DBS IDEAL MAINTENANCE FORM (FOR SUBMISSION TO BANK)
星展IDEAL網上理財更改表格 (呈交銀行)

Please complete this form in English **BLOCK LETTERS**, 請以英文正楷填寫此表格

*Mandatory Fields 必須填寫

To: DBS Bank (Hong Kong) Limited - Channel Management
G.P.O Box No. 400

寄: 星展銀行 (香港) 有限公司 - Channel Management
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。

1 COMPANY DETAILS 公司資料

Organisation ID 公司編號 *	HKABCD
Company Name 公司名稱*	ABC Company

2 CONTACT PERSON 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	☐ Add 新增 OR 或 ☐ Update 更新 OR 或 ☐ Remove 移除
Contact Person 聯絡人	1.	
Telephone Number 電話號碼	Country/Region Code 國家/地區號碼 - Telephone Number 電話號碼	Country/Region Code 國家/地區號碼 - Telephone Number 電話號碼
Email Address 電郵地址		

3 UPDATE ACCOUNT NUMBER(S) 更新戶口號碼

ADD Acount Number(s) 新增戶口號碼

A1 ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ — ☐☐☐
A2 ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ — ☐☐☐
A3 ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ — ☐☐☐
A4 ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ — ☐☐☐

Currency 貨幣

REMOVE Account Number(s) 移除戶口號碼

R1 ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ — ☐☐☐
R2 ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ — ☐☐☐
R3 ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ — ☐☐☐
R4 ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ — ☐☐☐

Currency 貨幣

4 UPDATE DEBIT ACCOUNT 更新付款戶口

Specify your company's Current / Saving / Multi-Currency Savings Account which will be used to settle IDEAL related charges.
填寫支付 IDEAL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。

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。

Sample

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

*Mandatory Fields 必須填寫

8 UNLOCK USER ACCESS, UNLOCK / REPLACE SECURITY DEVICE (PHYSICAL TOKEN)
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)*

CHAN TAI MING

IDEAL User ID 用戶編號*

ABCDCTM

I / We want to 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)

☐☐ - ☐☐☐☐☐☐☐ - ☐ OR ☐ Loss 遺失

I / We want to 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)

☐☐ - ☐☐☐☐☐☐☐ - ☐ OR ☐ Loss 遺失

Sample

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。

*Mandatory Fields 必須填寫

13 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)
Chan Tai Ming

Authorized Signature(s) and Company Chop (if applicable)
簽署及公司印章 (如適用)

SIGN HERE 在這簽署

Date 日期: 01-04-2020

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 在這簽署

Date 日期:

3. 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 在這簽署

Date 日期:

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 在這簽署

Date 日期:

Sample

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。