



恒生商業e-Banking服務 – 商務卡/公司卡戶口服務申請/修訂表格
Hang Seng Business e-Banking Services – Commercial Card / Business Card Account(s) Services
Application / Amendment Form

致：恒生銀行有限公司(「貴行」)
To: Hang Seng Bank Limited ("the Bank")

日期(日/月/年)
Date(DD/MM/YY)

請用正楷填寫，在適當方格內加上“√”，填妥表格後交回本銀行任何一間分行。如欄位不敷應用，請用附頁。
Please complete in BLOCK LETTERS, "√" where appropriate, and return the completed form to any of our branches. Please use supplementary sheets if necessary.

本表格內之服務乃指查詢商務卡/公司卡戶口資料詳情、以商務卡/公司卡繳付賬單、以 Cash Dollars 換購禮品及其他由恒生銀行有限公司不時訂定之服務。
The services in this form refer to Commercial Card / Business Card Account Information Enquiry, Online Bill Payment and Cash Dollars Redemption via Commercial Card / Business Card, and other services which Hang Seng Bank Limited may from time to time prescribe.

甲部 Part A – 基本資料 Basic Information		
申請機構(英文)名稱 Name of Applicant (in English)		基本戶口號碼 Principal Account No.
現時之主要使用者 Existing Primary User(s)	第一位主要使用者 Primary User (1)	第二位主要使用者 Primary User (2)
主要使用者(英文)姓名註1 Name of Primary User (in English)Note1		
身份證明文件號碼 Number of Identity Proof	<input type="checkbox"/> 香港身份證 HKID No. _____ <input type="checkbox"/> 護照 Passport _____ <input type="checkbox"/> 其他 Other _____	<input type="checkbox"/> 香港身份證 HKID No. _____ <input type="checkbox"/> 護照 Passport _____ <input type="checkbox"/> 其他 Other _____
簡名註2 Short NameNote2		
註 Note: 1. 如公司組合由兩位主要使用者單獨/共同地使用恒生商業 e-Banking 服務，此欄必須填寫。 Please complete this field, if there are two primary users singly / jointly using the Hang Seng Business e-Banking Services in your company portfolio. 2. 請透過使用設定中的使用者檔案畫面查閱主要使用者的簡名。 Please note that the Short Name(s) of the Primary User(s) can be checked online under the User Profile of the Management Control Section.		

乙部 Part B – 恒生商務卡/公司卡戶口資料 Hang Seng Commercial Card / Business Card Account(s) Details						
指定商務卡/公司卡戶口註1及每日最高限額 Designated Commercial Card / Business Card Account(s)Note1 & Maximum User Daily Limit(s)						
加入 Add	更改 Change	刪除 Delete	恒生商務卡/公司卡戶口號碼 Hang Seng Commercial Card / Business Card Account Number(s)	被授權持卡人姓名 Name of Authorised Card User(s)	戶口別名(可選填 - 最多不 超過20個字)註2 Account Alias (Optional - Maximum 20 characters)Note2	被授權持卡人每日最高 限額(港幣)註3 Maximum User Daily Limit(s) of Authorised Card User(s) (HKD)Note3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____			

註 Note:
 1.(a) 閣下為商務卡/公司卡所提供之個人資料，包括證件號碼，必須與申請商業e-Banking服務時所提供的資料相符，方能於網上使用以商務卡/公司卡繳付賬單、以 Cash Dollars 換購禮品及其他服務。
 For using the Bill Payment, Cash Dollars Redemption and other services via your Commercial Card / Business Card, your personal information provided in relation to such Commercial Card / Business Card, including the Identity Document Number, must be the same information that you have provided in applying for the Hang Seng Business e-Banking Services.
 (b) 此服務並不適用於以相關機構(包括附屬公司)名義開立的商務卡/公司卡。
 This service is not applicable to Commercial Card / Business Card account(s) opened in the name of Related Company(ies) (including subsidiary company(ies)).
 2. 除“() / -”外，請不要使用其他特別符號。
 Please do not use special characters, except“() / -”.
 3. 被授權持卡人每日最高限額乃指於恒生商業e-Banking服務可使用之限額。此限額不可大於商務卡/公司卡之現有信用額。在以上之申請獲得批准後，被授權持卡人每日之最高限額將為上述列明之數額或有關商務卡/公司卡當時之適用信用限額，兩者以較低者為準。
 The Maximum User Daily Limit(s) of Authorised Card User(s) refer to the limit for using the Hang Seng Business e-Banking Services. The limit shall be up to the current credit card limit(s) of the relevant Commercial Card(s) / Business Card(s). Upon approval of the application herein, the Maximum User Daily Limit(s) of Authorised Card User(s) will be the amount(s) specified above or the then prevailing credit card limit(s) of the relevant Commercial Card(s) / Business Card(s), whichever is / are lower.

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基本戶口號碼

Principal Account No. _____

經核實決議副本 Certified True Copy of Resolutions

致 To: 恒生銀行有限公司(「貴行」)(「恒生」) Hang Seng Bank Limited (the "Bank") ("Hang Seng")

公司/商號/組織名稱

(「申請機構」)

Name of Company / Firm / Organisation: _____

(the "Applicant")

註冊辦公室/營業地址

Registered Office / Business Address: _____

聯絡人電話號碼

Contact Person Telephone Number: _____

- 據報告「申請人」已成功向「恒生」申請發出乙部所列之恒生商務卡/公司卡(「信用卡」)予乙部所列姓名之被授權持卡人(「被授權持卡人」)；
It was reported that the Applicant has successfully applied to Hang Seng for the issuance of the Hang Seng Commercial Card(s) / Business Card(s) specified in Part B ("Credit Card(s)") to the Authorised Card User(s) also named in Part B ("Authorised Card User(s)").
- 現議決通過讓主要使用人及(如適用)一般使用人透過「恒生」不時訂定之「恒生商業e-Banking服務」(「服務」)知悉有關任何「信用卡」之資料及使用「信用卡」，乃基於「申請人」之利益；It was resolved that it would be for the Applicant's benefit to enable the Primary User(s) and, if applicable, the Secondary User(s) to have knowledge of the information relating to any Credit Card(s), and to use the Credit Card(s) through the Hang Seng Business e-Banking Services as prescribed by Hang Seng from time to time ("Services");
- 同時亦議決主要使用人及(如適用)一般使用人獲授權：- It was further resolved that the Primary User(s) and, if applicable, the Secondary User(s) be hereby authorised:-
 - 透過「服務」不時檢視及查詢有關任何「信用卡」之資料；to view and enquire about from time to time the information relating to any Credit Card(s) through the Services;
 - 透過「服務」及根據「恒生」不時訂定之條款：- through the Services and subject to such applicable terms and conditions as Hang Seng may from time to time prescribe:-
 - 由「申請人」就「服務」指定之戶口(「指定戶口」)轉賬至任何「信用卡」戶口，作為清償有關戶口之結欠款項，惟需受「指定戶口」之適用限額限制；to make transfers from the account(s) designated by the Applicant for the Services ("Designated Account(s)") to any Credit Card(s) account(s) in settlement of the outstanding amount therein, subject to the applicable limit(s) of the Designated Account(s);
 - 使用有關任何「信用卡」之 e-Alert 服務；及 to use the e-Alert Service in respect of any Credit Card(s); and
 - 使用其本身之「信用卡」進行購買貨物及服務或任何其他交易，包括但不限於以下各項：to use his/her/their OWN Credit Card(s) to make purchases of goods and services or any other transactions, including but not limited to the following:-
 - 向該等可由「恒生」不時指定之商號進行網上繳付賬單；online bill payment to such merchants as Hang Seng may from time to time prescribe;
 - 以 Cash Dollars 換領禮品；redemption of Cash Dollars; and
 - 登記由發卡組織不時提供之網上保安服務，registration for online security services from time to time provided by the card associations, 惟在任何情況下，該等貨品及服務及/或交易之總金額不得超過乙部列明之被授權持卡人之日最高限額或有關「信用卡」當時之適用信用限額，兩者以較低者為準。
Provided that the total amount of such goods and services and/or transactions shall not in any event exceed the Maximum User Daily Limit(s) of Authorised Card User(s) specified in Part B or the then prevailing credit limit(s) of the relevant Credit Card(s), whichever is/are lower.
- 此外亦議決就上述第2及3段之目的而言，主要使用人獲授權可單獨/共同地於網上設定之一般使用人數目為「恒生」所接受。It was further resolved that, for the purpose of paragraphs 2 and 3 above, the Primary User(s) be hereby authorised to have right singly/jointly in creating the Secondary User(s) online in such number acceptable to Hang Seng.
- 同時亦議決對乙部資料如所列示予以加入、更改或刪除。It was further resolved that details of the information in Part B be added, changed or deleted as set out therein.

本人(等)證明前述議決乃真實無誤，並已記載在申請機構於 _____ 年 _____ 月 _____ 日根據公司組織文件在 _____ 舉行之董事會或管理組織會議(視屬何情況而定)獲正式通過之會議紀錄冊之內。

I/WE CERTIFY the foregoing to be the true copy of these Resolutions as entered into the minute book of the Applicant duly passed at a meeting of the board of directors of the Applicant in accordance with the constitutional documents of the Applicant held at _____ on the _____ day of _____.

簽署 Signatures**以申請機構/相關機構名義 For and on behalf of the Applicant/Related Company(ies):**

東主/合夥人/會議主席#
Sole Proprietor/ Partner/ Chairman of the Meeting#

合夥人/董事#
Partner/ Director#

X _____

X _____

姓名 Name: _____

姓名 Name: _____

合夥人/董事#
Partner/ Director#

合夥人/董事#
Partner/ Director#

X _____

X _____

姓名 Name: _____

姓名 Name: _____

簽署指引 Signature Requirements

全東商號
Sole Proprietorship

須由東主簽署
Signed by Sole Proprietor

合夥經營商號
Partnership

須由所有合夥人簽署
Signed by ALL Partners

有限公司
Limited Company

須由唯一董事或構成是次議決法家出席人數之每名董事(包括會議主席)簽署
Signed by the Sole Director or each of the Directors (including the Chairman of the meeting) who constituted quorum for the said meeting in accordance with the constitutional documents of the Applicant

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被授權持卡人簽署 Signature(s) of Authorised Card User(s):

本人（等）確認及同意前述之安排。 I/We CONFIRM my/our agreement to the foregoing.

X _____ **X** _____ **X** _____

姓名 Name: _____ 姓名 Name: _____ 姓名 Name: _____

X _____ **X** _____

姓名 Name: _____ 姓名 Name: _____

簽署指引 Signature Requirements

須由所有於乙部指定的恒生商務卡/公司卡持有人簽署 Signed by all Hang Seng Commercial Card / Business Card holders designated in Part B.

(本表格之英文本與中文譯本文義如有歧異，概以英文本為準。 The English version of this Form shall prevail wherever there is any discrepancy between the English and Chinese versions.)

銀行專用 For Bank Use			
Transaction Staff ID	Board Resolution Signature/ID verified	Authorised signature	CAS
Transaction Branch No.	Card Holder Signature/ID verified		
Referral Staff ID	Checked by		