

To : The Bank of East Asia, Limited ("BEA")  
致 : 東亞銀行有限公司 (「東亞銀行」)

Date : \_\_\_\_\_  
日期 : \_\_\_\_\_

Branch  
分行

Change of Related Information under BEA Corporate Online  
更改東亞企業網上銀行服務內之有關資料

|  |  |
|--|--|
| Account Number :<br>賬戶號碼 :   |  |
| Account Name :<br>賬戶名稱 :   |  |
| Business Registration Certificate No. :<br>商業登記證號碼 :                   |  |
| Certificate of Incorporation No. (If applicable) :<br>公司註冊證書號碼 (如適用) : |  |
| Email Address*<br>電郵地址* :  |  |

\* A notification of the selected transaction status will be sent to that email address and/or corresponding signer's email address.  
\* 個別交易狀況之更新將發送至此電郵地址及 / 或相關簽核者之電郵地址。

(Please  where appropriate 請於適用方格內加上 。)

I/We request and authorise BEA to carry out the following instruction(s) and agree to be bound by the Terms and Conditions for Corporate Cyberbanking and BEA Corporate Online Services or (for CorporatePlus Account) Section 5 (BEA Corporate Online) under Part B Bank Product and Service Conditions of the CorporatePlus Account Terms and Conditions of BEA (as amended from time to time) (where applicable).

本人(等)現要求並授權東亞銀行執行以下指示,並同意接受東亞銀行現行之企業電子網絡銀行服務及東亞企業網上銀行條款及細則或(適用於企業綜合理財戶口)企業綜合理財戶口條款及細則下B部銀行產品及服務條款第5條(東亞企業網上銀行服務)約束(不時修訂)(如適用)。

| Add<br>增加                | Delete<br>取消             | Basic Services<br>基本服務   |                          |  |                          |  |                          |   |
|--------------------------|--------------------------|--|--------------------------|--|--------------------------|--|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Time Deposit 定期存款  |                          |  |                          |  |                          |   |
| <input type="checkbox"/> | <input type="checkbox"/> | Fund Transfer to BEA Account: 轉賬至東亞銀行賬戶:<br>- Related Account(s) 指定賬戶<br><input type="checkbox"/>  | <input type="checkbox"/> | - Associated Account(s) 聯繫戶口<br><input type="checkbox"/> | <input type="checkbox"/> | - Pre-designated Third Party Account(s) 預先登記之第三方戶口<br><input type="checkbox"/> | <input type="checkbox"/> | - Non-designated Third Party Account(s) 未登記之第三方戶口<br><input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Cheque Services (e.g. Stop a Cheque, Cheque Book Requisition and Cheque Status Enquiry)<br>支票服務 (如停止支票付款指示,申請支票簿及支票查詢)   |                          |  |                          |  |                          |   |
| <input type="checkbox"/> | <input type="checkbox"/> | Remittance Service (Including FPS - Fund Transfer to Other Banks (Hong Kong), CHATS and Telegraphic Transfer) and Fund Transfer to accounts maintained with The Bank of East Asia (China) Limited for :<br>匯款服務 (包括轉數快-轉賬至其他銀行(香港),銀行電子過賬系統及電匯),及轉賬服務至東亞銀行中國賬戶予<br><input type="checkbox"/> Pre-designated Third Party Account(s) 預先登記之第三方戶口<br><input type="checkbox"/> Non-designated Third Party Account(s) 未登記之第三方戶口 |                          |  |                          |  |                          |   |
| <input type="checkbox"/> | <input type="checkbox"/> | Telephone Channel 電話理財   |                          |  |                          |  |                          |   |

I/We hereby request to  remove /  resume auto linkage of ALL the existing and subsequently opened current accounts, savings accounts and time deposit accounts held by me/us and maintained with the Bank as a Related Account referred in the Terms and Conditions for Corporate Cyberbanking and BEA Corporate Online Services (as amended from time to time) for the purpose of BEA Corporate Online.

本人（等）現謹要求  取消 /  恢復 自動連結本客戶所有於東亞銀行現有及將來開立之往來賬戶，儲蓄賬戶及定期存款賬戶為不時修訂企業電子網絡銀行服務及東亞企業網上銀行條款及細則之指定賬戶。

I/We hereby request to change the following Related Account(s)/Associated Account(s) for my/our abovementioned account and attach with the necessary certified copy of resolutions, and agree to be bound by the Terms and Conditions for Corporate Cyberbanking and BEA Corporate Online Services or (for CorporatePlus Account) Section 5 (BEA Corporate Online) under Part B Bank Product and Service Conditions of the CorporatePlus Account Terms and Conditions of BEA (as amended from time to time) (where applicable).

本人（等）現謹要求更改上述賬戶之指定賬戶／聯繫戶口如下，並附上所需決議案副本，並同意受企業電子網絡銀行服務企業電子網絡銀行服務及東亞企業網上銀行條款及細則或（適用於企業綜合理財戶口）企業綜合理財戶口條款及細則下 B 部銀行產品及服務條款第 5 條（東亞企業網上銀行服務）約束（不時修訂）（如適用）。

(Please  where appropriate 請在適當方格內加 )

| Related Account(s)<br>指定賬戶   |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Addition of Account<br>增加賬戶<br><br><input type="checkbox"/> Deletion of Account<br>刪除賬戶 | <input type="checkbox"/> Addition of Phone Banking Service<br>增加電話理財服務<br><br><input type="checkbox"/> Deletion of Phone Banking Service<br>刪除電話理財服務 | Account Number :<br>賬戶號碼 :<br><br>015- _____ | <input type="checkbox"/> Time Deposit<br>定期存款<br><br><input type="checkbox"/> Current and Savings<br>往來及儲蓄 |
| <input type="checkbox"/> Addition of Account<br>增加賬戶<br><br><input type="checkbox"/> Deletion of Account<br>刪除賬戶 | <input type="checkbox"/> Addition of Phone Banking Service<br>增加電話理財服務<br><br><input type="checkbox"/> Deletion of Phone Banking Service<br>刪除電話理財服務 | Account Number :<br>賬戶號碼 :<br><br>015- _____ | <input type="checkbox"/> Time Deposit<br>定期存款<br><br><input type="checkbox"/> Current and Savings<br>往來及儲蓄 |
| <input type="checkbox"/> Addition of Account<br>增加賬戶<br><br><input type="checkbox"/> Deletion of Account<br>刪除賬戶 | <input type="checkbox"/> Addition of Phone Banking Service<br>增加電話理財服務<br><br><input type="checkbox"/> Deletion of Phone Banking Service<br>刪除電話理財服務 | Account Number :<br>賬戶號碼 :<br><br>015- _____ | <input type="checkbox"/> Time Deposit<br>定期存款<br><br><input type="checkbox"/> Current and Savings<br>往來及儲蓄 |
| <input type="checkbox"/> Addition of Account<br>增加賬戶<br><br><input type="checkbox"/> Deletion of Account<br>刪除賬戶 | <input type="checkbox"/> Addition of Phone Banking Service<br>增加電話理財服務<br><br><input type="checkbox"/> Deletion of Phone Banking Service<br>刪除電話理財服務 | Account Number :<br>賬戶號碼 :<br><br>015- _____ | <input type="checkbox"/> Time Deposit<br>定期存款<br><br><input type="checkbox"/> Current and Savings<br>往來及儲蓄 |
| <input type="checkbox"/> Addition of Account<br>增加賬戶<br><br><input type="checkbox"/> Deletion of Account<br>刪除賬戶 | <input type="checkbox"/> Addition of Phone Banking Service<br>增加電話理財服務<br><br><input type="checkbox"/> Deletion of Phone Banking Service<br>刪除電話理財服務 | Account Number :<br>賬戶號碼 :<br><br>015- _____ | <input type="checkbox"/> Time Deposit<br>定期存款<br><br><input type="checkbox"/> Current and Savings<br>往來及儲蓄 |
| <input type="checkbox"/> Addition of Account<br>增加賬戶<br><br><input type="checkbox"/> Deletion of Account<br>刪除賬戶 | <input type="checkbox"/> Addition of Phone Banking Service<br>增加電話理財服務<br><br><input type="checkbox"/> Deletion of Phone Banking Service<br>刪除電話理財服務 | Account Number :<br>賬戶號碼 :<br><br>015- _____ | <input type="checkbox"/> Time Deposit<br>定期存款<br><br><input type="checkbox"/> Current and Savings<br>往來及儲蓄 |

**Associated Account(s)**  
**聯繫戶口**

Associated Account(s) with BEA (as indicated in the 'Certified Copy of Resolutions for Adding Associated Account(s) of Existing Authoriser' (BCO11) submitted by the Customer's Subsidiary/ Associated Company herewith and subsequent amendments from time to time).

於東亞銀行之聯繫戶口（受存於由本客戶之附屬／合夥機構現在及以後不時交予東亞銀行之經核實決議副本（為現有的授權者增加聯繫戶口）(BCO11) 之更改所約束。）

|  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Addition of Account<br>增加賬戶<br><br><input type="checkbox"/> Deletion of Account<br>刪除賬戶 | <input type="checkbox"/> Addition of Phone Banking Service<br>增加電話理財服務<br><br><input type="checkbox"/> Deletion of Phone Banking Service<br>刪除電話理財服務 | Account Number :<br>賬戶號碼 :<br><br>015- _____ | <input type="checkbox"/> Time Deposit<br>定期存款<br><br><input type="checkbox"/> Current and Savings<br>往來及儲蓄 |
| <input type="checkbox"/> Addition of Account<br>增加賬戶<br><br><input type="checkbox"/> Deletion of Account<br>刪除賬戶 | <input type="checkbox"/> Addition of Phone Banking Service<br>增加電話理財服務<br><br><input type="checkbox"/> Deletion of Phone Banking Service<br>刪除電話理財服務 | Account Number :<br>賬戶號碼 :<br><br>015- _____ | <input type="checkbox"/> Time Deposit<br>定期存款<br><br><input type="checkbox"/> Current and Savings<br>往來及儲蓄 |
| <input type="checkbox"/> Addition of Account<br>增加賬戶<br><br><input type="checkbox"/> Deletion of Account<br>刪除賬戶 | <input type="checkbox"/> Addition of Phone Banking Service<br>增加電話理財服務<br><br><input type="checkbox"/> Deletion of Phone Banking Service<br>刪除電話理財服務 | Account Number :<br>賬戶號碼 :<br><br>015- _____ | <input type="checkbox"/> Time Deposit<br>定期存款<br><br><input type="checkbox"/> Current and Savings<br>往來及儲蓄 |
| <input type="checkbox"/> Addition of Account<br>增加賬戶<br><br><input type="checkbox"/> Deletion of Account<br>刪除賬戶 | <input type="checkbox"/> Addition of Phone Banking Service<br>增加電話理財服務<br><br><input type="checkbox"/> Deletion of Phone Banking Service<br>刪除電話理財服務 | Account Number :<br>賬戶號碼 :<br><br>015- _____ | <input type="checkbox"/> Time Deposit<br>定期存款<br><br><input type="checkbox"/> Current and Savings<br>往來及儲蓄 |
| <input type="checkbox"/> Addition of Account<br>增加賬戶<br><br><input type="checkbox"/> Deletion of Account<br>刪除賬戶 | <input type="checkbox"/> Addition of Phone Banking Service<br>增加電話理財服務<br><br><input type="checkbox"/> Deletion of Phone Banking Service<br>刪除電話理財服務 | Account Number :<br>賬戶號碼 :<br><br>015- _____ | <input type="checkbox"/> Time Deposit<br>定期存款<br><br><input type="checkbox"/> Current and Savings<br>往來及儲蓄 |
| <input type="checkbox"/> Addition of Account<br>增加賬戶<br><br><input type="checkbox"/> Deletion of Account<br>刪除賬戶 | <input type="checkbox"/> Addition of Phone Banking Service<br>增加電話理財服務<br><br><input type="checkbox"/> Deletion of Phone Banking Service<br>刪除電話理財服務 | Account Number :<br>賬戶號碼 :<br><br>015- _____ | <input type="checkbox"/> Time Deposit<br>定期存款<br><br><input type="checkbox"/> Current and Savings<br>往來及儲蓄 |

I/We hereby request to change the following pre-designated third party account(s) for my/our abovementioned account and agree to be bound by the Terms and Conditions for Corporate Cyberbanking and BEA Corporate Online Services or (for CorporatePlus Account) Section 5 (BEA Corporate Online) under Part B Bank Product and Service Conditions of the CorporatePlus Account Terms and Conditions of BEA (as amended from time to time) (where applicable).

本人（等）現謹要求更改上述賬戶之指定第三方戶口，並同意受東亞銀行現行之企業電子網絡銀行服務及東亞企業網上銀行條款及細則或（適用於企業綜合理財戶口）企業綜合理財戶口條款及細則下 B 部銀行產品及服務條款第 5 條（東亞企業網上銀行服務）約束（不時修訂）（如適用）。

(Please  where appropriate 請在適當方格內加 )

| <b>Pre-designated Third Party Account(s) (only transfer to such account(s) is / are allowed)</b><br><b>預先登記之第三方戶口（只接受轉賬存款）</b>  |                        |                                     |                           |
|---|------------------------|-------------------------------------|---------------------------|
| I/We understand that only fund transfer(s) to the Pre-designated Third Party Account(s) are allowed and the two-factor authentication process is not applicable. I/We confirm that I am/we are aware of and accept the risks of adding the Pre-designated Third Party Account(s), and conducting fund transfer(s) thereto without requiring two-factor authentication.<br>本人（等）明白此等預先登記之第三方戶口只可接受轉賬款項及雙重認證並不適用。本人（等）確認本人（等）已注意及接受加入預先登記之第三方戶口及在毋須雙重認證下轉賬至預先登記之第三方戶口之風險。 |                        |                                     |                           |
| <b>BEA Account</b><br><b>東亞銀行賬戶</b>   |                        |                                     |                           |
|   | Account Number<br>賬戶號碼 | Internet Channel<br>網上理財            | Telephone Channel<br>電話理財 |
| <input type="checkbox"/> Addition of Account<br>增加賬戶  |                        | <input checked="" type="checkbox"/> | <input type="checkbox"/>  |
| <input type="checkbox"/> Addition of Account<br>增加賬戶  |                        | <input checked="" type="checkbox"/> | <input type="checkbox"/>  |
| <input type="checkbox"/> Addition of Account<br>增加賬戶  |                        | <input checked="" type="checkbox"/> | <input type="checkbox"/>  |
| <input type="checkbox"/> Addition of Account<br>增加賬戶  |                        | <input checked="" type="checkbox"/> | <input type="checkbox"/>  |
| <input type="checkbox"/> Addition of Account<br>增加賬戶  |                        | <input checked="" type="checkbox"/> | <input type="checkbox"/>  |
| <input type="checkbox"/> Deletion of Account<br>刪除賬戶  |                        | -                                   | -                         |
| <input type="checkbox"/> Deletion of Account<br>刪除賬戶  |                        | -                                   | -                         |
| <input type="checkbox"/> Deletion of Account<br>刪除賬戶  |                        | -                                   | -                         |
| <input type="checkbox"/> Deletion of Account<br>刪除賬戶  |                        | -                                   | -                         |
| <input type="checkbox"/> Deletion of Account<br>刪除賬戶  |                        | -                                   | -                         |

| BEA China Account<br>東亞銀行中國賬戶  |   |  |
|--|---|--|
|  | Account Number<br>賬戶號碼  | Account Name<br>賬戶名稱                           |
| <input type="checkbox"/> Addition of Account<br>增加賬戶<br><br><input type="checkbox"/> Deletion of Account<br>刪除賬戶 |   |  |
| <input type="checkbox"/> Addition of Account<br>增加賬戶<br><br><input type="checkbox"/> Deletion of Account<br>刪除賬戶 |   |  |
| <input type="checkbox"/> Addition of Account<br>增加賬戶<br><br><input type="checkbox"/> Deletion of Account<br>刪除賬戶 |   |  |
| <input type="checkbox"/> Addition of Account<br>增加賬戶<br><br><input type="checkbox"/> Deletion of Account<br>刪除賬戶 |   |  |
| <input type="checkbox"/> Addition of Account<br>增加賬戶<br><br><input type="checkbox"/> Deletion of Account<br>刪除賬戶 |   |  |
| <input type="checkbox"/> Addition of Account<br>增加賬戶<br><br><input type="checkbox"/> Deletion of Account<br>刪除賬戶 |   |  |
| Other Local Bank Account (for FPS and CHATS)<br>其他本地銀行賬戶（適用於轉數快和銀行電子過賬系統服務）                                      |   |  |
|  | Account Number <sup>1</sup> / FPS Proxy ID<br>賬戶號碼 <sup>1</sup> / FPS Proxy ID  | Account Name <sup>1</sup><br>賬戶名稱 <sup>1</sup> |
| <input type="checkbox"/> Addition of Account<br>增加賬戶<br><br><input type="checkbox"/> Deletion of Account<br>刪除賬戶 | <input type="checkbox"/> Account Number<br>賬戶號碼 <input type="checkbox"/> Email Address<br>電郵地址<br><br><input type="checkbox"/> Mobile No.<br>流動電話號碼 <input type="checkbox"/> FPS ID<br>轉數快識別代碼<br><br><hr/> |  |
| <input type="checkbox"/> Addition of Account<br>增加賬戶<br><br><input type="checkbox"/> Deletion of Account<br>刪除賬戶 | <input type="checkbox"/> Account Number<br>賬戶號碼 <input type="checkbox"/> Email Address<br>電郵地址<br><br><input type="checkbox"/> Mobile No.<br>流動電話號碼 <input type="checkbox"/> FPS ID<br>轉數快識別代碼<br><br><hr/> |  |
| <input type="checkbox"/> Addition of Account<br>增加賬戶<br><br><input type="checkbox"/> Deletion of Account<br>刪除賬戶 | <input type="checkbox"/> Account Number<br>賬戶號碼 <input type="checkbox"/> Email Address<br>電郵地址<br><br><input type="checkbox"/> Mobile No.<br>流動電話號碼 <input type="checkbox"/> FPS ID<br>轉數快識別代碼<br><br><hr/> |  |

|  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Addition of Account<br>增加賬戶<br><br><input type="checkbox"/> Deletion of Account<br>刪除賬戶 | <input type="checkbox"/> Account Number<br>賬戶號碼<br><br><input type="checkbox"/> Mobile No.<br>流動電話號碼 | <input type="checkbox"/> Email Address<br>電郵地址<br><br><input type="checkbox"/> FPS ID<br>轉數快識別代碼 |  |
| <input type="checkbox"/> Addition of Account<br>增加賬戶<br><br><input type="checkbox"/> Deletion of Account<br>刪除賬戶 | <input type="checkbox"/> Account Number<br>賬戶號碼<br><br><input type="checkbox"/> Mobile No.<br>流動電話號碼 | <input type="checkbox"/> Email Address<br>電郵地址<br><br><input type="checkbox"/> FPS ID<br>轉數快識別代碼 |  |

<sup>1</sup> Account number can be maximum 34 digits long, and account name can be maximum 140 characters.  
賬戶號碼最長為 34 位數字，及賬戶名稱最多為 140 個字。

**Other Bank Account for Telegraphic Transfer  
經電匯轉賬之賬戶**

|  | <u>Account Number<sup>2</sup></u><br>賬戶號碼 <sup>2</sup> | <u>Account Name and Address<sup>3</sup></u><br>賬戶名稱及地址 <sup>3</sup> | <u>SWIFT code of Beneficiary Bank<sup>4</sup></u><br>收款人銀行 SWIFT 代碼 <sup>4</sup> |
|--|--|---|--|
| <input type="checkbox"/> Addition of Account<br>增加賬戶<br><br><input type="checkbox"/> Deletion of Account<br>刪除賬戶 |  |   |  |
| <input type="checkbox"/> Addition of Account<br>增加賬戶<br><br><input type="checkbox"/> Deletion of Account<br>刪除賬戶 |  |   |  |
| <input type="checkbox"/> Addition of Account<br>增加賬戶<br><br><input type="checkbox"/> Deletion of Account<br>刪除賬戶 |  |   |  |
| <input type="checkbox"/> Addition of Account<br>增加賬戶<br><br><input type="checkbox"/> Deletion of Account<br>刪除賬戶 |  |   |  |
| <input type="checkbox"/> Addition of Account<br>增加賬戶<br><br><input type="checkbox"/> Deletion of Account<br>刪除賬戶 |  |   |  |

<sup>2</sup> Account number can be maximum 34 digits long (including bank code)  
賬戶號碼最長為 34 位數字(包括銀行代號)

<sup>3</sup> Account name and address can be maximum 140 characters  
賬戶名稱及地址最多為 140 個字

<sup>4</sup> SWIFT code of Beneficiary Bank can be 8 or 11 digits long  
收款人銀行 SWIFT 代碼為 8 個字或 11 個字

I/We hereby request the Bank to change the user's information as below. We acknowledge that we will be liable for whatsoever error therein and consequence arising therefrom.

(Addition of the Authorised Person(s) should be same as those as indicated in the (for CorporatePlus Account) "Change of Authorised Person(s) and Specimen Signatures(s)/Chop of CorporatePlus Account" (CP10) or (for BEA Corporate Online) "Change of Authorised Person(s) of BEA Corporate Online" (BCO05).)

本人（等）要求東亞銀行更改以下用戶資料。本人（等）瞭解如有任何錯漏或由此而引致之任何後果，本人（等）須完全負責（新增之獲授權人士須與（適用於企業銀行綜合理財戶口）「更改企業銀行綜合理財戶口的被授權人士及簽署/印章式樣」(CP10)或（適用於東亞企業網上銀行服務）「更改東亞企業網上銀行服務的獲授權人士」(BCO05)相符。）

(Please  where appropriate 請在適當方格內加 )

| User's Information<br>用戶資料   |  |  |
|--|--|--|
| <input type="checkbox"/> Add<br>增加   | Name 姓名  |  |
|  | Title 稱謂   | <input type="checkbox"/> Mr. 先生 <input type="checkbox"/> Miss 小姐 <input type="checkbox"/> Mrs. 太太 <input type="checkbox"/> Ms. 女士 <input type="checkbox"/> Others 其他   |
| <input type="checkbox"/> Delete<br>刪除  | HKID/ Passport No.<br>香港身份證號碼 / 護照號碼   |  |
| <input type="checkbox"/> Change<br>更改  | Document Type<br>身份證明文件類別  |  |
|  | Issuing Country/Region<br>簽發國家 / 地區  |  |
|  | Mobile Phone Number<br>(for receiving SMS related to<br>BEA Corporate Online)<br>流動電話號碼<br>(用作收取東亞企業網上銀<br>行服務相關之電話短訊) | Country code                      Area code (if any) + Phone number<br>國家編號 _____ 地區編號 (如有) + 電話號碼 _____   |
|  | Email Address 電郵地址   |  |
|  | Username# 用戶名稱   |  |
|  | User Authorities and User Roles<br>用戶權限及用戶身份   | <input checked="" type="checkbox"/> Signer ^ 簽核者 ^<br>(please tick the following group(s) where appropriate) (請選擇以下適用之組別)<br>(Specific signing group-optional) <input type="checkbox"/> Signer-A <input type="checkbox"/> Signer-B <input type="checkbox"/> Signer-C<br>(指定簽核組別 - 可選擇提供與否) <input type="checkbox"/> 簽核者 -A <input type="checkbox"/> 簽核者 -B <input type="checkbox"/> 簽核者 -C |
|  |  | Please select if applicable:<br>請選擇 (如適用):<br><input type="checkbox"/> Authorised Person* 獲授權人士 *<br>(already including the role of Administrator) (已包括管理者之身份)<br><input type="checkbox"/> Administrator** 管理者 **  |
| <p># Maximum length of Username is 20 and minimum is 6 with alphanumeric characters. 用戶名稱可以包含 6 至 20 位的字母與數字。</p> <p>^ Signer can "View/Input/Sign" the financial and other non-administrative transactions. 簽核者可以“查看/輸入/簽核”財務及其他非管理交易。</p> <p>* Authorised Person can "View/Input/Sign" the administrative transactions, financial and other non-administrative transactions. 獲授權人士可以“查看/輸入/簽核”管理交易、財務及其他非管理交易。</p> <p>** Administrator can "View/Input/Sign" the administrative transactions. 管理者可以“查看/輸入/簽核”管理交易。</p> |  |  |

|  |  |  |
|--|--|--|
| <input type="checkbox"/> Add<br>增加<br><br><input type="checkbox"/> Delete<br>刪除<br><br><input type="checkbox"/> Change<br>更改   | Name 姓名  |  |
|  | Title 稱謂   | <input type="checkbox"/> Mr. 先生 <input type="checkbox"/> Miss 小姐 <input type="checkbox"/> Mrs. 太太 <input type="checkbox"/> Ms. 女士 <input type="checkbox"/> Others 其他 |
|  | HKID/ Passport No.<br>香港身份證號碼 / 護照號碼   |  |
|  | Document Type<br>身份證明文件類別  |  |
|  | Issuing Country/Region<br>簽發國家 / 地區  |  |
|  | Mobile Phone Number<br>(for receiving SMS related to<br>BEA Corporate Online)<br>流動電話號碼<br>(用作收取東亞企業網上銀<br>行服務相關之電話短訊)   | Country code                      Area code (if any) + Phone number<br>國家編號 _____ 地區編號 (如有) + 電話號碼 _____   |
|  | Email Address 電郵地址   |  |
|  | Username# 用戶名稱   |  |
| User Authorities and User Roles<br>用戶權限及用戶身份   | <input checked="" type="checkbox"/> Signer ^ 簽核者 ^<br>(please tick the following group(s) where appropriate) (請選擇以下適用之組別)<br>(Specific signing group-optional) <input type="checkbox"/> Signer-A <input type="checkbox"/> Signer-B <input type="checkbox"/> Signer-C<br>(指定簽核組別 - 可選擇提供與否) <input type="checkbox"/> 簽核者 -A <input type="checkbox"/> 簽核者 -B <input type="checkbox"/> 簽核者 -C |  |
|  | Please select if applicable:<br>請選擇 (如適用):<br><input type="checkbox"/> Authorised Person* 獲授權人士 *<br>(already including the role of Administrator) (已包括管理者之身份)<br><input type="checkbox"/> Administrator** 管理者 **  |  |
| <input type="checkbox"/> Add<br>增加<br><br><input type="checkbox"/> Delete<br>刪除<br><br><input type="checkbox"/> Change<br>更改   | Name 姓名  |  |
|  | Title 稱謂   | <input type="checkbox"/> Mr. 先生 <input type="checkbox"/> Miss 小姐 <input type="checkbox"/> Mrs. 太太 <input type="checkbox"/> Ms. 女士 <input type="checkbox"/> Others 其他 |
|  | HKID/ Passport No.<br>香港身份證號碼 / 護照號碼   |  |
|  | Document Type<br>身份證明文件類別  |  |
|  | Issuing Country/Region<br>簽發國家 / 地區  |  |
|  | Mobile Phone Number<br>(for receiving SMS related to<br>BEA Corporate Online)<br>流動電話號碼<br>(用作收取東亞企業網上銀<br>行服務相關之電話短訊)   | Country code                      Area code (if any) + Phone number<br>國家編號 _____ 地區編號 (如有) + 電話號碼 _____   |
|  | Email Address 電郵地址   |  |
|  | Username# 用戶名稱   |  |
| User Authorities and User Roles<br>用戶權限及用戶身份   | <input checked="" type="checkbox"/> Signer ^ 簽核者 ^<br>(please tick the following group(s) where appropriate) (請選擇以下適用之組別)<br>(Specific signing group-optional) <input type="checkbox"/> Signer-A <input type="checkbox"/> Signer-B <input type="checkbox"/> Signer-C<br>(指定簽核組別 - 可選擇提供與否) <input type="checkbox"/> 簽核者 -A <input type="checkbox"/> 簽核者 -B <input type="checkbox"/> 簽核者 -C |  |
|  | Please select if applicable:<br>請選擇 (如適用):<br><input type="checkbox"/> Authorised Person* 獲授權人士 *<br>(already including the role of Administrator) (已包括管理者之身份)<br><input type="checkbox"/> Administrator** 管理者 **  |  |
| # Maximum length of Username is 20 and minimum is 6 with alphanumeric characters. 用戶名稱可以包含 6 至 20 位的字母與數字。<br>^ Signer can "View/Input/Sign" the financial and other non-administrative transactions. 簽核者可以 "查看 / 輸入 / 簽核" 財務及其他非管理交易。<br>* Authorised Person can "View/Input/Sign" the administrative transactions, financial and other non-administrative transactions. 獲授權人士可以 "查看 / 輸入 / 簽核" 管理交易, 財務及其他非管理交易。<br>** Administrator can "View/Input/Sign" the administrative transactions. 管理者可以 "查看 / 輸入 / 簽核" 管理交易。 |  |  |



|  |  |  |
|--|--|--|
| <input type="checkbox"/> Add<br>增加<br><br><input type="checkbox"/> Delete<br>刪除<br><br><input type="checkbox"/> Change<br>更改   | Name 姓名  |  |
|  | Title 稱謂   | <input type="checkbox"/> Mr. 先生 <input type="checkbox"/> Miss 小姐 <input type="checkbox"/> Mrs. 太太 <input type="checkbox"/> Ms. 女士 <input type="checkbox"/> Others 其他 |
|  | HKID/ Passport No.<br>香港身份證號碼 / 護照號碼   |  |
|  | Document Type<br>身份證明文件類別  |  |
|  | Issuing Country/Region<br>簽發國家 / 地區  |  |
|  | Mobile Phone Number<br>(for receiving SMS related to<br>BEA Corporate Online)<br>流動電話號碼<br>(用作收取東亞企業網上銀<br>行服務相關之電話短訊)   | Country code                      Area code (if any) + Phone number<br>國家編號 _____ 地區編號 (如有) + 電話號碼 _____   |
|  | Email Address 電郵地址   |  |
|  | Username# 用戶名稱   |  |
| User Authorities and User Roles<br>用戶權限及用戶身份   | <input checked="" type="checkbox"/> Signer ^ 簽核者 ^<br>(please tick the following group(s) where appropriate) (請選擇以下適用之組別)<br>(Specific signing group-optional) <input type="checkbox"/> Signer-A <input type="checkbox"/> Signer-B <input type="checkbox"/> Signer-C<br>(指定簽核組別 - 可選擇提供與否) <input type="checkbox"/> 簽核者 -A <input type="checkbox"/> 簽核者 -B <input type="checkbox"/> 簽核者 -C |  |
|  | Please select if applicable:<br>請選擇 (如適用):<br><input type="checkbox"/> Authorised Person* 獲授權人士 *<br>(already including the role of Administrator) (已包括管理者之身份)<br><input type="checkbox"/> Administrator** 管理者 **  |  |
| <input type="checkbox"/> Add<br>增加<br><br><input type="checkbox"/> Delete<br>刪除<br><br><input type="checkbox"/> Change<br>更改   | Name 姓名  |  |
|  | Title 稱謂   | <input type="checkbox"/> Mr. 先生 <input type="checkbox"/> Miss 小姐 <input type="checkbox"/> Mrs. 太太 <input type="checkbox"/> Ms. 女士 <input type="checkbox"/> Others 其他 |
|  | HKID/ Passport No.<br>香港身份證號碼 / 護照號碼   |  |
|  | Document Type<br>身份證明文件類別  |  |
|  | Issuing Country/Region<br>簽發國家 / 地區  |  |
|  | Mobile Phone Number<br>(for receiving SMS related to<br>BEA Corporate Online)<br>流動電話號碼<br>(用作收取東亞企業網上銀<br>行服務相關之電話短訊)   | Country code                      Area code (if any) + Phone number<br>國家編號 _____ 地區編號 (如有) + 電話號碼 _____   |
|  | Email Address 電郵地址   |  |
|  | Username# 用戶名稱   |  |
| User Authorities and User Roles<br>用戶權限及用戶身份   | <input checked="" type="checkbox"/> Signer ^ 簽核者 ^<br>(please tick the following group(s) where appropriate) (請選擇以下適用之組別)<br>(Specific signing group-optional) <input type="checkbox"/> Signer-A <input type="checkbox"/> Signer-B <input type="checkbox"/> Signer-C<br>(指定簽核組別 - 可選擇提供與否) <input type="checkbox"/> 簽核者 -A <input type="checkbox"/> 簽核者 -B <input type="checkbox"/> 簽核者 -C |  |
|  | Please select if applicable:<br>請選擇 (如適用):<br><input type="checkbox"/> Authorised Person* 獲授權人士 *<br>(already including the role of Administrator) (已包括管理者之身份)<br><input type="checkbox"/> Administrator** 管理者 **  |  |
| # Maximum length of Username is 20 and minimum is 6 with alphanumeric characters. 用戶名稱可以包含 6 至 20 位的字母與數字。<br>^ Signer can "View/Input/Sign" the financial and other non-administrative transactions. 簽核者可以 "查看 / 輸入 / 簽核" 財務及其他非管理交易。<br>* Authorised Person can "View/Input/Sign" the administrative transactions, financial and other non-administrative transactions. 獲授權人士可以 "查看 / 輸入 / 簽核" 管理交易, 財務及其他非管理交易。<br>** Administrator can "View/Input/Sign" the administrative transactions. 管理者可以 "查看 / 輸入 / 簽核" 管理交易。 |  |  |

|  |  |  |
|--|--|--|
| <input type="checkbox"/> Add<br>增加<br><br><input type="checkbox"/> Delete<br>刪除<br><br><input type="checkbox"/> Change<br>更改 | Name 姓名  |  |
|  | Title 稱謂   | <input type="checkbox"/> Mr. 先生 <input type="checkbox"/> Miss 小姐 <input type="checkbox"/> Mrs. 太太 <input type="checkbox"/> Ms. 女士 <input type="checkbox"/> Others 其他 |
|  | HKID/ Passport No.<br>香港身份證號碼 / 護照號碼   |  |
|  | Document Type<br>身份證明文件類別  |  |
|  | Issuing Country/Region<br>簽發國家 / 地區  |  |
|  | Mobile Phone Number<br>(for receiving SMS related to<br>BEA Corporate Online)<br>流動電話號碼<br>(用作收取東亞企業網上銀<br>行服務相關之電話短訊)   | Country code                      Area code (if any) + Phone number<br>國家編號 _____ 地區編號 (如有) + 電話號碼 _____   |
|  | Email Address 電郵地址   |  |
|  | Username# 用戶名稱   |  |
| User Authorities and User Roles<br>用戶權限及用戶身份   | <input checked="" type="checkbox"/> Signer ^ 簽核者 ^<br>(please tick the following group(s) where appropriate) (請選擇以下適用之組別)<br>(Specific signing group-optional) <input type="checkbox"/> Signer-A <input type="checkbox"/> Signer-B <input type="checkbox"/> Signer-C<br>(指定簽核組別 - 可選擇提供與否) <input type="checkbox"/> 簽核者 -A <input type="checkbox"/> 簽核者 -B <input type="checkbox"/> 簽核者 -C |  |
|  | Please select if applicable:<br>請選擇 (如適用):<br><input type="checkbox"/> Authorised Person* 獲授權人士 *<br>(already including the role of Administrator) (已包括管理者之身份)<br><input type="checkbox"/> Administrator** 管理者 **  |  |

Additional Number of login PIN required for Normal User designated by AP: \_\_\_\_\_ (maximum 10)

額外普通用戶登入密碼之數目 (由獲授權人士指派): \_\_\_\_\_ (最多 10 個)

I/We would like to collect the following PIN(s) by:  
本公司擬透過下列方式領取以下密碼:

In-Branch: \_\_\_\_\_ Branch  
親身領取: \_\_\_\_\_ 分行

By Post <sup>1</sup>  
平郵寄出 <sup>1</sup>

Note:

- In order to receive an one-time password, customer has to register an email address with the Bank and its Authorised Person has to register a mobile phone number with the Bank. 為接收一次性專用密碼，客戶需於本行登記電郵地址，而其獲授權人士需於本行登記流動電話號碼。

Under normal circumstances, the Bank will send a new PIN Mailer to the customer by post around 6 business days of receiving this PIN request form. One-time password will be sent to the registered mobile phone number for activation of PIN and email notification will be sent to the registered email address. For customer with no registered email address or Authorised Person with no registered mobile phone number with the Bank, please apply to the Bank separately.

於一般情況下，本行將於收到申請書後約 6 個工作天內寄出新密碼函。一次性密碼將發送到於本行登記的流動電話號碼以啟動新密碼，而有關通知將發送到於本行登記的電郵地址。如客戶於本行沒有登記電郵地址或獲授權人士沒有登記流動電話號碼，請另行向本行申請。

# Maximum length of Username is 20 and minimum is 6 with alphanumeric characters. 用戶名稱可以包含 6 至 20 位的字母與數字。

^ Signer can "View/Input/Sign" the financial and other non-administrative transactions. 簽核者可以“查看/輸入/簽核”財務及其他非管理交易。

\* Authorised Person can "View/Input/Sign" the administrative transactions, financial and other non-administrative transactions. 獲授權人士可以“查看/輸入/簽核”管理交易，財務及其他非管理交易。

\*\* Administrator can "View/Input/Sign" the administrative transactions. 管理者可以“查看/輸入/簽核”管理交易。

| (for Bank use only) | Role                                    | No. of Users | Login PIN | Signer PIN |
|---------------------|---|--------------|-----------|------------|
|                     | AP                                      |              |           |            |
|                     | Signer Only                             |              |           |            |
|                     | Users (include SysAdm and Normal Users) |              |           |            |

I/We hereby request the Bank to change the Signing Arrangement. We acknowledge that we will be liable for whatsoever error therein and consequence arising therefrom.

本人（等）要求東亞銀行更改以下簽核者之簽署權限。本人（等）瞭解如有任何錯漏或由此而引致之任何後果，本人（等）須完全負責。

(Please  where appropriate 請在適當方格內加 )

**Signing Arrangement (Pre-defined Approval Workflow)**

簽核者之簽署權限（預設之審批流程）

Approval Flow Type: Parallel 審批流程類別: 並行

**Administrative Transaction (High Risk)\* (Approved by Authorised Person only)**

管理交易（高風險）\*（只可由獲授權人士簽核）

(please choose one)（請選擇一項）

Any one 其中任何一位簽核者

Any two 其中任何一位簽核者

Any three 其中任何一位簽核者

\* Remark:

For the details and scope of such type of administrative transaction, please refer to the FAQ published by the Bank. The Bank may at all times and from time to time in its sole discretion update the details and scope of such type of administrative transaction through the FAQ or other different channels, including the Bank's website.

\* 註:

有關此類管理交易的詳情及範圍，請參閱東亞銀行發布的常見問題。東亞銀行可隨時自行決定並不時透過常見問題或其他不同渠道（包括銀行網站）更新此類管理交易的詳情和範圍。

**Administrative Transaction (Low Risk)\* (Approved by Authorised Person or Administrator)**

管理交易（低風險）\*（可由獲授權人士或管理者簽核）

(please choose one)（請選擇一項）

Any one 其中任何一位簽核者

Any two 其中任何一位簽核者

\* Remark:

For the details and scope of such type of administrative transaction, please refer to the FAQ published by the Bank. The Bank may at all times and from time to time in its sole discretion update the details and scope of such type of administrative transaction through the FAQ or other different channels, including the Bank's website.

\* 註:

有關此類管理交易的詳情及範圍，請參閱東亞銀行發布的常見問題。東亞銀行可隨時自行決定並不時透過常見問題或其他不同渠道（包括銀行網站）更新此類管理交易的詳情和範圍。

**Transaction for Related Account(s) or Associated Account(s)**

指定賬戶或聯繫戶口之交易

(please choose one)（請選擇一項）

Any one Signer 其中任何一位簽核者

Any one Signer from Group A 其中任何一位組別 A 之簽核者

Any two Signers 其中任何二位簽核者

Any one Signer + Any one Signer from Group A 其中任何一位簽核者 + 其中任何一位組別 A 之簽核者

Any one Signer from Group A + Any one Signer from Group B 其中任何一位組別 A 之簽核者 + 其中任何一位組別 B 之簽核者

Any three Signers 其中任何三位簽核者

**Transaction Related to Third Party Account(s)**  
**第三方戶口之交易**

(please choose one) ( 請選擇一項 )

- Any one Signer 其中任何一位簽核者
- Any one Signer from Group A 其中任何一位組別 A 之簽核者
- Any two Signers 其中任何二位簽核者
- Any one Signer + Any one Signer from Group A 其中任何一位簽核者 + 其中任何一位組別 A 之簽核者
- Any one Signer from Group A + Any one Signer from Group B 其中任何一位組別 A 之簽核者 + 其中任何一位組別 B 之簽核者
- Any three Signers 其中任何三位簽核者

**Transaction Related to Payroll and Autopay**  
**支薪及自動轉賬之交易**

(please choose one) ( 請選擇一項 )

- Any one Signer 其中任何一位簽核者
- Any one Signer from Group A 其中任何一位組別 A 之簽核者
- Any two Signers 其中任何二位簽核者
- Any one Signer + Any one Signer from Group A 其中任何一位簽核者 + 其中任何一位組別 A 之簽核者
- Any one Signer from Group A + Any one Signer from Group B 其中任何一位組別 A 之簽核者 + 其中任何一位組別 B 之簽核者
- Any three Signers 其中任何三位簽核者

I/We hereby request the Bank to change the Daily Transaction Limits as below. We acknowledge that we will be liable for whatsoever error therein and consequence arising therefrom.

本人（等）要求東亞銀行更改以下交易限額。本人（等）瞭解如有任何錯漏或由此而引致之任何後果，本人（等）須完全負責。

| Daily Transaction Limits<br>每日交易限額   |   |   |   |  |
|--|---|---|---|--|
| Internet Channel<br>網上理財   |   |   |   |  |
| Transfer Type<br>轉賬類別  | (A)<br>Daily Transaction Limit <sup>1,4</sup><br>賬戶每日交易限額 <sup>1,4</sup><br><br>(The limit will be shared by the relevant Service Type(s) in column (B))<br>(限額將會與(B)欄相關服務類別共用) | (B)<br>Daily Sub-Limit for Service Type<br>服務類別分項限額                                       |   | Signing Method<br>簽核方法                                 |
|  |   | Service Type<br>服務類別  | Sub Limit <sup>1,4</sup><br>分項限額 <sup>1,4</sup> |  |
| Related Account and Associated Account<br>指定賬戶及聯繫戶口<br>(Max. per day: Unlimited)<br>(每日最高限額：無上限)   |   | N/A<br>不適用  | N/A<br>不適用                                      | By Signer PIN only<br>使用簽核者密碼                          |
| Pre-designated Third Party Account<br>(BEA and other banks)<br>預先登記之第三方戶口<br>(東亞銀行及其他銀行)<br><br>(Max. per day: HK\$10,000,000)<br>(每日最高限額：港幣10,000,000元)                         |   | Fund Transfer & Remittance<br>轉賬及匯款   |   | Both Signer PIN and OTP are required<br>使用簽核者密碼及短訊交易密碼 |
|  |   | Bill Payment <sup>2</sup><br>賬單繳費 <sup>2</sup>  |   |  |
|  |   | Bill Payment<br>賬單繳費<br><br>- high-risk merchant <sup>2,3</sup><br>- 高風險商戶 <sup>2,3</sup> |   |  |
| Non-designated Third Party Accounts <sup>3</sup><br>(BEA and other banks)<br>未登記之第三方戶口 <sup>3</sup><br>(東亞銀行及其他銀行)<br><br>(Max. per day: HK\$1,000,000)<br>(每日最高限額：港幣1,000,000元) |   | Fund Transfer & Remittance<br>轉賬及匯款   |   | Both Signer PIN and OTP are required<br>使用簽核者密碼及短訊交易密碼 |
| Payroll & Autopay<br>(BEA and other banks)<br>支薪及自動轉賬<br>(東亞銀行及其他銀行)<br><br>(Max. per day: HK\$3,000,000)<br>(每日最高限額：港幣3,000,000元)   |   | Autopay 自動轉賬  |   | Both Signer PIN and OTP are required<br>使用簽核者密碼及短訊交易密碼 |
|  |   | Payroll 支薪  |   |  |

<sup>1</sup> Fields under columns (A) and (B) in the table must be completed.

- Column (B) is the daily sub-limit of column (A).
- The daily sub-limit for each service type in column (B) cannot exceed the corresponding daily transaction limit in column (A), which will be shared by all the relevant service type(s) in column (B). For the avoidance of doubt, notwithstanding the sub-limit stated for the service type in column (B), if the aggregate daily transaction amount of all the relevant service type(s) in column (B) meets the corresponding daily transaction limit in column (A), no further transaction for any of the relevant service type(s) in column (B) can be performed.

表格內的 (A) 及 (B) 欄必須填寫。

- (B) 欄是 (A) 欄的分項限額。
- 每一項 (B) 欄設定的服務類別分項限額不可超過相應的 (A) 欄設定的賬戶每日交易限額，而該賬戶每日交易限額將會被所有相關 (B) 欄服務類別的分項限額共用。為避免生疑問，不論 (B) 欄服務類別分項限額，若 (B) 欄所有相關服務類別的每日總交易金額達到 (A) 欄相應的賬戶每日交易限額，則 (B) 欄任何相關服務類別的進一步交易將不可被執行。

<sup>2</sup> The daily accumulated transaction limit for bill payments classified as high-risk merchant cannot exceed the overall limit for bill payments. The daily transaction limit for high-risk merchant payments applies to all types of merchant except the following:

- Government or Statutory Organisation
- Public Utility
- Education: Primary or Secondary School
- Education: Post-secondary or Specialised Institution

The Bank shall have the right to revise the types of merchant that will fall under the high-risk merchant category from time to time at its own discretion.

高風險商戶之賬單繳費每日累積交易限額不可超過賬單繳費之總限額。高風險商戶繳款之每日交易限額適用於所有收款商戶類別，惟以下商戶類別除外：

- 政府或法定機構
- 公用事業機構
- 教育：小學或中學
- 教育：專上或專業學府

東亞銀行有權不時修訂高風險商戶所包括之商戶類別。

<sup>3</sup> The transaction limit will be automatically reset to zero if no fund transfer/payment transaction is conducted through BEA Corporate Online for 18 consecutive months.

如連續 18 個月沒有使用東亞企業網上銀行服務進行轉賬 / 賬單繳費，交易限額將自動重設為零。

<sup>4</sup> If no amount is filled in, the relevant maximum amount will apply (except for non-designated third party accounts).

如客戶沒有填寫限額，將被設定為相關最高限額（未登記之第三方戶口除外）。

Note:

There is no daily transaction limit for fund transfers to Related Accounts and Associated Accounts. However, please be advised to set the daily transaction limit for these transaction types for security reasons.

註：

轉賬至指定賬戶及聯繫戶口皆不設每日最高交易限額，但基於保安理由，客戶應就這些交易類別預設每日交易限額。

Payroll & Autopay Deposit Limit (per deposit account per day):  
(i.e. cannot exceed the accumulated daily limit as specified in Daily Transaction Limits)

支薪及自動轉賬存款限額（每日每賬戶）：  
（不可超過每日交易限額）

HK\$  
港幣

#### Telephone Channel 電話理財

Daily Transaction Limit<sup>4</sup>  
賬戶每日交易限額<sup>4</sup>

Related Account (Max. per day: HK\$1,000,000)  
指定賬戶（每日最高限額為港幣 1,000,000 元）

Pre-designated Third Party Account in BEA (Max. per day:  
HK\$500,000)  
預先登記之東亞銀行第三方戶口（每日最高限額為港幣  
500,000 元）

Note:

Fund transfer to other Local Bank's Pre-designated Third Party Account(s) and Non-designated Third Party Account(s) is not available through telephone channel.

註：

電話理財並不提供預先登記之其他本地銀行第三方戶口及未登記之第三方戶口轉賬服務。

I/We hereby request the Bank to setup the customised authorisation matrix as below. We acknowledge that we will be liable for whatsoever error therein and consequence arising therefrom.

本人（等）要求東亞銀行設定以下自訂授權分配表。本人（等）瞭解如有任何錯漏或由此而引致之任何後果，本人（等）須完全負責。

| Customised Authorisation matrix<br>自訂授權分配表   |  |   |  |  |
|--|--|---|--|--|
| User Authority – Signing Group<br>用戶權限 - 簽核組別  |  |   |  |  |
| Signing Group<br>簽核組別  | Group Name <sup>1</sup><br>組別名稱 <sup>1</sup>                                       | Group Description <sup>2</sup><br>組別描述 <sup>2</sup> |  |  |
| Signer A   |  |   |  |  |
| Signer B   |  |   |  |  |
| Signer C   |  |   |  |  |
| Approval Workflow<br>審批流程  |  |   |  |  |
| Workflow Name <sup>1</sup><br>流程名稱 <sup>1</sup>  | Workflow Description <sup>2</sup><br>流程描述 <sup>2</sup>                             | Level One<br>層級一<br>Signing Group(s)<br>簽核組別        | Level Two<br>層級二<br>Signing Group(s)<br>簽核組別 | Level Three<br>層級三<br>Signing Group(s)<br>簽核組別 |
| e.g. WF01  | <i>Two levels of approval at least one Group A Signer</i>                          | A+B+C   | A  | -  |
| e.g. WF02  | <i>Three levels of approval at least one Group A Signer and one Group B Signer</i> | A+B+C   | A  | B  |
|  |  |   |  |  |
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|  |  |   |  |  |
| <sup>1</sup> Maximum length of Group Name, Workflow Name and Rule Name is 20 and minimum is 20 with alphanumeric characters respectively.<br>組別名稱，流程名稱及規則名稱各最少 1 個字及最多為 20 個字。<br><sup>2</sup> Maximum length of Group Description, Workflow Description and Rule Description is 100 alphanumeric characters respectively.<br>組別描述，流程描述及規則描述各最多為 100 個字。 |  |   |  |  |

(Please  where appropriate 請在適當方格內加 )

| Approval Flow Type<br>審批流程類別   |  |  |                          |                       |
|--|--|--|--------------------------|-----------------------|
| <input type="checkbox"/> Parallel 並行 <input type="checkbox"/> Sequential 順序  |  |  |                          |                       |
| Approval Rule<br>審批規則  |  |  |                          |                       |
| <input type="checkbox"/> Transaction related to Related Account 指定賬戶之交易      |  |  |                          |                       |
| Rule Name <sup>1</sup><br>規則名稱 <sup>1</sup>                                  | Rule Description <sup>2</sup><br>規則描述 <sup>2</sup> | Amount Range (HK\$)<br>per Transaction<br>金額範圍 (港幣)<br>(每筆交易) <sup>3</sup> |                          | Workflow Name<br>流程名稱 |
|  |  | From (over)<br>由 (大於)  | To (inclusive)<br>至 (包括) |                       |
| e.g. Fund Transfer to Own Account \$0-\$10000                                | Fund Transfer to Own Account \$0-\$10000           | 0  | 10000                    | WF01                  |
| e.g. Fund Transfer to Own Account \$10000-\$20000                            | Fund Transfer to Own Account \$10000-\$20000       | 10000  | 20000                    | WF02                  |
|  |  |  |                          |                       |
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|  |  |  |                          |                       |
|  |  |  |                          |                       |
|  |  |  |                          |                       |
| <input type="checkbox"/> Transaction related to Third Party Account 第三方戶口之交易 |  |  |                          |                       |
| Rule Name <sup>1</sup><br>規則名稱 <sup>1</sup>                                  | Rule Description <sup>2</sup><br>規則描述 <sup>2</sup> | Amount Range (HK\$)<br>per Transaction<br>金額範圍 (港幣)<br>(每筆交易) <sup>3</sup> |                          | Workflow Name<br>流程名稱 |
|  |  | From (over)<br>由 (大於)  | To (inclusive)<br>至 (包括) |                       |
|  |  |  |                          |                       |
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<sup>1</sup> Maximum length of Group Name, Workflow Name and Rule Name is 20 and minimum is 20 with alphanumeric characters respectively.  
組別名稱、流程名稱及規則名稱各最少 1 個字及最多為 20 個字。

<sup>2</sup> Maximum length of Group Description, Workflow Description and Rule Description is 100 alphanumeric characters respectively.  
組別描述、流程描述及規則描述各最多為 100 個字。

<sup>3</sup> Over HKD0.00 means starting from HKD0.01.  
大於 HKD0.00 即為 HKD0.01 起。



Transaction related to Payroll and Autopay 支薪及自動轉賬之交易

| Rule Name <sup>1</sup><br>規則名稱 <sup>1</sup> | Rule Description <sup>2</sup><br>規則描述 <sup>2</sup> | Amount Range (HK\$)<br>per Transaction<br>金額範圍 (港幣)<br>(每筆交易) <sup>3</sup> |                          | Workflow Name<br>流程名稱 |
|---|--|--|--------------------------|-----------------------|
|   |  | From (over)<br>由 (大於)  | To (inclusive)<br>至 (包括) |                       |
|   |  |  |                          |                       |
|   |  |  |                          |                       |
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|   |  |  |                          |                       |

<sup>1</sup> Maximum length of Group Name, Workflow Name and Rule Name is 20 and minimum is 20 with alphanumeric characters respectively.  
組別名稱，流程名稱及規則名稱各最少 1 個字及最多為 20 個字。

<sup>2</sup> Maximum length of Group Description, Workflow Description and Rule Description is 100 alphanumeric characters respectively.  
組別描述，流程描述及規則描述各最多為 100 個字。

<sup>3</sup> Over HKD0.00 means starting from HKD0.01.  
大於 HKD0.00 即為 HKD0.01 起。

We confirm that nothing herein contained shall affect the validity of any transactions done through various electronic channel(s) of the BEA Corporate Online before the Bank shall receive our request hereof.

**Opt-out from Use of Personal Data in Direct Marketing  
(Applicable to the Personal Information of the Account Holder (Except Limited Company))**

**Note: You can check  more than one box below.**

- The Bank may itself use the personal data of the Account Holder in direct marketing. The Account Holder should check  in the box on the left side of this item if you do not wish the Bank itself to use the data of the Account Holder in direct marketing.
- The Bank may, **without any direct gain**, provide the personal data of the Account Holder **to other persons** for their use in direct marketing and, whether or not such persons are members of the Bank's group. The Account Holder should check  in the box on the left side of this item if the Account Holder does not wish the Bank, **without any direct gain**, to provide the personal data of the Account Holder to **any other persons** for their use in direct marketing.
- The Bank may provide the personal data of the Account Holder to **other persons** for their use in direct marketing and, **in return for money or other property**, whether or not such persons are members of the Bank's group. The Account Holder should check  in the box on the left side of this item if the Account Holder does not wish the Bank to provide the personal data of the Account Holder to any other persons for their use in direct marketing in return for money or other property.

**The above represents the present choice of the Account Holder whether or not to receive direct marketing contact or information. This replaces any choice communicated by the Account Holder to the Bank prior to this application.**

Please note that the above choice applies to the direct marketing of the classes of products, services and/or subjects as set out in The Personal Data (Privacy) Ordinance - Personal Information Collection (Customers) Statement of the Bank ( "Statement" ). Please also refer to the Statement for the kinds of personal data which may be used in direct marketing, the classes of persons to which the personal data of the Account Holder may be provided for use in direct marketing and the channel through which the Account Holder may communicate the consent or opt-out request without charge in relation to the intend use of the personal data of the Account Holder.

The Account Holder hereby confirms that the Bank's notification regarding collection, use and provision of personal data as set out in the Bank's Statement have been read and understood.

本客戶確認在貴行接獲本客戶發出更改指示之前，原先透過東亞企業網上銀行服務不同電子媒介所作之一切交易，其效力概不受影響。

**選擇拒絕在直接促銷中使用個人資料  
(適用於戶口持有人之個人資料(有限公司除外))**

註：戶口持有人可在以下多於一個方格內加上剔號

- 本行本身可能會使用戶口持有人的個人資料作直接促銷。如戶口持有人不希望本行本身在直接促銷中使用戶口持有人的個人資料，請在此項左邊的方格內加上剔號。
- 本行可能在**沒有直接回報的情況下**將戶口持有人的個人資料**提供予其他人士**，以供該等人士在直接促銷中使用，不論該等人士是否本行集團成員。如戶口持有人不希望本行在**沒有直接回報的情況下**將戶口持有人的個人資料**提供予任何其他人士**，以供該等人士在直接促銷中使用，請在此項左邊的方格內加上剔號。
- 本行可能將戶口持有人的個人資料**提供予其他人士**，以供該等人士在直接促銷中使用（不論該等人士是否本行集團成員），**以獲得金錢或其他財產的回報**。如戶口持有人不希望本行將戶口持有人的個人資料提供予任何其他人士供該等人士在直接促銷中使用，以獲得金錢或其他財產的回報，請在此項左邊的方格內加上剔號。

以上代表戶口持有人目前就是否希望收到直接促銷聯繫或資訊的選擇，並取代戶口持有人於本申請前向本行傳達的任何選擇。

請注意戶口持有人以上的選擇適用於本行的「個人資料(私隱)條例 - 個人資料收集(客戶)聲明」(「該聲明」)中所列出的產品、服務及/或標的類別的直接促銷。戶口持有人亦可參閱該聲明以得知在直接促銷中可使用的個人資料的種類、戶口持有人的個人資料可提供予什麼類別的人士作直接促銷用途、及戶口持有人可在無需向本行繳費的情況下就戶口持有人的個人資料擬進行之使用傳達同意或拒絕要求的途徑。

戶口持有人在此確認已細閱及明白該聲明，本行收集、使用及提供個人資料的有關條文通知。

S.V

Authorised Signature(s)  
(Please use the signature(s) on record at BEA)