



# Change of Directors/Authorised Signatories/ Contact Persons Instructions Form for Limited Companies 更改董事/ 獲授權簽署人/ 聯 絡人指示表格 (有限公司適用)

Date 日期	day 日 / month 月 / year 年

For Bank Use Only 銀行專用	<input type="checkbox"/> BM
	<input type="checkbox"/> BU (Code: )
	<input type="checkbox"/> CR (Code: )

**Note 注意：**

- Please complete in **Block Letters** and tick where applicable. 請用**正楷**填寫，並在適當的地方加上剔號。
- For any problems, please contact us on 2748 8238, select language followed by option 2-3 for more details.  
如有任何問題，請致電 2748 8238，選擇語言後選項 2-3 查詢。
- Please send the completed form and required supporting document(s) to The Hongkong and Shanghai Banking Corporation Limited, P O Box 72677 Kowloon Central Post Office, Kowloon, Hong Kong, or visit any Commercial Services Centres.  
請把填妥的表格及所需證明文件寄回九龍郵政總局信箱 72677 號，香港上海滙豐銀行有限公司；或遞交至任何一間商業客戶服務中心。
- The amendment instruction(s) is/are only applicable to the deposit and current account(s) stated in Part I of the form.** For other account(s) and service(s) (e.g. Trade accounts, MPF accounts, HSBC*net* and Global Market products), customers should complete separate amendment instruction forms respectively (refer to Checklist for Customers on page 9). **更改指示只適用於表格上第一部分所標明的存款及往來戶口。** 其他戶口及銀行服務（例如：貿易戶口、強積金戶口、滙豐*財資網*及環球市場產品），請分別填寫有關的更改指示表格（請參閱第 9 頁的客戶須知）。

## I. Customer and Account Information 客戶及戶口資料

Registered Name (in English) 登記名稱 (英文)									
Registration/Incorporation Document 登記/ 註冊文件	Certificate of Incorporation 公司註冊證書 (C) (Number 號碼: ) Other 其他 (X) (Number 號碼: )								
Account Number(s) 戶口號碼	Amendments will be applied to 修訂將適用於： <input type="checkbox"/> All deposit and current accounts maintained with the Bank under the same Registration / Incorporation Document Number. 所有以相關登記/ 註冊文件號碼在貴行開立的存款及往來戶口。 <input type="checkbox"/> The following specified business accounts maintained with the Bank 下列開立於貴行的指定商業戶口： <table border="1" style="width: 100%;"> <tr> <td>1.</td> <td>3.</td> <td>5.</td> </tr> <tr> <td>2.</td> <td>4.</td> <td>6.</td> </tr> </table>			1.	3.	5.	2.	4.	6.
1.	3.	5.							
2.	4.	6.							
<b>Note 注意：</b> Applicable for company accounts only (not for Personal Banking, Private Banking or other business lines). 只適用於公司戶口（個人理財業務、私人銀行業務或其他銀行服務不適用）。									

## II. Resignation / Removal of Directors / Authorised Signatories 董事/ 獲授權簽署人的離任/ 調動

1. Full Name in English 英文全名	<input type="checkbox"/> Mr 先生 <input type="checkbox"/> Mrs 太太 <input type="checkbox"/> Miss 小姐 <input type="checkbox"/> Ms 女士	Full Name in Chinese 中文全名	
Capacity in Company 公司內的有關職務	<input type="checkbox"/> Director 董事 <input type="checkbox"/> Authorised Signatory 獲授權簽署人		
Identification Document Type and Number 身分證文件種類及號碼	<input type="checkbox"/> Permanent HK Identity Card 香港永久性居民身分證 <input type="checkbox"/> HK Identity Card (non-permanent) 香港居民身分證（非永久性） <input type="checkbox"/> Passport 護照 <input type="checkbox"/> Others 其他：	Number 號碼：	
Accesses to be Cancelled 需要取消的使用權	<input type="checkbox"/> All services below authorised to this person 公司授權此人的所有以下使用權 <input type="checkbox"/> Business Internet Banking User 商務「網上理財」使用者 User Short Name: 使用者簡稱: Account Number: 戶口號碼: <input type="checkbox"/> Phonebanking Service 電話理財服務 <input type="checkbox"/> Business Card Number 公司卡號碼: <input type="checkbox"/> All Company ATM Card/Deposit Card/Debit Card Services 所有公司自動櫃員機卡/ 入數卡/ 扣賬卡服務		

董事/ 獲授權簽署人的離任/ 調動 (續)

<b>3. Full Name in English</b> 英文全名	<input type="checkbox"/> Mr 先生 <input type="checkbox"/> Mrs 太太 <input type="checkbox"/> Miss 小姐 <input type="checkbox"/> Ms 女士							
	Full Name in Chinese 中文全名							
Capacity in Company 公司內的有關職務	<input type="checkbox"/> Director 董事 <input type="checkbox"/> Authorised Signatory 獲授權簽署人							
Identification Document Type and Number 身分證文件種類及號碼	<input type="checkbox"/> Permanent HK Identity Card 香港永久性居民身分證					<input type="checkbox"/> HK Identity Card (non-permanent) 香港居民身分證（非永久性）		Number 號碼：
	<input type="checkbox"/> Passport 護照 <input type="checkbox"/> Others 其他：							
Accesses to be Cancelled 需要取消的使用權	<input type="checkbox"/> All services below authorised to this person 公司授權此人的所有以下使用權							
	<input type="checkbox"/> Business Internet Banking User 商務「網上理財」使用者							
	User Short Name: 使用者簡稱：				Account Number: 戶口號碼：			
	<input type="checkbox"/> Phonebanking Service 電話理財服務							
	<input type="checkbox"/> Business Card Number 公司卡號碼：							
	<input type="checkbox"/> All Company ATM Card/Deposit Card/Debit Card Services 所有公司自動櫃員機卡／入數卡／扣賬卡服務							

1. Full Name in English 英文全名	<input type="checkbox"/> Mr 先生 <input type="checkbox"/> Mrs 太太 <input type="checkbox"/> Miss 小姐 <input type="checkbox"/> Ms 女士		Full Name in Chinese 中文全名
Capacity in Company 公司內的有關職務	<input type="checkbox"/> Director 董事 <input type="checkbox"/> Authorised Signatory 獲授權簽署人		
Identification Document Type and Number 身分證文件種類及號碼	<input type="checkbox"/> Permanent HK Identity Card 香港永久性居民身分證 <input type="checkbox"/> HK Identity Card (non-permanent) 香港居民身分證 (非永久性)  <input type="checkbox"/> Passport 護照 <input type="checkbox"/> Others 其他 :		Number 號碼 :
Date of Birth 出生日期	(Day/Month/Year 日/月/年)	Nationality (Country/Region) 國籍 (國家/地區)	
Mobile Telephone Number 手提電話號碼		Email Address 電郵地址	
Office Telephone Number 辦事處電話號碼		Market Information 宣傳資料	Want to receive marketing information to the address provided 希望所提供的電 郵地址收到任何本行的宣傳資料 <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否
Residential Address 住宅地址			
Permanent Address 永久地址	(If different from residential address 如與住宅地址不同)		

### IIIA. Appointment of Directors / Authorised Signatories (Continued)

委任董事/ 獲授權簽署人 (續)

<p>Business Internet Banking Requirement 商務「網上理財」選項</p>	<div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> Primary User Access 主要使用者  <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>User Short Name: <span style="border-bottom: 1px solid black; width: 100px;"></span> 使用者簡稱:</div> <div>Account Number: <span style="border-bottom: 1px solid black; width: 150px;"></span> 戶口號碼:</div> </div> </div> <p><b>Note</b> 注意: a. There is a maximum number of two Primary Users only for Business Internet Banking. 商務「網上理財」只限兩名主要使用者。</p> <p>b. All Primary Users must be authorised signatories of one of your company's accounts with HSBC, and such account must be a Hong Kong dollar / foreign currency current account, a Hong Kong dollar / CombiNations statement savings account of a Business Integrated Account. 所有主要使用者必須為貴公司在本行現有戶口內其中一個戶口的獲授權簽署人，而該戶口必須為港元/ 外幣往來戶口、港元/ 「外幣通」結單儲蓄戶口或商業綜合戶口。</p> <p>c. Business Internet Banking Users Short Name is used to identify the user who performs a particular transaction. It should be six characters without spaces, and can be any combination of A to Z and/or 0-9. It cannot be changed after it has been set up. 商務「網上理財」使用者簡稱是作為處理交易時確認之用，必須為六個字母組成及不得有任何空間。使用者簡稱可以由 A 至 Z 及/ 或 0 至 9 的任何組合組成。簡稱一經選定，不能更改。</p> <p>d. Primary user may create secondary users on Business Internet Banking and delegate account and service access rights and assign transaction limits to the users. 主要使用者可在商務「網上理財」上設定普通使用者，並因應不同需要分配戶口及服務使用權限及交易限額給普通使用者。</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; display: flex; justify-content: space-between;"> <div>Requested per Account Daily Transaction Limit (If this is left blank, the limit will be set at zero) 您要求的每日交易限額 (如不填寫，限額為零)</div> <div style="text-align: center;"><b>HKD 港元</b></div> </div> <p>e. Transaction limits will apply to all the existing registered accounts under Business Internet Banking but do not apply to Loans, Import/Export, Investment, Time Deposits, Business Card and MPF Service. For Trade Services and Direct Debit Authorisation service, the transaction limit should be set up via Business Internet Banking. 交易限額適用於所有已登記於商務「網上理財」的戶口，不適用於貸款、進出口押匯、投資、定期存款、公司卡及強積金服務。請於商務「網上理財」設置有關貿易服務及直接付款授權服務的限額。</p> <p><b>Collection of PIN and Security Device 領取密碼及保安編碼器</b></p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <input type="checkbox"/> Send to the correspondence address of business account number via <span style="border-bottom: 1px solid black; width: 100px;"></span> 以下列方式寄往右列商業戶口的通訊地址  <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div><input type="checkbox"/> Normal Mail 普通郵件</div> <div><input type="checkbox"/> Registered Mail 掛號郵件 (additional charges apply 需額外手續費)</div> <div><input type="checkbox"/> Courier 速遞 (additional charges apply 需額外手續費)</div> </div> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <input type="checkbox"/> Collect in person at the following Commercial Service Center: 親自前往下列商業客戶服務中心領取:  <span style="border-bottom: 1px solid black; width: 100%; height: 20px;"></span> </div> <p><b>Note</b> 注意: All PINs and Security Devices under the same Business Internet Banking Access need to be collected / delivered under the same method. 同一商務「網上理財」戶口的所有密碼及保安編碼器的領取或郵遞方式必須劃一。</p>
<p>Business Debit Card Requirement 商業扣賬卡選項</p>	<p><b>Note</b> 注意: The maximum number of Business Debit Card cardholder is three. 商務扣賬卡持卡人最多為三位。</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Primary Account Number 基本戶口號碼: <span style="border-bottom: 1px solid black; width: 150px;"></span></p> <p>Screen Instruction Language 螢幕顯示語言: <input type="checkbox"/> English 英文 <input type="checkbox"/> Chinese 中文</p> <p>Collect Debit Card at this Commercial Service Center 於下列商業客戶服務中心領取扣賬卡:  For locations please visit our website:  <a href="http://www.commercial.hsbc.com.hk/1/2/commercial/customer-service/banking-channels/commercial-transaction-centres">http://www.commercial.hsbc.com.hk/1/2/commercial/customer-service/banking-channels/commercial-transaction-centres</a></p> <span style="border-bottom: 1px solid black; width: 100%; height: 20px;"></span> </div> <p>Business Debit Card PIN will be sent via 扣賬卡密碼將以:</p> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div><input type="checkbox"/> Normal Mail 普通郵件</div> <div><input type="checkbox"/> Courier (For Business Integrated Account only and additional charges apply) 速遞 (只適用於商業綜合戶口並需額外手續費)</div> </div> <p>to Company's correspondence address. 寄至通訊地址。</p>
<p>Signature 簽署</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Authorised Signatory 獲授權簽署人   <input type="checkbox"/> Director who is not authorised to operate the account 未獲授權處理戶口的董事 </div> <div style="width: 60%;"> <p>I hereby sign below and agree to it serving as my specimen signature for the business accounts held in the Bank's record. 本人特此簽署以作本人同意以此作為上述公司在貴行的戶口的簽字樣式記錄。</p> <div style="border: 1px solid black; border-radius: 50%; width: 60px; height: 60px; margin: 20px auto; text-align: center; line-height: 60px;">S.V.</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div> <b>X</b>  Signing Group: 簽署組別: </div> <div> Job Title: 職銜: </div> </div> </div> </div>

### IIIA. Appointment of Directors / Authorised Signatories (Continued)

委任董事/ 獲授權簽署人 (續)

2. Full Name in English 英文全名	<input type="checkbox"/> Mr 先生 <input type="checkbox"/> Mrs 太太 <input type="checkbox"/> Miss 小姐 <input type="checkbox"/> Ms 女士		Full Name in Chinese 中文全名		
Capacity in Company 公司內的有關職務	<input type="checkbox"/> Director 董事 <input type="checkbox"/> Authorised Signatory 獲授權簽署人				
Identification Document Type and Number 身分證文件種類及號碼	<input type="checkbox"/> Permanent HK Identity Card <input type="checkbox"/> HK Identity Card (non-permanent) 香港永久性居民身分證    香港居民身分證 (非永久性)  <input type="checkbox"/> Passport 護照 <input type="checkbox"/> Others 其他 :		Number 號碼 :		
Date of Birth 出生日期	(Day/Month/Year 日/月/年)	Nationality (Country/Region) 國籍 (國家/地區)			
Mobile Telephone Number 手提電話號碼		Email Address 電郵地址			
Office Telephone Number 辦事處電話號碼		Market Information 宣傳資料	Want to receive marketing information to the address provided 希望所提供的電 郵地址收到任何本行的宣傳資料 <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否		
Residential Address 住宅地址					
Permanent Address 永久地址	(If different from residential address 如與住宅地址不同)				
Business Internet Banking Requirement 商務「網上理財」選項	<input type="checkbox"/> Primary User Access 主要使用者 User Short Name:    Account Number: 使用者簡稱:    戶口號碼: <p><b>Note 注意:</b> a. There is a maximum number of two Primary Users only for Business Internet Banking. 商務「網上理財」只限兩名主要使用者。          b. All Primary Users must be authorised signatories of one of your company's accounts with HSBC, and such account must be a Hong Kong dollar / foreign currency current account, a Hong Kong dollar / CombiNations statement savings account of a Business Integrated Account. 所有主要使用者必須為貴公司在本行現有戶口內其中一個戶口的獲授權簽署人，而該戶口必須為港元/ 外幣往來戶口、港元/ 「外幣通」結單儲蓄戶口或商業綜合戶口。          c. Business Internet Banking Users Short Name is used to identify the user who performs a particular transaction. It should be six characters without spaces, and can be any combination of A to Z and/or 0-9. It cannot be changed after it has been set up. 商務「網上理財」使用者簡稱是作為處理交易時確認之用，必須為六個字母組成及不得有任何空間。使用者簡稱可以由 A 至 Z 及/ 或 0 至 9 的任何組合組成。簡稱一經選定，不能更改。          d. Primary user may create secondary users on Business Internet Banking and delegate account and service access rights and assign transaction limits to the users. 主要使用者可在商務「網上理財」上設定普通使用者，並因應不同需要分配戶口及服務使用權限及交易限額給普通使用者。</p> <table border="1" style="width: 100%;"> <tr> <td>Requested per Account Daily Transaction Limit (If this is left blank, the limit will be set at zero) 您要求的每日交易限額 (如不填寫，限額為零)</td> <td>HKD 港元</td> </tr> </table> <p>e. Transaction limits will apply to all the existing registered accounts under Business Internet Banking but do not apply to Loans, Import/Export, Investment, Time Deposits, Business Card and MPF Service. For Trade Services and Direct Debit Authorisation service, the transaction limit should be set up via Business Internet Banking. 交易限額適用於所有已登記於商務「網上理財」的戶口，不適用於貸款、進出口押匯、投資、定期存款、公司卡及強積金服務。請於商務「網上理財」設置有關貿易服務及直接付款授權服務的限額。</p>			Requested per Account Daily Transaction Limit (If this is left blank, the limit will be set at zero) 您要求的每日交易限額 (如不填寫，限額為零)	HKD 港元
Requested per Account Daily Transaction Limit (If this is left blank, the limit will be set at zero) 您要求的每日交易限額 (如不填寫，限額為零)	HKD 港元				
Business Debit Card Requirement 商業扣賬卡選項	<p><b>Note 注意:</b> The maximum number of Business Debit Card cardholder is three. 商務扣賬卡持卡人最多為三位。</p> <p>Primary Account Number 基本戶口號碼:   </p> <p>Screen Instruction Language 螢幕顯示語言:    <input type="checkbox"/> English 英文    <input type="checkbox"/> Chinese 中文</p> <p>Collect Debit Card at this Commercial Service Center 於下列商業客戶服務中心領取扣賬卡:          For locations please visit our website:          (<a href="http://www.commercial.hsbc.com.hk/1/2/commercial/customer-service/banking-channels/commercial-transaction-centres">http://www.commercial.hsbc.com.hk/1/2/commercial/customer-service/banking-channels/commercial-transaction-centres</a>)</p> <p>Business Debit Card PIN will be sent via 扣賬卡密碼將以:  <input type="checkbox"/> Normal Mail    <input type="checkbox"/> Courier (For Business Integrated Account only and additional charges apply)          普通郵件    速遞 (只適用於商業綜合戶口並需額外手續費)</p> <p>to Company's correspondence address. 寄至通訊地址。</p>				

### IIIA. Appointment of Directors / Authorised Signatories (Continued)

委任董事/ 獲授權簽署人 (續)

Signature 簽署	<input type="checkbox"/> Authorised Signatory 獲授權簽署人	I hereby sign below and agree to it serving as my specimen signature for the business accounts held in the Bank's record. 本人特此簽署以作本人同意以此作為上述公司在貴行的戶口的簽字樣式記錄。  <div style="text-align: right;">S.V.</div>
	<input type="checkbox"/> Director who is not authorised to operate the account 未獲授權處理戶口的董事	
Signing Group: 簽署組別:		Job Title: 職銜:

3. Full Name in English 英文全名	<input type="checkbox"/> Mr 先生 <input type="checkbox"/> Mrs 太太 <input type="checkbox"/> Miss 小姐 <input type="checkbox"/> Ms 女士	Full Name in Chinese 中文全名
Capacity in Company 公司內的有關職務	<input type="checkbox"/> Director 董事 <input type="checkbox"/> Authorised Signatory 獲授權簽署人	
Identification Document Type and Number 身分證文件種類及號碼	<input type="checkbox"/> Permanent HK Identity Card 香港永久性居民身分證 <input type="checkbox"/> HK Identity Card (non-permanent) 香港居民身分證 (非永久性) <input type="checkbox"/> Passport 護照 <input type="checkbox"/> Others 其他:	Number 號碼:
Date of Birth 出生日期	(Day/Month/Year 日/月/年)	Nationality (Country/Region) 國籍 (國家/地區)
Mobile Telephone Number 手提電話號碼		Email Address 電郵地址
Office Telephone Number 辦事處電話號碼		Market Information 宣傳資料
Residential Address 住宅地址	Want to receive marketing information to the address provided 希望所提供的電郵地址收到任何本行的宣傳資料 <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否	
Permanent Address 永久地址	(If different from residential address 如與住宅地址不同)	
Business Debit Card Requirement 商業扣賬卡選項	<b>Note 注意:</b> The maximum number of Business Debit Card cardholder is three. 商務扣賬卡持卡人最多為三位。	
	Primary Account Number 基本戶口號碼: <div style="border: 1px solid black; width: 100px; height: 15px;"></div>	
	Screen Instruction Language 螢幕顯示語言: <input type="checkbox"/> English 英文 <input type="checkbox"/> Chinese 中文	
	Collect Debit Card at this Commercial Service Center 於下列商業客戶服務中心領取扣賬卡: For locations please visit our website: <a href="http://www.commercial.hsb.com.hk/1/2/commercial/customer-service/banking-channels/commercial-transaction-centres">http://www.commercial.hsb.com.hk/1/2/commercial/customer-service/banking-channels/commercial-transaction-centres</a>	
	Business Debit Card PIN will be sent via 扣賬卡密碼將以: <input type="checkbox"/> Normal Mail 普通郵件 <input type="checkbox"/> Courier (For Business Integrated Account only and additional charges apply) 速遞 (只適用於商業綜合戶口並需額外手續費) to Company's correspondence address. 寄至通訊地址。	
Signature 簽署	<input type="checkbox"/> Authorised Signatory 獲授權簽署人  <input type="checkbox"/> Director who is not authorised to operate the account 未獲授權處理戶口的董事	I hereby sign below and agree to it serving as my specimen signature for the business accounts held in the Bank's record. 本人特此簽署以作本人同意以此作為上述公司在貴行的戶口的簽字樣式記錄。  <div style="text-align: right;">S.V.</div>

### IIIB. Change of Signing Instruction 更新簽署指示

<b>Note 注意</b>	1. The following signing arrangement supersedes all previous signing arrangement. All authorised signatory(ies) shall follow the signing arrangement below to act on behalf of the company. 以下的簽署指示用於取代所有先前的簽署指示。所有獲授權簽署人應遵照以下的簽署指示代理該公司。 2. This change of signing instruction is not applicable to authorisations made on Business Internet Banking (BIB). If you are a Primary User, you can update the transaction-related authorisation instructions (Cash Management Authorisation) on BIB directly. To update Management Control Authorisation on BIB, please complete the Business Internet Banking Service Amendment Request Form (PBS035). 此更新簽署指示不適用於商務「網上理財」上的授權。如果您是主要使用者，您可登入商務「網上理財」直接更改「現金管理授權」設定以授權商務「網上理財」的交易，或填寫商務「網上理財」服務更改表格 (PBS035) 更改「管理監控授權」的設定。
Full Instruction Details 指示全面詳情	<input type="checkbox"/> Any one to sign 其中一位 <input type="checkbox"/> Any two to sign 其中兩位 <input type="checkbox"/> Other arrangement, please specify in full 其他安排，請全面說明:

### IIIC. Change of Signature Specimen 更新簽署式樣

Full Name in English 英文全名	<input type="checkbox"/> Mr 先生 <input type="checkbox"/> Mrs 太太 <input type="checkbox"/> Miss 小姐 <input type="checkbox"/> Ms 女士	Full Name in Chinese 中文全名	
Date of Birth 出生日期	(Day/Month/Year 日/月/年)	Signature Specimen 簽署式樣	
Identification Document Type and Number 身分證文件種類及號碼	<input type="checkbox"/> Permanent HK Identity Card 香港永久性居民身分證 <input type="checkbox"/> HK Identity Card (non-permanent) 香港居民身分證 (非永久性) <input type="checkbox"/> Passport 護照 <input type="checkbox"/> Others 其他 : Number 號碼 :		
			

### IV. Change of Shareholders/Beneficial Owners Information 更改股東/ 公司實益擁有人資料

**Note 注意：** Please state all shareholders/beneficial owners information in the table below and provide us with new Organisation Chart.  
請在以下表格列明所有股東/ 實益擁有人資料，並提供最新架構圖。

1. Full Name in English 英文全名	<input type="checkbox"/> Mr 先生 <input type="checkbox"/> Mrs 太太 <input type="checkbox"/> Miss 小姐 <input type="checkbox"/> Ms 女士	Full Name in Chinese 中文全名	
Identification Document Type and Number 身分證文件種類及號碼	<input type="checkbox"/> Permanent HK Identity Card 香港永久性居民身分證 <input type="checkbox"/> HK Identity Card (non-permanent) 香港居民身分證 (非永久性) <input type="checkbox"/> Passport 護照 <input type="checkbox"/> Others 其他 :	Number 號碼 :	
Date of Birth 出生日期	(Day/Month/Year 日/月/年)	Nationality (Country/Region) 國籍 (國家/地區)	
Country / Region of Residence 居住國家/ 地區		Ownership 所持股份 (%)	Voting Right 投票權 (%)
2. Full Name in English 英文全名	<input type="checkbox"/> Mr 先生 <input type="checkbox"/> Mrs 太太 <input type="checkbox"/> Miss 小姐 <input type="checkbox"/> Ms 女士	Full Name in Chinese 中文全名	
Identification Document Type and Number 身分證文件種類及號碼	<input type="checkbox"/> Permanent HK Identity Card 香港永久性居民身分證 <input type="checkbox"/> HK Identity Card (non-permanent) 香港居民身分證 (非永久性) <input type="checkbox"/> Passport 護照 <input type="checkbox"/> Others 其他 :	Number 號碼 :	
Date of Birth 出生日期	(Day/Month/Year 日/月/年)	Nationality (Country/Region) 國籍 (國家/地區)	
Country / Region of Residence 居住國家/ 地區		Ownership 所持股份 (%)	Voting Right 投票權 (%)
3. Full Name in English 英文全名	<input type="checkbox"/> Mr 先生 <input type="checkbox"/> Mrs 太太 <input type="checkbox"/> Miss 小姐 <input type="checkbox"/> Ms 女士	Full Name in Chinese 中文全名	
Identification Document Type and Number 身分證文件種類及號碼	<input type="checkbox"/> Permanent HK Identity Card 香港永久性居民身分證 <input type="checkbox"/> HK Identity Card (non-permanent) 香港居民身分證 (非永久性) <input type="checkbox"/> Passport 護照 <input type="checkbox"/> Others 其他 :	Number 號碼 :	
Date of Birth 出生日期	(Day/Month/Year 日/月/年)	Nationality (Country/Region) 國籍 (國家/地區)	
Country / Region of Residence 居住國家/ 地區		Ownership 所持股份 (%)	Voting Right 投票權 (%)
4. Full Name in English 英文全名	<input type="checkbox"/> Mr 先生 <input type="checkbox"/> Mrs 太太 <input type="checkbox"/> Miss 小姐 <input type="checkbox"/> Ms 女士	Full Name in Chinese 中文全名	
Identification Document Type and Number 身分證文件種類及號碼	<input type="checkbox"/> Permanent HK Identity Card 香港永久性居民身分證 <input type="checkbox"/> HK Identity Card (non-permanent) 香港居民身分證 (非永久性) <input type="checkbox"/> Passport 護照 <input type="checkbox"/> Others 其他 :	Number 號碼 :	
Date of Birth 出生日期	(Day/Month/Year 日/月/年)	Nationality (Country/Region) 國籍 (國家/地區)	
Country / Region of Residence 居住國家/ 地區		Ownership 所持股份 (%)	Voting Right 投票權 (%)



## V. Addition / Removal of Contact Persons 增加/ 移除聯絡人

**Note 注意：** The contact person(s) listed below will supersede all existing contact person(s) on record, if any. Maximum 3 contact persons are accepted.  
以下填寫的聯絡人將取代現有的所有聯絡人紀錄（如有）。聯絡人不可多於三位。

1. Full Name in English 英文全名	<input type="checkbox"/> Mr 先生 <input type="checkbox"/> Mrs 太太 <input type="checkbox"/> Miss 小姐 <input type="checkbox"/> Ms 女士	Full Name in Chinese 中文全名	
Job Title 職銜	Contact Tel Number 聯絡電話號碼	Area Code 國家或地區編號	Number 電話號碼
Email Address 電郵地址			

2. Full Name in English 英文全名	<input type="checkbox"/> Mr 先生 <input type="checkbox"/> Mrs 太太 <input type="checkbox"/> Miss 小姐 <input type="checkbox"/> Ms 女士	Full Name in Chinese 中文全名	
Job Title 職銜	Contact Tel Number 聯絡電話號碼	Area Code 國家或地區編號	Number 電話號碼
Email Address 電郵地址			

3. Full Name in English 英文全名	<input type="checkbox"/> Mr 先生 <input type="checkbox"/> Mrs 太太 <input type="checkbox"/> Miss 小姐 <input type="checkbox"/> Ms 女士	Full Name in Chinese 中文全名	
Job Title 職銜	Contact Tel Number 聯絡電話號碼	Area Code 國家或地區編號	Number 電話號碼
Email Address 電郵地址			

## VI. Declaration and Certificate of Due Authorisation 聲明及授權人證明書

**Note 注意：**

- The following Declaration must be completed if you have filled out section IV (Change of Shareholders/Beneficial Owners Information) or section V (Addition / Removal of Contact Persons) above.  
如已填寫以上第 IV 部分（更改股東/ 公司實益擁有人資料）或第 V 部分（增加/ 移除聯絡人），下列聲明部分必須填妥。
- The following Certificate of Due Authorisation must be completed if you have filled out section II (Resignation / Removal of Directors / Authorised Signatories), section IIIA (Appointment of Directors / Authorised Signatories), section IIIB (Change of Signing Instruction), or section IIIC (Change of Signature Specimen) above. 如已填寫以上第 II 部分（董事/ 獲授權簽署人的離任/ 調動）、第 IIIA 部分（委任董事/ 獲授權簽署人）、第 IIIB 部分（更新簽署指示）或第 IIIC 部分（更新簽署式樣），下列授權人證明書部分必須填妥。
- Please complete in Block Letters. 請用正楷填寫。
- All alterations to this form must be signed by the Chairman of Meeting or the Director (as appropriate).  
凡經修改之處，必須由會議主席/ 董事（如適用）簽署。

### Declaration 聲明

We confirm that the information given in this form is correct and complete and authorise the Bank to confirm this form any source it may choose. We acknowledge that such information will be used for processing the above request and for any other purpose that the Bank in its sole discretion deems fit.

We have read and understood that Bank's General Terms and Conditions (For Personal Sole Account, Joint Account and Business Account Holders), Business Integrated Account General Terms and Conditions, and any other terms and conditions (e.g. Business Debit Card Terms and Conditions (For Business Account)) which related to the relevant product of services that is applied for pursuant to this request.

We understand the above changes will not take effect until they have been processed by the Bank and notified to us.

We understand the Bank has the right to, at any time, obtain further information / document from us. We agree to provide the Bank with such information / documents as may be requested by the Bank from time to time in connection with this request and authorise the Bank to obtain information relating to us from any third parties at any time.

We confirm and warrant that we have obtained (will obtain) the express and prescribed consent of every Connected Person (as defined in the General Terms and Conditions (For Personal Sole Account, Joint Account and Business Account Holders)) to the provision of their information to the Bank or its affiliates for the purposes and disclose to the persons permissible pursuant to the Notice relating to the Personal Data (Privacy) Ordinance. We confirm we have already been provided a copy of this Notice and will procure a copy of this notice to be provided to all such Connected Persons.

English version shall prevail in the event of any discrepancy or inconsistency.

本人（等）證明此表格的資料乃屬正確及完整，並授權貴行可向任何方面查證。

本人（等）已經細閱及明白貴行的一般條款及內容（適用於個人獨立戶口，聯名戶口及商業戶口一般條款），並同意接受其約束。

本人（等）明白以上的指示在貴行適當處理前並不會生效。

本人（等）明白銀行有權在任何時間，向本人（等）獲取進一步的資料/ 文件。本人（等）同意銀行可能不時要求與本表格有關的資料/ 文件，並謹此授權銀行向任何及所有第三方獲取有關本人（等）的資料。

本人（等）確認及保證本人（等）已/ 將取得所有「關連」明示及訂明同意，不時就其「用途」向貴行或其附屬成員提供「關連人士」的資料，並向在該等條款及關於個人資料（私隱）條例的通知內所提供的人士透露有關資料。本人（等）確認已被提供有關通知的副本，並會將通知的副本提供予所有「關連人士」。

如本部分中英文版本的意義有所不同，概以英文版本為準。

## VI. Declaration and Certificate of Due Authorisation (Continued) 聲明及授權人證明書（續）

### Certificate of Due Authorisation 授權人證明書

We certify that this completed form has been tabled and approved and the following resolutions were validly passed at a meeting of the Board of Directors of the Customer named in the above Section I. Customer and Account Information whereas:

1. The person(s) listed in Section IIIA above is/are authorised to act as authorised signatories on behalf and in the name of the customer in respect of any services (including and not limited to issuance of Business Debit Card, Business Internet Banking, Phonebanking); and the Bank is authorised to accept instructions from such person(s) as Authorised Signatory accordingly. [Any steps already taken by these person(s) or their agents as contemplated by the resolution are ratified by the Customer.]
2. The person(s) listed in Section II above shall cease to be the authorised signatories and the Bank is authorised to terminate and remove such person(s) from accessing the relevant services as indicated.
3. The signing arrangement and special instruction (if any) as specified in the mandate for accounts previously provided by us shall be replaced and superseded in its entirety by the new arrangement as set out in Section IIIB above in respect of the accounts listed in Section I and the Bank authorised to accept such new arrangement and instructions accordingly.
4. Other than any amendment set out above, the mandate for accounts shall remain in full force and effect. These resolutions will remain in force unless and until the Customer delivers to the Bank a new resolution revoking, amending or superseding these resolutions and the Bank has a reasonable opportunity to update its records and confirm the same with the Customer.

We certify that the details of the above resolutions have been entered into the Minute Book of the Customer and signed by the chairman of the meeting and are in accordance with the Customer's Articles of Association or equivalent constitutional documents.

English version shall prevail in the event of any discrepancy or inconsistency.

本人（等）證明此填妥的表格已提交及獲得批准，並在第 I 部分所列客戶的董事會議上有效通過以下決議：

1. 在上述第 IIIA 部分所列明的有關人士（等）均已獲授權，作為客戶在貴行申請服務（包括而不局限於商務扣賬卡的發行，商務「網上理財」及電話理財服務）的獲授權簽署人；而貴行已獲授權接受有該等人士作為獲授權簽署人所給予的指示。由該等人士或其代理印因預期到本決議而採取的措施均為客戶所追認。
2. 在上述第 II 部分所列的人士將停止擔任獲授權簽署人，而貴行則獲授權終止及移除該等人士的所述有關服務使用權。
3. 在我們之前提供的授權書中，有關以上第 I 部分所列戶口的簽署安排及特別指示（如有），將會整個由以上第 IIIA 部分所列明的新安排完全取替及替代。貴行已獲授權接受有關的新安排及指示。
4. 除上述的更改外，有關戶口（等）的授權書均維持有效。本決議將持續有效，除非/直至客戶將用於廢除，更改及除代本決議的新決議送交貴行，及令貴行有合理機會更新其記錄並與客戶確認。

本人（等）證明以上各項決議詳情已記錄於本客戶的會議記錄簿內並由會議主席簽署，且符合本客戶的組織章程或具相同效力的公司組織文件的規定。

如本部分中英文版本的意義有所不同，概以英文版本為準。

Signature (Chairman of the Meeting) 簽署（會議主席）  <div style="text-align: center;">S.V.</div>	Full name in BLOCK LETTERS 全名（請用正楷填寫）  Date 日期
Signature (# Director) 簽署（# 董事）  <div style="text-align: center;">S.V.</div>	Full name in BLOCK LETTERS 全名（請用正楷填寫）

# Where the company has 2 or more directors but only 1 director is authorised to operate this business account, the person who acted as the Chairman of the above said meeting and hence signing here should be another director of the Company in the bank's record.  
如公司擁有兩名或以上董事，但只有一名董事獲授權操作此商業戶口，前述會議的主席及在此簽署的人士，必須為另一位在本行有記錄的公司董事。

### For Bank Use Only 銀行專用

- ☐ Business Internet Banking
- ☐ Company Amendment

**FW:** It must be approved by the appropriate authoriser as per the "AMH CMB Product Pricing Handling Procedure" For BB: SVP Team Head or Above Approval (*for fee waiver with strong justification*)

(Branch / Department Chop, Name and Authorised Signature)



## Checklist for Customers to Take Action 客戶安排須知

To ensure that there will be no interruption in banking arrangements after the changes, you may need to take the following actions.

為確保您的銀行服務不受影響，當更改進行有關更改後，您可能需要進行下列各項安排。

The checklist is for reference only and is not an exhaustive list. Please ensure that you have informed all the relevant parties that your account information has been updated.

由於未能盡錄所有項目，以下各項只供參考，請緊記通知所有有關方面您的戶口資料已更改。

For Resignation / Removal of Directors / Authorised Signatory 適用於董事/ 獲授權簽署人的離任/ 調動

- ☐ For HSBC*net*, please cancel authorised users directly via HSBC*net* User Management Tool. For further enquiries, please approach your Client Service Manager or contact HSBC*net* Service Hotline at 2748 8288, select language followed by option #5-2-0.  
有關滙豐財資網，請直接透過滙豐財資網用戶管理工具取消已獲授權用戶。如有其他查詢，請聯絡您的客戶服務經理或致電滙豐財資網熱線，電話 2748 8288，選擇語言後選項 #5-2-0。
- ☐ For Global Market products, please approach your Relationship Manager to submit amendment instruction.  
有關環球市場產品，請聯絡您的客戶經理提交更改指示。
- ☐ For Trade accounts, please approach your Relationship Manager or contact Trade Service Hotline at 2748 8288, select language followed by option #4-1-1.  
有關貿易戶口，請聯絡您的客戶經理或致電貿易服務熱線，電話 2748 8288，選擇語言後選項 #4-1-1。
- ☐ For MPF accounts, please complete "HSBC Mandatory Provident Fund – Authorised Signatures Specimen (Employer)" Form.  
有關強積金戶口，請填寫「滙豐強積金：獲授權人簽名式樣（僱主）」表格。

For Appointment of Directors / Authorised Signatory 適用於董事/ 獲授權簽署人的委任

- ☐ For business card application, please complete "Business Card Programme Application Form".  
如需申請公司卡，請填寫「公司卡計劃申請表」。
- ☐ For HSBC*net*, please appoint authorised users directly via HSBC*net* User Management Tool. For further enquiries, please approach your Client Service Manager or contact HSBC*net* Service Hotline at 2748 8288, select language followed by option #5-2-0.  
有關滙豐財資網，請直接透過滙豐財資網用戶管理工具登記獲授權用戶。如有其他查詢，請聯絡您的客戶服務經理或致電滙豐財資網熱線，電話 2748 8288，選擇語言後選項 #5-2-0。
- ☐ For Global Market products, please approach your Relationship Manager to submit amendment instruction.  
有關環球市場產品，請聯絡您的客戶經理提交更改指示。
- ☐ For Trade accounts, please approach your Relationship Manager or contact Trade Service Hotline at 2748 8288, select language followed by option #4-1-1.  
有關貿易戶口，請聯絡您的客戶經理或致電貿易服務熱線，電話 2748 8288，選擇語言後選項 #4-1-1。
- ☐ For MPF accounts, please complete "HSBC Mandatory Provident Fund – Authorised Signatures Specimen (Employer)" Form.  
有關強積金戶口，請填寫「滙豐強積金：獲授權人簽名式樣（僱主）」表格。

Applicable to Business Internet Banking customers 適用於商務「網上理財」客戶

- ☐ Each New Primary User will receive an authentication code via SMS for first time registration purpose.  
每位新主要使用者會透過短訊收到一組認證編號以供首次登記之用。
- ☐ For Secondary Users, please arrange an access appointment via your Business Internet Banking service.  
增加普通使用者請使用商務「網上理財」服務辦理。

When a user makes a payment to a non-designated third party beneficiary that exceeds the Bank's threshold, an SMS alert will be sent to the final approver informing about the payment details. These SMS services are free of charge and applicable to both Hong Kong and overseas mobile phone numbers.

當使用者授權付款給第三者（其他收款人），而交易金額超過本行的限額，將收到一個相關付款資料的短訊。免費短訊服務適用於香港及海外流動電話號碼。

For Business Card cancellation please call Business Card Centre at 2748 8288, select language followed by option #6-1-0 for more details.

如需要取消該負責人的公司信用卡，請致電公司信用卡中心，電話 2748 8288，選擇語言後選項 #6-1-0。