

Corporate Cyberbanking

To : The Bank of East Asia, Limited ("BEA" or "the Bank")

Date : _____

Change of Account Related Information

Corporate Cyberbanking Account Number : _____
 Account Name : _____
 Business Registration Certificate No. : _____
 Certificate of Incorporation No. (If applicable) : _____
 Email Address* : _____

We hereby request the Bank to change the account related information of the subject account as below. We acknowledge that we will be liable for whatsoever error therein and consequence arising therefrom:

<input type="checkbox"/> Addition of the No. of Signers in Class A, B and C		
Class A	Class B	Class C
<u>Name</u>	<u>HKID/Passport No.</u>	<u>Signer ID (e.g. A01, A02)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

<input type="checkbox"/> Deletion of Signers in Class A, B and C (e.g. A01-A03, B05)

<input type="checkbox"/> Change of Signing Authority**			
Online transaction limit reduction performed by the Administrator(s) (i.e. According to the authorisation for system administration on the application form upon account opening)			
<input type="checkbox"/> Add <input type="checkbox"/> Cancel			
Between Related Account(s) and Associated Account(s) (Please choose ONE only)			
<input type="checkbox"/> By any one signer <input type="checkbox"/> By any two signers <input type="checkbox"/> By any three signers			
<input type="checkbox"/> According to the Authorisation Matrix as below:			
Signer 1	Signer 2	Signer 3	Limit (HK\$ or equivalent)
A	--	--	
B	--	--	
C	--	--	
A	A	--	
A	B	--	
A	C	--	
B	B	--	
B	C	--	
C	C	--	
A	A	A	
A	A	B	
A	A	C	
B	B	B	
B	B	A	
B	B	C	
C	C	C	
C	C	B	
C	C	A	
A	B	C	

To Third Party Account(s) (Please choose ONE only)

- By any one signer By any two signers By any three signers
 According to the Authorisation Matrix as below:

Signer 1	Signer 2	Signer 3	Limit (HK\$ or equivalent)
A	--	--	
B	--	--	
C	--	--	
A	A	--	
A	B	--	
A	C	--	
B	B	--	
B	C	--	
C	C	--	
A	A	A	
A	A	B	
A	A	C	
B	B	B	
B	B	A	
B	B	C	
C	C	C	
C	C	B	
C	C	A	
A	B	C	

Notes:

1. A daily transaction limit of over HK\$5M or its equivalent for fund transfers to pre-designated 3rd party accounts (BEA and other banks) and bill payments must be authenticated by a one-time password or i-Token.
2. A daily transaction limit of over HK\$10M or its equivalent for fund transfers to pre-designated 3rd party accounts (BEA and other banks) and bill payments must be authenticated by 2 signers using i-Token.

- * A notification of the selected transaction status will be sent to that email address and/or corresponding signer's email address.
 ** By filling in this field, you will replace the existing Company Signing Authority.

Change of Instructions for Investment Services (Applicable to CorporatePlus Account only)

Any ONE of the following person(s) is authorised to complete any risk assessment procedures (including but not limited to completing the Risk Assessment Questionnaire), effect transactions and give instructions on behalf of the Customer through Corporate Cyberbanking in relation to the Securities Account and/or Linked Deposit Account (as indicated below) from time to time opened or maintained by the Customer:

<u>Add</u>	<u>Delete</u>	<u>Name #</u>	<u>Signer ID</u> (e.g. A01, A02)	<u>Securities Account</u>	<u>Linked Deposit Account</u>	<u>Corporate Action</u>
<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"/>
<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"/>

Each of the abovenamed individual(s) must be an Authorised Person appointed by the Customer in Schedule 8 of the CorporatePlus Account Account Opening Application Form or authorised subsequently.

Note:

The Customer shall arrange that each of the abovenamed individual(s) be appointed as a Signer and be assigned a Signer's ID and PIN provided by the Bank. For security reasons, please change the existing PIN(s) or request new PIN(s) from the Bank.

Change of Daily Transaction Limits

Transfer Type	(A) Daily Transaction Limit ¹ (The limit will be shared by the relevant Service Type(s) in column (B))	(B) Daily Sub-Limit for Service Type		Signing Method (Depending on the limit set in column (A))
		Service Type	Sub-Limit ¹	
Related Account and Associated Account (Max. per day: Unlimited)		N/A	N/A	By Signer PIN only
Pre-designated 3rd Party Account (BEA and other banks) (Max. per day: Unlimited)		Fund Transfer & Remittance		Daily Limit set in column (A):- 1. HK\$5,000,000 or below, - By Signer PIN only 2. More than HK\$5,000,000 to HK\$10,000,000, - Both Signer PIN and OTP are required; or - By i-Token with Signer PIN only ⁶ 3. More than HK\$10,000,000, - 2 i-Tokens with Signer PIN are required ⁶
		Bill Payment (including E-bills) ²		
		Bill Payment (including E-bills) - high-risk merchant ^{2 3}		
		Trade Services		By Signer PIN only
Non-designated 3rd Party Accounts ³ (BEA and other banks) (Max. per day: HK\$2,000,000)		Fund Transfer & Remittance		Daily Limit set in column (A):- 1. HK\$1,000,000 or below, - Both Signer PIN and OTP are required; or - By i-Token with Signer PIN only ⁶ 2. More than HK\$1,000,000, - i-Token with Signer PIN is required ⁶
		Trade Services		
e-Cheque Services ^{3 4} (e-Cheque Issuance Service) (Max. per day: HK\$2,000,000)		N/A	N/A	- Both Signer PIN and OTP are required; or - By i-Token with Signer PIN only ⁶
Payroll and Auto-pay ⁵ (BEA and other banks) (Max. per day: HK\$5,000,000)		Payroll		Daily Limit set in column (A):- 1. HK\$3,000,000 or below, - Both Signer PIN and OTP are required; or - By i-Token with Signer PIN only ⁶ 2. More than HK\$3,000,000, - i-Token with Signer PIN is required ⁶
		Auto-pay (Max. per day: HK\$3,000,000)		

¹ 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.

² The daily accumulated transaction limit for bill payments (including E-bills) classified as high-risk merchant cannot exceed the overall limit for bill payments (including E-bills). 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.

³ The transaction limit will be automatically reset to zero if no fund transfer/payment/e-Cheque issuance transaction is conducted through Corporate Cyberbanking for 18 consecutive months.

⁴ If no application for BEA fund transfer to non-designated 3rd party account(s) (BEA and other banks) service has been made or such service has been suspended, only e-Cheque presentment service can be used.

⁵ Maximum limit of Payroll and Auto-pay is HK\$5,000,000, while the daily sub-limit of Auto-pay is HK\$3,000,000.

⁶ Subject to acceptance and approval of application of i-Token Service by the Bank

Note:

There is no daily transaction limit for fund transfers to Related Accounts, Associated Accounts and Pre-designated Accounts (if applicable). However, please be advised to set the daily transaction limit for these transaction types for security reasons.

Change of Autopay Deposit Limit

Autopay Deposit Limit (per account per day) : _____ (i.e. cannot exceed the daily transaction limit)

MAS Designed Account Number(s) : (1) _____ (2) _____

<input type="checkbox"/> Change of Telephone Channel Daily Transaction Limits	
	Daily Transaction Limit
Related Account (Max. per day HK\$1,000,000)	
Pre-designated 3rd Party Account in BEA (Max. per day HK\$500,000)	
<p><u>Note:</u> Fund transfer to other Local Bank's Pre-designated 3rd Party Account(s) and Non-designated 3rd Party Account(s) is not available through telephone channel.</p>	

We confirm that nothing herein contained shall affect the validity of any transactions done through various electronic channel(s) of the Corporate Cyberbanking 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.

S.V.

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

企業電子網絡銀行服務

致：東亞銀行有限公司（「東亞銀行」或「貴行」）

日期：_____

更改賬戶之有關資料

企業電子網絡銀行賬戶號碼：_____

賬戶名稱：_____

商業登記證號碼：_____ 公司註冊證書號碼（如適用）：_____

電郵地址*：_____

本客戶要求貴行更改上述賬戶之有關資料如下。本客戶瞭解如有任何錯漏或由此而引致之任何後果，本客戶須完全負責：

在A、B及C三個組別內，每組簽核者之增加數目

組別A	組別B	組別C
<u>姓名</u>	<u>身份證/護照號碼</u>	<u>簽核者識別碼（如A01, A02）</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

刪除在A、B及C組別內之簽核者（例如：A01-A03, B05）

更改簽署權限**

網上減低交易限額之許可（根據開戶申請表上的系統管理之權限由管理者執行）

增加 取消

至指定賬戶及聯繫戶口（請選擇一項）

其中任何一位簽核者 其中任何兩位簽核者 其中任何三位簽核者

根據下列之授權分配表：

簽核者1	簽核者2	簽核者3	限額（港幣或等值）
A	--	--	
B	--	--	
C	--	--	
A	A	--	
A	B	--	
A	C	--	
B	B	--	
B	C	--	
C	C	--	
A	A	A	
A	A	B	
A	A	C	
B	B	B	
B	B	A	
B	B	C	
C	C	C	
C	C	B	
C	C	A	
A	B	C	

至第三方戶口 (請選擇一項)

- 其中任何一位簽核者 其中任何兩位簽核者 其中任何三位簽核者
 根據下列之授權分配表：

簽核者1	簽核者2	簽核者3	限額 (港幣或等值)
A	--	--	
B	--	--	
C	--	--	
A	A	--	
A	B	--	
A	C	--	
B	B	--	
B	C	--	
C	C	--	
A	A	A	
A	A	B	
A	A	C	
B	B	B	
B	B	A	
B	B	C	
C	C	C	
C	C	B	
C	C	A	
A	B	C	

註：

- 轉賬至往預先登記之第三方賬戶 (東亞銀行及其他銀行) 及賬單繳費之每日交易限額高於港幣5,000,000元或其等值之其他貨幣必須以短訊交易密碼或i-Token簽核交易。
- 轉賬至往預先登記之第三方賬戶 (東亞銀行及其他銀行) 及賬單繳費之每日交易限額高於港幣10,000,000元或其等值之其他貨幣必須由2位使用i-Token之簽核者簽核交易。

* 個別交易狀況之更新將發送致此電郵地址及/或相關簽核者之電郵地址。

** 如填上此欄，閣下現有之公司簽署權限將會更新。

更改企業電子網絡銀行服務的投資指令 (只適用於企業綜合理財戶口)

就客戶不時開立或維持的證券賬戶及/或掛鈎存款賬戶 (根據下表)，本人 (等) 授權以下任何一名人士代表客戶通過企業電子網絡銀行服務進行風險評估程序 (包括但不限於填寫風險評估問卷)、進行交易及給予指令：

增加	刪除	姓名 #	簽核者識別碼 (如 A01, A02)	證券賬戶	掛鈎存款賬戶	企業行動
<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"/>
<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"/>

上述各人必須同時為客戶於企業綜合理財戶口開立申請表附錄8委任的或其後委任的被授權人士。

附註：

客戶須安排上述各人獲委任為簽核者，並分配一個東亞銀行給予的簽核者識別碼及密碼予每名上述人士。為保安理由，請更改密碼或向東亞銀行要求新密碼。

更改每日交易限額

轉賬類別	(A) 賬戶每日交易限額 ¹ (限額將會與 (B) 欄相關 服務類別共用)	(B) 服務類別分項限額		簽核方法 (視乎(A)欄的設定)
		服務類別	分項限額 ¹	
指定賬戶及聯繫戶口 (每日最高限額: 無上限)		不適用	不適用	使用簽核者密碼
預先登記之第三方戶口 (東亞銀行及其他銀行) (每日最高限額: 無上限)		轉賬及匯款		每日交易限額於 (A) 欄的 設定是: 1. 港幣5,000,000元或以下 - 使用簽核者密碼 2. 港幣5,000,000元以上至 港幣10,000,000元 - 使用簽核者密碼及短 訊交易密碼; 或 - 使用i-Token簽核者密 碼 ⁶ 3. 港幣10,000,000元以上 - 必須使用 2 位i-Token 簽核者密碼 ⁶
		賬單繳費 (包括 電子賬單繳費) ²		
		賬單繳費 (包括 電子賬單繳費) - 高風險商戶 ^{2,3}		
		押匯服務		使用簽核者密碼
未登記之第三方戶口 ³ (東亞銀行及其他銀行) (每日最高限額: 港幣2,000,000元)		轉賬及匯款		每日交易限額於 (A) 欄的 設定是: 1. 港幣1,000,000元或以下 - 使用簽核者密碼及短 訊交易密碼; 或 - 使用i-Token簽核者密 碼 ⁶ 2. 港幣1,000,000元以上 - 必須使用i-Token簽核 者密碼 ⁶
		押匯服務		
電子支票服務 ^{3,4} (發出電子支票服務) (每日最高限額: 港幣2,000,000元)		不適用	不適用	- 使用簽核者密碼及短訊交 易密碼; 或 - 使用i-Token簽核者密碼 ⁶
支薪及自動轉賬 ⁵ (東亞銀行及其他銀行) (每日最高限額: 港幣5,000,000元)		支薪		每日交易限額於 (A) 欄的 設定是: 1. 港幣3,000,000元或以下 - 使用簽核者密碼及短 訊交易密碼; 或 - 使用i-Token簽核者密 碼 ⁶ 2. 港幣3,000,000元以上 - 必須使用i-Token簽核 者密碼 ⁶
		自動轉賬 (每日最高限額: 港幣3,000,000元)		

¹ 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。

² 高風險商戶之賬單繳費 (包括電子賬單繳費) 每日累積交易限額不可超過賬單繳費 (包括電子賬單繳費) 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。

³ 如連續18個月沒有使用企業電子網絡銀行服務進行轉賬/賬單繳費/發出電子支票交易，交易限額將自動重設為零。

⁴ 如客戶沒有申請東亞銀行轉賬至未登記之第三方戶口 (東亞銀行及其他銀行) 服務或該服務被暫停，客戶將只能使用電子支票存入服務。

⁵ 支薪及自動轉賬之最高限額為港幣5,000,000元，而自動轉賬之分項限額最高為港幣3,000,000元。

⁶ 受限於東亞銀行接受並批准i-Token服務申請的前提下

註：

轉賬至指定賬戶、聯繫戶口及預先登記之第三方戶口 (如適用) 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。

更改自動轉賬限額

自動轉賬存款限額 (每日每賬戶): _____ (不可超過每日交易限額)

MAS 登記賬戶號碼: (1) _____ (2) _____

更改電話理財之每日交易限額

	賬戶每日交易限額
指定賬戶 (每日最高限額為港幣 1,000,000 元)	
於東亞銀行預先登記之第三方戶口 (每日最高限額為港幣 500,000 元)	

附註：
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。

本客戶確認在貴行接獲本客戶發出更改指示之前，原先透過企業電子網絡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.

授權簽署
(請用留存東亞銀行記錄之印鑑簽署)