

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 want to:

使用此電子報告更改表格，如果您需要：

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™ 3.0 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
9/F, Millennium City 6
392 Kwun Tong Road,
Kwun Tong, Kowloon, Hong Kong

星展銀行 (香港) 有限公司 – Channel Management
香港九龍觀塘觀塘道 392 號
創紀之城 6 期 9 樓

B PACKAGE DETAILS 服務組合

Monthly Service Charges for SMS Alert 短訊通知服務月費

- First 2 registered mobile numbers 首兩個登記手機號碼: Waived 豁免
- Subsequent registered mobile numbers 其後登記手機號碼: HKD50 per number 每個號碼港幣 50 元

Monthly Service Charges for Email Alert 電郵通知服務月費

- Waived 豁免

C SERVICE TYPES 服務種類

Payment Alerts 付款通知 (SMS in English or Chinese, Email in bilingual in English and Chinese 短訊支援中文或英文, 電郵為中英雙語)

- 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

Trade Finance Alerts 貿易融通知 (only SMS and English is supported 只支援短訊及英語)

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

DBS IDEAL™ EREPORTS 星展 IDEAL™ 電子報告

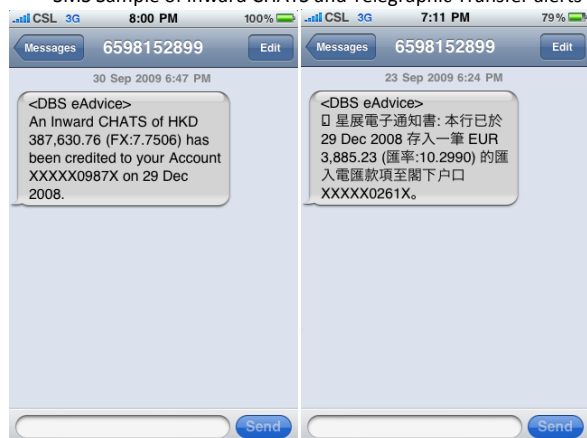
MAINTENANCE FORM – REFERENCE (FOR CUSTOMER'S RETENTION)

更改表格 – 參考資料 (客戶保留)

D ALERTS SAMPLES 通知範例

Payment Alerts 付款通知

- SMS Sample of inward CHATS and Telegraphic Transfer alerts 匯入本地及外地匯款通知的短訊範例



- Email Sample of outward CHATS alert (Bilingual) 匯出本地匯款的電郵範例 (中英雙語)



Trade Finance Alerts (SMS and English only) 貿易融知通知 (只支援英語短訊)

- Import LC Issuance 進口信用證開立
<DBS IDEAL>
DBS IDEAL: An Import LC No. 00807010026442 of HKD 888.00 in favour of HKBRSCOTT3 has been issued on 02-Apr-2015. Your Ref. HKBRSCOTT3.
- Export LC Confirmed 出口信用證確認
<DBS IDEAL>
DBS IDEAL: An Export LC No. 026-01-8206157 of SGD 250,000.00 issued by DBS BANK (HONG KONG) LTD at the request of 2015 RELEASE 1 LV in your favour has been received. Our Ref 00028111928468. We have added our confirmation to this LC.
- Trade Loan Application 貿易融資申請
<DBS IDEAL>
DBS IDEAL: Accounts Receivable Financing (BRD/ BRS) application for HKD 444.00 under your ref HKBRSCOTT8 has been approved on 02-Apr-2015. Proceed has been credited as per your instructions. Our Ref. 00807330004477001.
- Export Bill Under Collection – Application Arrived At Bank 出口託收單據 – 申請已經傳送到銀行
<DBS IDEAL>
DBS IDEAL: Your application for an Export Bill Under Collection for HKD 999.00 under Customer Reference HK00060201EBC created on 01-Apr-2015 has arrived at bank.

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
9/F, Millennium City 6
392 Kwun Tong Road,
Kwun Tong, Kowloon, Hong Kong

寄: 星展銀行 (香港) 有限公司 – Channel Management
香港九龍觀塘觀塘道 392 號
創紀之城 6 期 9 樓

Note 備註:

1. "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。
2. "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*	
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2 CONTACT PERSON 聯絡人

Tick where applicable 如適用請在方格內加上剔號 ☒

Amendment Type 更改類別	<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剔號 ☒

<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
User Full Name (as in HKID/Passport) 用戶全名 (須與香港身份證/護照相同)* 1.	User Full Name (as in HKID/Passport) 用戶全名 (須與香港身份證/護照相同)* 2.
Alert Channel 通知途徑	
<input type="checkbox"/> SMS 短訊: Country 國家 Mobile Number 手機號碼	<input type="checkbox"/> SMS 短訊: Country 國家 Mobile Number 手機號碼
<input type="checkbox"/> Email Address 電郵地址:	<input type="checkbox"/> Email Address 電郵地址:

Payment Alerts (SMS support English or Chinese, Email support bilingual) 付款通知 (短訊支援中文或英文, 電郵為中英雙語)

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

SMS Language 短訊語言 (Please tick only 1 option 請選擇其中一項):

☐ English 英文 or 或 ☐ Chinese 中文

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。
- If no language option is specified for SMS, the Bank will send a notification in English. 如沒有註明短訊的語言, 銀行會以英語傳送。

Trade Finance Alerts (support SMS and English only) 貿易融資通知 (只支援短訊及英語)

<input type="checkbox"/> All alerts 所有通知 or specify 或註明: <input type="checkbox"/> Export Bill under Collection 出口託收單據 <input type="checkbox"/> Documentary Letter of Credit (Export) 出口信用證 <input type="checkbox"/> Import Bill under Collection 進口託收單據 <input type="checkbox"/> Documentary Letter of Credit (Import) 進口信用證 <input type="checkbox"/> Standby Letter of Credit 備用信用證 <input type="checkbox"/> Banker's Guarantee 銀行保函 <input type="checkbox"/> Transfer Letter of Credit 轉讓信用證 <input type="checkbox"/> Shipping Guarantee / Air Waybill Endorsement 裝運保函 / 空運提單背書 <input type="checkbox"/> Trade Finance 貿易融資 <input type="checkbox"/> Loan Packing Credits 打包放款 <input type="checkbox"/> Accounts Receivable Financing 應收賬融資 <input type="checkbox"/> Accounts Payable Financing 應付賬融資	<input type="checkbox"/> All alerts 所有通知 or specify 或註明: <input type="checkbox"/> Export Bill under Collection 出口託收單據 <input type="checkbox"/> Documentary Letter of Credit (Export) 出口信用證 <input type="checkbox"/> Import Bill under Collection 進口託收單據 <input type="checkbox"/> Documentary Letter of Credit (Import) 進口信用證 <input type="checkbox"/> Standby Letter of Credit 備用信用證 <input type="checkbox"/> Banker's Guarantee 銀行保函 <input type="checkbox"/> Transfer Letter of Credit 轉讓信用證 <input type="checkbox"/> Shipping Guarantee / Air Waybill Endorsement 裝運保函 / 空運提單背書 <input type="checkbox"/> Trade Finance 貿易融資 <input type="checkbox"/> Loan Packing Credits 打包放款 <input type="checkbox"/> Accounts Receivable Financing 應收賬融資 <input type="checkbox"/> Accounts Payable Financing 應付賬融資
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4 UPDATE DEBIT ACCOUNT 更新付款戶口

Account Number 戶口號碼

Currency 貨幣

Notes 附註:

- If the funds in the above specified account are insufficient to settle any related IDEAL™ eReports charges, any of your other Current / Savings / Multi-Currency Savings Account will be debited for settlement of such charges without further notice.
如上述註明付款戶口存款不足以支付 IDEAL™ 電子報告相關費用，銀行將在貴公司任何其他往來 / 儲蓄存款 / 多種貨幣儲蓄存款戶口自動扣除有關費用，而不另發通知。
- The Bank is hereby authorised to effect any necessary currency exchange at its own rate of exchange then prevailing.
銀行獲授權用本行釐訂的匯率，以執行任何所需的貨幣兌換。

5 SPECIAL INSTRUCTIONS 特別指示

6 TERMINATE SERVICE 終止服務

☐ Terminate IDEAL™ eReports service 終止 IDEAL™ 電子報告服務

7 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。

8 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

1. 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:

2. 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.