

# DBS IDEAL EREPORTS 星展 IDEAL 電子報告 MAINTENANCE FORM – REFERENCE (FOR CUSTOMER'S RETENTION) 更改表格 – 參考資料 (客戶保留)

Please read through thoroughly before submitting the form. We regret to inform you that incorrect applications may cause delay 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 eReports Maintenance Form if you:

使用此電子報告更改表格，如果您：

Existing IDEAL  
eReports Customer  
現有 IDEAL 電子報告  
客戶

1. Add / Update / Remove Contact Person / User 新增 / 更新 / 移除 聯絡人 / 用戶
2. Add / Update / Remove Account 新增 / 更新 / 移除 戶口
3. Add / Update / Remove Alert Type 新增 / 更新 / 移除 通知種類
4. Update Mobile Number / Email Address / Alert Amount 更新 手機號碼 / 電郵地址 / 提示金額
5. Terminate IDEAL eReports Service 終止 IDEAL 電子報告服務

## A SIGN UP PROGRESS 申請程序

1

Complete the IDEAL eReports Maintenance Form.

填妥 IDEAL 電子報告更改表格。



2

Bind and mail completed form(s) and required documents to:

將整份已完成的表格及其他所需文件釘裝好並寄到：



3

Contact person(s) to receive acknowledge email that informs your request has been processed and the new password to open payment alert (if applicable).

聯絡人收到本行寄出的通知電郵表示您的申請已處理及新的開啓付款通知的密碼 (如適用)。



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

## B SERVICE TYPES 服務種類

### Payment Alerts (SMS and Email in both English and Chinese bilingual) 付款通知 (短訊及電郵支援中英雙語)

- Inward / Outward Payments include CHATS and Telegraphic Transfer transactions 匯入 / 匯出付款包括本地即時付款及外地付款  
You can specify threshold of alert currency and amount can be specified 您可註明最低提示貨幣及金額
- MT103 of Outward Telegraphic Transfer transactions 匯出外地付款 MT103 格式  
Only email is supported 只支援電郵

### Trade Finance Alerts 貿易融資通知 (SMS and Email in English only 短訊及電郵只支援英文)

This service is applicable for customers who have applied DBS Bills Account only 此服務只適用於已申請押匯服務賬戶之客戶

- Application / Amendment Processed by Bank 銀行已處理申請 / 修改  
To inform you when application / amendment has been processed by the Bank 銀行已處理您的申請 / 修改通知
- LC Advised 信用證通知  
To inform you when Letter of Credit is received 銀行收到信用證通知
- Bill Received 已接收單據  
To inform you when bill is received 單據已收到通知
- Acceptance of Bill 已接收承兌  
To inform you when bill has been accepted 單據已承兌通知
- Bill Pre-Maturity 單據到期預先通知  
To notify you 3 calendar days before the maturity of your bills 單據到期前 3 天通知
- Financing Pre-Maturity 融資到期預先通知  
To notify you 3 calendars days before your financial loans and arrangement mature 融資到期前 3 天通知
- Payment of Bill 單據的付款  
To inform you when your payment is completed 單據完成付款通知
- Repayment of Financing 融資的償還  
To inform you when repayment is completed 融資完成償還通知

**C ALERTS SAMPLES 通知範例**

**Email and SMS Samples of Payment Alerts 付款通知的電郵及短訊範例**

- Outward CHATS 匯出本地匯款

DBS eAdvice Corporate  
 DBS eAdvice - Outward CHATS 星展電子通知書 - 匯出本地匯款  
 To: Scott

Dear Customer  
 親愛的客戶，

We are pleased to inform that we have effected a CHATS payment for 20 Mar 2017 with the following details:  
 我們現已成功處理 貴公司的收票交易，交易類型為：本地匯款，交易日期為：20 Mar 2017，交易詳情如下：

Date 交易日期	20 Mar 2017	Account Number 戶口號碼	X000X3618X - HKD
Transaction Ref 交易參考編號	1513011096082	Customer Ref 客戶參考編號	R13LV0001S
Beneficiary Name 收款人名稱	HKBRGTS4	Beneficiary A/C No 收款人戶口號碼	X000X05019XX
Beneficiary A/C No 收款人戶口號碼	X000X05019XX	Beneficiary Bank BIC 收款銀行代碼	DBS5HKHHXXX
Beneficiary Bank 收款銀行	DBS BANK LTD, HONG KONG BRANCH		

Transaction Details:  
 交易詳情

	Remittance Amount 匯款金額	Transaction Amount 交易金額	A/C Number 戶口號碼
Principal 本金	HKD 0.01	HKD 0.01	X000X3618X - HKD

This is an automatically generated notification, so please do not reply to this email.  
 此乃自動編制通知書，請勿回覆。

Please contact us at 2290 8068 if you wish to clarify this matter.  
 如閣下對此通知書內任何疑問，請聯絡本行客戶服務熱線 2290 8068。

Yours sincerely 此致，

DBS Bank (Hong Kong) Limited  
 星展銀行 (香港) 有限公司

<DBS eAdvice>  
 An Outward CHATS of HKD 0.01 has been debited from XXXXX3618X on [20 Mar 2017](#).

**Email and SMS Samples of Trade Finance Alerts 貿易融知通知的電郵及短訊範例**

- Import LC Issuance 進口信用證開立

Mon 3/27/2017 6:44 PM  
 DBS eAdvice Corporate  
 DBS IDEAL - Import LC Issuance  
 To: Scott

Dear Customer

Subject: **DBS IDEAL - Import LC Issuance**

Your Reference: **00028011394198NA**  
 Our Reference: **00028011394198**  
 LC Amount: **USD 1.00**  
 Beneficiary: **GTS LV TESTING**

We are pleased to inform you that your Import LC application has been issued.  
 Please feel free to contact our **BusinessCare** at **2290 8068** between **9am to 6pm** if you have any queries.  
 Thank you for banking with us. We look forward to serving you again.

Yours sincerely

DBS Bank (HONG KONG) Limited

LETTER OF CREDIT NO. 028-01-1394198  
 DATE AND PLACE OF EXPIRY: 10 APRIL 2017 AT DC ISSUING BANK COUNTER

PLACE AND DATE OF ISSUE: HONG KONG, 27 MARCH 2017

APPLICANT: GTS LIVE CUSTOMER A  
 99 QUEEN'S ROAD CENTRAL CENTRAL HONG KONG

BENEFICIARY: GTS LV TESTING  
 HK  
 HK

AMOUNT: USD1.00 ( UNITED STATES DOLLARS ONE AND 00/100 ONLY )

AVAILABLE WITH ANY BANK BY NEGOTIATION OF BENEFICIARY'S DRAFTS AT SIGHT FOR FULL INVOICE VALUE DRAWN ON DBS BANK (HONG KONG) LTD., HONG KONG MARKED DRAWN UNDER THIS CREDIT ACCOMPANIED BY THE FOLLOWING DOCUMENTS.

DOCUMENTS REQUIRED:  
 + INVOICE  
 + PACKING LIST

<DBS IDEAL>  
 DBS IDEAL: An Import LC No. [00028011394198](#) of USD 1.00 in favour of GTS LV TESTING has been issued on 27-Mar-2017. Your Ref. [00028011394198NA](#).

- Export LC Confirmed 出口信用證確認

DBS eAdvice Corporate  
 DBS IDEAL - Export LC Advising  
 To: Scott

Dear Customer

Subject: **DBS IDEAL - Export LC Advising**

Our Reference: **00028112165066**  
 LC Number: **00028112165066** dated **26-Mar-2017**  
 LC Amount: **USD 1.00**  
 Applicant: **ABC CO**

We are pleased to inform you that an Export LC in your favour has been received. We will advise you of the LC details as soon as they are available.  
 Please feel free to contact our **BusinessCare** at **2290 8068** between **9am to 6pm** if you have any queries.  
 Thank you for banking with us. We look forward to serving you again.

Yours sincerely

DBS Bank (HONG KONG) Limited

CRC: TOS DATE: 26MAR17  
 OUR REF : 028-11-2165066  
 GTS LIVE CUSTOMER A DC NO : 00028112165066  
 DC AMOUNT : USD1.00  
 99 QUEEN'S ROAD CENTRAL CENTRAL HONG KONG ISSUE DATE: 26MAR17

ISSUER : DBS BANK (HONG KONG) LTD., HONG KONG

ADVICE OF EXPORT DOCUMENTARY CREDIT

WE ENCLOSE THE ORIGINAL DOCUMENTARY CREDIT (DC) WITHOUT ANY RESPONSIBILITY OR ENGAGEMENT ON OUR PART TO PAY, ACCEPT, NEGOTIATE, OR CONFIRM THE DC. ALL PARTIES TO THIS DOCUMENTARY CREDIT ARE ADVISED THAT:

(1) There are specific sanctions and regulations imposed and enforced by the United States of America, the United Nations, the European Union, Monetary Authority of Singapore (MAS) and other governmental and/or regulatory authorities against certain countries, entities and/or individuals. Under these measures, the Bank, its agents and/or other parties may be unable to process or engage in transactions which may involve a breach of such sanctions or regulations or which may expose the Bank, its agents and/or other parties to delay, loss or potential delay and loss.

(11) The authorities may require disclosure of information which the Bank may have to comply with without referring to you.

(111) In the case of any transaction involving a sanctioned country, entity, individual and/or activity, the Bank reserves the right at any time to take any reasonable action it deems

<DBS IDEAL>  
 DBS IDEAL: An Export LC No. [00028112165066](#) of USD 1.00 issued by DBS BANK (HONG KONG) LTD at the request of ABC CO in your favour has been received. Our Ref [00028112165066](#)

DBS IDEAL EREPORTS 星展 IDEAL 電子報告  
MAINTENANCE FORM (FOR SUBMISSION TO BANK)  
更改表格 (呈交銀行)

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

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

寄: 星展銀行(香港)有限公司 – Channel Management  
香港郵政總局信箱400號

Note 備註:

- "The Bank" means DBS Bank (Hong Kong) Limited and its successors and assigns. "本行"指星展銀行(香港)有限公司及其繼承人及受讓人。
- "The Company" means the company specified in Section 1 of the IDEAL eReports Application Form. "公司"指 IDEAL 電子報告申請表格第 1 項內所填寫的公司

### 1 COMPANY PROFILE 公司資料

Company Name 公司名稱\*

### 2 CONTACT PERSON 聯絡人

Tick where applicable 如適用請在方格內加上別號

Amendment Type 更改類別	<input type="checkbox"/> Add 新增	<input type="checkbox"/> Update 更新	<input type="checkbox"/> Delete 移除	<input type="checkbox"/> Add 新增	<input type="checkbox"/> Update 更新	<input type="checkbox"/> Delete 移除
Contact Person 聯絡人*	1.			2.		
Office Number 公司電話*	1.			2.		
Email Address 電郵地址*	1.			2.		

### 3 USER(S) 用戶設定

Tick where applicable 如適用請在方格內加上別號

Add 新增  Update 更新  Delete 移除

Add 新增  Update 更新  Delete 移除

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

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

1. \_\_\_\_\_

2. \_\_\_\_\_

Email Address\* 電郵地址\*:

Note: You will receive all selected alerts via email by default. 註: 您將預設以電郵接收所有通知。

Email Address\* 電郵地址\*:

Note: You will receive all selected alerts via email by default. 註: 您將預設以電郵接收所有通知。

Mobile Number for Receiving Alerts via SMS 手提電話號碼以接收短訊通知:

Country/Region Code 國家/地區號碼 Mobile Number 手機號碼

Mobile Number for Receiving Alerts via SMS 手提電話號碼以接收短訊通知:

Country/Region Code 國家/地區號碼 Mobile Number 手機號碼

Payment Alerts (SMS and Email in both English and Chinese bilingual) 付款通知 (短訊及電郵支援中英雙語)

Account 戶口	Inward 匯入	Outward 匯出 & MT103	Alert Currency & Amount 提示貨幣及金額
All Bank Accounts 所有戶口	<input type="checkbox"/>	<input type="checkbox"/>	≥

Notes 附註:

- Inward / Outward Payments include CHATS and Telegraphic Transfer transactions. 匯入 / 匯出款項包括 CHATS 本地匯款及電匯。
- If no alert currency is specified, the Bank will default the alert currency to account currency for Current / Savings Account and HKD for Multi-Currency Savings Account. 如沒有註明提示貨幣, 銀行會預設往來 / 儲蓄存款戶口的提示貨幣為戶口貨幣及預設多種貨幣儲蓄存款戶口的提示貨幣為港幣。
- If no alert amount is specified, the Bank will send eReports for any transaction amounts. 如沒有註明提示金額, 銀行會為任何金額的款項發送電子報告。

Trade Finance Alerts (SMS and Email in English only) 貿易融資通知 (短訊及電郵只支援英文)

All alerts 所有通知

or specify 或註明:

- Export Bill under Collection 出口託收單據
- Documentary Letter of Credit (Export) 出口信用證
- Import Bill under Collection 進口託收單據
- Documentary Letter of Credit (Import) 進口信用證
- Standby Letter of Credit 備用信用證
- Banker's Guarantee 銀行保函
- Transfer Letter of Credit 轉讓信用證
- Shipping Guarantee / Air Waybill Endorsement 裝運保函 / 空運提單背書

Trade Finance 貿易融資

- Loan Packing Credits 打包放款
- Accounts Receivable Financing 應收賬融資
- Accounts Payable Financing 應付賬融資

All alerts 所有通知

or specify 或註明:

- Export Bill under Collection 出口託收單據
- Documentary Letter of Credit (Export) 出口信用證
- Import Bill under Collection 進口託收單據
- Documentary Letter of Credit (Import) 進口信用證
- Standby Letter of Credit 備用信用證
- Banker's Guarantee 銀行保函
- Transfer Letter of Credit 轉讓信用證
- Shipping Guarantee / Air Waybill Endorsement 裝運保函 / 空運提單背書

Trade Finance 貿易融資

- Loan Packing Credits 打包放款
- Accounts Receivable Financing 應收賬融資
- Accounts Payable Financing 應付賬融資

#### 4 SPECIAL INSTRUCTIONS 特別指示

#### 5 TERMINATE SERVICE 終止服務

Terminate IDEAL eReports service 終止 IDEAL 電子報告服務

#### 6 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 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/吾等的現有選擇維持不變，而本表格內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。

#### 7 DECLARATION AND AUTHORISED SIGNATORY(IES) 聲明及授權簽署

- We hereby confirm that the information given in this form is correct and complete and that our instruction has been clearly, accurately and completely set out in this form before signing it.  
本公司確認本表格所提供的資料為正確及完整，而本公司於本表格內的指示，在本公司簽署本表格前，亦已清楚、準確及完整地列出。
- We have read and understood the applicable terms and conditions governing the DBS IDEAL eReports services provided by the Bank (found at <http://www.dbs.com.hk/en/ideal/>) and agree to be bound by them.  
本公司已閱讀及明白用以規管貴行提供的 DBS IDEAL 電子報告服務的相關條款及細則 (列於 <http://www.dbs.com.hk/zh/ideal/>) 並同意受其約束。

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

Full Name in **BLOCK LETTERS** 全名 (以英文正楷填寫)

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

Date 日期:

Full Name in **BLOCK LETTERS** 全名 (以英文正楷填寫)

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

Date 日期:

FOR BANK USE ONLY

S.V.