



## Hang Seng Business e-Banking Services – Commercial Card / Business Card Account(s) Services Application / Amendment Form

To: Hang Seng Bank Limited (“the Bank”)

Please complete in BLOCK LETTERS, “√” where appropriate, and return the completed form to any of our business banking centers or branches. Please use supplementary sheets if necessary. Enquiry: 2198 8000.

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.

Date(DD/MM/YY)

Part A – Basic Information		
Name of Applicant (in English)		Principal Account No. _____
Existing Primary User(s)	Primary User (1)	Primary User (2)
Name of Primary User(in English) <sup>Note1</sup>		
Number of Identity Proof	<input type="checkbox"/> HKID No. _____	<input type="checkbox"/> HKID No. _____
	<input type="checkbox"/> Passport _____	<input type="checkbox"/> Passport _____
	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____
Short Name <sup>Note2</sup>		
<b>Note:</b> 1. 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. 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.		

Part B – Hang Seng Commercial Card / Business Card Account(s) Details						
Designated Commercial Card / Business Card Account(s) <sup>Note1</sup> & Maximum User Daily Limit(s)						
Add	Change	Delete	Hang Seng Commercial Card / Business Card Account Number(s)	Name of Authorised Card User(s)	Account Alias (Optional - Maximum 20 characters) <sup>Note2</sup>	Maximum User Daily Limit(s) of Authorised Card User(s) (HKD) <sup>Note3</sup>
<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"/>	_____ - _____ - _____ - _____			
<b>Note:</b> 1. (a) 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) 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. Please do not use special characters, except “( ) / -”. 3. The Maximum User Daily Limit(s) of Authorised Card Users(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.						

Principal Account No. \_\_\_\_\_

# Certified True Copy of Resolutions

Hang Seng Bank Limited (the "Bank") ("Hang Seng")

Name of Company / Firm / Organisation: \_\_\_\_\_ (the "Applicant")

Registered Office / Business Address: \_\_\_\_\_

Contact Person Telephone Number: \_\_\_\_\_

1. 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)").
2. 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");
3. It was further resolved that the Primary User(s) and, if applicable, the Secondary User(s) be hereby authorised:-
  - 3.1 to view and enquire about from time to time the information relating to any Credit Card(s) through the Services;
  - 3.2 through the Services and subject to such applicable terms and conditions as Hang Seng may from time to time prescribe:-
    - 3.2.1 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);
    - 3.2.2 to use the e-Alert Service in respect of any Credit Card(s); and
    - 3.3.3 to use his / her / their QWN Credit Card(s) to make purchases of goods and services or any other transactions, including but not limited to the following:-
      - (a) online bill payment to such merchants as Hang Seng may from time to time prescribe;
      - (b) redemption of Cash Dollars; and
      - (c) registration for online security services from time to time provided by the card associations,
 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.
4. 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.
5. It was further resolved that details of the information in Part B be added, changed or deleted as set out therein.

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 \_\_\_\_\_.

Signatures	
<b>For and on behalf of the Applicant / Related Company(ies):</b>	
Sole Proprietor / Partner / Chairman of the Meeting#	Partner / Director#
<b>X</b> _____	<b>X</b> _____
Name: _____	Name: _____
Partner / Director#	Partner / Director#
<b>X</b> _____	<b>X</b> _____
Name: _____	Name: _____
<b>#Signature Requirements</b>	
Sole Proprietorship	Signed by Sole Proprietor
Partnership	Signed by ALL Partners
Limited Company	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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**Signature(s) of Authorised Card User(s):**

I/We CONFIRM my/our agreement to the foregoing.

**X** \_\_\_\_\_ **X** \_\_\_\_\_ **X** \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_ Name: \_\_\_\_\_

**X** \_\_\_\_\_ **X** \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

**Signature Requirements**

Signed by all Hang Seng Commercial Card / Business Card holders designated in Part B.

(The English version of this Form shall prevail wherever there is any discrepancy between the English and Chinese versions.)

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		