

# Amendment for SME Banking Services

## 中小企業理財服務資料修訂表格

Company Data 公司資料

Business Name 公司名稱 \_\_\_\_\_  
Telephone No. 電話號碼 \_\_\_\_\_ Business Identity Document Type & No. (BR No./Cert of Incorpor 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) \_\_\_\_\_

Amendments 修訂資料

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 cancel the Business Phone Banking Numbers provided to each of the following persons 請取消提供與下列人士之商業電話銀行服務號碼:

1. Name 姓名 \_\_\_\_\_ Business Phone Banking Number 商業電話銀行服務號碼 \_\_\_\_\_  
HK ID No. 香港身份證號碼 \_\_\_\_\_ Title 職銜 \_\_\_\_\_  
2. Name 姓名 \_\_\_\_\_ Business Phone Banking Number 商業電話銀行服務號碼 \_\_\_\_\_  
HK ID No. 香港身份證號碼 \_\_\_\_\_ Title 職銜 \_\_\_\_\_

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 3 請參閱附註 3) \_\_\_\_\_  
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 3 請參閱附註 3) \_\_\_\_\_

Note: 1. The above amendment(s) to Tele-electronic Banking Services will be automatically applied to both Phone Banking Services and Standard Chartered Online. 以上所有有關「電子理財服務」之更改，將會自動應用在電話理財服務及渣打網上理財。  
2. Business Phone Banking Number and Tele-electronic Identification Number (TIN) should be used to register Standard Chartered Online for the first time or after reset of Standard Chartered Online User ID and Password. 「商業電話銀行」號碼及「電子理財私人密碼」適用於首次登記或重設「渣打網上理財」用戶名稱及密碼後重新登記「渣打網上理財」。  
3. 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額外保安核證之用 (如適用)。

Please reset Standard Chartered Online User ID and Password for the following person 請為下列人士重設「渣打網上理財」用戶名稱及密碼:

Name 姓名 \_\_\_\_\_ Business Phone Banking number 商業電話銀行服務號碼 \_\_\_\_\_  
HK ID No. 香港身份證號碼 \_\_\_\_\_  
Title 職銜 \_\_\_\_\_ Signature 簽名 \_\_\_\_\_

Note: After reset of Standard Chartered Online User ID and Password, please use Business Phone Banking Number and Tele-electronic Identification Number (TIN) to register Standard Chartered Online. 重設「渣打網上理財」用戶名稱及密碼後，必須使用「商業電話銀行」號碼及「電子理財私人密碼」重新登記使用渣打網上理財。

Please reactivate our Standard Chartered Online Services. 請恢復本公司之「渣打網上理財」服務。

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

Please cancel effecting transfers from any of my/our Hong Kong Dollar savings or current account(s) to the following registered third party account(s) within Standard Chartered Bank (Hong Kong) Limited as specified below. 請取消自本人 / 吾等任何港幣儲蓄或往來戶口轉賬至以下已登記之渣打第三者戶口。

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 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suspend/Activate Third Party Fund Transfer Service (Applicable to existing Standard Chartered Online customers)

暫停 / 登記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)

Please suspend the Third Party Fund Transfer Service for me/us 請為本人 / 吾等暫停提供第三者戶口轉賬服務  
 Please activate the Third Party Fund Transfer Service for me/us 請為本人 / 吾等登記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 cancel effecting transfers from any of my/our Hong Kong Dollar savings account(s), current account(s) or credit card account(s) to the following registered Jetco Member Bank Credit Card as specified below. 請取消自本人 / 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已登記之銀通會員銀行信用卡戶口。

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: \_\_\_\_\_ Bank Name \_\_\_\_\_  
信用卡號碼 \_\_\_\_\_ 銀行名稱 \_\_\_\_\_

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口,並遵守每日可轉賬予銀通會員銀行信用卡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 Jetco Member Credit Card Accounts 指定之銀通會員銀行信用卡戶口號碼

Credit Card Numbers: \_\_\_\_\_ Bank Name \_\_\_\_\_  
信用卡號碼 \_\_\_\_\_ 銀行名稱 \_\_\_\_\_

Note: 1. The Bank may at any time refuse to effect any transfer on any reasonable ground without any liability to me/us.  
注意 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 stop acting on instructions given by the use of each of the following Standard Chartered ATM Cards 請終止履行經由下列渣打提款卡之持卡人所發出之指示:

1. Name 姓名 \_\_\_\_\_ Reasons 理由:  PIN Forgotten 遺忘私人密碼  Card Lost 持卡失掉  
HK ID No. 香港身份證號碼 \_\_\_\_\_  Card Defective 持卡故障  Card Stolen 持卡被竊  
Standard Chartered ATM Card No. \_\_\_\_\_  Others (please specify) \_\_\_\_\_  
渣打提款卡號碼 \_\_\_\_\_ 其他(請說明) \_\_\_\_\_

Please issue a replacement card to the same person whose signature is as follows 請補發新卡與同一人士,其簽署如下:  
Accounts to be accessed 所能運用之戶口 \_\_\_\_\_  
Signature of cardholder 持卡人簽名 \_\_\_\_\_ Language to be displayed on screen 螢幕上顯示的語文  English 英文  Chinese 中文

Please do not issue a new card 毋須補發新卡  
2. Name 姓名 \_\_\_\_\_ Reasons 理由:  PIN Forgotten 遺忘私人密碼  Card Lost 持卡失掉  
HK ID No. 香港身份證號碼 \_\_\_\_\_  Card Defective 持卡故障  Card Stolen 持卡被竊  
Standard Chartered ATM Card No. \_\_\_\_\_  Others (please specify) \_\_\_\_\_  
渣打提款卡號碼 \_\_\_\_\_ 其他(請說明) \_\_\_\_\_

Please issue a replacement card to the same person whose signature is as follows 請補發新卡與同一人士,其簽署如下:  
Accounts to be accessed 所能運用之戶口 \_\_\_\_\_  
Signature of cardholder 持卡人簽名 \_\_\_\_\_ Language to be displayed on screen 螢幕上顯示的語文  English 英文  Chinese 中文

Please do not issue a new card 毋須補發新卡  
 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:

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 \_\_\_\_\_

The Hong Kong Jockey Club Cash Voucher Purchase Facility 購買香港賽馬會現金券服務  Required \* \* The service 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

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 \_\_\_\_\_

The Hong Kong Jockey Club Cash Voucher Purchase Facility 購買香港賽馬會現金券服務  Required \* \* The service 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 cancel the despatch of Prior-day Statement Reports for the attention of the following person(s):  
請取消提供「銀行交易紀錄傳真報告」予下列人士：

1. Name 姓名 \_\_\_\_\_ 2. Name 姓名 \_\_\_\_\_

Please send Prior-day Statement Reports 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:  
請按照銀行不時訂定有關此項服務之規章及條例，將「銀行交易紀錄傳真報告」傳真予下列指定之傳真號碼及聯絡人：

Accounts to be linked up 所能包括之戶口 \_\_\_\_\_ Designated Fax No. 指定之傳真號碼 \_\_\_\_\_

\_\_\_\_\_ Designated Person 指定之聯絡人 \_\_\_\_\_

\_\_\_\_\_

Accounts to be linked up 所能包括之戶口 \_\_\_\_\_ Designated Fax No. 指定之傳真號碼 \_\_\_\_\_

\_\_\_\_\_ Designated Person 指定之聯絡人 \_\_\_\_\_

\_\_\_\_\_

Please amend the address for the Courier Service as follows 請修訂速遞地址：

Please exclude the following accounts from the Prior-day Statement Reports issued in accordance with and subject to the Terms and Conditions governing the use of this Service.  
請將下列戶口號碼（等）從按照有關此項服務之規章及條例，提供之「銀行交易紀錄傳真報告」中刪除。

Account No.(s) 戶口號碼： \_\_\_\_\_

**Consolidated Statement 綜合月結單**

Please arrange to delete the following accounts from our Consolidated Statement issued in accordance with and subject to the Rules for Consolidated Statement from time to time in force:  
請刪除綜合月結單上之下列戶口並遵守及按照日後所有有關綜合月結單章程而發出之戶口：

For BusinessOne customer BusinessOne Current Account Mortgage Loan No.  
BusinessOne 之客戶 BusinessOne 往來戶口 按揭貸款號碼 \_\_\_\_\_

Please arrange to include the following accounts into our Consolidated Statement issued in accordance with and subject to the Rules for Consolidated Statement from time to time in force:  
請將以下之戶口列入本公司之綜合月結單並遵守日後之所有有關綜合月結單章程：

For BusinessOne customer BusinessOne Current Account Mortgage Loan No.  
BusinessOne 之客戶 BusinessOne 往來戶口 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：

- 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。
- 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」。

All instructions and transactions authenticated in accordance with the existing Application form (as previously amended from time to time) and purporting to have been given or entered into prior to receipt by you of this Amendment Form shall have effect as though these amendments had not been effected. Unless otherwise specified, these amendments will take effect immediately upon your receipt and processing of this Form.

於未收認本修訂通知以及在修訂未生效之前，所有根據現有申請表格（如不時修訂者）之所有指示及交易均仍有效並作實論。

Except as amended by this Amendment Form and any previous amendments, the Application Form shall remain in full force and effect.  
除修訂表格內所修訂資料及之前任何修訂外，申請表格之其他資料仍然有效。

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 \_\_\_\_\_

(1) Insert "Committee"  
"Council" or  
"Controlling Body"

PASSED by the (1) \_\_\_\_\_  
\_\_\_\_\_ (hereinafter referred to as 'the  
Controlling Body') of (2) \_\_\_\_\_  
\_\_\_\_\_ (hereinafter referred to as 'the Society') on \_\_\_\_\_ 20 \_\_\_\_\_

(2) Insert full name of  
Society  
Association or  
Club

### 1. Chairman

\_\_\_\_\_ took the chair and acted as the Chairman of the meeting of the Controlling Body throughout.

### 2. Notice and Quorum

It was noted that due notice of the meeting had been given to all the members entitled to receive the same and that all members voting at the meeting were entitled to do so.

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:

an application form (the "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 (the "Bank"), namely, the Banking Plan, the Tele-electronic Banking Services, the Payment Services to Third Party Accounts, the Standard Chartered ATM Card Services, Facsimile Banking and/or Courier Services and the Consolidated Statement Services (the "Services") together with the respective terms and conditions applicable to the Services (the "Terms and Conditions").

### 4. Provision of Services

a. The Chairman explained the banking services to be made available by the Bank through the Services.

b. The Chairman advised that:

(i) the Society had requested the Bank to provide the Services to it; and

(ii) it was a condition for the provision of the Services that the Society completes and signs the Application and accepts the Terms and Conditions.

It was noted that the Society had the power under its Rules or Constitution 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 Society 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 Controlling Body concluded that, to promote more efficient use of its banking facilities, it would be in the interests of the Society 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 Society 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 Society pursuant to the latest Banking Account(s) Certified Copy of Resolutions or Bank Mandate 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 Society the Application and such other documents and do such other things as such 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 and be hereby appointed and authorised (1) to operate the account(s) specified in the Application, and (2) to effect transfers from any of the Society'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 Society's accounts as specified in the Application and such other accounts which may be opened by the Society 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 Society's accounts as specified in the Application and such other accounts which may be opened by the Society 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 Society by any Authorised Signatory or in accordance with the Application or this Minutes;
- 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 Society 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. a copy of these minutes (certified as a true copy by the Honorary Secretary of the Society and Chairman of the Meeting) 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 Controlling Body 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.

Certified a true copy of the original

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Signature of Honorary Secretary

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Chairman