and
 - (ii) it was a condition for the provision of the Services that the Company completes and signs the Application and accepts the Terms and Conditions.

It was noted that the Company had the power under its Memorandum and Articles of Association to sign the Application and accept the Terms and Conditions and perform its obligations in accordance with the Terms and Conditions. It was also noted that the Terms and Conditions required the Company to provide various indemnities in favor of the Bank.

- 5.** After due consideration of the documents tabled and full discussion of the issues involved including without limitation, the risks associated with authorizing the persons named in the Application to operate and have access to the accounts, reports and statements specified therein and to effect transfers to the third parties specified therein using the Tele-electronic Banking Services, the directors concluded that, to promote more efficient use of its banking facilities, it would be in the interests of the Company to accept the Services upon the Terms and Conditions as tabled and it was unanimously resolved that:

- a. the Application and the Services applied for therein and the Terms and Conditions be and are hereby approved and accepted, such approval and acceptance to be conclusively evidenced by the completion and execution of the Application for and on behalf of the Company in accordance with the terms of these resolutions;
- b. any of the person(s) authorised to sign and operate Bank accounts on behalf of the Company pursuant to the Company's Mandate for Limited Company Account(s) or such board resolution(s) from time to time passes by the Company and received by the Bank (each such person referred to herein as an "Authorised Signatory") be and is hereby authorised to sign for and on behalf of the Company the Application and such other documents and do such other things as an Authorised Signatory may deem necessary and proper in connection with the Services and to do any and all other things and to execute and deliver any and all documents and give such instructions which such Authorised Signatory from time to time considers necessary or desirable in connection with the Services;
- c.
 - (i) each of the relevant person(s) specified in the Application be assigned a Business Phone Banking Number and a Tele-electronic Identification Number (TIN) and be authorised (1) to operate the account(s) specified in the Application, and (2) to effect transfers from any of the Company's Hong Kong Dollar savings or current accounts with the Bank to the third parties specified in the Application, in each case using the Tele-electronic Banking Services as provided therein until further notice is issued to and received by the Bank pursuant to (g) below;
 - (ii) each of the relevant person(s) specified in the Application be issued a Standard Chartered ATM Card and a Personal Identification Number to access the account(s) indicated in the Application and be authorised to operate such account(s) as provided therein until further advice is issued to and received by the Bank pursuant to (g) below;
- d. the Company's accounts as specified in the Application and such other accounts which may be opened by the Company from time to time are hereby approved and authorised to be consolidated into the prior-day statement fax reports (in such format as is from time to time issued by the Bank under the Facsimile Banking and Courier Services) provided a request to exclude any accounts opened hereafter from time to time shall be by way of notice issued to the Bank pursuant to (g) below;
- e. the Company's accounts as specified in the Application and such other accounts which may be opened by the Company from time to time are hereby approved and authorised to be consolidated into the Consolidated Statement (in such format as is from time to time issued by the Bank) provided a request to consolidate any accounts opened hereafter from time to time shall be by way of notice issued to the Bank pursuant to (g) below;
- f. the Bank be authorised to act on any instructions and to comply with all directions or notices in respect of the Services given or purporting to be given on behalf of the Company by any Authorised Signatory or in accordance with the Application or this Minute;
- g. the Bank be from time to time informed by notice in writing under the hand of any Authorised Signatory of any amendments to the matters set out in resolutions (c) and/or (d) and/or (e) above (including the persons mentioned in (c) above) and be provided with specimens of the signatures of any such additional or substitute persons (and in respect of such additional or substitute persons, all the resolutions herein shall be applicable as if a new Application had been made in respect of such persons), and be entitled to act upon such notice if purportedly signed by any Authorised Signatory until the receipt of further notice purportedly given under the hand of any Authorised Signatory;
- h. the Mandate given by the Company to the Bank from time to time in respect of each of its accounts shall continue to be in force and shall govern such accounts in addition to the mandate in the Application and the resolutions referred to herein;
- i. these minutes (or a copy thereof certified as true by the Secretary or a director of the Company) be delivered to the Bank and that the resolutions referred to herein shall remain in force until they are amended by further resolution(s) passed by the Board of Directors and a duly certified copy thereof is delivered to the Bank, notwithstanding receipt by the Bank of any other notice.

6. Close of Meeting

There being no further business, the Chairman declared the meeting closed.

Chairman

Certified a true copy of the original

(Signature of *Director */Secretary)

* Delete where inappropriate