

To : **The Bank of East Asia, Limited** ("The Bank")

Change of Authorised Person(s) of BEA Corporate Online

BEA Corporate Online Account Number : _____

Name of Company/Firm/Organisation : _____
_____ ("the Customer")

Business Registration Certification No. : _____

Certificate of Incorporation (if applicable) : _____

PRESENT : -

NOTICE AND QUORUM : - Notice had been given and there was a quorum in the meeting.

IT WAS RESOLVED:-

1. To designate and appoint each of the following individual(s), namely:

<u>Name</u>	<u>HKID / Passport No.</u>	<u>Specimen Signature</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

As an Authorised Person(s) of BEA Corporate Online under account no. _____ in name of the Customer with the Bank in respect of all business matters and/or transactions in connection with and/or arising out of instructions through BEA Corporate Online under the Terms and Conditions for Corporate Cyberbanking and BEA Corporate Online Services of the Bank (as amended from time to time).

2. That each of the Authorised Person(s) of BEA Corporate Online and his designated users shall be authorised to access BEA Corporate Online on behalf of the Customer and shall be provided with the Personal Identification Number ("PIN") of BEA Corporate Online to be supplied by the Bank in connection with the provision of BEA Corporate Online and the Bank be instructed to honour and comply with all instructions and directions given for or in connection with our accounts of any kind whatsoever on behalf of the Company by the authorised users utilising the PIN and given in accordance with the Bank's standard procedures in connection with BEA Corporate Online and the Terms and Conditions for Corporate Cyberbanking and BEA Corporate Online Services of the Bank (as amended from time to time).

3. Any ONE of the following individual(s) is assigned as the authorised person to respond to any authentication request to receive, activate, reset PINs or perform other actions in connection with various BEA Corporate Online services offered by the Bank from time to time:

Name ¹	HKID/ Passport No.	Registered Mobile Phone Number ^{2, 3}	
		Country code	Area code (if any) + Phone number
_____	_____	□ □ □ □	_____
_____	_____	□ □ □ □	_____
_____	_____	□ □ □ □	_____
_____	_____	□ □ □ □	_____
_____	_____	□ □ □ □	_____

Notes:

- 1) Each of the above named individual(s) must be an Authorised Person(s) appointed by the Customer in paragraph 1 above.
 - 2) A one-time password (OTP) will be sent by SMS to the registered mobile phone number of the corresponding authorised person(s) for new PIN activation(s), PIN reset request(s), and/or other authentication request(s).
 - 3) The registered mobile phone number provided here must be valid. An invalid mobile phone number may result in the Customer being unable to activate PIN(s) or proceed with PIN reset request(s) and/or other authentication request(s). If the registered mobile phone number of an authorised person has been changed, he or she should notify the Bank as soon as reasonably practicable in order to update its record.
4. That the authority heretofore granted to any person as Authorised Person(s) of BEA Corporate Online to sign on behalf of the Company in respect of the above entitled account and not confirmed by the foregoing shall be deemed withdrawn and cancelled.

The Customer understands that the Bank will send all the information, documents and correspondence relating to BEA Corporate Online to the Customer's mailing address recorded with the Bank ("Mailing Address"). If the Customer uses an address, which is not the major place of the Customer's operations, including but not limited to the address of a company secretary, to be the Customer's Mailing Address, the Customer shall accept all the risks of using such an address to receive the information, documents and correspondence relating to BEA Corporate Online (such as the PIN of BEA Corporate Online) from the Bank.

I / We hereby certify the above to be a true copy of the resolutions as entered into the Minute Book of the Customer duly passed by the board of directors or the governing body (as the case may be) of the Customer in accordance with the articles of association or the constitutional documents (as the case may be) of the Customer held at _____ on _____.

Dated this _____ day of _____ .
(where the Customer is a sole-proprietorship)

Sole Proprietor
Name:

(where the Customer is a partnership, these Resolutions must be signed by ALL the partners)

Partner
Name:

Partner
Name:

Partner
Name:

Partner
Name:

(where the Customer is a corporate or an unincorporated body or organisation, these Resolutions must be signed by each of the directors or (as the case may be) members of the governing body who constituted quorum for the Meeting in accordance with the articles of association or the constitutional documents of the Customer)

Director/Member of Governing Body
Name:

Chairman of Meeting
Name:

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致：東亞銀行有限公司（「東亞銀行」）

更改東亞企業網上銀行服務的獲授權人士

東亞企業網上銀行
戶口號碼 : _____

公司／商號／組織名稱 : _____
_____ (「客戶」)

商業登記證號碼 : _____

公司註冊證書號碼（如適用） : _____

出席：

公告及會議法定人數：- 會議通告已正式發出及會議出席人數符合法定人數。

董事會通過下列決議：

1. 指定及委任以下人士：

姓名	身份證／護照號碼	簽署式樣
_____	_____	_____
_____	_____	_____
_____	_____	_____

為以客戶名義於東亞企業網上銀行開立的戶口之獲授權人士，賬號為_____ 致使該獲授權人士可根據企業電子網絡銀行服務及東亞企業網上銀行條款及細則（經不時修訂）經東亞企業網上銀行發出之指示及處理因東亞企業網上銀行而引起及/ 或有關聯的商業事項及/ 或交易。

2. 客戶授權每位上述的東亞企業網上銀行服務獲授權人士及其指定使用者代表客戶以由東亞銀行給予的密碼，使用東亞銀行提供的東亞企業網上銀行服務。東亞銀行可執行由上述獲授權人士及其指定人士以密碼發出有關客戶任何賬戶的指示及指令。惟該等指示及指令須根據東亞銀行之東亞企業網上銀行服務規定之程序及企業電子網絡銀行服務及東亞企業網上銀行條款及細則發出（經不時修訂）。

3. 以下任何一名個人為現時指派之獲授權人士以回應任何認證請求，來領取、啟動、重設密碼或執行與本行不時提供的各種東亞企業網上銀行服務相關之其他操作：

姓名 ¹	身份證 / 護照號碼	登記的流動電話號碼 ^{2,3}	
		國家編號	地區編號(如有)+電話號碼
_____	_____	□□□□	_____
_____	_____	□□□□	_____
_____	_____	□□□□	_____
_____	_____	□□□□	_____
_____	_____	□□□□	_____

註：

- 1) 上述各人必須同時為客戶在上文第1段中委任的獲授權人士。
 - 2) 一次性專用密碼將透過短訊發送到相關獲授權人士登記的流動電話號碼，以進行啟動密碼、重設密碼及/其他的認證請求。
 - 3) 客戶填寫登記的流動電話號碼必須為有效。無效的流動電話號碼將無法進行啟動密碼、重設密碼及/其他的認證請求。若獲授權人士之登記流動電話號碼已更改，請獲授權人士在合理可行的時間內儘快通知東亞銀行以更新其記錄。
4. 任何直至現時為止曾獲授權代表本客戶使用上述賬戶的獲授權人士，但有關授權並未於上文獲確認的，其授權將視作撤回及註銷。

客戶明白東亞銀行會將所有與東亞企業網上銀行相關的資料、文件及通訊寄給客戶在東亞銀行記錄的通訊地址。如客戶使用的地址為非于客戶主要營運地點，包括但不限於公司秘書的地址，作為客戶的通訊地址，客戶接受一切因使用此地址，作為收取東亞銀行寄給客戶所有與東亞企業網上銀行相關的資料、文件及通訊（例如東亞企業網上銀行密碼）的所有風險。

本人（等）茲確認上述決議乃屬真確，並已記載在授權者於_____年_____月_____日依據組織大綱或公司組織文件（視屬何情況而定）在_____之董事會或授權者管理組織會議（視屬何情況而定）獲正式通過之會議記錄內。

於_____年_____月_____日簽署

（如客戶為獨資商號者）

獨資東主：

姓名：

（如客戶為合夥經營者，此等決議必須由所有合夥人簽署）

合夥人
姓名：

合夥人
姓名：

合夥人
姓名：

合夥人
姓名：

（如客戶為法團或非法團性質或組織，此等決議必須由根據組織大綱或公司組織文件組成會議法定出席人數之每名董事或（視屬何情況而定）管理團體成員簽署）

董事／管理團體成員
姓名：

會議主席
姓名：

（文義如與英文本有歧異，以英文本為準）

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