



# Business Internet Banking Service Update User Mobile Phone Number / Email Address Form

## 商務「網上理財」服務更新使用者流動電話號碼 / 電郵地址表格

**Note 注意:**

- We will normally process your request within 7 working days of receiving the form.  
我們一般會在收到申請表後七個工作天內處理你的指示。
- Please return your completed and signed form by:
  - online submission (in Business Internet Banking, go to 'e-Form Submission Centre', select 'Ways to Bank' as the service, select respective form to upload the scanned form), or
  - posting it to us at The Hongkong and Shanghai Banking Corporation Limited, PO Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong, or
  - couriering it to us at Account Services Department, 1/F, Tower 2, HSBC Centre, No. 1 Sham Mong Road, Kowloon, Hong Kong, or
  - bringing it to any of our Commercial Service Centres. To find your nearest Commercial Service Centre, please visit <http://www.business.hsbc.com.hk/en-gb/everyday-banking/ways-to-bank/commercial-service-centres>.請將已填妥並簽署的表格透過：
  - 網上提交 (商務「網上理財」使用者可於登入後進入「電子表格遞交中心」, 選擇服務種類為「理財服務」及相應表格, 再上傳表格的掃描副本), 或
  - 寄回九龍中央郵政局郵政信箱72677號「香港上海滙豐銀行有限公司」收, 或
  - 快遞寄回九龍深旺道1號滙豐中心2座1樓「戶口服務部」收, 或
  - 交回任何商業客戶服務中心。查閱商業客戶服務中心地址, 請瀏覽 <http://www.business.hsbc.com.hk/zh-hk/everyday-banking/ways-to-bank/commercial-service-centres>。
- Please complete in English (**BLOCK LETTERS**) and tick where applicable. 請用英文大楷填寫, 並在適當的地方加上剔號。
- If you have any problem filling in this form, please contact us on (852) 2748 8288. 如於填寫表格時有任何疑問, 請致電 (852) 2748 8288 與我們聯絡。
- If the change is beneficial for primary user, the same primary user shall be the one to sign the form. 如修改內容是主要使用者, 必須由該使用者親自簽署。
- If the change is beneficial for secondary user, it must be signed by either one primary user. 如修改內容是普通使用者, 必須由任何一位主要使用者親自簽署作實。

### 1. Business Internet Banking service user information 商務「網上理財」服務使用者資料

You can find your Business Internet Banking account number and user short name under your profile name in the upper right-hand corner of Business Internet Banking. 你可在商務「網上理財」右上角, 我的業務名稱下查閱你的商務「網上理財」戶口號碼及使用者簡稱。

Business Internet Banking account number  
商務「網上理財」戶口號碼

If there are multiple account numbers, please provide the one with which Business Internet Banking Service is registered. 如多於一組戶口號碼, 請填寫登記商務網上理財服務時所提供的戶口號碼。

User short name (optional)  
使用者簡稱 (可選填)

Please provide your user short name if you have more than one user profile under the same ID number. 如同一身份證明文件號碼下擁有多於一個使用者業務, 請提供你的使用者簡稱。



### User identity information 使用者身份資料

User's full name (English)  
使用者身份全名 (英文)

User's identification document type  
使用者身份證明文件種類

- Hong Kong Identity Card 香港身份證  
 Passport 護照  
 Others 其他

User's identification document number  
使用者身份證明文件號碼

### 2. Mobile phone number and Email address (for Business Internet Banking Service only) 流動電話號碼及電郵地址 (商務「網上理財」服務適用)

Mobile phone number  
流動電話號碼

Country/region code  
國家/ 區域編號

Phone number  
電話號碼

Email address  
電郵地址

We will send the authentication code to this mobile number by SMS and/or to this email address. We will also send an SMS notification to this mobile phone number whenever this user is the final approver of a payment to a non-designated third-party beneficiary of an amount that exceeds our pre-set limit. These SMS services are free of charge and are provided regardless of whether you have provided a Hong Kong or an overseas mobile phone number. 我們會透過短訊將認證編號發送到這個流動電話號碼及/或這個電郵地址。此外, 每當這使用者授權付款給第三者 (其他受款人), 而交易金額超過我們的預設限額, 我們會發出一個短訊到這個流動電話號碼。短訊服務毋須收費並適用於香港及海外流動電話號碼。

### 3. Declaration by the Primary User 主要使用者聲明

1. I/We confirm that the information given in this form is correct and complete, and authorise you to confirm this from any source you may choose.  
本人(等)證實此表格資料乃屬真實及詳盡,並授權貴行可向任何方面查證。
2. I/We have read and understand (i) the notes, terms and conditions set out in this form and (ii) the Business Internet Banking Terms and Conditions (found at <https://www.online-banking.business.hsbc.com.hk/portalserver/hsbc/dbbpage/commercial/online/terms>) and agree to be governed by them.  
本人(等)已閱讀及明白(i)此表格上列明的「注意」事項以及條款及細則(ii)商務「網上理財」服務的條款的內容(列於:<https://www.online-banking.business.hsbc.com.hk/portalserver/hsbc/dbbpage/commercial/online/terms?lang=zh>),並同意接受該等條款約束。
3. I/We understand that the above instructions will not take effect until they have been duly processed by the Bank.  
本人(等)明白以上指示將不會生效,直至經貴行適當地處理。

Full name in BLOCK LETTERS 全名(請用正楷填寫)

Primary User's signature 主要使用者簽署

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Business Internet Banking users can logon and go to "Form & Document Submission Centre", select service type as "Business Internet Banking / Phonebanking" and form as "[Request] Business Internet Banking Service Special Instructions Form", then upload the scanned copy of form.  
商務「網上理財」使用者可於登入後進入「表格及文件遞交中心」,選擇服務種類為「網上理財/電話理財」及表格為「[指示]商務「網上理財」服務特別指示表格」,再上傳表格的掃描副本。

#### For Bank Use Only 銀行專用

FW	VP/SVP Approval <i>(if applicable)</i>
Branch Chop and Authorised Signature	<i>(Name and Authorised Signature)</i>