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

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5 ADD / UPDATE / REMOVE USER OR SUBSCRIBE NEW SERVICE
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

☐ 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)

ABCDCTM

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

Chan Tai Ming

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

HKID / Passport No. 香港身份證 / 護照號碼*

Mobile No. 手機號碼*

852-12345678

Country/Region Code 國家/地區號碼 | Mobile No. 手機號碼

Email Address 電郵地址*

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

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(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(Country/Region) 國籍 (國家/地區) *

HKID / Passport

Mobile No. 手機

Country/Region Code 國家/地區號碼

Email Address

如有用戶信息的任何更新，請填寫相關項目（例如，如果手機號碼是需要更新請填寫手機號碼項目）

***此處的選擇僅用於演示的目的，用戶實際選擇可能會有所不同。**

Service(s) & Profile(s) 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	✓	✓	A
Payroll 發薪	✓	✓	
Collection 收款	✓	✓	
Trade Finance 貿易融資			
Loan Servicing[3] 貸款服務[3]			
Others 其他			

✓ Account Enquiry 戶口查詢 | ☐ Trade Enquiry 貿易查詢 | ☐ Loan Enquiry 貸款查詢 | ☐ Customer Self Administrator[4] (at least 2 required) - please refer to Section D before - User Roles for details 客戶自助管理員[4] (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

Choice of 2-Factor Authentication (2FA) Modes 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)

Access to which account(s)? 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.

如有用戶信息的任何更新，請填寫相關項目。請因應貴公司需要的服務，填寫原有需要保留的服務和更改後的服務。

***此處的選擇僅用於演示的目的，用戶實際選擇可能會有所不同。**

Service(s)

Trans on Se

ment 1

Collection 收款

de Finance

Loan Servicing

Others 其他

✓ Account Enquiry 戶口查詢 | ☐ Trade Enquiry 貿易查詢 | ☐ Loan Enquiry 貸款查詢 | ☐ Customer Self Administrator[4] (at least 2 required) - please refer to Section D before - User Roles for details 客戶自助管理員[4] (必須至少兩名) – 詳情請參照之前D部份 - 用戶權限

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

Sample

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. Authoriser groups are not available for Loan Servicing. 授權組別不適用於貸款服務。
4. 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。

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DBS

*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)
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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.

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