

Step
步驟

01

Fill in the form
填寫表格

For new Transaction Authoriser & Customer Self Administrator roles, please submit ID / passport & residential proof¹.

新交易授權人及客戶自助管理員必須提供身份證明文件及住址證明¹。

Step
步驟

02

Send the form with supporting documents (if applicable) to DBS
郵寄表格及其他所需文件 (如適用) 到本行

DBS Bank (Hong Kong) Limited - 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

Step
步驟

03

Receive acknowledgement email that your application is being processed²
收到本行的電郵通知您的申請正在處理²

Sections 部分			
For all requests, please fill in 任何更改必須填寫	01		
	13		
Maintenance Requests 更改請求			Sections
User Management 用戶管理	• Update existing user(s)'s info (email / mobile etc.)	• 更新用戶資料 (如電郵 / 手機號碼等)	> 02
	• Add user(s)	• 新增用戶	
	• Edit existing user(s)'s services and roles	• 更改現有用戶服務及權限	
	• Delete existing user(s)	• 移除用戶	
	• Unlock user / Security Token	• 解鎖用戶 / 保安編碼器	> 07
Authorisation and Control 授權和監控	• Add / Update authorisation amount / policy	• 新增 / 更新授權金額 / 政策	> 03
	• Add / Update management control	• 新增 / 更新管理監控	> 04
	• Add / Update Customer Self Administrator approval	• 新增 / 更新客戶自助管理授權請求確認	> 05
	• Add / Update Loan authorisation policy	• 新增 / 更新貸款交易授權政策	> 06
Linkage 賬戶連結	• Add / Remove account(s) from IDEAL	• 新增 / 移除於IDEAL管理的戶口	> 09
	• Add / Update parent-subsidiary linkage	• 新增 / 更新主公司 / 聯繫公司	> 11
Administration 賬戶管理	• Add / Update / Remove contact person of company IDEAL profile	• 新增 / 更新 / 移除IDEAL聯絡人	> 08
	• Update account to settle IDEAL related charges	• 更新支付IDEAL相關費用的戶口	> 10
	• Terminate IDEAL service	• 終止IDEAL服務	> 11
Others 其他	• Other request	• 其他更改請求	> 11
First-time registration for Customer Self Administrator (CSA), please fill in 如有限公司首次申請客戶自助管理服務，必須填寫	• Limited Company	• 有限公司	> 14
	• Sole Proprietorship / Partnership	• 合夥人 / 獨資經營	> 15

Note 備註：

Please furnish us with the necessary documents below to avoid any delay to setup your application. 為免您的申請延誤，請向本行提供以下列出文件。

1. 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). 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電話費賬單、銀行結單或政府部門的信件)。

2. For Security Device (Physical Token) users, the Welcome Pack will be sent to the Contact Person (refer to section 8) in 7 business days upon successful application. 如有用戶選用實體保安編碼器，我們將在申請成功的7個工作日內向聯絡人 (第8部分) 隨迎新包一併寄出。

Need Help?
Scan here for instruction
掃碼以取得協助

Please complete this form in English **BLOCK LETTERS**. 請以英文**正楷**填寫此表格。

*Mandatory 必須填寫

Fill in 填寫

(Hong Kong) Limited and its successors and assigns. 備註：“星展銀行”指星展銀行(香港)有限公司及受讓人。

01 Company Details 公司資料

Company Name*
公司名稱*

ABC Company

Organisation ID*
公司編號*

ABC123

Notes 備註：

You can also provide any Account Number if Organisation ID is not available
如果未能提供公司編號，您也可以提供戶口號碼

02 Add / Update / Remove User(s) or Service(s) 新增 / 更新 / 移除或申請服務

Please copy this page to add multiple users.
請複製此頁面以添加多個用戶。

Select 1 from below 從下列選擇1項

Add 新增

☐ New user 用戶

Update 更新

☐ User info 用戶資料

Remove 移除

☐ Service(s) 服務

☒ User 用戶

Update service(s) (Select either 1 from below) 更新服務（從下列選擇1項）

☐ Add particular service(s) only 僅添加特定服務

☐ Replace all existing service(s) 更新所有現有服務

User Info 用戶資料

IDEAL User ID IDEAL 用戶編號*
(Create an ID for new IDEAL user or fill in existing IDEAL User ID)
(新用戶自選用戶編號或填寫現有IDEAL用戶編號)

chantaiman

6-12 alphanumeric characters, i.e. A-Z and / or 0-9
6-12個英數字元，即:A-Z和/或 -0-9

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

Chan Tai Man

Nationality (Country / Region) 國籍 (國家 / 地區)

HKID / Passport Number 香港身份證 / 護照號碼

Email Address 電郵地址

Mobile Number 手機號碼

Country / Region Code
國家 / 地區號碼

Mobile Number
手機號碼

Which account(s) shall the user have access to? 請選擇用戶可使用的戶口？

☐ All Accounts (including sub accounts) 所有戶口 (包括附屬戶口)

☐ Specific Account(s) 指定戶口

1.

2.

☐ All Accounts except
所有戶口 (不包括指定戶口)

3.

4.

Note 備註：

If left blank, user will be given access to all account set-ups in IDEAL . 如未勾選，將預設 IDEAL 上的所有戶口

Select Service(s) 選擇服務

ID / passport & residential proof for all Transaction Authoriser(s) or Customer Self Administrator(s) are required. 交易授權人及客戶自助管理員必須提供身份證明文件及住址證明。

Enquiry Profile
查詢組合

Pair up with Transact Profile to enjoy IDEAL's comprehensive services

配合交易組合一起選用，享受IDEAL的全方位服務

- ☐ Account Enquiry 戶口查詢
☐ Trade Enquiry 貿易查詢
☐ Loan Enquiry 貸款查詢

FX Online
星展外匯通

To lock FX rates up to a year by prebooking FX contracts prior to payment instruction (relevant credit facility is required for forward contract)

在付款前可透過此功能預先鎖定一年期外匯匯率 (相關服務另需授信審批)

☐ FX Online 星展外匯通

Note 備註：

For Limited Companies, IDEAL Board Resolution in section 16 is required for this service.
如有限公司申請此服務，需提交於第16部分的有關IDEAL董事會決議案。

Customer Self Administrator
客戶自助管理員

At least 2 required with full power to administer company & user services, access, security tokens etc. on behalf of the organisation

由至少兩名全權代表其公司管理公司及用戶服務、權限、保安編碼器等

☐ Customer Self Administrator 客戶自助管理員

Note 備註：

It is not applicable to single user profile in an organisation. 不適用於只得單用戶的公司。

Transact Profile 交易組合

Transaction Maker
交易經手人

Creates transactions and manages beneficiary information
建立交易及管理收款人資料

- ☐ Payment 付款：Transfer within Own DBS Account(s) 星展內部戶口轉賬
☐ Payment 付款：Pay Local / Overseas 3rd Party 轉賬至本地或海外收款人
☐ Payroll 發薪 ☐ Collection 收款 ☐ Fixed Deposit 定期存款
☐ Loan Servicing 貸款服務 ☐ Trade Finance 貿易融資
☐ Open Account Trade¹ : Supplier Finance 記賬貿易¹：供應商融資
☐ Supplier 供應商 ☐ Buyer 買家 Profile 權限 _____
☐ Open Account Trade¹ : Account Receivables Purchase 記賬貿易¹：應收賬融資
☐ Enquiry 查詢 ☐ Manual Finance 提交融資 ☐ Auto Finance 自動融資
☐ Others 其他：_____

2-Factor Authentication (2FA) Modes for the new user
新用戶的雙重認證模式選擇

By default, all IDEAL users will be subscribed to Digital Token. 預設IDEAL數碼編碼器為雙重認證模式。

- ☐ Digital Token (Security Authentication via smartphone)
數碼編碼器 (經由智能手機進行保安認證)
☐ Physical Token Security Device (Application HK\$250 each)
實體保安編碼器 (申請每部HK\$250)

Note 備註：

1. Default the notification channels as SMS & email and language for notification (SMS & email) as English, unless otherwise specified in Special Features. 默認通訊途徑為短信及電郵、通訊語言為英語，除非於特別指示中另有說明。
2. Authoriser groups are not available for Loan Servicing. 授權組別不適用於貸款服務。

A single user can apply for both Enquiry and Transact (Maker & Authoriser) Profiles.
用戶可同時申請查詢和交易（經手人和授權人）權限。

Transaction Authoriser
交易授權人

Approves transactions and approves beneficiary information
授權交易及授權收款人資料

- ☐ Payment 付款：Transfer within Own DBS Account(s) 星展內部戶口轉賬
☐ Payment 付款：Pay Local / Overseas 3rd Party 轉賬至本地或海外收款人
☐ Payroll 發薪 ☐ Collection 收款 ☐ Fixed Deposit 定期存款
☐ Loan Servicing 貸款服務 ☐ Trade Finance 貿易融資
☐ Open Account Trade¹ : Supplier Finance 記賬貿易¹：供應商融資
☐ Supplier 供應商 ☐ Buyer 買家 Profile 權限 _____
☐ Open Account Trade¹ : Account Receivables Purchase 記賬貿易¹：應收賬融資
☐ Enquiry 查詢 ☐ Manual Finance 提交融資 ☐ Auto Finance 自動融資
☐ Others 其他：_____

Authoriser Group for Transaction Authoriser only² 交易授權人授權組別²

This is used to determine which authorisation group the user belongs to, where each group will have its own approving limit. Each user can only be in 1 group.
這用於確定用戶屬於哪個授權組別，每組均有自己的授權限額。每個用戶只能屬於1個組別。

Group 組別：_____

This Transaction Authoriser will be assigned to group A, unless otherwise specified.
如沒有指定授權組別，此用戶將自動歸為組別A。

Special Features 特別指示

03 Add / Update Authorisation Policy 新增 / 更新授權政策

This section is only required for 本部分僅適用於

- update(s) in existing authorisation policy; or 更改現有授權政策或；
- company first time registration for Transact Profile 公司首次登記交易組合

Policy 1 政策1

Service Type(s) 服務種類

☐ Payment 付款：Transfer within Own DBS Account(s) 星展內部戶口轉賬

☐ Payment 付款：Pay Local / Overseas 3rd Party 轉賬至本地或海外收款人

☐ Collection 收款

☐ Payroll 發薪

☐ Trade Finance 貿易融資

☐ Fixed Deposit 定期存款

☐ Others 其他：

Amount 金額 HK\$

From 由

To 至

\$

\$

\$

\$

\$

\$

Authorisation Requirement 授權組合

No. of Authoriser(s) required 授權人數

Customised Combination 自定授權組合

Any 任何

☐ 1位

☐ 2位

OR

Any 任何

☐ 1位

☐ 2位

OR

Any 任何

☒ 1位

☐ 2位

OR

Example 例如		
From 由	To 至	Authorisation Requirement 授權組合
\$0	\$50,000	Any 1 任何1位
\$50,000.01 ¹	Unlimited 不設上限	2A (Requires 2 signatories from Group A) (須由A組別任何2位授權人授權)

1. Must start from .01 after the decimal place 必須由小數位後.01開始

Policy 2 (If applicable) 政策2 (如適用)

Service Type(s) 服務種類

☐ Payment 付款：Transfer within Own DBS Account(s) 星展內部戶口轉賬

☐ Payment 付款：Pay Local / Overseas 3rd Party 轉賬至本地或海外收款人

☐ Collection 收款

☐ Payroll 發薪

☐ Trade Finance 貿易融資

☐ Fixed Deposit 定期存款

☐ Others 其他：

Amount 金額 HK\$

From 由

To 至

\$

\$

\$

\$

\$

\$

Authorisation Requirement 授權組合

No. of Authoriser(s) required 授權人數

Customised Combination 自定授權組合

Any 任何

☐ 1位

☐ 2位

OR

Any 任何

☐ 1位

☐ 2位

OR

Any 任何

☐ 1位

☐ 2位

OR

Optional 選填

04 Add / Update Management Control 新增 / 更新管理監控

This section is only required for 本部分僅適用於

- update(s) in existing management control; or 更改現有管理監控或；
- update(s) in number of Transaction Authoriser(s); or 更改交易授權人數目或；
- company first time registration for Transact Profile 公司首次登記交易組合

The Bank recommends Dual Management Control for all transactions initiated via the system (except for transactions executed through FX Online). This segregation of duties is to ensure no single person could initiate and approve transactions that would result in fraudulent actions. Unless otherwise specified, dual authority would be the default setting (except for single user).

本行建議對透過系統發起的所有交易（透過 FX Online 執行的交易除外）進行雙重管理監控。這種隔離職責是確保沒有單一人員可發起及批准交易，從而防止出現詐騙行為。除非另有指定，否則雙重授權將為預設設定（單一用戶除外）。

Please tick one from below 請在下方勾選一項

☐ **Dual Management Control 雙重管理監控**

Cash Management & Trade Finance 現金管理及貿易融資

We do not authorise the Bank to proceed with Single Management Control in IDEAL except for the FX Online service where Single Management Control applies.
除了FX Online服務（單一管理監控適用）以外，本公司不同意採納IDEAL單一管理監控。

☐ **Single Management Control 單一管理監控**

Cash Management & Trade Finance 現金管理 / 貿易融資

We have read the Risk Disclosure Statement for the Application of Single Management Control in IDEAL (including the risk of using the FX Online service). We hereby authorise the Bank to proceed with Single Management Control setup in IDEAL (including the FX Online service). We fully understand and acknowledge the characteristics of Single Management Control and the risks associated with this authorisation. 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 (including the FX Online service). 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 authorisation. We also understand and agree that the Bank may 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（包括使用FX Online服務的風險），謹此授權星展銀行將本公司的IDEAL戶口（包括FX Online服務）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（包括FX Online服務）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，藉以終止提供單一管理監控程序。

Optional: Review if any change in Management Control is required.
Note: Apply Single Management Control if there is only 1 single user profile left for the company.
選填：查看是否需要更新管理監控。
備注：如公司只剩一名用戶，請採用單一管理監控。

Note 備註：

1. If no service control is specified, the Bank will default to Dual Management Control in IDEAL except for single user or the FX Online service. The FX Online service only supports Single Management Control. Please read the risk disclosure on Single Management Control from the Important Notes section. 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，只有一名用戶或FX Online服務除外。FX Online服務只支援單一管理監控，請參閱上述重要事項內的有關單一管理監控之風險披露。

12 Important Notes 重要事項

Loan Servicing Authorisation 貸款交易授權

The Bank is authorised to act on the authorisations and instructions provided in this form without further checks, even if the authorisations and instructions may differ from any other authorisations or instructions provided by the Company to the Bank elsewhere. The authorisations and instructions provided in this form do not revoke or amend any authorisations or instructions provided by the Company elsewhere.

授權銀行根據本表格中提供的授權或指示執行，而無需進一步檢查授權或指示可能與本公司向銀行在其他地方提供的任何授權或指示不同。本表格提供的授權和指示不會撤銷或修改本公司在其他地方向銀行提供的任何授權或指示。

Risk Disclosure Statement For The Application Of Single Management Control In IDEAL 採納IDEAL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 (other than FX Online), 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（FX Online除外）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才會成事，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。

In respect of the FX Online service, only Single Management Control will be available. If you have selected the FX Online service in section 2 above, please read carefully the risk disclosure on Single Management Control mentioned above with respect to the risk of using the FX Online service.

FX Online服務將只提供單一管理監控。如果貴公司在本表格第2項選擇了FX Online服務，請仔細閱讀以上有關單一管理監控的風險披露以了解使用FX Online服務之風險。

Important Notes of Customer Self Administrators 客戶自助管理員的重要事項

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 unauthorized 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責承擔負責的人員，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.

因此，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進行的任何行動必須經由至少另一名客戶自助管理員的批核。

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 ID / passport & residential proof 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並同此表格一併提交所有客戶自助管理員之已認證核實的身份及住址證明文件。

13 Declaration of the Company 公司聲明

- I / We confirm that the information given in this form is correct and complete, and authorise 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。
- I / We authorise the Bank to accept instructions / orders from the above authorised 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。
- I / We have read and understood the applicable terms and conditions governing the DBS Electronic Banking Services ("DBS Electronic Banking Services 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星展電子銀行服務的相關條款及細則（「星展電子銀行服務條款與細則」）（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。
- 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。
- 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，且無須就此支付任何費用。
- I / We have read and understood the notes and risk disclosure outlined in the Important Notes of this form.
本人 / 吾等已閱讀及明白重要事項內的備註及風險披露聲明。
- I / We confirm that the Company ☐ is ☒ is not a licensed Money Service Operator (MSO).

Sign and fill in date 簽署並填寫「日期」

Signed by Authorised Signatories 被授權簽署人簽署*
with highest authority 擁有最高權限



*Mandatory 必須填寫

Date 日期*

2021-11-11

*Mandatory 必須填寫

For Bank Use Only
S.V.