

# DBS IDEAL MAINTENANCE FORM (Transaction Services)

## 星展 IDEAL 網上理財更改表格 (交易服務)



Live more,  
Bank less

Please complete this form in English **BLOCK LETTERS**. 請以英文**正楷**填寫此表格。

### 01 Your Details 你的資料

Please copy this page to add multiple users.  
請複製此頁面以添加多個用戶。

Registered company name 公司註冊名稱

Organisation ID 公司編號

Update User 更新用戶, User ID 用戶編號

Update User 更新用戶, User ID 用戶編號

New User 新增用戶

New User 新增用戶

User full name 用戶全名 (as in identity document 與身份證明文件相同)

User full name 用戶全名 (as in identity document 與身份證明文件相同)

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

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

Identity document number 身份證明文件號碼

Identity document number 身份證明文件號碼

Mobile number 手提電話號碼 (including Country Code 包括國家號碼)

Mobile number 手提電話號碼 (including Country Code 包括國家號碼)

Email 電郵

Email 電郵

Can create transactions and check account balances\*  
可建立交易及查詢賬戶\*

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Can create, approve transactions and check account balances\*  
可建立、批核交易及查詢賬戶\*

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Who can give instructions or enter into agreements with the Bank via online banking?  
誰可以透過網上理財服務發出指示或與銀行訂立協議?

Any 1 Transaction Authoriser and transaction limit up to HK\$3,000,000.00^  
任何 1 位交易授權人, 交易數額上限為港元 \$3,000,000.00^

Any 2 Transaction Authorisers and transaction limit up to HK\$3,000,000.00^  
任何 2 位交易授權人, 交易數額上限為港元 \$3,000,000.00^

\*IDEAL eStatement will replace paper statement.

\*IDEAL 電子月結單將取代郵寄月結單。

^Transaction limit is not applicable for Loan Servicing and Customer Self Administrator services.

^交易數額上限不適用於貸款服務及客戶自助管理員服務。

## 02 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/day-to-day/ways-to-bank/online-banking-ideal.page>)，並同意受其約束。
  4. I / We acknowledge 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限和責任。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 acknowledge that I / we may refer to the IDEAL eStatement to view my / our transaction activities and authorise the Bank to deactivate paper statement service for all my / our accounts.  
本人 / 吾等已了解本人 / 吾等可從 IDEAL 電子月結單了解本人 / 吾等之交易狀況，並授權貴行為本人 / 吾等之所有戶口取消郵寄月結單服務。
  7. 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。
8. 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.

## 03 Important Notes 重要事項

"The Bank" means DBS Bank (Hong Kong) Limited and its successors and assigns.  
"星展銀行"指星展銀行(香港)有限公司及受讓人。

"The Company" means the company specified in section 1 of the IDEAL Registration Form.  
"公司"指 IDEAL 登記表格第 1 項內所填寫的公司。

### Link DBS Account(s) To IDEAL 連結 DBS 戶口至 IDEAL

All company accounts shall be linked to IDEAL, all users specified in section 1 of the IDEAL Registration Form shall have access to all accounts linked to IDEAL.  
所有公司戶口將連結至 IDEAL, 所有在 IDEAL 登記表格第 1 項內所填寫的用戶可使用所有連結至 IDEAL 的戶口。

### User Access 用戶權限

"Transactions" specified in section 1 of the IDEAL Registration Form include Payments, Payroll, Collections, Fixed Deposit, Loan Servicing, FX Online, Trade Services (if applicable) and Customer Self Administrator services (applicable for Transaction Authoriser only).  
IDEAL 登記表格第 1 項內所指定的"交易"包括付款、發薪、收款、定期存款、貸款服務、星展外匯通、貿易服務(如適用)及客戶自助管理員服務(僅適用於交易授權人)。

Certified true copy of (i) ID / 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) 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認證核實的 (i) 身份證明文件 / 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)。

Default the notification channels as SMS & email and language for notification (SMS & email) as English.  
預設通訊途徑為短訊及電郵、通訊語言為英語。

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, 除非於特別指示中另有說明。

Transaction management control will be defaulted to Dual Management Control in IDEAL except for single user or FX Online service.  
交易管理監控將預設為雙重管理監控, 單一用戶或星展外匯通服務除外。

### 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 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(FX Online除外)一律預設為採納雙重管理監控(「雙重管理監控」)以確保不會由於任何一人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)則尤其甚。

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 1 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 1 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、濫用或未經授權的行為 / 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。