DBS IDEAL MAINTENANCE FORM - REFERENCE (FOR CUSTOMER'S RETENTION) 星展IDEAL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

Use this IDEAL Maintenance Form if you want to:

使用此IDEAL 服務更改表格,如果您需要:

Existing IDEAL Customer

現有 IDEAL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

IDEAL MAINTENANCE REQUEST PROCESS 服務更改程序



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 * Please furnish us the necessary documents listed below to avoid any delay to setup your IDEAL access. 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*)



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

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



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。



Receive below items upon successful application (in 7 business days).

- For New and Upgraded User: Welcome Pack

- For User requesting for Unlock / Replace Security Device (physical token): 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」

- 必須提供) IDEAL 客戶自助管理服務授 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

PACKAGE DETAILS 服務組合

Package Type 組合種類	Enquiry 戶口查詢	Enquiry & 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 Loan Enquiry 貸款查詢	Account Enquiry 戶口查詢 Trade Enquiry 貿易查詢 Cash Management 現金管理 Trade Finance 貿易融資 Loan Enquiry 貸款查詢 Loan Servicing 貸款服務 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 雙重認證模式選擇	Digital Token (download on IDEAL Mobile App): Free 數碼編碼器 (於IDEAL流動應用程式下載): 免費 IDEAL security device (physical token): HK\$250 per token IDEAL 實體保安編碼機: 每部 HK\$250	Digital Token (download on IDEAL Mobile App): Free 數碼編碼器 (於IDEAL流動應用程式下載): 免費 IDEAL security device (physical token): HK\$250 per token IDEAL 實體保安編碼機: 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。

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 BusinessCare (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(04/20)



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SERVICE TYPES 服務種類

SERVICE TYPES 服務種類

Account Enquiry 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。 Trade Enquiry 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。

Loan Enquiry 貸款查詢

View loan accounts and loan details, 查詢貸款戶口記錄及詳情。

Account Receivable Purchase Enquiry 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

Transaction 交易

Payment 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.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。

Payroll 發薪

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

Collection 收款

Collect payments from customers via Bulk Collection.透過大量收款向客戶收取賬項。

Trade Finance 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。

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)。

Send instructions on Ioan transactions including Drawdown, Interest Rate Fixing, Loan Rollovers, Partial Prepayment and Full Prepayment. Enquire on Ioan transaction details and history. 發送貸款服務交易,包括提取貸款、利率調整、貸款展期、貸款提前部分還款和貸款提前全額還款。 查詢貸款交易詳情和歷史

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USER PROFILE 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. Transaction Authoriser 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 approinted, 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

IDEAL MOBILE APP 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 诱渦 一維碼掃描進行轉賬











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 BusinessCare (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(04/20)



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

黃色 = 必須填寫項目; Yellow = Mandatory field 灰色 = 可選擇填寫項目; Grey = Optional field

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.

For enquiries, please contact DBS BusinessCare at (852) 2290-8068 or email to businesscare-hk@dbs.com. 如有查詢

DBS Bank (Hong Kong) Limited 星展銀行 (香港) 有限公司 Hong Kong/GTS/CIB/0065(04/20)

"公司"指IDEAL登記表格第1項內所填寫的公司。

COMPANY DETAI	LS 公可資料	請正確填寫您的公司編號 根據您登入IDEAL時使用
Organisation ID 公司編號 *		HKSAMPLE st. with the state of
Company Name 公司名稱*	SAMPI	E COMPANY LIMITED Please fill in your Organisat (same as the Organisation I
CONTACT PERSOI	₩ 絡人 	you log in to IDEAL) and Co Tick where Name correctly.
Amendment Type 更改類別	Add OR Update OR 或 更新 或	Remove 此部分只適用於用戶欲新增、更新或移除 移入並不等於IDEAL用戶。聯絡人只代表公
Contact Person 聯絡人	1.	宜的所需聯絡人);如您並非新增、更新或
Telephone Number 電話號碼	Country/Region Code Telephone Number 國家/地區號碼 電話號碼	人,即 <mark>無需</mark> 填寫此部分。 This section is only applicable to add, update contact person (Contact person does not mea
Email Address 電郵地址		user). If you are not adding, updating or remo- contact person, please <u>DON'T</u> fill in this section
UPDATE ACCOUN	「NUMBER(S) 更新戶口號碼	此部分只適用於用戶欲新增或移除於IDEAL管理的
ADD Acount Number(s) 新加	曾戶口號碼	如您並非新增或移除於IDEAL管理的戶口,即 <mark>無需</mark>
A1 A2		部分。 This section is only applicable to add or remove accour number(s) available in IDEAL. If you are not adding or removing account in IDEAL, please <u>DON'T</u> fill in this sec
A3 A4	R:	
/	Currency 貨幣	Currency
UPDATE DEBIT AC	COUNT 更新付款戶口 IDEAL網上理則	的戶口號碼(您可根據您的月結單查看戶口號碼或登 才後,在「戶口結餘」中查看)。
		ur account number correctly (you can check your acco your monthly statement or "Account Balance" section in
0 0 0 0 0 0 0	0 4 K D - H K D	
Note 備註:	Currency 貨幣	如戶口為港元戶口,請於貨幣一欄填寫「HKD」;
 If the funds in the above specified 		為其他貨幣戶口,請於貨幣一欄填寫該種貨幣之簡

_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<mark>please fill in the short form of respective currency, e.g. "USD",</mark>

"CNY", "EUR" or "SGD".



如您欲選擇「雙重管理監控」,請必須填寫兩位或以上用戶。如您欲選擇「單一管理監 DBS IDEAL MAINTENANCE FORM 控」,請必須填寫一位或以上用戶。如果想了解更多,請查閱「第9部分」。

星展IDEAL網上理財更改表格 (与If you have selected "Dual Management Control", please fill in information of two (or above) users. If you have selected "Single Management Control", please fill in one (or above) users. For details, please view "Section 9".

Add User
Add Uses Red
2. 用子全名 (公須東香港) 地域 (日本) (日本) (日本) (日本) (日本) (日本) (日本) (日本)
DEAL FLAG (20 3 M (24 M) A (24 M
User Full Name (as in HKID / Passport) 用声全名 (海奥東島自造 海県 田田田田田田田田田田田田田田田田田田田田田田田田田田田田田田田田田田田
Please tick "Update Profile" for each user and fill in the following fields: 1. IDEA! User ID if you would like to subscribe "Transact" functions 2. User's full name (must be same as Hong Kong ID/Passport) 3. Nationality (Country/Region) 4. Hong Kong ID/Passport Number CHINESE HKID / Passport No. 黃星中海 / 護州領等* A123456(1) Mobile No. 〒根苑信 Mobile No. 〒はた Mobile No. 日本 Mobile No. Home Red Mobile No. Home Red Mobile Plane Red M
1. IDEAL User ID if you would like to subscribe "Transact" functions 2. User's full name (must be same as Hong Kong ID/Passport) 3. Nationality (Country/Region) 4. Hong Kong ID/Passport Number 加次更新手機能低更及電郵地址。請填寫有效的手機能低更及電郵地址。
2. User's full name (must be same as Hong Kong ID/Passport) 3. Nationality (Country/Region) 4. Hong Kong ID/Passport Number WikiD /Passport Number wikiD /Passport Number or/and email address, Display /Passport Number or
S. Nationality (Country/Region) 4. Hong Kong ID/Passport Number JA(23456(1) Mobile No. 手機結構 B 5 2 - 9 2 9 2 9 2 9 2 9 2 9 2 9 2 9 2 9 2
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Majer Authorises (a.g. Approach of Bernard Service) 2 9 2 9 2 9 2 9 2 9 2 9 2 9 2 9 2 9 2
Country/Region Code Mobile No.
Email Address 電影地址* Chantaiman@sample.com Service(s) & Profile(s) 服務及權限 Profile(s) 服務及權限 如您欲選擇「單一管理監控」,您必須勾選至少一位用戶同時成為「交易服務」 如您欲選擇「單一管理監控」,您必須勾選至少一位用戶同時成為「交易服務」 如您欲選擇「單一管理監控」,您必須勾選至少一位用戶同時成為「交易服務」經過利益。 「「You have selected "Single Management Control", you must tick at least one user to be the "Transaction Service(s) 交易服務」 如您欲選擇「單一管理監控」,您必須勾選至少一位用戶同時成為「交易服務」經過利益。 「You have selected "Single Management Control", you must tick at least one user to be the "Transaction Service" Maker and Authoriser. Payroll 發薪 Collection 収款 Trade Finance 貿易融資 Loan Servicing* 資數服務 Others 其他 Account Enquiry 「Pacific Single Management Control", you must tick at least one user to be the "Transaction Service" Maker and Authoriser. ### Ward Ward Administrator (at least One user to be the "Transaction Service" Maker and Authoriser. ### Authoriser Group (Maker and Authoriser) Payroll 發薪
chantaiman@sample.com Service(s) & Profile(s) 服務及權限 Profile(s) 服務及權限 Authoriser Group (Gay Are Bro Cells.) 服務及權限 Payment 付款 Payroll 發薪 Collection 收款 Trade Finance 貿易融資 Loan Servicing* 資敵服務3 Others 其他 Customer Self Administratord (at least 2 required) —please refer to be the "Transaction Service" Authoriser Group (by filling in A/B/C), 並之後填寫「第6部分一授權政策」。*授權組別「A/B/C), 並之後填寫「第6部分一授權政策」。*授權組別「A/B/C), 可以區分不同交別有限的金额範圍的批核人。(可參考第6部分中的範例) Please specify the Authoriser Group (by filling in A/B/C) for each Authoriser that he/she shall belong to; and fill in "Section 6 - Authorisation Policy" accordingly. * Authoriser Group (at least 2 required) —please refer to section Defore User Roles (adetails 医产自助管理)
Service(s) & Profile(s) 服務及權限 Profile(s) 權限 Profile(s) 權限 Profile(s) 權限 Fransaction Service(s) 交易服務 Payment 付款 Payment 付款 Payroll 發薪 Collection 收款 Trade Enautry Customer Self Administrator (at least 2 required) - please refer to Section Delore - User Roles to Section Delore - User Roles (see a Pulp Payment for place of Section Delore - User Roles (see a Pulp Payment for place of Section Delore - User Roles (see a Pulp Payment for place of Features 特別功能 Account Enquiry Special Features 特別功能 Trade Enquiry Special Features 特別功能 Loan Enquiry Special Features 特別功能 Trade Enquiry 東知道 「Trade Enquiry 東知道 「中国主義 (see a Zerotra Authoriser Group (a / B / C)) 在 Authorisation Policy" (at least 2 required) - please refer to Combination of Authoriser Group (a / B / C) can specify the authorised amount for respective services of each Authoriser (refer to the example in "Section 6 - Authorisation Policy"). Please tick "Account Enquiry", or else the user Transaction Service(s) 來 (A / B / C)
如您欲選擇「單一管理監控」,您必須勾選至少一位用戶同時成為「交易服務」經手人及批核人。
Profile(s) 權限 Transaction Service(s) 交易服務 Payment 付款 Payroll 發薪 Collection 收款 Trade Finance 貿易融資 Loan Servicing ³ 資款服務 ³ Others 其他 Cothers 是有人 Coth
Figure Factor
Payment 付款 Payroll 發薪 Collection 业教 Trade Finance 貿易融資 Loan Servicing³ 資款服務³ Others 其他 Coustomer Self Administratord (at least 2 required) - please refer to Section D before - User Roles
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 Special Features 特別功能 「Trade Enquiry 資易查詢 Loan Enquiry Special Features 特別功能 「高利用戶不能查看 「戶口結餘」。 Please tick "Account Enquiry", or else the user Payroll 發薪 Collection 收款 「Trade Finance 貿易融資 Loan Servicing ³ 貸款服務 ³ Others 其他 Customer Self Administrator (at least 2 required) - please refer to Section D before - User Roles of the least 2 required - please refer to Section D before - User Roles of the least 2 required - please refer to Section D before - User Roles of the least 2 required - please refer to Section D before - User Roles of the least 2 required - please refer to Section D before - User Roles of the least 2 required - please refer to Section D before - User Roles of the least 2 required - please refer to Section D before - User Roles of the least 2 required - please refer to Section D before - D before - User Roles of the least 2 required - please refer to Section D before - User Roles of the least 2 required - please refer to Section D before - User Roles of the least 2 required - please refer to Section D before - User Roles of the least 2 required - please refer to Section 6 - Authorised Signatories of "Section 6 - Authorised amount for respective services of each Authoriser (refer to the example in "Section 6 - Authorisation Policy"). Choice of 2-Earter Authorisation (2FA) Modes 器庫認知過程可能 Collection User Required - Authorised Signatories of "Section 6 - Authorised amount for respective services of each Authoriser (refer to the example in "Section 6 - Authorisation Policy").
Trade Finance 貿易融資 Loan Servicing³ 貸款服務³ Others 其他 Trade Enquiry
□ Customer Self Administrator (at least 2 required) - please refer to Section Defore - User Roles
Dothers 其他 Others 其他 Others 其他 Others 其他 Account Enquiry
Please specify the Authoriser Group (by filling in A/B/C) for each Authoriset that he/she shall belong to; and fill in "Section 6 - Authorisation Policy" accordingly. * Authoriser Group can be applicable to "Required Combination of Authorised Signatories" of "Section 6 - Authorisation Policy" accordingly. * Authoriser Group (a / B / C) can specify the authorised Combination of Authoriser Group (a / B / C) can specify the authorised amount for respective services of each Authoriser (refer to the example in "Section 6 - Authorisation Policy"). Please tick "Account Enquiry", or else the user Please specify the Authoriser Group (by filling in A/B/C) for each Authoriser that he/she shall belong to; and fill in "Section 6 - Authorisation Policy" accordingly. * Authoriser Group (a / B / C) can specify the authorised Combination of Authoriser Group (a / B / C) can specify the authorised amount for respective services of each Authoriser (refer to the example in "Section 6 - Authorisation Policy").
that he/she shall belong to; and fill in "Section 6 - Authorisation Policy" accordingly. * Authoriser Group can be applicable to "Required combination of Authorised Signatories" of "Section 6 - Authorisation Policy" accordingly. * Authoriser Group can be applicable to "Required Combination of Authorised Signatories" of "Section 6 - Authorisation Policy", which Authoriser Group (A / B / C) can specify the authorised amount for respective services of each Authoriser (refer to the example in "Section 6 - Authorisation Policy"). Please tick "Account Enquiry", or else the user
Combination of Authorised Signatories of "Section 6 - Authorisation of Section Defore - User Roles
Loan Enquiry
請務必勾選戶口查詢,否則用戶不能查看
「戶口結餘」。 Please tick "Account Enquiry", or else the user ## Section 6 - Authorisation Policy"). **Choice of 2-Factor Authoritication (2-FA) Modes 等車器 様式選擇:
Please tick "Account Enquiry", or else the user 選擇: Choice of 2-Factor Authentication (7FA) Modes 雙車製證模式提摆:
shall not be able to view "Account Balance". 您也可以根據業務需要為所需服務設定經手人或/及批核人:
IDEAL digital token(Security Authentication via smartphone) IDEAL 數碼編碼器經由 IDEAL security device (physical token)
 ✓ via smartphone) IDEAL 數碼編碼器(經由智能手機進行保安認證) (HK\$250 per token) IDEAL 實體保安編碼機(*每部HK\$250) - 收款(之後填寫「第6部分 - 授權政策」)
Access to which account(s)? 選用那個戶口? 智息融資 (力後勿選「智息本勤」及植育「第4部分」授權政策」)
Note: If left blank, user will be given access to all accounts setup in IDEAL. #註:如果您未勾選·將預設 IDEAL上的所有戶口。 #註:如果您未勾選·將預設 IDEAL上的所有戶口。 - 貸款服務 (之後勾選「貸款查詢」,及填寫「第7部分 - 貸款交易授
▼ 1.
All Accounts OR 2. You can also set up a Maker <u>or/and</u> an Authoriser for the required
services based on your business needs: -Payment (Fill in "Section 6 - Authorisation Policy")
-Payroll (Fill in "Section 6 - Authorisation Policy")
Note 備註: Note 備註:
1. As part of our enhanced security process, we require you to provide us with a valid mobile number & et 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
2. For Update Profile, your previous instructions will be superseded. The Bank takes this updated profile Policy")
希望度を確認。 -Loan Servicing (Tick "Loan Enquiry" and Fill in "Section 7 - Loan -Loan Servicing (Tick "Loan Enquiry" and Fill in "Section 7 - Loan -Loan Servicing (Tick "Loan Enquiry" and Fill in "Section 7 - Loan -Loan Servicing (Tick "Loan Enquiry" and Fill in "Section 7 - Loan -Loan Servicing (Tick "Loan Enquiry" and Fill in "Section 7 - Loan -Loan Servicing (Tick "Loan Enquiry" and Fill in "Section 7 - Loan -Loan Servicing (Tick "Loan Enquiry" and Fill in "Section 7 - Loan -Loan Servicing (Tick "Loan Enquiry" and Fill in "Section 7 - Loan -Loan Servicing (Tick "Loan Enquiry" and Fill in "Section 7 - Loan -Loan Servicing (Tick "Loan Enquiry" and Fill in "Section 7 - Loan -Loan Servicing (Tick "Loan Enquiry" and Fill in "Section 7 - Loan -Loan Servicing (Tick "Loan Enquiry" and Fill in "Section 7 - Loan -Loan Servicing (Tick "Loan Enquiry" and Fill in "Section 7 - Loan -Loan Servicing (Tick "Loan Enquiry" and Fill in "Section 7 - Loan -Loan Servicing (Tick "Loan Enquiry" and Fill in "Section 7 - Loan -Loan Servicing (Tick "Loan Enquiry" and Fill in "Section 7 - Loan -Loan Servicing (Tick "Loan Enquiry" and Fill in "Section 7 - Loan Enquiry" and Fill in "Section 8 - Loan
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 核。因此,不適用於只得一名用戶的IDEAL客戶。

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

5 ADD / UPDATE / REMOVE USER OR SUBSCRIBI 新增 / 更新 / 移除用戶或申請新服務 User 3	Tick where applicable 如適用請在方格內加上剔號
Add User Nfile OR 或 □ Remove User 移除用戶 OR 或 □ Dydate 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)	如您勾選「客戶自助管理員」,請填寫「第14部分 - 客戶自助管理授權請求確認」,並根據公司種類*,填寫「第15部分 - 公司董事會決議之核證摘要」或「第16部分 - IDEAL 客戶自助管理服務授權書(僅供獨資經營/合夥人之用)」。
SAMPLE02	*第15部分/第16部分只需填寫其中一部分。如公司為「有限公司
User Full Name (as in HKID / Passport) 用戶全名 (須與香港身份證/護照相同)* CHAN SIU MING	請填寫第15部分 ; 如公司為「獨資經營/ 合夥人」請填寫第16部分。 If you have selected "Customer Self Administrator", Please fill in
Nationality(Country/Region) 國籍 (國家/地區) * CHINESE	"Section14 - Customer Self Administration Approval Request Acknowledgement"; according to your Company Type*, please comple either "Section 15 - CERTIFIED EXTRACT OF RESOLUTION PASSED BY TRESOLUTION
HKID / Passport No. 香港身份證 / 護照號碼*	BOARD OF DIRECTORS OF COMPANY FOR IDEAL CUSTOMER SELF
A123456(2)	ADMINISTRATION SERVICE" (For "Limited Company") or "Section 16 -
Mobile No. 手機號碼* 8 5 2 - 9 8 7 6 5 4 3 2	MANDATE FOR IDEAL CUSTOMER SELF ADMINISTRATION SERVICE" (Fo "Sole Proprietorship/Partnership").
Country/region Code Mobile No. 國家/地區號碼 手機號碼	Country/Region Code Mobile No. 國家/地區號碼 手機號碼
Email Address 電郵地址*	Email Address 電郵地址*
chansiuming@sample.com	
Service(s) & Profile(s) 服務及權限	Service(s) & Profile(s) 服務及權限
Profile(s) 權限 Maker Authoriser Grup (e.g. A or B or Cletc.)	Profile(s) 權限 Maker Authoriser (e.g., A or B or C etc.)
Transaction Service(s) 交易服務 機手人 批核人 授權組別 (例如 A 或 B を を を)	Weight
Payment 付款	Payment 付款
Payroll 發薪	Payroll 發薪
Collection 收款	Collection 收款
Trade Finance 貿易融資	Trade Finance 貿易融資
Loan Servicing³ 貸款服務³	Loan Servicing ³ 貸款服務 ³
Others 其他	Others 其他
▼ Account Enquiry	Account Enquiry Trade Enquiry Customer Self Administrator ⁴ (at least 2 required) - please
Loan Enquiry 自教查詢 Roles for details 客戶自助管	refer to Section D before - User Loan Enquiry 資款查詢 Roles for details 客戶自助管
Special Features 特別功能 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 理員 ³ (必須至少兩名) - 詳 情請參照之前D部份 - 用 戶權限
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。	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)	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。	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。
1.	1
All Accounts OR 2. 所有戶口 或	All Accounts OR 2. 所有戶口 或
3.	3.
4.	4.
Note 備註:	

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 approinted, 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。



AUTHORISATION POLICY 授權政策

To \$ (HKD) From \$ (HKD) Authorisation Requirement 授權組合 至 \$ (HKD) 由 \$ (HKD) No. of Authoriser(s) required Required Combination of Authorised Signatories Payment from HK\$0 to HK\$50.000 授權人數 其他授權組合 requires signatory from Any 1 Authoriser. Any 1 Authoriser 0 50,000 任何一位授權人 從HK\$0至HK\$50,000的付款須 任何一位授權人授權 Any 2 Authorisers 任何兩位授權人 Payment from HK\$50 000 01 to HK Required Combination of Authorised Signatories \$999,999,999,999 requires 2 No. of Authoriser(s) required 其他授權組合 signatory from Group A or 1 from Group B and 1 from Group C Any 1 Authoriser 50,000.01 999,999,999,999 由HK\$50,000.01至 2A OR 或 任何一位授權人 OR HK\$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 Any 2 Authorisers 1B AND 和1C 搭配1位C組的授權人 任何兩位授權人 請參考以上範例,為「付款」設定授權金額,並務必勾選「授權人數」或指定「其 Authorisation Currency 授權限額貨幣 HKD 他授權組合」。 Please refer to the example above to set the authorised amount for "Payment" and tick Payment 付款 **HKD** "No. of Authoriser(s) required" or specify "Required Combination of Authorised From 由 Signatories". \$ 999,999,999,999.00 Any 1 Authoriser 任何一位授權人 ✓ OR Any 2 Authorisers 或 任何兩位授權人 如您在第5部分中勾選了其他交易服務(發薪/收款/貿易融資),你亦必須為服務設定授權金額, 並勾選「授權人數」或指定「其他授權組合」。 If you have ticked other transaction services (Payroll/Collection/Trade Finance) in Section 5, please set the authorised amount for respective services and tick "No. of Authoriser(s) required" or specify 'Required Combination of Authorised Signatories" Any 1 Authoriser 仟何一位授權人 OR Any 2 Authorisers 或 任何兩位授權人 Payroll 發薪 **HKD** From **±** To 到 Authorisation Requirement 授權組合 No. of Authoriser(s) required Required Combination of Authorised Signatories 其他授權組合 授權人數 \$ 999,999,999,999.00 Any 1 Authoriser ✓ ..., 任何**一**位授權人 OR Any 2 Authorisers 或 任何兩位授權人 Required Combination of Authorised Signatories No. of Authoriser(s) required 授權人數 其他授權組合 Any 1 Authoriser 任何一位授權人 OR Any 2 Authorisers 任何兩位授權人 No. of Authoriser(s) required Required Combination of Authorised Signatories 其他授權組合 授權人數 Any 1 Authoriser 任何一位授權人 OR

Note 備註

6

1. Please ignore this section and jump to Section 13 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13部份。

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 BusinessCare (852) 2290-8068或電郵至 businesscare-hk@dbs.com。

Any 2 Authorisers

任何兩位授權人

或



Tick where applicable 如適用請在方格內加上剔號

AUTHORISATION POLICY 授權政策 Tick where applicable 如適用請在方格內加上剔號 Collection 收款 HKD To 到 From 由 Authorisation Requirement 授權組合 No. of Authoriser(s) required **Required Combination of Authorised Signatories** 授權人數 其他授權組合 \$ 999,999,999,999.00 Any 1 Authoriser 任何一位授權人 OR Any 2 Authorisers 任何兩位授權人 No. of Authoriser(s) required Required Combination of Authorised Signatories 授權人數 其他授權組合 Any 1 Authoriser OR 任何一位授權人 Any 2 Authorisers 任何兩位授權人 No. of Authoriser(s) required Required Combination of Authorised Signatories 授權人數 其他授權組合 Any 1 Authoriser 任何一位授權人 OR Any 2 Authorisers 任何兩位授權人 HKD Trade Finance 貿易融資 From 由 Authorisation Requirement 授權組合 To 到 No. of Authoriser(s) required Required Combination of Authorised Signatories 其他授權組合 授權人數 Any 1 Authoriser 任何一位授權人 OR Any 2 Authorisers 任何兩位授權人 No. of Authoriser(s) required Required Combination of Authorised Signatories 授權人數 其他授權組合 Any 1 Authoriser OR 任何一位授權人 Any 2 Authorisers 任何兩位授權人 No. of Authoriser(s) required **Required Combination of Authorised Signatories** 授權人數 其他授權組合 Any 1 Authoriser 任何一位授權人 OR Any 2 Authorisers

Others 其他:	HF	(D	
From 由	To 到	Authorisation Requirement 授權組合	
0		No. of Authoriser(s) required 授權人數 Any 1 Authoriser 任何一位授權人 Any 2 Authorisers 任何兩位授權人	Required Combination of Authorised Signatories 其他授權組合
		No. of Authoriser(s) required 授權人數 Any 1 Authoriser 任何一位授權人 Any 2 Authorisers 任何兩位授權人	Required Combination of Authorised Signatories 其他授權組合
		No. of Authoriser(s) required 授權人數 Any 1 Authoriser 任何一位授權人 Any 2 Authorisers 任何兩位授權人	Required Combination of Authorised Signatories 其他授權組合

任何兩位授權人

Note 備註:

1. Please ignore this section and jump to Section 13 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13部份。

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 BusinessCare (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(04/20)

Page 5 of 13



LOAN TRANSACTIONS AUTHORISATION POLICY 貸款交易授權政策

Tick where applicable 如適用請在方格內加上剔號



This authorisation policy is for Loans Only and would apply for the 5 main servicing transactions: Loan Drawdown, Interest Rate Fixing, Loan Rollovers, Loan Partial Prepayment and Loan Full Prepayment. Any disbursements/repayments will be made to or from your DBS loan servicing account and will be based on the number of authorisers you have selected below. 此授權政策只適用於貸款並只用於 5 類型服務交易: 提取貸款、利率調整、貸款展期、貸款提前部分還款和貸款提前全額還款。 任何交易付款授權都將透過您的星展貸款服務帳戶進行,並將基於您在下面選擇的技權人數量授權。

此部分只適用於在第5部分中勾選了「貸款服務」之用戶。如您未有在第5部分中勾選了「貸款服務」,即無需填寫此部分。

This section is only applicable to user who has ticked "Loan Servicing" in Section 5. If you have not ticked "Loan Servicing" in Section 5, please <u>DON'T</u> fill in this section

Any 1 Authoriser required to approve a request 必須經由任何一名貸款授權人批核請求

必須經由任何兩名貸款授權人批核請求

Scenario of Loan Servicing Maker creating a request (with 2 Authoriser approvals) 貸款服務經手人建立新請求時的情況(須經由兩名貸款授權人批核)

Loan Maker Loan Authoriser 1 Loan Authoriser 2 Approves Approves Processed 貸款經手人 貸款授權人1 貸款授權人2 建立請求 授權 完成

You may require approvals from up to 2 Authorisers for a request. 您最多可設定經由兩名授權人批核一個貸款請求。

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。



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

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



你<mark>不需要</mark>填寫此部分。Please <u>DON'T</u> fill in this section.

User Full Name 用戶全名 (as in HKID / Passport 須與香港身份證 / 護照相同)*	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*	IDEAL User ID 用戶編號*
I / We want to 我想	I / We want to 我想
1. Unlock User Access 用戶賬戶解鎖	1. Unlock User Access 用戶賬戶解鎖
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)	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) 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)	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)
は関わりにここ ラモカエバト シー 海市 中日 ロスケナ シス・川町 中日(とじ プラス・刊り) は 東大 ゴ)	uigits) IDEAL 貞短床交編物像牌頭編物(必須希/位數子)
Replace IDEAL security device(physical token)(faulty device required to be returned) 更换IDEAL 實體保安編碼機/須退回損壞的實體保安編碼機予本行)	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)	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	- OR Loss 遺失

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/揖壞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

9

SINGLE MANAGEMENT CONTROL 單一管理監控

Tick where applicable 如適用請在方格內加上剔號



The Bank recommends dual management control for all transaction initiated via the system. 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). 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)。

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, 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。 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。

請根據您在第5部分中之選擇,勾選「單一管理監控」或「雙重管理監控」而填寫此部分。

Please complete this section by ticking "Single Management Control" or "Dual Management Control" based on your selection in Section 5.

Please tick the desired service control 請在所選服務控制*



Dual Management Control Cash Management & Trade Finance 雙重管理監控 現金管理/貿易融資 Single Management Control 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 (包括須全額彌償的申師費用)、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。

DBS

OTHER INSTRUCTIONS (IF APPLICABLE) 更多指示 (如適用) Tick where applicable 如適用請在方格內加上剔號 此部分只適用於主公司及其聯繫公司之用戶*,如您並非主公司或其聯繫公司, a. Principal / Associated Companies Linkage 主公司/聯繫公司設定 填寫此部分。(*如用戶為主公司或其聯繫公司,其主公司及聯繫公司分別需要填寫此 部分及提交表格。 For the company specified in Section 1 which has 如本表格第1項內所登記的公司有聯繫公司 This section is only applicable to Principal/Associated Companies*. If you are not linking to any Principal/Associated Companies, please DON'T fill in this section.(*If you are principal or ADD or DELETE the following company(ies) to this compa associated companies, BOTH principal and associated companies shall need to fill in this 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 Lot section and submit the form. 聯繫公司名稱及其所屬星展銀行分行地區(如海外 Add 新增 1. Delete 移除 2. Add 新增 Delete 移除 Add 新增 Principal Company will be entitled to perform accounts enquiry and accounts transaction Delete 移除 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。 Add 新增 Delete 移除 To complete this setup, the Principal Company has to complete a similar section 5. Add 新增 "Principal / Associated Companies Linkage" in the IDEAL Registration Form (if new IDEAL customer), or in the IDEAL Maintenance Form (if existing IDEAL customer). Delete 移除 主公司需填妥 IDFAL 服務登記表格(如新 IDFAL 客戶)或IDFAL 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。 b. Special Instructions 特別指示

TERMINATION OF SERVICE 終止服務

Tick where applicable 如適用請在方格內加上剔號



要填寫此部分。Please DON'T fill in this section.

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

ACKNOWLEDGEMENT OF USE OF MY / OUR PERSONAL DATA IN DIRECT MARKETING 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。



*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。
- - 本人〉吾等已閱讀及明白用以規管責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。

	/e confirm that the Company ☐ is ☑ is not a licensed Money Service 、/吾等確認本公司 ☐ 是 ☑ 不是一間金銭服務經營者。	Operator (MSO).	
Sign	ed 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)	
	CHAN TAI MAN	溫馨	提示:此部份必須由公司授權簽字人(即貴公司准	
	Authorized Signature(s) and Company Chop (if applicable) 簽署及公司印章 (如適用)	的人 印章	員)簽署,請確保公司授權簽字人已於此部分簽署 (如適用)。 您亦可以參考簽署支票或公司董事會決詞	
	SIGN HERE TO JE STORE	Remi (perso comp stamp signir	式樣。 nder: This section must be signed by the Authorised Sig on(s) you have given permission to operate the account pany, please ensure that the Authoriser(s) has signed th ped with the company chop (if applicable). You can also ng practice of your Cheque or Certified Extract of Resolu oard of Directors of Company.	t) of the is section ar prefer to the
	Date 日期: 04/04/2020 <mark>溫馨提示:必須填寫日期。</mark> Reminder: Please be reminde		in the date.	
	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)		Authorized Signature(s) and Company Chop (if applicable) 簽署及公司印章 (如適用)	

FOR BANK USE ON	NLY
S.V.	

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 BusinessCare (852) 2290-8068或電郵至 businesscare-hk@dbs.com。

Date 日期:



Date 日期:





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

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 Any 2 Administrators required to approve a request 必須經由任何一名管理員批核請求 須經由任何兩名管理員批核請求 Any 4 Administrators required to approve a request Any 3 Administrators required to approve a request **汤**須經由任何三名管理員批核請求 必須經由任何四名管理員批核請求 Any 5 Administrators required to approve a request 必須經由任何五名管理員批核請求 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 Customer Customer Self Administrator 1 Self Administrator 2 Self Administrator 3 Self Administrator 4 Creates a Request Approves Approves Approves Processed 客戶自助管理員1 客戶自助管理員2 客戶自助管理員3 客戶自助管理員4 完成 授權 授權 建立請求 授權 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。

此部分只適用於在第5部分中勾選了「客戶自助管理員」之用戶。如您未有在第5部分中勾選了「客戶自助管理員」,即無需填 寫此部分。

This section is only applicable to user who has ticked the "Customer Self Administrator" in Section 5. If you have not ticked "Customer Self Administrator" in Section 5, please DON'T fill in this section.

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)



Page 11 of 13

CERTIFIED EXTRACT OF RESOLUTION PASSED BY THE BOARD OF DIRECTORS OF COMPANY **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)

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	
20	
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 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」)。 *第15部分/第16部分只需填寫其中一部分。如公司為「有限公司」請填寫第1	條
2.The Company may, amongst others, add and/or remove customer authority and responsibility to set-up, administer, operate and main authority and responsibility to set-up, administer, operate and main *Either one of Section 15 / 16 has to be completed. If your company is a "Limited (a) add, suspend or remove users; (b) assign or revoke user roles of any payment or transfer limits of any user; and (e) any other right, f 本公司可以通過表格·其中包括·新增及/或移除客戶自商業網上理財服務的使用及訪問權限。這包括以下項目的 實施 是 是 是 是 是 是 是 是 是 是 是 是 是 是 是 是 是 是	
3. It is hereby RESOLVED THAT: 特此議決: a. the Form and the CIB Terms & Conditions be and is hereby a 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如您未有在第5部分中勾選了「客戶自助管理員」,即無需填寫此部分。	n
b. (where the authorized signers are designated with different authorized signer(s), with the highest transaction/authorization Bank or (where there is no authorization limit set for the author	th
Savings Account maintained by the Company with the Bank is / (當被授權簽署人於往來/ 儲蓄 / 多種貨幣儲蓄戶口的 多種貨幣儲蓄戶口擁有最高交易上限/ 最高授權限額之1.公司董事會通過決議案之公司名稱 授予任何授權限額時))本公司於貴行開立的任何往 2.公司董事會通過決議案之日期 (年,月,日)	
1) appoint and/or remove a customer self administrator and an 3.大會主席/董事簽署 (<u>不需要蓋上公司印</u>) 就商業網上理財服務委派及/或移除客戶自助管理員4.日期	
2) further delegate the right and authority to a customer self acrito add, suspend or remove users and any other right, fe whereby each a customer self administrator and a user, is a 根據表格及商業網上理財條款及細則的規定・進一助管理員提供的任何其他權利、特點或功能・而該 2.Date of resolution was agreed by the Board of Directors (date, month, year). 3) execute for and on behalf of the Company (i) the Form; an 3.Signature of Chairman of the meeting / Director (company chop is NOT required). services contemplated under the Form as the Bank may required.	ing
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	





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



Date 日期



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)

MANDATE FOR IDEAL CUSTOMER SELF ADMINISTRATION SERVICE (FOR SOLE PROPRIETORSHIP/ 16 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」))。

- 本公司建議申請 IDEAL 客戶自助管理服務。本人/吾 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 custo authority and responsibility to set-up, administer, operate and authority to (a) add, suspend or remove users; (b) assign or re Code; (d) change any payment or transfer limits of any user;

本公司可以通過表格,其中包括,新增及/或移除客 司對商業網上理財服務的使用及訪問權限・這包括し 取消、重設或重發用戶之保安裝置及/或保安編號; (6

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

- a. the Form and the CIB Terms & Conditions be and is I hereby approved:
- 表格及商業網上理財條款及細則現獲授權及 b. (where the authorized signers are designated with Multi-Currency Savings Account maintained by the C 2. 日期 (當被授權簽署人於往來/儲蓄/多種貨幣儲 fields: 儲蓄 / 多種貨幣儲蓄戶口擁有最高交易上限/ 口授權書中被授予任何授權限額時) 本公司於
 - 1) appoint and/or remove a customer self administra 就商業網上理財服務委派及/或移除客戶自

1. The Company proposes to apply for the IDEAL Customer S *第15部分 / 第16部分 只需填寫<u>其中一部分</u>。如公司為「有限公司」請填寫第15部分; and conditions governing the Corporate Internet Banking Servi如公司為「獨資經營/合夥人」請填寫第16部分。

> *<u>Either one</u> of Section 15 / 16 has to be completed. If your company is a "Limited Partnership", please complete Section 16.

此部分只適用於在第5部分中勾選了「客戶自助管理員」之用戶。

This section is only applicable to user who has ticked "Customer Self Administrator" in

如您未有在第5部分中勾選了「客戶自助管理員」,即<mark>無需</mark>填寫此部分。 If you have not ticked "Customer Self Administrator" in Section 5, please DON'T fill in this

如您已經在第5部分中勾選了「客戶自助管理員」, 請您填寫以下欄位: of the Current / Savings / Multi-currency Savings Acc 1.獨資經營者/所有合夥人簽署 (不需要蓋上公司印)

Mandate) the authorized signer(s) of any of the Curr If you have ticked "Customer Self Administrator" in Section 5, please fill in the following

1.Signature by sole proprietor / all partners of the Company (company chop is NOT

- 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 Com	pany 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:	
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		()
		\ s.v. /
Name in Full 全名:	Name in Full 全名:	

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 BusinessCare (852) 2290-8068或電郵至 businesscare-hk@dbs.com。

