86G⁻895@A5⁻BH9B5B79: CFA⁻⁻F9⁻9F9B79⁻f⁻CF⁻7I GHCA9FÑⁿF9H9BH⁻CBŁ
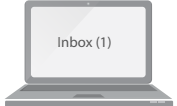# 星展⁻895@網上理財更改表格 – 參考資料 (只作參考用)

Please read through thoroughly before submitting the form. We regret to inform you that incorrect applications may cause delays in processing.
在提交此表格前請詳閱以下資料，提供不正確資料有可能令申請延遲。

I gY⁻h⁻]g⁻895@A UⁿohⁿbⁿUbⁿWⁿ: cfa⁻⁻Zⁿmⁿci⁻⁻k⁻Uⁿbⁿhⁿc.
使用此⁻895@服務更改表格，如果您需要：

> **9I⁻]gⁿhⁿ]b⁻ ⁻895@⁻7i gⁿhⁿca Yf**
> 現有 ⁻895@客戶

1. Upgrade service from Enquiry to Transacting
   由"僅有查詢"升級至"交易"
2. Add / Update / Remove User or Subscribe New Service
   新增 / 更新 / 移除 或 申請新服務
3. Unlock User Access, Unlock / Replace Security Device (physical token)
   用戶解鎖，實體保安編碼機解鎖 / 更換
4. Update Authorisation Policy
   更新授權政策
5. Terminate IDEAL Service
   終止IDEAL服務

5 ⁻895@A5⁻BH9B5B79⁻F9EI9GH⁻DFC79GG⁻服務更改程序

1 Decide IDEAL Services Required. Complete the IDEAL Registration Form and IDEAL Board Resolution (for Limited company only) and/or (mandatory for Customer Self Administration Service) Mandate for IDEAL Customer Self Administration Service (for sole proprietorship / partnership) (where applicable).
Cross out the section(s) if no information is provided on particular page(s).
Attach ID documents and proof of residence **(Mandatory for Transaction Authoriser and Customer Self Administrator*)**
選定所需的 IDEAL 服務並填妥IDEAL 登記表格及 IDEAL董事會決議案 (僅供有限公司之用)及/或(客戶自助管理服務必須提供) IDEAL 客戶自助管理服務授權書 (供獨資經營/合夥人之用)(如適用)。將沒有資料提供的部份刪去。附上身份証明文件及住址證明(**交易授權人及客戶自助管理員必須提供*)**

2 Bind and mail the full set of completed forms and required documents to us.
將整份已完成的表格及其他所需文件釘裝好並寄到本行。

> 86G⁻6Ub_⁻fk⁻cb[⁻?cb[⁻Ł⁻@a⁻]hⁿYX⁻⁻ Channel Management
> G.P.O Box No. 400
> **星展銀行 (香港) 有限公司 – Channel Management**
> 香港郵政總局信箱400號

3 Receive acknowledgement email that informs you that your application is being processed.
收到本行寄出的通知電郵表示您的申請正在處理。

4 Receive below items upon successful application (in 7 business days).
!⁻: cf⁻BYk⁻⁻UbX⁻⁻d[⁻fUXYX⁻⁻gYf.⁻ Welcome Pack
!⁻: cf⁻⁻gYf⁻fYei Ygⁿhⁿb[⁻ ⁻Zⁿcf⁻⁻I b⁻cW⁻_⁻#⁻FⁿYd⁻UⁿW⁻⁻⁻GYW⁻fⁿhⁿmⁿBYj]W⁻fⁿd⁻\ng]W⁻hⁿc⁻_Ybⁿ⁻ Security Device (physical token) Unlock Code / Security Device (physical token) and One Time Registration Code .
申請成功後，將在7個工作天內收到本行寄出以下項目。

– 新用戶或升級用戶: 迎新包
– 申請實體保安編碼機解鎖 / 更換的用戶: 實體保安編碼機解鎖碼 / 實體保安編碼機及「 一次專用登記編碼」。

* Please furnish us the necessary documents listed below to avoid any delay to setup your IDEAL access.
- Certified true copy of (i) ID Card / Passport and (ii) residential address proof issued in the last 3 months (e.g. recent utility or phone bill, bank statement or correspondence from a government agency).
- * 為免您的 IDEAL 申請延誤，請向本行提供以下列出的文件。
- 認證核實的(i)身份證/護照副本及(ii)三個月內發出的住宅地址證明 (例如: 近期的公共服務或電話費賬單、銀行結單或政府部門的信件)。

> Step 3 and Step 4 only applicable to New / Upgraded User or Unlock / Replace Security Device (physical token)
> 第3及第4步驟只適用於新/升級用戶或實體保安編碼機解鎖/更換

6 D57?5; 9⁻89H5⁻@G⁻服務組合

DUⁿWⁿU[Yⁿhⁿmⁿd⁻組合種類	9bⁿei]fmⁿ戶口查詢	9bⁿei]fmⁿ& Transaction 戶口查詢及交易
Services Available 所提供的服務	Account Enquiry 戶口查詢 Trade Enquiry 貿易查詢 Account Receivable Purchase Enquiry 發票理財查詢	Account Enquiry 戶口查詢 Trade Enquiry 貿易查詢 Cash Management 現金管理 Trade Finance 貿易融資 DealOnline (Foreign Exchange 外滙交易)
Subscription Fee 申請費	Free 免費	Free 免費
Monthly Service Fee 服務月費	Free 免費	HK$150 / US$19.5 per company 每間公司 HK$150 / US$19.5
Choice of 2-Factor Authentication Modes	Digital Token (download on IDEAL Mobile App). Free ⁻fl IDEAL ⁻⁻⁻Ł⁻ IDEAL security device (physical token): HK$250 per token IDEAL ⁻⁻⁻⁻⁻HK$250	Digital Token (download on IDEAL Mobile App). Free ⁻fl IDEAL ⁻⁻⁻Ł⁻ IDEAL security device (physical token): HK$250 per token IDEAL ⁻⁻⁻⁻. 每部 HK$250
Replacement of lost / damaged IDEAL security device (physical token) 更換遺失/損壞的IDEAL 實體保安編碼機	HK$500 per token 每個 HK$500	HK$500 per token 每個 HK$500

For more information on the extensive functionalities of DBS IDEAL, please visit www.dbs.com.hk.

如需要了解更多有關星展 IDEAL 的功能，請瀏覽 www.dbs.com.hk 。

XDBS

7 | G9FJ=79̈HMD9G 服務種類

G9FJ=79̈HMD9G 服務種類

5WW̌i bhЁ9beiЁ]fm̌戶口查詢
View account statements, remittance advices, subscribe to alerts or enquire on loans and fixed deposits. 查詢戶口結餘，滙款通知書，設定提示或查詢貸款和定期存款。

HfUXY̌9beiЁ]fm̌貿易查詢
Enquire on trade transaction details and history or subscribe to trade notifications. 查詢貿易交易的詳情及記錄或設定貿易通知。

HfUbgUWḥ]cb̌交易
7Ug\̌AUbU[̌YǎYbȟ現金管理

DUm̌ǎYbȟ付款
Make domestic or cross-border payments via Intra Company Transfer, Account Transfer, CHATS / RTGS, Bulk Payment, AutoPay, HK FPS Proxy Addressing Service & HK FPS Payment, Telegraphic Transfer and DBS MAX.
透過公司內部轉賬、戶口轉賬、本地即時滙款、大量付款、自動轉賬、轉數快識別代號帳戶綁定服務&轉數快付款、電滙以進行本地或外地的付款及 DBS MAX。

DUmfic`̀發薪
Make salary payments to multiple recipients via Payroll. 透過發薪向多個收款人轉賬薪金。

7c``YWḥ]cb̌收款
Collect payments from customers via Bulk Collection and DBS MAX. 透過大量收款向客戶收取賬項及DBS MAX。

HfUXY̌:]bUbWY̌貿易融資
Send new trade applications including Documentary Letters of Credit (Import & Export), Shipping Guarantee / Air Waybill Endorsement, Export Bill Under Collection, Standby LC and Banker's Guarantee. 提交新的貿易申請，包括跟單信用證 (進口及出口)、裝運保函/空運提單背書、出口託收單據、備用信用證以及銀行保函。

Ch\Yfǧ其他
Specify other types of payment services (e.g. bank cheque or corporate cheque) or specific products that the user requires (e.g. Telegraphic Transfers only). 請註明其他付款服務 (例如: 銀行本票或公司支票) 或用戶指定所需要的產品 (例如: 僅有電滙)。

5WW̌i bhFYWj]jUVYDifWUgY9beiЁ]fm̌發票理財查詢
Online factoring account enquiry and reports download, acquire the current positions (e.g. fund in use, available funds) and transaction details. 發票理財可讓用戶查詢及下載報表，獲得即時的賬戶資料 (例如: 在用資金，可用資金) 和交易詳情。

8 | IG9F̌DFC:=@9̌用戶權限

1. Transaction Maker 交易經手人
User who creates transactions and manages beneficiary information. 用戶能建立交易及管理受款人清單。

2. HfUbgUWḥ]cb̌5i h\cf]gYf̌交易授權人
User who approves transactions and approves beneficiary information (if required). 用戶能授權交易及授權受款人清單 (如需要)。

3. Customer Self Administrator (at least 2 required) 客戶自助管理員 (必須至少兩名)
Customer Self Administrator(s) will have the full power to administer and operate DBS IDEAL on behalf of the organisation, including but not limited to:
客戶自助管理員將持有全權代表其公司管理及運作DBS IDEAL，包括但不限於：

- Add or remove a Transaction maker and authoriser 新增或移除交易經手人及批核人
- Modify any user access to accounts and services 修改任何用戶戶口及服務訪問權限
- Suspend and re-activate User's IDEAL access 暫停及重啟用戶 IDEAL的訪問權限
- Unlock Security Device (physical token) 實體保安編碼機解鎖
- Request for a new Security Device (physical token) 申請全新實體保安編碼機
- Manage company profile in IDEAL 管理 IDEAL公司權限
- Manage company authorisation policy 管理公司授權政策

IMPORTANT NOTES 重要事項

Given the wide powers conferred on the Customer Self Administrators, Customer Self Administrators should be persons within the organisation with sufficient executive power and authority to take on the role and the organisation is responsible for ensuring that it has appropriate and adequate internal controls procedures and security measures in place to prevent any fraud, abuse or unauthorised acts/ omissions by Customer Self Administrators.
鑑於授予客戶自助管理員的廣泛權力，客戶自助管理員應該是公司內部具有足夠行政權力及職權承擔職責的人員，及公司有責任確保其擁有適當及充足的內部監控程序及安全措施，以防止客戶自助管理員進行任何欺詐、濫用或未經授權的行為/疏忽。

For security reasons, at least 2 Customer Self Administrators must be appointed, and any action initiated by one Customer Self Administrator must be approved by at least one other Customer Self Administrator. Hence, 基於保安理由，必須委派至少兩名客戶自助管理員，並且由一名客戶自助管理員建立的任何行動必須經由至少另一名客戶自助管理員的批核。因此，

a) Customer Self Administrator cannot act alone to add/modify any setup. 客戶自助管理員不能獨自新增或修改任何設定。

b) Dual control is always required for any actions performed. It is mandatory to provide a valid mobile number and submit a Certified True Copy of identification document for all Customer Self Administrators together with this application. 任何行動必須於雙重管理監控下進行。必須提供有效的流動電話號碼及連同此表格一併提交所有客戶自助管理員之已認證核實的證明文件。

9 | =895@AC6=@9̌5DĎ流動理財應用程式

1. Stay on top of your account balance, transaction history and cheque status easily
   輕鬆地掌握戶口最新結餘、交易記錄及支票狀態

2. Approve payments wherever you are, whenever you need
   隨時隨地授權轉賬

3. Create payments easily from your fingertips
   安全輕鬆地處理轉賬

4. Scan QR code for HK FPS payment transfers
   透過二維碼掃描進行轉賬

DBS IDEAL

Download on the App Store

GET IT ON Google Play

fΥYćZ7\́ÚfY 免費

✕DBS

星展̈895@網上理財更改表格 (呈交銀行)

Please complete this form in English 6@C7? ̈@9HH9FG 請以英文正楷填寫此表格

*Mandatory Fields 必須填寫

Ḧ. 86G̈6Ub_̓fkcb[̓?cb[Ł@]a̓]hYX! ̈7\UbbY ̈̀A UbU[Ya Ybh
; ̓D̓C ̈6cl ̈Bc̓̈($$

寄. 星展銀行 (香港) 有限公司 ! ̈7\UbbY ̈̀A UbU[Ya Ybh
香港郵政總局信箱400號

Note 備註:
1. "The Bank" means DBS Bank (Hong Kong) Limited and its successors and assigns.
"星展銀行" 指星展銀行 (香港) 有限公司及其繼承人及受讓人。
2. "The Company" means the company specified in Section 1 of the IDEAL Registration Form.
"公司" 指 IDEAL登記表格第1項內所填寫的公司。

% 7CAD5BM89H5̈@G 公司資料

Organisation ID 公司編號†	
Company Name 公司名稱*	

& 7CBH57HD9FGCB 聯絡人

Tick where applicable 如適用請在方格內加上剔號 ✓

Amendment Type 更改類別	Add 新增	OR 或	Update 更新	OR 或	Remove 移除	Add 新增	OR 或	Update 更新	OR 或	Remove 移除
Contact Person 聯絡人	1.					2.				
Telephone Number 電話號碼	Country Code 國家號碼 ! Telephone Number 電話號碼					Country Code 國家號碼 ! Telephone Number 電話號碼				
Email Address 電郵地址										

' I D85H9̈577CI BHBI A69F ̓flȽ更新戶口號碼

588̈5Wdi bhBi a VYff fl地 新增戶口號碼

A1 ☐☐☐☐☐☐☐ — ☐☐☐
A2 ☐☐☐☐☐☐☐ — ☐☐☐
A3 ☐☐☐☐☐☐☐ — ☐☐☐
A4 ☐☐☐☐☐☐☐ — ☐☐☐
Currency 貨幣

F9ACJ9̈5Wdi bhBi a VYff fl地 移除戶口號碼

R1 ☐☐☐☐☐☐☐ — ☐☐☐
R2 ☐☐☐☐☐☐☐ — ☐☐☐
R3 ☐☐☐☐☐☐☐ — ☐☐☐
R4 ☐☐☐☐☐☐☐ — ☐☐☐
Currency 貨幣

(I D85H9̈896̈H577CI BH 更新付款戶口

GdYW̋Zm̈mci f ̈W/a dUbmfg ̈7i ffYbh#GUJ]b[̈/A i ̈h! ̈7i ffYbW/hGUJ]b[g ̈5Wdi bhk \]W ̈k ̈]̈̀VY ̈i gYX ̈hc gYHhY ̈895@fYUhYX ̈WUf[Yg̓
填寫支付 ̈895@相關費用的往來 / 儲蓄 / 多種貨幣儲蓄戶口。

☐☐☐☐☐☐☐☐☐☐☐☐ — ☐☐☐
Currency 貨幣

Note 備註:
1. If the funds in the above specified account are insufficient to settle any IDEAL related charges (e.g. IDEAL monthly service fee, security device (physical token) fee, etc), any of your other Current / Savings / Multi-Currency Savings Account will be debited for settlement of such charges without further notice.
如上述註明付款戶口存款不足以支付 IDEAL 相關費用費用(例如: IDEAL 服務月費, 實體保安編碼機收費等), 貴公司的任何其他往來 / 儲蓄 / 多種貨幣儲蓄戶口將自動用作扣除有關費用, 而不另發通知。
2. The Bank is hereby authorised to effect any necessary currency exchange at the prevailing exchange rate.
星展銀行獲授權用其釐訂的匯率, 以執行任何所需的貨幣兌換。
3. IDEAL monthly service fee will be charged on 25th of every month. If the payment date falls on a day which is not a business day, it will be effected on the following business day.
IDEAL 服務月費將於每月二十五日收取。如支賬日非營業日, 月費則於下一個營業日收取。

✕ DBS

Please complete this form in English 6⁚C7?⁚⁚9H⁚HⅠFG. 請以英文正楷填寫此表格

* Mandatory Fields 必須填寫

) 588⁚#Ⅰ D85H9⁚#F9ACJ9⁚I G9F⁚CF⁚ⅠG⁚6G7F⁚69⁚B9K⁚G9FJ⁚79
新增 / 更新 / 移除用戶或申請新服務

Tick where applicable 如適用請在方格內加上剔號 ✓

User 1 / 用戶 1

User 2 / 用戶 2

☐ Add User 新增用戶	OR 或	☐ Remove User 移除用戶	OR 或	☐ Update Profile 更新權限

IDEAL User ID (if existing customer) or Preferred IDEAL User ID (if new customer)
(6-12 alphanumeric characters, i.e. A-Z and/ or 0-9)
IDEAL用戶編號(如現有客戶) 或首選的IDEAL用戶編號(如新客戶)
(6-12個英數字元, 即: A-Z 和/或 0-9)

User Full Name (as in HKID / Passport) 用戶全名 (須與香港身份證/護照相同)*

Nationality 國籍*

HKID / Passport No. 香港身份證 / 護照號碼*

Mobile No. 手機號碼*

Country Code 國家號碼 — Mobile No. 手機號碼

Email Address 電郵地址*

GYfj]WVfⅠ⁚/⁚⁚DfcⁿZ⁚Yfⁿg⁚ 服務及權限

Transaction Service(s) 交易服務 / Profile(s) 權限	Maker 經手人	Authoriser 批核人	Authoriser Group (e.g. A or B or C etc.) 授權組別 (例如 A 或 B 或 C 等。)
Payment 付款			
Payroll 發薪			
Collection 收款			
Trade Finance 貿易融資			
Others 其他			

☐ Account Enquiry 戶口查詢　　☐ Trade Enquiry 貿易查詢　　☐ Customer Self Administrator[3] (at least 2 required) - please refer to Section D before - User Roles for details 客戶自助管理員[3] (必須至少兩名) – 詳情請參照之前D部份 - 用戶權限

Special Features 特別功能

7\c]WⁿcZ⁚&Ⅰ⁚UⁿcfⁿUⁿhⁿYbhⁿWhⁿcbⁿf&⁚5ⁿAcXYg⁚ 雙重認證模式選擇：
Note: If left blank, the default 2FA mode will be the IDEAL digital token.
備註: 如果您未勾選，將預設 IDEAL數碼編碼器為雙重認證模式。

☐ IDEAL digital token(Security Authentication via smartphone) IDEAL 數碼編碼器 (經由智能手機進行保安認證)

☐ IDEAL security device (physical token) (HK$250 per token) IDEAL 實體保安編碼機 (*每部HK$250)

5WWggⁿhcⁿk\]W\ⁿUWⁿdⁿbh[3] 選用那個戶口？
Note: If left blank, user will be given access to all accounts setup in IDEAL .
備註: 如果您未勾選，將預設 IDEAL上的所有戶口。

☐ All Accounts 所有戶口　OR 或
1.
2.
3.
4.

☐ Add User 新增用戶	OR 或	☐ Remove User 移除用戶	OR 或	☐ Update Profile 更新權限

IDEAL User ID (if existing customer) or Preferred IDEAL User ID (if new customer)
(6-12 alphanumeric characters, i.e. A-Z and/ or 0-9)
IDEAL用戶編號(如現有客戶) 或首選的IDEAL用戶編號(如新客戶)
(6-12個英數字元, 即: A-Z 和/或 0-9)

User Full Name (as in HKID / Passport) 用戶全名 (須與香港身份證/護照相同)*

Nationality 國籍*

HKID / Passport No. 香港身份證 / 護照號碼*

Mobile No. 手機號碼*

Country Code 國家號碼 — Mobile No. 手機號碼

Email Address 電郵地址*

GYfj]WVfⁿⁿ/⁚⁚DfcⁿZ⁚Yfⁿg⁚ 服務及權限

Transaction Service(s) 交易服務 / Profile(s) 權限	Maker 經手人	Authoriser 批核人	Authoriser Group (e.g. A or B or C etc.) 授權組別 (例如 A 或 B 或 C 等。)
Payment 付款			
Payroll 發薪			
Collection 收款			
Trade Finance 貿易融資			
Others 其他			

☐ Account Enquiry 戶口查詢　　☐ Trade Enquiry 貿易查詢　　☐ Customer Self Administrator[3] (at least 2 required) - please refer to Section D before - User Roles for details 客戶自助管理員[3] (必須至少兩名) – 詳情請參照之前D部份 - 用戶權限

Special Features 特別功能

7\c]WⁿcZ⁚&Ⅰ⁚UⁿcfⁿUⁿhⁿYbhⁿWhⁿcbⁿf&⁚5ⁿAcXYg⁚ 雙重認證模式選擇：
Note: If left blank, the default 2FA mode will be the IDEAL digital token.
備註: 如果您未勾選，將預設 IDEAL數碼編碼器為雙重認證模式。

☐ IDEAL digital token(Security Authentication via smartphone) IDEAL 數碼編碼器 (經由智能手機進行保安認證)

☐ IDEAL security device (physical token) (HK$250 per token) IDEAL 實體保安編碼機 (*每部HK$250)

5WWggⁿhcⁿk\]W\ⁿUWⁿdⁿbh[3] 選用那個戶口？
Note: If left blank, user will be given access to all accounts setup in IDEAL .
備註: 如果您未勾選，將預設 IDEAL上的所有戶口。

☐ All Accounts 所有戶口　OR 或
1.
2.
3.
4.

Note 備註:
1. As part of our enhanced security process, we require you to provide us with a valid mobile number & email address. An invalid mobile number or email address may result in the inability to authenticate you and affect your login. 根據本行的保安政策，客戶必須填寫有效的手機號碼及電郵地址。無效的手機號碼或電郵地址將無法認證閣下的賬戶並導致無法登入。
2. For Update Profile, your previous instructions will be superseded. The Bank takes this updated profile as the final profile. 選擇更新服務，閣下之前的指示將會被取代。星展銀行將以此次權限更新為最終權限。
3. For security reasons, at least 2 Customer Self Administrators must be appointed, and any action initiated by one Customer Self Administrator must be approved by at least one other Customer Self Administrator. Therefore, it is not applicable to single user profile. 基於保安理由，必須委派至少兩名客戶自助管理員，由一名客戶自助管理員建立的任何行動必須經由至少另一名客戶自助管理員的批核。因此，不適用於只得一名用戶的IDEAL客戶。

For enquiries, please contact DBS *Business*Care at (852) 2290-8068 or email to businesscare-hk@dbs.com. 如有查詢，請聯絡DBS *Business*Care (852) 2290-8068或電郵至 businesscare-hk@dbs.com。

XDBS

Please complete this form in English 6@C7? '@9H H9FG 請以**英文正楷**填寫此表格

*Mandatory Fields 必須填寫

588 #l D85H9 #F9ACJ9 'l G9F 'CF Gl 6G7F 69 B9K 'G9FJ 79

新增 / 更新 / 移除用戶或申請新服務

I gYf ' 用戶 3

Tick where applicable 如適用請在方格內加上剔號 ✓

I gYf (用戶 (

User 3	User (
☐ Add User 新增用戶　**OR 或**　☐ Remove User 移除用戶　**OR 或**　☐ Update Profile 更新權限	☐ Add User 新增用戶　**OR 或**　☐ Remove User 移除用戶　**OR 或**　☐ Update Profile 更新權限

IDEAL User ID (if existing customer) or Preferred IDEAL User ID (if new customer)
(6-12 alphanumeric characters, i.e. A-Z and/ or 0-9)
IDEAL用戶編號(如現有客戶) 或首選的IDEAL用戶編號(如新客戶)
(6-12個英數字元, 即: A-Z 和/或 0-9)

User Full Name (as in HKID / Passport) 用戶全名 (須與香港身份證/護照相同)*

Nationality 國籍*

HKID / Passport No. 香港身份證 / 護照號碼*

Mobile No. 手機號碼*

Country Code 國家號碼　　Mobile No. 手機號碼

Email Address 電郵地址*

GYfj]WYfi ']' Dfcz]Yfi ']' 服務及權限

Transaction Service(s) 交易服務 / Profile(s) 權限	Maker 經手人	Authoriser 批核人	Authoriser Group (e.g. A or B or C etc.) 授權組別 (例如 A 或 B 或 C 等。)
Payment 付款			
Payroll 發薪			
Collection 收款			
Trade Finance 貿易融資			
Others 其他 _____			

☐ Account Enquiry 戶口查詢　　☐ Trade Enquiry 貿易查詢　　☐ Customer Self Administrator[3] (at least 2 required) - please refer to Section D before - User Roles for details 客戶自助管理員[3] (必須至少兩名) – 詳情請參照之前D部份 - 用戶權限

Special Features 特別功能

7\c]WY cZ &: UWtcf 5i h\Ybh]WUh]cb f& A cXYg 雙重認證模式選擇：

Note: If left blank, the default 2FA mode will be the IDEAL digital token.
備註: 如果您未勾選，將預設 IDEAL數碼編碼器為雙重認證模式。

☐ IDEAL digital token(Security Authentication via smartphone) IDEAL 數碼編碼器(經由智能手機進行保安認證)　　☐ IDEAL security device (physical token) (HK$250 per token) IDEAL實體保安編碼機(*每部HK$250)

5WWgghc\]W UWUci bhf(]g3 選用那個戶口？

Note: If left blank, user will be given access to all accounts setup in IDEAL .
備註: 如果您未勾選，將預設 IDEAL上的所有戶口。

☐ All Accounts 所有戶口　　OR 或　　1. __　2. __　3. __　4. __

Note 備註:
1. As part of our enhanced security process, we require you to provide us with a valid mobile number & email address. An invalid mobile number or email address may result in the inability to authenticate you and affect your login. 根據本行的保安政策，客戶必須填寫有效的手機號碼及電郵地址。無效的手機號碼或電郵地址將無法認證閣下的賬戶並導致無法登入。
2. For Update Profile, your previous instructions will be superseded. The Bank takes this updated profile as the final profile.
選擇更新服務，閣下之前的指示將會被取代。星展銀行將以此次權限更新為最終權限。
3. For security reasons, at least 2 Customer Self Administrators must be appointed, and any action initiated by one Customer Self Administrator must be approved by at least one other Customer Self Administrator. Therefore, it is not applicable to single user profile. 基於保安理由，必須委派至少兩名客戶自助管理員，由一名客戶自助管理員建立的任何行動必須經由至少另一名客戶自助管理員的批核。因此，不適用於只得一名用戶的IDEAL客戶。

XDBS

6 5I H⁚CF﹣G5H⁚CB˙DC@7M授權政策

Tick where applicable 如適用請在方格內加上剔號 ✓

	From $ (HKD) 由 $ (HKD)	To $ (HKD) 至 $ (HKD)	Authorisation Requirement 授權組合	
Payment from HK$0 to HK$50,000 requires signatory from Any 1 Authoriser. 從HK$0至HK$50,000的付款須任何一位授權人授權	0	50,000	Bc"cZ5i ʰcf]gYff ʰtłfYei]fYX 授權人數 ✓ Any 1 Authoriser 任何一位授權人 ☐ Any 2 Authorisers 任何兩位授權人	F Yei]fYX ˙7ca V]bUʰjcb˙cZ5i ʰcf]gYX˙G][bUʰcf]Yg 其他授權組合
Payment from HK$50,000.01 to HK$999,999,999,999,999 requires 2 signatory from Group A or 1 from Group B and 1 from Group C 由HK$50,000.01至HK$999,999,999,999,999的付款須由2位A組的授權人或1位B組的授權人搭配1位C組的授權人	50,000.01	999,999,999,999,999	Bc"cZ5i ʰcf]gYff ʰtłfYei]fYX 授權人數 ☐ Any 1 Authoriser 任何一位授權人 CF 或 ☐ Any 2 Authorisers 任何兩位授權人	F Yei]fYX ˙7ca V]bUʰjcb˙cZ5i ʰcf]gYX˙G][bUʰcf]Yg 其他授權組合 &5 CF 或 %̄ 5B8 ˙和 %7

(Watermark: 9L5AD@9示例 / CF 或)

DUʰma Ybh付款

From 由	To 到	Authorisation Requirement 授權組合	
0		Bc"cZ5i ʰcf]gYff ʰtłfYei]fYX 授權人數 ☐ Any 1 Authoriser 任何一位授權人 CF 或 ☐ Any 2 Authorisers 任何兩位授權人	F Yei]fYX ˙7ca V]bUʰjcb˙cZ5i ʰcf]gYX˙G][bUʰcf]Yg 其他授權組合
		Bc"cZ5i ʰcf]gYff ʰtłfYei]fYX 授權人數 ☐ Any 1 Authoriser 任何一位授權人 CF 或 ☐ Any 2 Authorisers 任何兩位授權人	F Yei]fYX ˙7ca V]bUʰjcb˙cZ5i ʰcf]gYX˙G][bUʰcf]Yg 其他授權組合
		Bc"cZ5i ʰcf]gYff ʰtłfYei]fYX 授權人數 ☐ Any 1 Authoriser 任何一位授權人 CF 或 ☐ Any 2 Authorisers 任何兩位授權人	F Yei]fYX ˙7ca V]bUʰjcb˙cZ5i ʰcf]gYX˙G][bUʰcf]Yg 其他授權組合

DUʰfic``發薪

From 由	To 到	Authorisation Requirement 授權組合	
0		Bc"cZ5i ʰcf]gYff ʰtłfYei]fYX 授權人數 ☐ Any 1 Authoriser 任何一位授權人 CF 或 ☐ Any 2 Authorisers 任何兩位授權人	F Yei]fYX ˙7ca V]bUʰjcb˙cZ5i ʰcf]gYX˙G][bUʰcf]Yg 其他授權組合
		Bc"cZ5i ʰcf]gYff ʰtłfYei]fYX 授權人數 ☐ Any 1 Authoriser 任何一位授權人 CF 或 ☐ Any 2 Authorisers 任何兩位授權人	F Yei]fYX ˙7ca V]bUʰjcb˙cZ5i ʰcf]gYX˙G][bUʰcf]Yg 其他授權組合
		Bc"cZ5i ʰcf]gYff ʰtłfYei]fYX 授權人數 ☐ Any 1 Authoriser 任何一位授權人 CF 或 ☐ Any 2 Authorisers 任何兩位授權人	F Yei]fYX ˙7ca V]bUʰjcb˙cZ5i ʰcf]gYX˙G][bUʰcf]Yg 其他授權組合

Note 備註:
1. Please ignore this section and jump to Section 8 if only 'Account Enquiry' and / or "Trade Enquiry" are applied.
   如申請 "戶口查詢" 及/或 "貿易查詢"，請跳到第8部份。

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DBS Bank (Hong Kong) Limited 星展銀行 (香港) 有限公司 Hong Kong/GTS/CIB/0065(06/19)　　Page 4 of 12

⊠ DBS

6 5I H·CF·G5H·CB·DC@7M 授權政策

Tick where applicable 如適用請在方格內加上剔號 ✓

7c``YWqcb 收款

From 由	To 到	Authorisation Requirement 授權組合	
		Bc'''cZ5i h\cf]gYffgzfYei]fYX 授權人數	F Yei]fYX·7ca V]bUh]cb·cZ5i h\cf]gYX·G]l bUhcf]Yg 其他授權組合
0		☐ Any 1 Authoriser 任何一位授權人 ☐ Any 2 Authorisers 任何兩位授權人 **CF 或**	
		Bc'''cZ5i h\cf]gYffgzfYei]fYX 授權人數	F Yei]fYX·7ca V]bUh]cb·cZ5i h\cf]gYX·G]l bUhcf]Yg 其他授權組合
		☐ Any 1 Authoriser 任何一位授權人 ☐ Any 2 Authorisers 任何兩位授權人 **CF 或**	
		Bc'''cZ5i h\cf]gYffgzfYei]fYX 授權人數	F Yei]fYX·7ca V]bUh]cb·cZ5i h\cf]gYX·G]l bUhcf]Yg 其他授權組合
		☐ Any 1 Authoriser 任何一位授權人 ☐ Any 2 Authorisers 任何兩位授權人 **CF 或**	

HfUXY·]bUbWV 貿易融資

From 由	To 到	Authorisation Requirement 授權組合	
		Bc'''cZ5i h\cf]gYffgzfYei]fYX 授權人數	F Yei]fYX·7ca V]bUh]cb·cZ5i h\cf]gYX·G]l bUhcf]Yg 其他授權組合
0		☐ Any 1 Authoriser 任何一位授權人 ☐ Any 2 Authorisers 任何兩位授權人 **CF 或**	
		Bc'''cZ5i h\cf]gYffgzfYei]fYX 授權人數	F Yei]fYX·7ca V]bUh]cb·cZ5i h\cf]gYX·G]l bUhcf]Yg 其他授權組合
		☐ Any 1 Authoriser 任何一位授權人 ☐ Any 2 Authorisers 任何兩位授權人 **CF 或**	
		Bc'''cZ5i h\cf]gYffgzfYei]fYX 授權人數	F Yei]fYX·7ca V]bUh]cb·cZ5i h\cf]gYX·G]l bUhcf]Yg 其他授權組合
		☐ Any 1 Authoriser 任何一位授權人 ☐ Any 2 Authorisers 任何兩位授權人 **CF 或**	

Ch\Yfg 其他: _____

From 由	To 到	Authorisation Requirement 授權組合	
		Bc'''cZ5i h\cf]gYffgzfYei]fYX 授權人數	F Yei]fYX·7ca V]bUh]cb·cZ5i h\cf]gYX·G]l bUhcf]Yg 其他授權組合
0		☐ Any 1 Authoriser 任何一位授權人 ☐ Any 2 Authorisers 任何兩位授權人 **CF 或**	
		Bc'''cZ5i h\cf]gYffgzfYei]fYX 授權人數	F Yei]fYX·7ca V]bUh]cb·cZ5i h\cf]gYX·G]l bUhcf]Yg 其他授權組合
		☐ Any 1 Authoriser 任何一位授權人 ☐ Any 2 Authorisers 任何兩位授權人 **CF 或**	
		Bc'''cZ5i h\cf]gYffgzfYei]fYX 授權人數	F Yei]fYX·7ca V]bUh]cb·cZ5i h\cf]gYX·G]l bUhcf]Yg 其他授權組合
		☐ Any 1 Authoriser 任何一位授權人 ☐ Any 2 Authorisers 任何兩位授權人 **CF 或**	

Note 備註:

1. Please ignore this section and jump to Section 8 if only 'Account Enquiry' and / or "Trade Enquiry" are applied.

   如申請 "戶口查詢" 及/或"貿易查詢"，請跳到第8部份。

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Page 5 of 12

✕ DBS

星展 895@網上理財更改表格 (呈交銀行)

7 I B@C7? I G9F 5779GGŽ I B@C7? #F 9D@579 G97I F +M89J =79 fl D<MG =75@ HC?9Ł
用戶賬戶解鎖，解鎖 / 更換實體保安編碼機

Tick where applicable 如適用請在方格內加上剔號 ✓

User Full Name 用戶全名 (as in HKID / Passport 須與香港身份證 / 護照相同)*

IDEAL User ID 用戶編號*

=#K Y'k Ubhhc 我想

1. ☐ Unlock User Access
用戶賬戶解鎖

2. ☐ Unlock IDEAL security device (physical token) (physical device not required to be returned)
IDEAL 實體保安編碼機解鎖 (不須退回現有實體保安編碼機)

IDEAL security device (physical token) Serial No. (required for Unlock IDEAL security device (physical token)
IDEAL 實體保安編碼機序號 (用作IDEAL實體保安編碼機解鎖)

☐☐☐ ! ☐☐☐☐☐☐ ! ☐☐

IDEAL security device (physical token) Lock PIN (must be in 7 digits) IDEAL 實體保安編碼機解鎖編碼(必須為7位數字)

☐☐☐☐☐☐☐

3. ☐ Replace IDEAL security device(physical token)(faulty device required to be returned) 更換IDEAL 實體保安編碼機(須退回損壞的實體保安編碼機予本行)

IDEAL security device (physical token) Serial No. (required for Replace IDEAL security device (physical token) option)
IDEAL 實體保安編碼機序號 (用作更換實體保安編碼機)

☐☐☐ ! ☐☐☐☐☐☐ ! ☐☐

User Full Name 用戶全名 (as in HKID / Passport 須與香港身份證 / 護照相同)*

IDEAL User ID 用戶編號*

=#K Y'k Ubhhc 我想

1. ☐ Unlock User Access
用戶賬戶解鎖

2. ☐ Unlock IDEAL security device (physical token) (physical device not required to be returned)
IDEAL 實體保安編碼機解鎖 (不須退回現有實體保安編碼機)

IDEAL security device (physical token) Serial No. (required for Unlock IDEAL security device (physical token)
IDEAL 實體保安編碼機序號 (用作IDEAL實體保安編碼機解鎖)

☐☐☐ ! ☐☐☐☐☐☐ ! ☐☐

IDEAL security device (physical token) Lock PIN (must be in 7 digits) IDEAL 實體保安編碼機解鎖編碼(必須為7位數字)

☐☐☐☐☐☐☐

3. ☐ Replace IDEAL security device(physical token)(faulty device required to be returned) 更換IDEAL 實體保安編碼機(須退回損壞的實體保安編碼機予本行)

IDEAL security device (physical token) Serial No. (required for Replace IDEAL security device (physical token) option)
IDEAL 實體保安編碼機序號 (用作更換實體保安編碼機)

☐☐☐ ! ☐☐☐☐☐☐ ! ☐☐

Note 備註：

1. The Bank reserves the right to charge HK$500 for replacement of lost / damaged IDEAL security device (physical token).

如須更換遺失/損壞IDEAL實體保安編碼機，星展銀行保留收取每部實體保安編碼機 HK$500 費用的權利。

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Page 6 of 12

✕ DBS

8 SINGLE MANAGEMENT CONTROL 單一管理監控

Tick where applicable 如適用請在方格內加上剔號 ✓

H˙Y˙6Ub_˙fYWd˙a˙a˙YbXg˙Xi˙U˙a˙UbU[˙Ya˙YbhWd˙bhfc˙ˉZcf˙U˙ˉhfUbgUWd˙cb˙]b]ꞏHˋUhYX˙j˙]˙UˉhꞏY˙gngꞏhYa˙"HꞏN]g˙gꞏY[˙fY[˙Uh]cbꞏcZXi˙h]ꞏYg]g˙hcꞏYbgi˙fY˙bcꞏg]b[ꞏY˙dYfgcb˙Wd˙ˉ]X]b]ꞏHꞏUhYˉUbX˙Uddfcj˙Y˙HꞏUbgUWd˙cbg˙hꞏUhꞏci˙ˉdYgi˙ˉh]˙]b˙ꞏZU˙Xi˙ˉYbhUbg˙cbg"I˙ˉb˙Ygg˙chꞏYfk˙]gY˙gdYW]ZꞏYX˙Xi˙ˉUꞏUˉncf˙]hmꞏk˙ci˙ˉX˙VY˙hꞏY˙XYZUˉ˙hꞏgYmꞏhꞏ]b[ˉ˙ꞏfYˉ˙WdbꞏfꞏUhꞏfꞏob˙ꞏYi˙gꞏYf!ꞏ"

星展銀行建議採納雙重管理監控透過系統進行各項交易。此舉確保不會由於任何一名人士能夠同時經手及批核交易而發生欺詐行為。除另有指明外，雙重控制將為預設模式（除非只有一名用戶）。

F˙G?˙8-G7@CGI˙F9˙GH5H9A9BH˙: CF˙Hˋ9˙5DD@5H]CB˙C˙ˉG]B; ˋ@9˙A5B5; 9A9BH7CBHFC@-B˙-895@
採納 895@單一管理監控模式的風險披露聲明

This disclosure statement discusses the characteristics and risks of having a single management control ("Single Management Control") for transactions initiated through IDEAL provided by the Bank. For all transactions initiated through IDEAL, the system defaults to have dual management control ("Dual management control") in place such that no single person could initiate and approve transactions that would result in fraudulent actions.
本披露聲明論述採納單一管理監控模式（「單一管理監控」）於星展銀行提供的 IDEAL服務進行交易之性質和風險。透過 IDEAL 進行的交易一律預設為採納雙重管理監控（「雙重管理監控」），以確保不會由於任何一名人士能夠同時經手及批核交易而發生欺詐行為。

Dual management control is a procedure whereby the active involvement of two or more people is required to complete a specified process. This involves having a person responsible for creating the transaction and another individual of higher authority to approve the transaction in the system.
在雙重管理監控的程序規定下，必須由兩名或以上人士參與完成特定項目，由一人負責在系統訂立交易，而另一名具有較高權力的人士則負責批核交易。

Dual Management Control is one of the foundations of Information Security as it is based upon the premise that, for a breach to be committed, then both parties would need to be in collusion and, because one should always alternate the pairs of people, it would require a much greater level of corruption in order to breach dual management control procedures; especially if such procedures require nested dual management control access, such that (say) 2 pairs of people are required to enable access.
雙重管理監控是資訊保安的一個基礎環節，建基於一個前提: 越軌行為只有在有關雙方串謀的情況下方會成事，而由於公司理應經常調動負責人士，因此必須有多名人士串謀方能逾越雙重控制程序，如採用並聯式雙重管理監控程序（例如需要兩個負責組合參與方可完成交易）則尤甚。

Single Management Control is a procedure whereby only one person is required to complete a specified process. Thus, compared to Dual Management Control, Single Management Control for transactions may incur higher risks.
在單一管理監控的程序規定下，僅需一名人士即可完成特定項目。因此，與雙重管理監控交易比較，單一管理監控交易的風險較高。

D˙YUˉgꞏ˙h]Wꞏ˙h˙Y˙XYg]ꞏfYX˙gYfj]WꞏWdbꞏfc˙ 請在所選服務控制*

☐ 8i˙U˙AꞏbU[˙Ya˙Ybh˙7cbꞏfc˙ Cash Management & Trade Finance **雙重管理監控** 現金管理/貿易融資	☐ G]bꞏ˙Y˙AꞏbU[˙Ya˙Ybh˙7cbꞏfc˙ Cash Management & Trade Finance **單一管理監控** 現金管理/貿易融資
We do not authorize the Bank to proceed with Single Management Control in IDEAL . 本公司不同意採納 IDEAL 單一管理監控。	We have read the Risk Disclosure Statement for the Application of Single Management Control in IDEAL. We hereby authorize the Bank to proceed with Single Management Control setup in IDEAL. We fully understand and acknowledge the characteristics of Single Management Control and the risks with this authorization. We understand and agree that we shall assume and be responsible for all the risks associated with and losses arising out of or in connection with the application and use of Single Management Control in or through IDEAL. We undertake to indemnify and hold the Bank fully indemnified from and against any loss, costs (including legal costs on a full indemnity basis), charges, damages, claims, demands, actions, proceedings and all other liabilities of whatever nature and howsoever incurred or suffered by the Bank or which may be brought against the Bank as a result of the Bank agreeing to act on our said authorization. We also understand and agree that the Bank may modify the applicable terms and conditions governing the Corporate Internet Banking Services or terminate the provision of Single Management Control procedure by notice to us at any time. 本公司已細閱採納 IDEAL單一管理監控模式的風險披露聲明，謹此授權星展銀行將本公司的 IDEAL 戶口設定為單一管理監控模式。本公司完全明白及知悉單一管理監控模式的性質和作出有關授權所涉及的風險 ，並明白及同意由本公司承擔及負責於或透過 IDEAL系統採納單一管理監控模式所附帶的風險及引致或索涉的損失。本公司承諾會就星展銀行因同意按本公司作出上述授權而行事所產生或蒙受或可能面對或遭受的任何損失、費用（包括須全額彌償的律師費用）、開支、賠償、申索、要求、訴訟、起訴及任何性質及基於各種原因產生的所有其他責任，向星展銀行作出全額彌償。本公司亦明白及同意星展銀行可隨時向本公司發出通知，藉以修訂商業網上理財服務的相關條款及細則或終止提供單一管理監控程序。

Note 備註:
1. If no service control is specified, the Bank will default to Dual Management Control in IDEAL (except for single user).
   如果沒有註明控制模式，星展銀行會預設為採納雙重管理監控(除非只有一名用戶)。
2. Your previous instructions will be superseded by the updated authorization policy made above. The Bank takes this updated authorization policy as the final authorization policy.
   以上更新授權政策將會取代閣下之前的指示。星展銀行將以此為最終授權政策。

For enquiries, please contact DBS *Business*Care at (852) 2290-8068 or email to businesscare-hk@dbs.com. 如有查詢，請聯絡DBS *Business*Care (852) 2290-8068或電郵至 businesscare-hk@dbs.com。
DBS Bank (Hong Kong) Limited 星展銀行 (香港) 有限公司 Hong Kong/GTS/CIB/0065(06/19)

Page 7 of 12

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9 CH-9F¨-BGHFI7H-CBG¨fl-¨5DD@756@9ㄴ更多指示 (如適用)   Tick where applicable 如適用請在方格內加上剔號 ✓

U¨Df]bV]dU¨#5ggcV]UhYX¨7ca dUb]Yg¨@]b_U[Y
主公司 / 聯繫公司 設定

For the company specified in Section 1 which has associated company(ies). 如本表格第1項內所登記的公司有聯繫公司。 ADD or DELETE the following company(ies) to this company's IDEAL portfolio. 新增或移除以下聯繫公司至本公司的 IDEAL服務。 Name of Associated Company(ies) and its DBS Branch Location (if overseas branch): 聯繫公司名稱及其所屬星展銀行分行地區(如海外分行):	For the company specified in Section 1 which has a Principal Company. 如本表格第1項內所登記的公司有主公司。 ADD or DELETE this company to the following Principal Company's IDEAL portfolio. 新增或移除本公司至以下主公司的 IDEAL服務。 Name of Principal Company 主公司. ☐ Add 新增 ☐ Delete 移除
1. ☐ Add 新增 ☐ Delete 移除	
2. ☐ Add 新增 ☐ Delete 移除	
3. ☐ Add 新增 ☐ Delete 移除	Principal Company will be entitled to perform accounts enquiry and accounts transaction services via IDEAL for the company specified in Section 1. 主公司可通過 IDEAL 代表本表格第1項內所登記的公司進行賬戶查詢及賬戶交易服務。
4. ☐ Add 新增 ☐ Delete 移除	To complete this setup, the Principal Company has to complete a similar section "Principal / Associated Companies Linkage" in the IDEAL Registration Form (if new IDEAL customer), or in the IDEAL Maintenance Form (if existing IDEAL customer). 主公司需填妥 IDEAL服務登記表格(如新 IDEAL客戶)或IDEAL更改表格(如現有 IDEAL 客戶)內的 "主公司 / 聯繫公司 設定"，以完成此設定。
5. ☐ Add 新增 ☐ Delete 移除	

V¨GdYW]U¨-bghfi Wh]cbg 特別指示

10 H9FA-B5H-CB¨: ¨G9FJ-79¨終止服務   Tick where applicable 如適用請在方格內加上剔號 ✓

☐ Terminate IDEAL Corporate Internet Banking Services
終止 IDEAL 商業網上理財服務

11 57?BCK @98; 9A9BH C: ¨I G9¨C: ¨AM#CI F¨D9FGCB5@85H5¨-B¨8-F97H A5F?9H-B;
有關本人/吾等的個人資料用於直銷推廣的確認

I / We understand that the Bank intends to use my / our personal data in direct marketing and cannot do so without my / our consent. I/We have previously selected whether or not to receive direct marketing contact or information and I / we confirm that there is no change to my / our existing choice and all information provided in this form (including email address of IDEAL User ID) shall be used in accordance with such choice. I / We understand that if I / we wish to change my / our existing choice, I / we may do so at any time and without charge by completing an opt-out form and returning it to the Bank.

本人/吾等明白，貴行擬將本人/吾等的個人資料用於直銷推廣，惟必須先獲得本人/吾等的同意。本人/吾等曾就是否接收直銷推廣聯繫或資訊作出選擇 ，本人/吾等現確認本人/吾等的現有選擇將維持不變，而本表格內(包括IDEAL用戶編號的電郵地址)提供的所有資料均可根據該項選擇加以使用。本人/吾等明白，如本人/吾等欲更改現有的選擇，本人/吾等可隨時填妥拒絕直銷推廣表格後交回貴行，且毋須就此支付任何費用。

For enquiries, please contact DBS *BusinessCare* at (852) 2290-8068 or email to businesscare-hk@dbs.com. 如有查詢，請聯絡DBS *Business*Care (852) 2290-8068或電郵至 businesscare-hk@dbs.com。

DBS Bank (Hong Kong) Limited 星展銀行 (香港) 有限公司 Hong Kong/GTS/CIB/0065(06/19)   Page 8 of 12

✕ DBS

*Mandatory Fields 必須填寫

12 **DECLARATION OF THE COMPANY 公司聲明**

Tick where applicable 如適用請在方格內加上剔號 ✓

Please refer to the Signing Requirements at the bottom of the page before signing. 簽署前請參閱下面的簽署要求。

1. I / We confirm that the information given in this form is correct and complete, and authorize the Bank to confirm this from any source you may choose.
本人 / 吾等確認本表格所提供的資料為正確及完整，並授權貴行向任何資料來源查證。

2. I / We authorize the Bank to accept instructions / orders from the above authorized IDEAL users to operate my / our relevant account(s) covered by IDEAL from time to time. I / We confirm that the aforesaid arrangement overrides any signing authority and signing arrangement specified by me / us to the Bank with respect to the relevant account(s) covered by IDEAL from time to time.
本人 / 吾等授權 貴行接納上述 IDEAL 授權用戶的指示 / 命令，以操作 IDEAL不時涵蓋的本人 / 吾等之賬戶。本人 / 吾等確認前述的安排凌駕本人 / 吾等向 貴行就有關 IDEAL不時涵蓋的本人 / 吾等之賬戶所提供的任何簽署授權及簽署安排。

3. I / We have read and understood the applicable terms and conditions governing the Corporate Internet Banking Services ("CIB Terms & Conditions") provided by the Bank (found at http://www.dbs.com.hk/sme/day-to-day/ways-to-bank/online-banking-ideal.page) and agree to be bound by them.
本人 / 吾等已閱讀及明白用以規管貴行提供的商業網上理財服務的相關條款及細則 ("商業網上理財條款及細則") (列於 http://www.dbs.com.hk/sme-zh/day-to-day/ways-to-bank/online-banking-ideal.page)，並同意受其約束。

4. I / We acknowledge that the authority and responsibility assigned to the appointed Customer Self Administrator in this form. I/We undertake to inform the Bank and the Company will submit the IDEAL Maintenance form to delete this Customer Self Administrator's user profile in IDEAL should any Customer Self Administrator cease to be employed by the Company. I/We agree that the Company shall not hold the Bank liable for any act or omission by a Customer Self Administrator who ceases to be employed by the Company.
本人/吾等確認以此表格分配給指定客戶自助管理員的權力和責任。 若任何客戶自助管理員不再受僱於公司，本人/吾等承諾通知貴行，公司並將提交IDEAL更改表格以在IDEAL中刪除該客戶自助管理員的用戶權限。本人/吾等同意貴行不應就不再受僱於公司的客戶自助管理員的任何行為或疏忽承擔責任。

5. I / We confirm that the Company ☐ is ☐ is not a licensed Money Service Operator (MSO).
本人/吾等確認本公司 ☐ 是 ☐ 不是一間金錢服務經營者。

Signed for and on behalf of the Company 代表公司簽署

1. Full Name in **BLOCK LETTERS** 全名(以**英文正楷**填寫)	2. Full Name in **BLOCK LETTERS** 全名(以**英文正楷**填寫)
Authorized Signature(s) and Company Chop (if applicable) 簽署及公司印章 (如適用) SIGN HERE 在這裡簽署	Authorized Signature(s) and Company Chop (if applicable) 簽署及公司印章 (如適用) SIGN HERE 在這裡簽署
Date 日期:	Date 日期:
3. Full Name in **BLOCK LETTERS** 全名(以**英文正楷**填寫)	4. Full Name in **BLOCK LETTERS** 全名 (以**英文正楷**填寫)
Authorized Signature(s) and Company Chop (if applicable) 簽署及公司印章 (如適用) SIGN HERE 在這裡簽署	Authorized Signature(s) and Company Chop (if applicable) 簽署及公司印章 (如適用) SIGN HERE 在這裡簽署
Date 日期:	Date 日期:

FOR BANK USE ONLY

S.V.

For enquiries, please contact DBS *Business*Care at (852) 2290-8068 or email to businesscare-hk@dbs.com. 如有查詢，請聯絡DBS *Business*Care (852) 2290-8068或電郵至 businesscare-hk@dbs.com。

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Page 9 of 12

13 **CUSTOMER SELF ADMINISTRATION APPROVAL REQUEST ACKNOWLEDGEMENT**
客戶自助管理授權請求確認

Tick where applicable 如適用請在方格內加上剔號 ✓

Please indicate the number of Customer Self Administrator(s) required to approve an action (including a set-up, administration and/or maintenance) initiated by a Customer Self Administrator. 請列明批核一名客戶自助管理員建立的行動 (包括設定、管理及/或更改) 所須的客戶自助管理員數量。 If no option is given below, the default number of Customer Self Administrator(s) will be 1. 若沒有提供選項，將預設客戶自助管理員數量為1。

☐ **Any 1 Administrator required to approve a request**
必須經由任何一名管理員批核請求

☐ **Any 3 Administrators required to approve a request**
必須經由任何三名管理員批核請求

☐ **Any 5 Administrators required to approve a request**
必須經由任何五名管理員批核請求

☐ **Any 2 Administrators required to approve a request**
必須經由任何兩名管理員批核請求

☐ **Any 4 Administrators required to approve a request**
必須經由任何四名管理員批核請求

Scenario of Administrator creating a request (with 3 Administrator approvals)
管理員建立新請求時的情況(須經由三名管理員批核)

Customer Self Administrator 1	Customer Self Administrator 2	Customer Self Administrator 3	Customer Self Administrator 4	
Creates a Request	Approves	Approves	Approves	Processed
客戶自助管理員1 建立請求	客戶自助管理員2 授權	客戶自助管理員3 授權	客戶自助管理員4 授權	完成

You may require approvals from up to 5 Customer Self Administrators for a request.
您最多可設定經由五名客戶自助管理員批核一個請求。

IMPORTANT NOTES 重要事項

You are required to complete either one of the following documents (depends on your company type) in case this is the first time applying Customer Self Administration function to your appointed IDEAL Administrator(s):
若這是首次申請將IDEAL客戶自助管理功能應用於您指定的客戶自助管理員，您則必須填寫以下其中一份文件(取決於您的公司種類):

- For **Limited Company** - CERTIFIED EXTRACT OF RESOLUTION PASSED BY THE BOARD OF DIRECTORS OF COMPANY FOR IDEAL CUSTOMER SELF ADMINISTRATION SERVICE (Page 11 of this document)
  有限公司 – 公司董事會決議之核證摘要 (IDEAL 客戶自助管理服務) (此文件第11頁)

- For **Sole Proprietorship/Partnership** - MANDATE FOR IDEAL CUSTOMER SELF ADMINISTRATION SERVICE (FOR SOLE PROPRIETORSHIP/PARTNERSHIP) (Page 12 of this document)
  獨資經營/合夥人– IDEAL客戶自助管理服務授權書(僅供獨資經營/合夥人之用) (此文件第12頁)

For enquiries, please contact DBS *Business*Care at (852) 2290-8068 or email to businesscare-hk@dbs.com. 如有查詢，請聯絡DBS *Business*Care (852) 2290-8068或電郵至 businesscare-hk@dbs.com。

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Page 10 of 12

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14 CERTIFIED EXTRACT OF RESOLUTION PASSED BY THE BOARD OF DIRECTORS OF COMPANY FOR IDEAL CUSTOMER SELF ADMINISTRATION SERVICE 公司董事會決議之核證摘要 (IDEAL 客戶自助管理服務)

The following Resolutions were passed by the Board of Directors of _____(the "**Company**") on _____ day of _____ 20 _____. 以下決議案於_____年___月_____日 (下稱「**公司**」)的董事會被獲得通過。

1. The Company proposes to apply for the IDEAL Customer Self Administration Service. The Board reviewed the IDEAL Maintenance Form (the "**Form**") and the applicable terms and conditions governing the Corporate Internet Banking Services ("**CIB Terms & Conditions**"), attached to these Resolutions to be entered into between the Company and the Bank.
本公司建議申請 IDEAL 客戶自助管理服務。本董事會已審查附加於此決議案的將與貴行訂立之 IDEAL服務更改表格(下稱「**表格**」)及商業網上理財服務條款與細則 (下稱「**商業網上理財條款及細則**」)。

2. The Company may, amongst others, add and/or remove customer self administrators through the Form. The Board hereby acknowledge that such customer self administrators will have authority and responsibility to set-up, administer, operate and maintain the Company's use of and access to the Corporate Internet Banking Services. This includes the right and authority to (a) add, suspend or remove users; (b) assign or revoke user roles or access rights; (c) issue, amend, cancel, reset or re-issue user's Security Mechanism and/or Security Code; (d) change any payment or transfer limits of any user; and (e) any other right, feature or functionality the Bank may make available to a customer self administrator from time to time.
本公司可以通過表格，其中包括，新增及/或移除客戶自助管理員。本董事會特此確認，此類客戶自助管理員有權力及責任開立，管理，操作及維持本公司對商業網上理財服務的使用及訪問權限。這包括以下項目的權利與授權 (a) 新增、暫停或移除用戶; (b) 轉讓或撤銷用戶作用或訪問權限; (c) 發出、修改、取消、重設或重發用戶之保安裝置及/或保安編號; (d)更改任何用戶之任何交易或轉賬限額，及(e) 貴行不時向客戶自助管理員提供的任何其他權利、特點或功能。

3. It is hereby RESOLVED THAT: 特此議決：

   a. the Form and the CIB Terms & Conditions be and is hereby approved and the appointment and/or removal of a customer self administrator as set out in the Form be and is hereby approved;
   表格及商業網上理財條款及細則現獲授權及於表格中所載之客戶自助管理員的任命及/或移除現獲授權;

   b. (where the authorized signers are designated with different authorization limit in the Mandate ("**Account Mandate**") of the Current / Savings / Multi-currency Savings Account) the authorized signer(s), with the highest transaction/authorization limit, of any of the Current / Savings / Multi-Currency Savings Account maintained by the Company with the Bank or (where there is no authorization limit set for the authorized signers in the Account Mandate) the authorized signer(s) of any of the Current / Savings/ Multi-Currency Savings Account maintained by the Company with the Bank is / are authorized to:-
   (當被授權簽署人於往來/ 儲蓄 / 多種貨幣儲蓄戶口的授權書中 (下稱「**戶口授權書**」)被授予不同授權限額時）本公司於貴行開立的任何往來/ 儲蓄 / 多種貨幣儲蓄戶口擁有最高交易上限/ 最高授權限額之被授權簽署人或（如被授權簽署人並沒有於往來/ 儲蓄 / 多種貨幣儲蓄戶口的戶口授權書中被授予任何授權限額時)) 本公司於貴行開立的任何往來/ 儲蓄 / 多種貨幣儲蓄戶口的被授權簽署人被授權:

      1) appoint and/or remove a customer self administrator and any person acting for and on behalf of the Company under the Corporate Internet Banking Services;
      就商業網上理財服務委派及/或移除客戶自助管理員及代表本公司行事的任何人;

      2) further delegate the right and authority to a customer self administrator as contemplated under the Form and CIB Terms & Conditions, including the right and authority to add, suspend or remove users and any other right, feature or functionality the Bank may make available to a customer self administrator from time to time, and whereby each a customer self administrator and a user, is a person acting for and on behalf of the Company;
      根據表格及商業網上理財條款及細則的規定，進一步將權力及權限委派給客戶自助管理員，包括新增、暫停或移除用戶以及貴行不時向客戶自助管理員提供的任何其他權利、特點或功能，而該客戶自助管理員及用戶, 均被視為代表本公司行事的人;

      3) execute for and on behalf of the Company (i) the Form; and (ii) all notices and communications and such other documents in connection with the provision of the services contemplated under the Form as the Bank may require; (iii) any other future documents in connection with the IDEAL Customer Self Administration Service (including any future IDEAL Customer Self Administration Maintenance Form (or such other equivalent forms)) (collectively "**Documents**");
      代表本公司簽署（ⅰ）表格; 及（ⅱ）所有通知及通訊及貴行可能規定與表格項下擬提供的服務有關的其他文件;（ⅲ）與 IDEAL 客戶自助管理服務有關的任何其他日後的文件（包括任何日後的 IDEAL 客戶自助管理更改表格（或此類其他等效表格））（合稱「**文件**」）;

      4) approve any amendment, alteration or modification to the Form and the Documents and that the signing hereof or of a copy thereof be conclusive evidence of such approval; and 授權對表格及文件的任何修訂、更改或修改，並且其簽署或其副本為此類授權的決定性證據;及

      5) do such acts as he/she deems necessary or appropriate to give effect to the Form and the Documents.作出他/她認為必須或適合的行為，以使表格及文件生效。

4. Further resolved that these Resolutions be communicated to the Bank and remain in force until an amending resolution has been passed by the Board and a copy thereof duly certified by the Chairman of the meeting or a Director has been received by the Bank and the Bank has had the reasonable opportunity to act upon such amending resolution.另行議決知會貴行本決議案，而本決議案將維持生效，直至董事會通過修訂決議案及貴行接獲由大會主席或董事正式核證的副本， 而貴行已有合理機會按該修訂行事為止。

The Chinese version of these Resolutions is for reference only. If there is any inconsistency between the English and Chinese versions, the English version shall prevail.
本決議案的中文譯本僅供參考之用。如中英文本有任何歧異，概以英文本為準。

I hereby certify that the above Resolutions were duly passed on the _____ day of _____ 20 _____ in accordance with the Memorandum and Articles of Association (or other constitutional documents, as applicable) of the Company and are now in full force and effect and has not been revoked or amended in any way. I hereby further certify that the above Resolutions have been duly recorded in the Minute Book of the Company and signed therein by the Chairman of the meeting.
本人茲確認上述各項決議於_____（日／月／年）舉行的董事會召開之會議按照本公司之組織章程細則（或其他組織文件，如適用）獲得通過，該等決議現在亦已完全生效及具十足效力，並未以任何方式撤銷或修改。本人亦茲確認上述各項決議已上述決議案已載入公司的會議紀錄及並經大會主席簽署。

_____
Date 日期

_____
Signature of Chairman of the meeting / Director 大會主席 / 董事簽署

S.V.

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DBS Bank (Hong Kong) Limited 星展銀行 (香港) 有限公司 Hong Kong/GTS/CIB/0065(06/19)

Page 11 of 12

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15 MANDATE FOR IDEAL CUSTOMER SELF ADMINISTRATION SERVICE (FOR SOLE PROPRIETORSHIP/ PARTNERSHIP) IDEAL 客戶自助管理服務授權書(僅供獨資經營/合夥人之用)

I/We, the undersigned, being the sole proprietor / being all the present partners of the Company hereby authorise and instruct the Bank as follows (such instructions to constitute the mandate of the Company to the Bank (hereinafter this "**Mandate**")).

本人/ 吾等(下列簽署人)為公司之現時獨資經營者/所有合夥人在此授權並指示貴行進行以下事項 (該等指示構成本公司向貴行之授權(下稱本「**授權書**」))。

1. The Company proposes to apply for the IDEAL Customer Self Administration Service. [I/We] reviewed the IDEAL Maintenance Form (the "**Form**") and the applicable terms and conditions governing the Corporate Internet Banking Services ("**CIB Terms & Conditions**"), attached to this Mandate to be entered into between the Company and the Bank.

   本公司建議申請 IDEAL 客戶自助管理服務。本人/吾等已審查附加於此授權書的將與貴行訂立之 IDEAL服務更改表格(下稱「**表格**」)及商業網上理財服務條款與細則 (下稱「**商業網上理財條款及細則**」) 。

2. The Company may, amongst others, add and/or remove customer self administrators through the Form. [I/We] hereby acknowledge that such customer self administrators will have authority and responsibility to set-up, administer, operate and maintain the Company 's use of and access to the Corporate Internet Banking Services. This includes the right and authority to (a) add, suspend or remove users; (b) assign or revoke user roles or access rights;(c) issue, amend, cancel, reset or re-issue user's Security Mechanism and/or Security Code; (d) change any payment or transfer limits of any user; and (e) any other right, feature or functionality the Bank may make available to a customer self administrator from time to time.

   本公司可以通過表格，其中包括，新增及/或移除客戶自助管理員。 [本人/吾等] 特此確認，此類客戶自助管理員有權力及責任開立，管理，操作及維持本公司對商業網上理財服務的使用及訪問權限。這包括以下項目的權利與授權 (a)新增、暫停或移除用戶; (b)轉讓或撤銷用戶作用或訪問權限; (c)發出、修改、取消、重設或重發用戶之保安裝置及/或保安編號; (d)更改任何用戶之任何交易或轉賬限額，及(e)貴行不時向客戶自助管理員提供的任何其他權利、特點或功能。

[I/We] hereby confirm that: [本人/吾等] 特此確認：

a. the Form and the CIB Terms & Conditions be and is hereby approved and the appointment and/or removal of a customer self administrator as set out in the Form be and is hereby approved;

   表格及商業網上理財條款及細則現獲授權及於表格中所載之客戶自助管理員的任命及/或移除現獲授權;

b. (where the authorized signers are designated with different authorization limit in the Mandate ("**Account Mandate**")
   of the Current / Savings / Multi-currency Savings Account) the authorized signer(s), with the highest transaction/ authorization limit, of any of the Current / Savings / Multi-Currency Savings Account maintained by the Company with the Bank or (where there is no authorization limit set for the authorized signers in the Account Mandate) the authorized signer(s) of any of the Current / Savings/Multi-Currency Savings Account maintained by the Company with the Bank is / are authorized to:-

   (當被授權簽署人於往來/ 儲蓄 / 多種貨幣儲蓄戶口的授權書中 (下稱「**戶口授權書**」)被授予不同授權限額時) 公司於貴行開立的任何往來/儲蓄 / 多種貨幣儲蓄戶口擁有最高交易上限/ 最高授權限額之被授權簽署人或 (如被授權簽署人並沒有於往來/ 儲蓄 / 多種貨幣儲蓄戶口的戶口授權書中被授予任何授權限額) 本公司於貴行開立的任何往來/ 儲蓄 / 多種貨幣儲蓄戶口的被授權簽署人被授權:

   1) appoint and/or remove a customer self administrator and any person acting for and on behalf of the Company under the Corporate Internet Banking Services;
      就商業網上理財服務委派及/或移除客戶自助管理員及代表本公司行事的任何人;

   2) further delegate the right and authority to a customer self administrator as contemplated under the Form and CIB Terms & Conditions, including the right and authority to add, suspend or remove users and any other right, feature or functionality the Bank may make available to a customer self administrator from time to time, and whereby each a customer self administrator and a user, is a person acting for and on behalf of the Company;
      根據表格及商業網上理財條款及細則的規定，進一步將權力及權限委派給客戶自助管理員，包括新增、暫停或移除用戶以及貴行不時向客戶自助管理員提供的任何其他權利、特點或功能，而客戶自助管理員及用戶，均被視為代表本公司行事的人;

   3) execute for and on behalf of the Company(i) the Form; and (ii) all notices and communications and such other documents in connection with the provision of the services contemplated under the Form as the Bank may require; (iii) any other future documents in connection with the IDEAL Customer Self Administration Service (including any future IDEAL Customer Self Administration Maintenance Form (or such other equivalent forms)) (collectively "**Documents**");
      代表本公司簽署(i) 表格; 及(ii)所有通知及通訊及貴行可能規定與表格項下擬提供的服務有關的其他文件; (iii) 與 IDEAL 客戶自助管理服務有關的任何其他日後的文件（包括任何日後的 IDEAL 客戶自助管理更改表格（或此類其他等效表格））（合稱「**文件**」）;

   4) approve any amendment, alteration or modification to the Form and the Documents and that the signing hereof or of a copy thereof be conclusive evidence of such approval; and
      授權對表格及文件的任何修訂、更改或修改，並且其簽署或其副本為此類授權的決定性證據;及

   5) do such acts as he/she deems necessary or appropriate to give effect to the Form and the Documents.
      作出他/她認為必須或適合的行為，以使表格及文件生效。

3. Further confirmed that this Mandate be communicated to the Bank and remain in force until an amendment to this Mandate, which is duly signed by [me/ all the partners of the Company], has been received by the Bank and the Bank has had the reasonable opportunity to act upon such amendments.

   進一步確認現將本授權書通知貴行，而本授權書將維持生效直至貴行已收到獲[本人/公司所有合夥人] 簽署之授權書修訂， 而貴行已有合理機會按該修訂行事為止。

   The Chinese version of these Resolutions is for reference only. If there is any inconsistency between the English and Chinese versions, the English version shall prevail.

   本決議案的中文譯本僅供參考之用。如中英文本有任何歧異，概以英文本為準。

_____(Date 日期)

Signed by sole proprietor [OR] all partners of the Company 由獨資經營者簽署或由公司所有合夥人簽署

Name in Full 全名：

Name in Full 全名：

Name in Full 全名：

Name in Full 全名：

S.V.

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Page 12 of 12

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