

**Instruction and Request Form for i-Banking -Corporate Internet Banking (CIB)**  
**i-Banking 企業網上銀行服務要求及指示表格**

**1. Particulars of Applicant 申請人資料**

Name of Company 公司名稱	Mandate No. 委託書編號
Name of User (for Part Two) 使用者姓名(適用於第二部份)	Contact Tel No. 聯絡電話號碼

**2. Instruction and Request Item 要求及指示項目**

Please put a tick '✓' in the appropriate box(es). 請於適當方格加上'✓'號

**Part One – Administrative Function 第一部份 – 行政管理功能**

- Change Primary Account No. to \_\_\_\_\_  
更改基本帳戶號碼為
- Issue Password for Normal User. Number of Password requested \_\_\_\_\_  
發出一般使用者密碼 要求數量
- Cancel Normal User Password. Range of Password Serial No. from \_\_\_\_\_ to \_\_\_\_\_  
註銷日常使用者密碼 編號由 至
- Terminate CIB Services  
終止企業網上銀行服務
- Add the following Designated Account(s) in my/our name to CIB account portfolio for the purpose of operating CIB.  
請將下列本公司名下之帳戶加入企業網上銀行內，俾使可透過企業網上銀行之操作，處理該等指定帳戶之交易。
- Delete the following Designated Account(s) in my/our name from the CIB account portfolio.  
請將下列本公司名下之指定帳戶自企業網上銀行內刪除。

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**Part Two – User Function 第二部份 - 使用者功能**

- Reissue Administrator Password.  
重發行政管理者密碼
- Administrator ID  Suspend  Resume  
行政管理者身份號碼 暫停使用 恢復使用
- Disable current Digital Certificate (applicable to Administrator or Authorizer, the respective Certification Authority should also be notified at the same time.)  
終止使用現有之數碼證書 (適用於行政管理者或授權批核者，須同時通知有關發證機構)

\_\_\_\_\_  
User ID  
使用者身份號碼

**Declaration 聲明**

I/We hereby request and instruct Shanghai Commercial Bank ("the Bank") to process the abovementioned instruction(s) and request(s) in relation to my/our i-Banking services.  
I/We confirm that the information provided herein is true and complete and authorise the Bank to verify this from any source. I/We understand that it is necessary for me/us to supply to the Bank the information requested above for the Bank to process my/our instruction(s) and request(s) and that my/our failure to supply such information may result in the inability of the Bank to effect my/our instruction(s) and request(s).  
I/We have read, understood and accepted the Terms and Conditions for i-Banking Services as incorporated in the Terms and Conditions for Bank Accounts and General Services and the Terms and Conditions for Securities Services **AND IN PARTICULAR THE RISK INVOLVED** and hereby agree to be bound by such terms and conditions.  
I/We agree that the Bank reserves the right to not effect any or all of the instruction(s) and request(s) set out above without giving any reason. I/We agree that the Bank is not liable for any failure or any delay in effecting any or all of the instruction(s) and request(s) set out above and further agree that to the extent that the Bank suffers any loss or damage as a result of effecting any or all of the instruction(s) and request(s) set out above, I/We (jointly and severally) will fully indemnify the Bank against all such loss or damage unless the same is due to the negligence or willful default of the Bank or its authorized officers, employees or agents.  
本人(等)/本公司特此要求並指示上海商業銀行("銀行")處理與本人(等)/本公司有關之上述指示和要求。  
本人(等)/本公司確認本申請表內所提供之資料真實和完整，並且授權銀行經任何來源核實這些資料。本人(等)/本公司明白有必要向銀行提供上述所要求之資料，以便銀行處理上述之指示和要求，同時亦明白如本人(等)/本公司未能提供上述資料，可能導致銀行不能執行本人(等)/本公司之上述之指示和要求。  
本人(等)/本公司已經閱讀、明白並接受收納於銀行帳戶及一般服務章程及條款之i-Banking 服務章程及條款，以及證券服務章程及條款，**尤其是該服務所涉及之風險**，並特此同意受上述章程及條款所約束。  
本人(等)/本公司同意銀行保留權利不執行上述任何或一切指示及要求，無須給予任何理由。本人(等)/本公司同意，銀行對任何不執行或任何延遲執行上述任何指示和要求毋須承擔任何責任，本人(等)/本公司亦進一步同意，銀行在執行上述任何或全部指示和要求而遭受到之任何損失或損害，除因銀行、其授權人員、僱員或代理人的疏忽或故意失責造成外，一概由本人(等)/本公司(共同和個別地)負責向銀行十足賠償。

Applicant's Signature 申請人簽署

\_\_\_\_\_  
Date 日期

- i. For Administrative Functions, please sign according to the arrangement as set out in Application Form and Additional Mandate for i-Banking Services  
行政管理功能，請按 i-Banking 服務申請書指定之安排簽署
- ii. For User Functions, only the User (Administrator/Authorizer) is required to sign according to the specimen signature held by our Bank.  
使用者功能，請由使用者(行政管理者或授權批核者)按照留存於本行之印鑑簽署

**For Bank Use Only**

Signature Verified	Approved by	Input by	Accepted by
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