

# DBS IDEAL MAINTENANCE FORM

## 星展IDEAL網上理財更改表格



Live more,  
Bank less

### Step 01 Fill in the form 步驟 01 填寫表格

For new Transaction Authoriser & Customer Self Administrator roles, please submit ID / passport & residential proof<sup>1</sup>.

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<sup>1</sup>。

### Step 02 Send the form with supporting documents (if applicable) to DBS 步驟 02 郵寄表格及其他所需文件 (如適用) 到本行



### Step 03 Receive acknowledgement email that your application is being processed<sup>2</sup> 步驟 03 收到本行的電郵通知您的申請正在處理<sup>2</sup>

#### 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)
- 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

> 02

> 07

#### Authorisation and Control 授權和監控

- Add / Update authorisation amount / policy • 新增 / 更新授權金額 / 政策
- Add / Update management control • 新增 / 更新管理監控
- Add / Update Customer Self Administrator approval • 新增 / 更新客戶自助管理授權請求確認
- Add / Update Loan authorisation policy • 新增 / 更新貸款交易授權政策

> 03

> 04

> 05

> 06

#### Linkage 賬戶連結

- Add / Remove account(s) from IDEAL • 新增 / 移除於IDEAL管理的戶口
- Add / Update parent-subsidiary linkage • 新增 / 更新主公司 / 聯繫公司

> 09

> 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
- Update account to settle IDEAL related charges • 更新支付IDEAL相關費用的戶口
- Terminate IDEAL services • 終止IDEAL服務

> 08

> 10

> 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
- Sole Proprietorship / Partnership • 合夥人 / 獨資經營

> 14

> 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文件。

- Certified true copy of (i) ID / passport and (ii) residential address proof issued in the last 6 months (e.g. recent utility or phone bill, bank statement or correspondence from a government agency).  
認證核實的 (i) 身份證明文件 / 護照副本及 (ii) 六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)。
- 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) 隨迎生包一併寄出。

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。

Note: "The Bank" means DBS Bank (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。

\*Mandatory 必須填寫

## 01 Company Details 公司資料

Company Name\*  
公司名稱\*

Organisation ID\*  
公司編號\*

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

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 用戶

#### 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)

User Full Name 用戶全名\*

(as in HKID / Passport) (須與香港身份證 / 護照相同)

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

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

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最長一年期的外匯匯率 (相關服務另需授信審批)

FX Online 星展外匯通

Note 備註:

For Limited Company, 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. 不適用於只單用戶的公司。

#### Transact Profile 交易組合

#### Transact 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) 星展內部戶口轉帳

Payment 付款: Pay Local / Overseas 3rd Party 轉帳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 Trade<sup>1</sup>: Supplier Finance 記賬貿易<sup>1</sup>: 供應商融資

Supplier 供應商  Buyer 買家 Profile 權限 \_\_\_\_\_

Open Account Trade<sup>1</sup>: Account Receivables Purchase 記賬貿易<sup>1</sup>: 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) 星展內部戶口轉帳

Payment 付款: Pay Local / Overseas 3rd Party 轉帳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 Trade<sup>1</sup>: Supplier Finance 記賬貿易<sup>1</sup>: 供應商融資

Supplier 供應商  Buyer 買家 Profile 權限 \_\_\_\_\_

Open Account Trade<sup>1</sup>: Account Receivables Purchase 記賬貿易<sup>1</sup>: 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 only<sup>2</sup> 交易授權人授權組別<sup>2</sup>

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

## 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

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 用戶

#### User Info 用戶資料

User ID 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)

User Full Name 用戶全名\*

(as in HKID / Passport) (須與香港身份證 / 護照相同)

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

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

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最長一年期的外匯匯率 (相關服務另需授信審批)

FX Online 星展外匯通

Note 備註:

For Limited Company, 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) 星展內部戶口轉帳

Payment 付款: Pay Local / Overseas 3rd Party 轉帳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 Trade<sup>1</sup>: Supplier Finance 記賬貿易<sup>1</sup>: 供應商融資

Supplier 供應商  Buyer 買家 Profile 權限 \_\_\_\_\_

Open Account Trade<sup>1</sup>: Account Receivables Purchase 記賬貿易<sup>1</sup>: 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) 星展內部戶口轉帳

Payment 付款: Pay Local / Overseas 3rd Party 轉帳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 Trade<sup>1</sup>: Supplier Finance 記賬貿易<sup>1</sup>: 供應商融資

Supplier 供應商  Buyer 買家 Profile 權限 \_\_\_\_\_

Open Account Trade<sup>1</sup>: Account Receivables Purchase 記賬貿易<sup>1</sup>: 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 only<sup>2</sup> 交易授權人授權組別<sup>2</sup>

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 3<sup>rd</sup> 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 <sup>1</sup>	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 3<sup>rd</sup> 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 \_\_\_\_\_

### 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一個人可以發起和批准會導致欺詐行為的交易。除非另有說明，雙重管理監控將是默認設置 (單用戶除外)。

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牽涉的損失。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。

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。

## 05 Add / Update Customer Self Administrator Approval Request Acknowledgement

### 新增 / 更新客戶自助管理授權請求確認

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

- update(s) in existing control; or 更改現有監控政策或;
- company first time registration for Customer Self Administrator 公司首次登記客戶自助管理服務

#### Dual Control 雙重監控

The default number of Customer Self Administrator(s) required to approve an action will be any 1 administrator (2 administrators required in total), 授權操作所需的客戶自助管理員預設數目為1名（共需2名客戶自助管理員）。

Please indicate the number of Customer Self Administrator(s) required to approve a request. 請選擇所須客戶自助管理員授權人的數目以授權請求。

Example: 3 persons chosen

例如：如選擇3名

1 person 1名

2 persons 2名

3 persons 3名

Number of CSA Authorisers



## 06 Add / Update Loan Transactions Authorisation Policy 新增 / 更新貸款交易授權政策

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 loan transactions 公司首次登記貸款服務

This authorisation policy is for loans only and would apply to 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授權人數目授權。

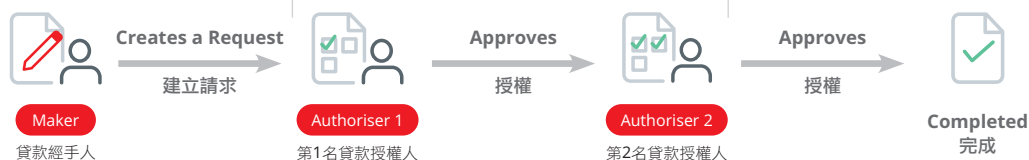
Example: 2 persons chosen

例如：如選擇2名

1 person 1名

2 persons 2名

Number of Loan Transactions Authorisers



## 07 Unlock User / Security Token Request 用戶解鎖、解鎖 / 更換實體保安編碼器

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

- Unlock / Reactivate user access 解鎖 / 重啟用戶
- Reset login PIN / password 重設登入密碼
- Replace Security Token / Report Physical Token Loss 更換保安編碼器 / 遺失實體保安編碼器

 **Digital Token (Security Authentication via smartphone)**  
數碼編碼器 (經由智能手機進行保安認證)

- Free of charge 免費
- More secure 更安全
- Quick set up 快速設定
- One tap to authenticate 一鍵驗證
- Go green 環保

 **Physical Token Security Device**  
實體保安編碼器

- Application HK\$250 each 申請每部HK\$250
- Replacement of lost / damaged HK\$500 更換遺失 / 損壞每部HK\$500

Unlock Physical Security Token 解鎖實體保安編碼器

Notes 備註:

Only token for Transaction Authoriser will be locked. 只有交易授權人的保安編碼器才會被鎖

Serial Number 編碼器序號

At the back of token  
於編碼器背面

Lock Pin 解鎖編碼

7 digits on token screen  
於編碼器屏幕上的7位數字

## 08 Change Contact Person Information 更改聯絡人資料

Contact Person is for receiving Welcome Pack only if user has opted in for Security Device (Physical Token). 聯絡人僅用於接受收有實體保安編碼器的迎新包。

- Add Contact Person 新增聯絡人       Update Contact Person 更改聯絡人       Remove Contact Person 移除聯絡人

Contact Person Full Name\*

聯絡人全名

Email Address

電郵地址

Telephone Number

電話號碼

Country / Region Code  
國家 / 地區號碼

Telephone Number  
電話號碼

## 09 Update Account(s) Under IDEAL 更新IDEAL戶口

Select 1 from below. This will apply to all IDEAL users. 從下列選擇1項。這將適用於所有 IDEAL 用戶。

- Add 新增       Remove 移除

Add / Remove 新增 / 移除戶口

- 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.

## 10 Update Debit Account To Settle IDEAL Related Charges 更改支付IDEAL相關費用的戶口

IDEAL monthly service fee for Inquire & Transact package: HK\$150 / US\$19.5 per company

IDEAL戶口查詢及交易組合每月服務月費：每間公司HK\$150 / US\$19.5

Current / Saving / Multi-Currency Savings Account Number\*

往來 / 儲蓄 / 多種貨幣儲蓄戶口號碼\*

Note 備註:

- If no account is specified, your Current / Savings / Multi-Currency Account will be used to settle any IDEAL related charges. 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. 如沒有註明付款戶口，貴公司的往來 / 儲蓄 / 多種貨幣儲蓄戶口將自動用作扣除任何IDEAL相關費用。如上述註明付款戶口存款不足以支付IDEAL相關費用（例如：IDEAL 服務月費、實體保安編碼器收費等），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，而不另作通知。
- 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。
- 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25日收取。如支賬日非營業日，月費則於下一個營業日收取。



## 11 Other Instructions 其他指示

### Add / Delete Parent-Subsidiary Linkage 新增 / 移除主公司 / 聯繫公司

1. Where there are common IDEAL users in linked companies, each of such IDEAL users will be able to use a single set of login credentials to access IDEAL for all linked companies. 如聯繫公司中有相同的 IDEAL 用戶，此類 IDEAL 用戶可使用同一組用戶編號和密碼登入所有關聯公司的 IDEAL。
2. To establish or delink linkage, maintenance forms from both parent and subsidiary companies are required. 要建立或移除聯繫，主公司和聯繫公司都需提交更改表格。

Name of Associated Company(ies)  
聯繫公司名稱

Org ID (and DBS branch location if applicable)  
公司編號（及其所屬星展銀行分行地區，如適用）

1.  Add 新增  Remove 移除

\_\_\_\_\_

2.  Add 新增  Remove 移除

\_\_\_\_\_

3.  Add 新增  Remove 移除

\_\_\_\_\_

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。

Name of Principal Company  
主公司名稱

Org ID (and DBS branch location if applicable)  
公司編號（及其所屬星展銀行分行地區，如適用）

Add 新增  Remove 移除

\_\_\_\_\_

### Termination of Service 終止服務

Termination of IDEAL Electronic Banking Services 終止IDEAL電子銀行服務

### Special Instructions 特別指示

## 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.

本披露聲明討論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，如採用非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之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、濫用或未獲授權的行為 / 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。

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身份及住址證明文件。

## 13 Declaration of the Company 公司聲明

1. 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。

2. 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。

3. 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。

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 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。

6. 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。

7. 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 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\*

\*Mandatory 必須填寫

For Bank Use Only

S.V.



## 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)

I HEREBY CERTIFY that a resolution was passed at a meeting of the Board of Directors (the "Board") of the Company on

\_\_\_\_\_ (Day / Month / Year)

本人茲確認申請公司在 \_\_\_\_\_ (年/月/日) 舉行的董事會會議上通過以下決議案：

- 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 DBS Electronic Banking Services ("DBS Electronic Banking Services 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」) 及星展電子銀行服務條款與細則 (下稱「星展電子銀行服務條款與細則」)。
- The Company may, amongst others, add and / or remove Customer Self Administrators through the Form. The Board hereby acknowledges 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 Electronic 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電子銀行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。
- It is hereby RESOLVED THAT:  
特此議決：
  - the Form and the DBS Electronic Banking Services Terms & Conditions be and are hereby approved and the appointment and / or removal of a Customer Self Administrator as set out in the Form be and is hereby approved; and  
表格及星展電子銀行服務條款與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；
  - (where the authorised signers are designated with different authorisation limits in the Mandate ("Account Mandate") of the Current / Savings / Multi-Currency Savings Account) the authorised signer(s), with the highest transaction / authorisation limit, of any of the Current / Savings / Multi-Currency Savings Account maintained by the Company with the Bank or (where there is no authorisation limit set for the authorised signers in the Account Mandate) the authorised signer(s) of any of the Current / Savings / Multi-Currency Savings Account maintained by the Company with the Bank is / are authorised 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：
    - appoint and / or remove a Customer Self Administrator and any person acting for and on behalf of the Company under the Electronic Banking Services;  
就電子銀行服務委派及 / 或移除客戶自助管理員及代表本公司行事的任何人；
    - further delegate the right and authority to a Customer Self Administrator as contemplated under the Form and DBS Electronic Banking Services 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;  
根據表格及星展電子銀行服務條款與細則的規定，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；
    - 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」)；
    - 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
    - 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。
- 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 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 have 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。

**Signature of Chairman of the Meeting 會議主席簽署\***

**\*Mandatory 必須填寫**

Full Name (as in ID / Passport) in BLOCK LETTERS  
英文正楷全名 (須與身份證 / 護照相同)

**Date 日期\***

**\*Mandatory 必須填寫**

For Bank Use Only

S.V.

## 15 Mandate for IDEAL Customer Self Administration Service (For Sole Proprietorship / Partnership) 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」))。

- 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 DBS Electronic Banking Services ("DBS Electronic Banking Services 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」) 及電子銀行服務條款與細則 (下稱「星展電子銀行服務條款與細則」)。
- 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 Electronic 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電子銀行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：

- the Form and the DBS Electronic Banking Services 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; and  
表格及星展電子銀行服務條款與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；
  - (where the authorised signers are designated with different authorisation limits in the Mandate ("Account Mandate") of the Current / Savings / Multi-Currency Savings Account) the authorised signer(s), with the highest transaction / authorisation limit, of any of the Current / Savings / Multi-Currency Savings Account maintained by the Company with the Bank or (where there is no authorisation limit set for the authorised signers in the Account Mandate) the authorised signer(s) of any of the Current / Savings / Multi-Currency Savings Account maintained by the Company with the Bank is / are authorised 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：
    - appoint and / or remove a Customer Self Administrator and any person acting for and on behalf of the Company under the Electronic Banking Services;  
就電子銀行服務委派及 / 或移除客戶自助管理員及代表本公司行事的任何人；
    - further delegate the right and authority to a Customer Self Administrator as contemplated under the Form and DBS Electronic Banking Services 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;  
根據表格及星展電子銀行服務條款與細則的規定，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；
    - 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」)；
    - 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
    - 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。
- 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 this Mandate is for reference only. If there is any inconsistency between the English and Chinese versions, the English version shall prevail.

本授權書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。

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

\*Mandatory 必須填寫

1 Partner / Sole Prop Signature 合夥人 / 獨資經營者簽署

Full Name (as in ID / Passport) in BLOCK LETTERS  
英文正楷全名 (須與身份證 / 護照相同)

2 Partner Signature 合夥人簽署

Full Name (as in ID / Passport) in BLOCK LETTERS  
英文正楷全名 (須與身份證 / 護照相同)

3 Partner Signature 合夥人簽署

Full Name (as in ID / Passport) in BLOCK LETTERS  
英文正楷全名 (須與身份證 / 護照相同)

4 Partner Signature 合夥人簽署

Full Name (as in ID / Passport) in BLOCK LETTERS  
英文正楷全名 (須與身份證 / 護照相同)

### Date 日期\*

\*Mandatory 必須填寫

For Bank Use Only

S.V.

# 16 IDEAL Board Resolution for Limited Company Only 有關IDEAL的董事會決議案（僅供有限公司之用）

Mandatory for Limited Company for all FX Online related changes in Section 02  
如有有限公司於第2部分有任何FX Online服務更改，此版必須填寫

I HEREBY CERTIFY that a resolution was passed at a meeting of the Board of Directors (the "Board") of the Company on

\_\_\_\_\_ (Day / Month / Year)\*

本人茲確認申請公司在 \_\_\_\_\_ (年/月/日)\* 舉行的董事會會議上通過以下決議案：

- NOTED THAT an IDEAL Registration / Maintenance Form is to be submitted by the Company to DBS Bank (Hong Kong) Limited (the "Bank") for the Bank to provide Electronic Banking Services to the Company in accordance with applicable terms and conditions governing such services ("DBS Electronic Banking Services Terms & Conditions") (found at <http://www.dbs.com.hk/sme/day-to-day/ways-to-bank/online-banking-ideal.page>). A draft of the IDEAL Registration / Maintenance Form is submitted to the Board for consideration and approval. 知悉公司將遞交IDEAL登記/更改表格予星展銀行(香港)有限公司(「星展銀行」)，以要求星展銀行按照其用以規管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>)，向公司提供電子銀行服務。IDEAL登記/更改表格的草擬本提交董事會考慮及批准。
- RESOLVED THAT the content of and the particulars completed in the IDEAL Registration / Maintenance Form and submission by the Company of the IDEAL Registration / Maintenance Form subject to acceptance by the Bank are hereby approved and that the terms set out in DBS Electronic Banking Services Terms & Conditions are hereby approved and adopted in all respects and that the Company hereby agrees to be bound by DBS Electronic Banking Services Terms & Conditions now and from time to time in force. 議決批准IDEAL登記/更改表格的內容及在登記/更改表格上公司所提供的資料，及批准公司遞交IDEAL登記/更改表格(有待星展銀行接納)，以及議決批准及同意公司接受星展電子銀行服務條款與細則，並議決公司同意受現行及不時生效的星展電子銀行服務條款及細則所約束。
- FURTHER RESOLVED THAT any one director of the Company be and is authorised to execute for and on behalf of the Company the following documents: 另行議決授權公司任何一位董事代表公司簽署下列文件：
  - the IDEAL Registration Form with such modifications and amendments as he / she may think fit; and 包含其認為適當的任何修改或修訂的IDEAL登記表格；及
  - any other documents, instruments, writings and assurances as may be necessary, expedient or desirable in connection with the registration of IDEAL services to be provided pursuant thereto; and 就獲得首次申請IDEAL服務而必須、應當或適宜簽署的任何其他文件、文據、契據及擔保。
- FURTHER RESOLVED THAT (where the authorised signers are designated with different authorisation limits in the Mandate of the Current / Savings / Multi-Currency Savings Account) the authorised signer(s), with the highest transaction / authorisation limit, of any of the Current / Savings / Multi-Currency Savings Account maintained by the Company with the Bank or (where there is no authorisation limit set for the authorised signers in the Mandate of the Current / Savings / Multi-Currency Savings Account) the authorised signer(s) of any of the Current / Savings / Multi-Currency Savings Account maintained by the company with the Bank is / are authorised to execute for and on behalf of the Company the following documents: 另行議決授權(在往來/儲蓄/多種貨幣儲蓄戶口的授權書中，當被授權簽署人被授予不同授權限額時)公司於星展銀行開立的任何往來/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(在往來/儲蓄/多種貨幣儲蓄戶口的授權書中，被授權簽署人並沒有被授予任何授權限額時)公司於星展銀行開立的任何往來/儲蓄/多種貨幣儲蓄戶口的被授權簽署人代表公司簽署下列文件：
  - the IDEAL Maintenance Form and any other maintenance form (including in relation to the Customer Self Administration Service) with such modifications and amendments as he / she / they may think fit; and IDEAL服務更改表格及任何其他更改表格(包括與客戶自助管理服務有關的)以及包含其認為適當的任何修改或修訂；及
  - any other future documents, instruments, writings and assurances as may be necessary, expedient or desirable in connection with the maintenance of IDEAL services to be provided pursuant thereto. 就獲得提供更改IDEAL服務而必須、應當或適宜簽署的日後任何其他文件、文據、契據及擔保。
- (Applicable if FX Online is selected as a service subscribed by the Company under the IDEAL Registration / Maintenance Form) FURTHER RESOLVED THAT in respect of the FX Online automated trading services, the relevant user(s) named in the IDEAL Registration Form for FX Online shall be authorised singly to do or cause or authorise to be done any act or thing (including sending instructions and entering into agreement and transactions) contemplated by FX Online and for the avoidance of doubt, authorisation by the Company in relation to the execution of any master agreement, trade confirmations or any other documents and the provision of oral instructions or other electronic instructions other than via the FX Online service, in each case in respect of any foreign exchange and derivative transactions, will be subject to separate board corporate resolutions provided by the Company to the Bank from time to time. (以下適用於在IDEAL登記/更改表格上選擇了FX Online服務的公司) 另行議決就FX Online自動化交易服務，於IDEAL登記/更改表格上授權之相關用戶獲授權單獨執行，或致使或被授權單獨執行任何相關FX Online之行為或事情(包括發送指令、訂立協議及進行交易)。為免疑問，在FX Online服務以外執行之任何外匯及衍生產品交易之任何主協議，交易確認書或任何其他文件，以及授權提供口頭或其他電子指令將依據本公司不時另行提供予銀行的董事會決議案。
- (Applicable if IDEAL Customer Self Administration is selected as a service subscribed by the Company under the IDEAL Registration / Maintenance Form) (以下適用於在IDEAL登記/更改表格上選擇了IDEAL客戶自助管理服務的公司) The Board hereby acknowledges 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 Electronic 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電子銀行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)實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。 FURTHER RESOLVED THAT any one director of the Company be and is authorised to: 另行議決授權公司任何一位董事代表公司被授權：
  - appoint and / or remove a Customer Self Administrator and any person acting for and on behalf of the Company under the Electronic Banking Services; and 就電子銀行服務委派及/或移除客戶自助管理員及代表本公司行事的任何人；
  - further delegate the right and authority to a Customer Self Administrator as contemplated under the IDEAL Registration / Maintenance Form and DBS Electronic Banking Services 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IDEAL登記/更改表格及星展電子銀行服務條款與細則的規定，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實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的人。
- Details of this resolution have been communicated to the Bank and remain in force until an amended resolution shall have been passed by the Board and a certified copy thereof shall have been received by the Bank. 知會星展銀行本決議案的詳情，而本決議案將會一直有效，直至董事會通過修訂決議案及星展銀行接獲有關的核證副本為止。

The Chinese version of this 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 further certify that details of the above resolution have been entered into the Minute Book of the Company and signed therein by the Chairman of the meeting and are in accordance with the Company's Memorandum and Articles of Association or equivalent constitutional documents.  
本人亦確認，上述決議案的詳情已載入公司的會議紀錄，並經會議主席簽署，而有關的會議紀錄符合公司的組織章程大綱及細則或同等的規章文件。

## Signature of Chairman of the Meeting 會議主席簽署\*

\*Mandatory 必須填寫

Full Name (as in ID / Passport) in BLOCK LETTERS  
英文正楷全名(須與身份證/護照相同)

## Date 日期\*

\*Mandatory 必須填寫

For Bank Use Only

S.V.