China Minsheng Banking Corp., Ltd., Hong Kong Branch
Corporate Electronic Banking Services Change Request Form
中国民生银行香港分行企业电子银行服务更改申请表

Please note:

1. System administrator(s) has(have) full authority for the administration of Corporate Electronic Services. All the existing and added accounts in future held by the applicant at China Minsheng Banking Corp., Ltd., Hong Kong Branch ("CMBCHK") will be automatically added to the System Administrator's profile.
   系统管理员拥有电子银行服务的最大管理权及控制权，所有现有账户及日后新增账户将会自动加进系统管理员的电子银行户口内。

2. Please complete this Application Form in BLOCK LETTERS and '✓' the boxes (□) where appropriate.
   请用正楷填写本申请表格，并在适当方格（□）内打上'✓'号。

3. Please complete all items in the Form, all items are compulsory. Please use supplementary sheets if necessary.
   请完整填写此表格的所有资料，以下所有项目为必填项。如填写空间不够，请用附页继续填写。

4. Please return the completed Application Form to the following address: 40th Floor, Two International Finance Centre, 8 Finance Street, Central, Hong Kong (Att: CIB on the envelope).
   请把填妥的申请表格寄回到下列地址：中环金融街 8 号国际金融中心二期 40 楼（信封注"CIB"）。

5. For adding users, activating/ de-activating functions and accounts, and changing online transfer limit (part 3,5,6), please submit CORPORATE ELECTRONIC BANKING SERVICES BOARD RESOLUTIONS and/or any other document(s) required by CMBCHK together with this Form.
   如需新增用户、更改功能及账户开通状态和更改网上转账限额（第 3、5、6 部分），递交本申请表时需同时提交《企业电子银行服务的董事会决议案》及/或其他中国民生银行香港分行要求的文件。

1. Company Details
申请公司资料

Company Name 公司名称	English Name 英文
	Chinese Name 中文

Company Type 公司种类	□ Limited Company 有限公司 □ Partnership 合伙经营商号 □ Sole Proprietorship 独资经营商号 □ Other 其他

Registration/ Incorporation Document 商业证明文件	Type 种类
	Certificate of Incorporation　　　　　　No.: 公司注册证书　　　　　　　　　　　　号码: Business Registration Certificate　　　　No.: 商业登记证　　　　　　　　　　　　　号码: Other　　　　　　　　　　　　　　　　No.: 其他　　　　　　　　　　　　　　　　号码:

Contact Details 联络人资料	Name 姓名： Mobile Phone Number 移动电话号码：(　　　) – (　　　　　　　　　　) Office Number 办公电话号码：(　　　) – (　　　　　　　　　)

2. Change of System Administration Model
更改系统管理模式

System Administration Model 系统管理模式	☐ Sole Administration Model 单管理员模式 Only one administrator is required to maintain the administration settings, i.e. maintenance of registered payees, transfer limit, user access right and authorisation process. 维护电子银行设置只需一名管理员设置后即可生效,如新增/修改登记收款人、设置转账限额、设置用户功能权限、设置交易流程授权人数。 ☐ Dual Administration Model 双管理员模式 Two administrators are required to maintain the administration settings (setup and approve by two administrators), i.e. maintenance of registered payees, transfer limit, user access right and authorisation process. 维护电子银行设置需两名管理员设置才可生效(两名管理员分别为设置和授权),如新增/修改登记收款人、设置转账限额、设置用户功能权限、设置交易流程授权人数。

3. Addition of New User(s)
新增用户

Please select the type of access level for each user listed below 请为每位用户选择下列一种身份:

- System Administrator – Has the full authority for the Electronic Banking Services, including the authority to establish Operator's access rights and transaction limits and to maintain signing authority for all accounts. They have access to all functions.
  系统管理员:拥有网上银行业务的最高权限,可为业务操作员分配账户及功能权限、设定审批流程,并可执行网银所有业务操作。
- Operator – Authorized by the Administrator to access and use Electronic Banking Services.
  业务操作员:根据管理员分配的权限和功能,操作网银业务。

Note: if you wish to use any one of the non-enquiry functions (Foreign Exchange/ Transfer/ Time Deposit Setup/ Custody Settlement Instruction), at least 2 users are required.
提示:如需使用任一非查询交易功能(外币兑换/ 转账汇款/ 定期开立/ 资产托管交收指令),最少需要 2 位用户。

User 1 用户 1	☐ System Administrator 系统管理员 ☐ Operator 业务操作员		
Title 称谓	☐ Mr 先生　　☐ Ms 女士		
Name (English) 姓名 (英文)			
Name (Chinese) 姓名 (中文)			
Identification Document Type 身份证明文件种类	☐ HKID 香港身份证　　　☐ Passport 护照　　　☐ Other 其他:_____		
Identification Document Number 身份证明文件号码		Place of Issuance 发证国家	
Mobile Phone Number (for receiving notice & SMS code) 移动电话号码 (用于收取短信通知及验证码)	(　　) (Area Code 区号)　　Number 号码	Contact Phone Number 联络电话	(　　) (Area Code 区号)　　Number 号码
Email Address 电邮地址			
User 2 用户 2	☐ System Administrator 系统管理员 ☐ Operator 业务操作员		
Title 称谓	☐ Mr 先生　　☐ Ms 女士		
Name (English) 姓名 (英文)			
Name (Chinese) 姓名 (中文)			

CMBC 中国民生银行
HONGKONG BRANCH 香港分行
(a joint stock limited company incorporated in the People's Republic of China)

Identification Document Type 身份证明文件种类	☐ HKID 香港身份证　　☐ Passport 护照　　☐ Other 其他：_____

Identification Document Number 身份证明文件号码		Place of Issuance 发证国家	
Mobile Phone Number (for receiving notice & SMS code) 移动电话号码 (用于收取短信通知及验证码)	(　　　) (Area Code 区号)　　Number 号码	Contact Phone Number 联络电话	(　　　) (Area Code 区号)　　Number 号码
Email Address 电邮地址			

User 3 用户 3	☐ **System Administrator** 系统管理员 ☐ **Operator** 业务操作员
Title 称谓	☐ Mr 先生　　☐ Ms 女士
Name (English) 姓名 (英文)	
Name (Chinese) 姓名 (中文)	
Identification Document Type 身份证明文件种类	☐ HKID 香港身份证　　☐ Passport 护照　　☐ Other 其他：_____

Identification Document Number 身份证明文件号码		Place of Issuance 发证国家	
Mobile Phone Number (for receiving notice & SMS code) 移动电话号码 (用于收取短信通知及验证码)	(　　　) (Area Code 区号)　　Number 号码	Contact Phone Number 联络电话	(　　　) (Area Code 区号)　　Number 号码
Email Address 电邮地址			

User 4 用户 4	☐ **System Administrator** 系统管理员 ☐ **Operator** 业务操作员
Title 称谓	☐ Mr 先生　　☐ Ms 女士
Name (English) 姓名 (英文)	
Name (Chinese) 姓名 (中文)	
Identification Document Type 身份证明文件种类	☐ HKID 香港身份证　　☐ Passport 护照　　☐ Other 其他：_____

Identification Document Number 身份证明文件号码		Place of Issuance 发证国家	
Mobile Phone Number (for receiving notice & SMS code) 移动电话号码 (用于收取短信通知及验证码)	(　　　) (Area Code 区号)　　Number 号码	Contact Phone Number 联络电话	(　　　) (Area Code 区号)　　Number 号码
Email Address 电邮地址			

Total Number of Users 授权用户总数	**Totally 共 _____ Users 位用户** If you wish to use any one of the non-enquiry functions (Foreign Exchange/ Transfer/ Time Deposit Setup/ Custody Settlement Instruction), at least 2 users are required. 如需使用任一非查询交易功能（外币兑换/ 转账汇款/ 定期开立/ 资产托管交收指令），最少需要 2 位用户。

V201911
中国民生银行股份有限公司香港分行

page 3 of 7

CMBC 中国民生银行
HONGKONG BRANCH 香港分行
(a joint stock limited company incorporated in the People's Republic of China)

4. Change of Existing User(s)
变更现有用户

If you wish to change the access rights or details of the existing user(s) or remove the existing user(s), please record their details and changes below.

如需变更用户身份、删除用户或修改用户个人信息，请于下表填写变更事项。

User Name 用户姓名	Identification Document Type 证件种类	Identification Document No. 证件号码	Changes 变更事项
			☐ Change User Type 变更用户身份 　　☐ System Administrator 系统管理员 　　☐ Operator 业务操作员 ☐ Remove User 删除用户 ☐ Other Changes 其他变更 _____
			☐ Change User Type 变更用户身份 　　☐ System Administrator 系统管理员 　　☐ Operator 业务操作员 ☐ Remove User 删除用户 ☐ Other Changes 其他变更 _____
			☐ Change User Type 变更用户身份 　　☐ System Administrator 系统管理员 　　☐ Operator 业务操作员 ☐ Remove User 删除用户 ☐ Other Changes 其他变更 _____
			☐ Change User Type 变更用户身份 　　☐ System Administrator 系统管理员 　　☐ Operator 业务操作员 ☐ Remove User 删除用户 ☐ Other Changes 其他变更 _____

5. Activation of Functions and Accounts
功能及账户开通

Please note 请注意：
- Account Enquiry function will be activated by default, no extra application is required.
  电子银行服务将默认开通账户查询功能，无需另作申请。
- For the activation of any one of the non-enquiry functions (Foreign Exchange/ Transfer/ Time Deposit Setup/ Custody Settlement Instruction), please return the signed Acknowledge Receipt for UKey to us, we will proceed to activate the applied functions after further confirmation.
  如申请开通任一非查询交易功能（外币兑换/ 转账汇款/ 定期开立/ 资产托管交收指令），需在收妥 UKey 后签署《UKey 接收回执》并寄回本行，本行确认及开通后，所申请交易功能才可正式启用。
- For the first-time activation of any one of following functions, please fill the 'Activation/ De-activation of Accounts' part.
  如首次申请开通以下外币兑换/转账汇款/定期开立/托管交易中任一交易功能，需填写"账户开通/关闭"部分。
- Custodian Account Services are applicable to Custody customers only.
  资产托管账户服务功能仅适用于资产托管客户。

		Activate 开通	De-activate 关闭
Activation/ De-activation of Functions 功能开通/关闭	Foreign Exchange 外币兑换	☐	☐
	Transfer 转账汇款	☐	☐
	Time Deposit Setup 定期开立	☐	☐
	LC Enquiry 开证查询	☐	☐
	Custodian Account Enquiry 资产托管账户查询	☐	☐
	Custody Settlement Instruction (Custodian Account Enquiry included) 资产托管交收指令（须同时开通资产托管账户查询）	☐	☐

V201911
中国民生银行股份有限公司香港分行

CMBC 中国民生银行
HONGKONG BRANCH 香港分行
(a joint stock limited company incorporated in the People's Republic of China)

Activation/ De-activation of Accounts 账户开通/关闭	☐ Activate ALL accounts of the company 开通本公司名下全部账户 ☐ De-activate ALL accounts of the company 关闭本公司名下全部账户 ☐ Only activate selected accounts 只开通以下所填账户 1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ ☐ Only de-activate selected accounts 只关闭以下所填账户 1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____

6. Online Transfer Limit
网上转账限额

Please Note 请注意：

- The Requested Daily Limit cannot exceed the Maximum Daily Limits set by CMBCHK. The transaction order will be rejected if the accumulated transaction amount exceeds the preset Requested Daily Limit. The Requested Daily Limit is based on HKD. For transaction currency other than HKD, the system will automatically convert the transaction amount into HKD equivalent amount according to the reference exchange rate on that day and calculate the accumulated amount.
  您要求的每日转账限额不能超过本行设定的每日最高转账限额。当天超过设定限额的转账交易，系统将会拒绝接纳。此累计限额以港元为计算基础，若交易货币为非港元，系统将按照当天的参考汇率将转账金额转换成港元等值的金额，以计算累计扣账限额。

- Limit of transfer to registered payee includes the total transfer limit to registered payees of CMBCHK other accounts, other bank accounts in Hong Kong, and overseas/mainland accounts. Limit of transfer to non-registered payee includes the total transfer limit to non-registered payees of CMBCHK other accounts, other bank accounts in Hong Kong, and overseas/mainland accounts.
  已登记收款人限额包括转账至香港民生非本公司账户、香港他行账户和海外/内地账户的已登记收款人的总限额。而非登记收款人的限额包括转账至香港民生非本公司账户、香港他行账户和海外/内地账户的非登记收款人的总限额。

- Online Transfer Limit can be amended via Internet Banking with UKey authentication, and take effective immediately.
  网上转账限额可通过网上银行以 UKey 验证修改，修改后立即生效。

	Max Daily Online Transfer Limit by the Bank (HKD) 本行每日最高网上转账限额 (港元)	**Requested Daily Online Transfer Limit (HKD)** **您要求的每日网上转账限额 (港元)** (Limit will be set as zero unless specified otherwise 如不填写，限额为0)
Intra-bank transfer between same corporate accounts (including Foreign Exchange) 转账至香港民生同名账户 (包括外币兑换)	HKD 500,000,000	
Transfer to Registered Payee 转账至已登记收款人	HKD 100,000,000	
Transfer to Non-registered Payee 转账至非登记收款人	HKD 2,000,000	

CMBC 中国民生银行
HONGKONG BRANCH 香港分行
(a joint stock limited company incorporated in the People's Republic of China)

7. Collection of UKey
领取 UKey

A UKey will be issued to each user. If you are collecting the UKey in person at our branch, please bring along your identification document and Letter of Authorization. If you cannot collect the UKey in person, the UKey will be mailed to your correspondence address, the recipient of UKey must be a UKey user.

我们将为每个用户发放一个 UKey，如您亲自到分行领取，请携带本人身份证明及获授权人的委托书。如不能亲自到分行领取，我们将以寄送的方式邮寄到您开户时登记的通讯地址，收件人必须是 UKey 的使用者之一。

Way of collecting UKey 领取 UKey 的方式	☐ Collect at Branch 分行领取 Collector 领取人：＿＿＿＿＿＿ ☐ Send to the correspondence address stated in our Account Opening Form 邮寄至开户时登记的通讯地址 Recipient 收件人：＿＿＿＿＿＿

8. Termination of Electronic Banking Services
终止电子银行服务

Please Note 请注意：

Upon termination, you are not allowed to access and use both Internet Banking and Mobile Banking services.

一经终止，您将不能登录和使用企业网上银行和手机银行。

☐ Please indicate if you wish to terminate the Electronic Banking services.
如您想终止企业电子银行服务，请填上✓号。

9. Other Changes
其他变更事项

Please fill in the changes 请填写变更内容	

10. Declaration by Applicant
申请人声明

I/We, on behalf of the Applicant, hereby
本人/吾等现代表申请人

1. confirm that all the information provided for this application, including without limitation all the information given above and all documents and supplemental documents provided by me/us to the Bank is true， accurate and complete in all respects and authorize the Bank to verify such information from any source the Bank may choose. I/We undertake to forthwith notify the Bank in writing of any changes to any such information, documents and/or material and provide the Bank with such updated or additional information, documents and material as may be requested by the Bank.

   确认本申请所提供的所有资料（包括但不限于给予的所有上述资料，以及由本人/吾等向贵行提供的所有文件及支持材料）均为真实、正确及完整，并授权贵行从贵行可能选择的任何途径核实该等资料。本人/吾等承诺，就任何该等资料、文件及/或材料的任何变更立即以书面通知贵行，并向贵行提供贵行可能要求的该等更新或附加资料、文件及材料。

2. confirm that I/we have read, understood and agreed to be bound by the CMBCHK Terms and Conditions for Electronic Banking Services and any amendment or variation thereof and the CFCA 预植数字证书服务协议.

   确认本人/吾等已阅读、理解及同意受《中国民生银行香港分行电子银行服务条款及细则》（及其任何其修改）和 CFCA 预植数字证书服务协议所约束。

3.   understand and acknowledge the Bank reserves the right to reject my/our application herein in its sole and absolute discretion without giving any reason and without liability.
明白及知悉贵行保留全权绝对酌情拒绝本人/吾等于本申请表的申请之权利，而无需给予任何原因及承担任何法律责任。

4.   authorize the Bank to accept instructions/orders from the above authorized user(s) to operate my/our relevant account(s) covered by CMBCHK Corporate Electronic Banking services 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 CMBCHK Corporate Electronic Banking services from time to time
授权贵行接纳上述企业电子银行服务授权用户的指示 / 命令，以操作企业电子银行服务不时涵盖的本人 / 吾等之账户。本人/吾等确认前述的安排凌驾本人/ 吾等向 贵行就有关企业电子银行服务不时涵盖的本人 / 吾等之账户所提供的任何签署授权及签署安排。

5.   shall indemnify the Bank for all losses and liabilities suffered by the Bank if any of the declarations made herein is untrue, misleading, incomplete or shall become untrue, misleading or incomplete, or non-complied with in any respect, and/or if I/we have acted fraudulently or with gross negligence.
如于本申请表作出的任何声明失实、具误导性、不完整或变得失实、具误导性或不完整。或于任何方面有不遵守的情况， 及/或如本人/吾等以欺诈手段行事或行事有严重疏忽，本人/吾等须就贵行蒙受的所有损失及法律责任向贵行作出弥偿。

6.   understand and accept the risks associated with Corporate Electronic Banking and accepts that the Bank shall not be liable for any loss arising from the use of any of the Corporate Electronic Banking services of the Bank and that I/we shall be solely responsible for all transactions effected through the use of any Corporate Electronic Banking services.
明白及接受企业电子银行的相关风险，贵行无需就任何使用企业电子银行服务而引起的任何损失承担责任，本人/吾等须就使用任何企业电子银行服务而达成的所有交易自行负责。

7.   enclose the certified true copy of identification document of above authorized user(s).
附上上述授权用户的身份证明文件的核证本。

8.   If there is any conflict or inconsistency between the Chinese and English version of this document, the English version shall prevail.
如本文件之中、英文版有抵触或不相符，概以英文版为准。

Total number of supplementary sheets 附页共: _____ （页）

X

_____

Authorized Signature(s) and Company Chop (if applicable)   签署及公司印章（如适用）

_____

Full Name 全名   Date 日期

For Bank Use Only 银行专用	
	S.V.

CMBC 中国民生银行
HONGKONG BRANCH 香港分行
(a joint stock limited company incorporated in the People's Republic of China)